

**OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL**

**Annual Report  
1997-98**

**Canberra**

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Government House  
Canberra ACT 2600

23 October 1998

Dear Prime Minister,

I present the annual report of the Office of the Official Secretary to the Governor-General for the financial year ending 30 June 1998, in accordance with subsection 19(1) of the *Governor-General Act 1974*. Subsection 19(2) of the Act requires you to cause a copy of the report to be laid before each House of the Parliament within 15 sitting days after the day on which you receive the report.

The report also includes the report pursuant to sections 8 and 9 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

Yours sincerely,

**Martin Bonsey**  
Official Secretary  
to the Governor-General

The Honourable John Howard, MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600



**ANNUAL REPORT**  
**OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL**  
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## INTRODUCTION

The office of Governor-General was established by the Constitution of the Commonwealth of Australia. Under the Constitution, the executive power of the Commonwealth is exercisable by the Governor-General as The Queen's representative in the Commonwealth, and extends to the execution and maintenance of the Constitution, and the laws of the Commonwealth. Broadly, the Governor-General's duties fall into three categories: constitutional and statutory duties; ceremonial duties; and representational duties. Support for the Governor-General in carrying out these duties is provided by the statutory office of Official Secretary to the Governor-General.

The 1997–98 report of the Office of the Official Secretary to the Governor-General is presented in three parts:

**Part I** provides a corporate overview, including information on the Office's corporate and program structure, mission statement and program objectives, as well as reporting on social justice and equity, scrutiny, industrial democracy, occupational health and safety and freedom of information.

**Part II** reports on performance by the two separate sub-programs, specifically financial and staffing resources and detailed accounts of the Office's activities, including performance highlights for 1997–98.

**Part III** provides completed, audited financial statements for the Office.

Inquiries about the report and its contents may be directed to the Deputy Official Secretary to the Governor-General, telephone (02) 6283 3533 or facsimile (02) 6281 3760.





## PART I – CORPORATE OVERVIEW

### MISSION STATEMENT

To assist the Governor-General in performing the constitutional, statutory, ceremonial and public duties associated with the appointment, ensuring that standards relating to the significance of the Office, and maintenance of the heritage value of the Governor-General's residences and grounds, are in keeping with the expectations of the Australian community.

### Legislative framework

The statutory office of Official Secretary to the Governor-General was established in December 1984, and the Official Secretary employs staff, on behalf of the Commonwealth, under the *Governor-General Act 1974* (which, under the Administrative Arrangements Order, is administered by the Prime Minister).

### Corporate and program structure

For formal reporting purposes, the Office of the Official Secretary is Program 3 of the Prime Minister and Cabinet Portfolio. (Formerly it was Program 4.) The Office has been divided into two sub-programs:

- Sub-program 3.1 Governor-General's Office
- Sub-program 3.2 Australian Honours and Awards

The objective of Sub-program 3.1 is to manage and support the Governor-General's program of activities, and to manage the maintenance and security of the two official residences. The sub-program is divided into three components:

- Component 3.1.1 Executive Support
- Component 3.1.2 Household and Property
- Component 3.1.3 Organisation Services and Support

The objective of sub-program 3.2 is to administer the Australian system of honours and awards and to provide the framework within which Australian citizens and others may be recognised for merit, achievement, bravery and service.

As foreshadowed in last year's annual report, major initiatives during 1997–98 were the development of a corporate plan, the development of a new workplace agreement with staff and the associated performance development scheme, the introduction of accrual accounting and the development of a strategic information

management plan. Information relating to these initiatives appears under Component 3.1.3, Organisation Services and Support, in Part II of this report (pages 18-19).

In May 1998 Mr Douglas Sturkey, CVO, who has been Official Secretary to the Governor-General since 1990, submitted his resignation with effect from 14 July 1998. The Governor-General announced the appointment of Mr Martin Bonsey to succeed Mr Sturkey.

### **Financial overview**

We reported in last year's annual report on the carry over to 1997-98 of "savings" which had accrued because of the non-use of the allocation for overseas travel by the Governor-General. As the Governor-General again did not travel overseas in the reporting year, an amount for overseas travel will be added to our running costs allocation because of the requirements to carry over such unspent funds. Carry-over funds are earmarked for longer term contingencies, for example for retirements and any increased requirement for travel by the Governor-General, rather than supplementation being sought, as previously was the case.

The Office is defined as a "prescribed Agency" under the *Financial Management and Accountability Act 1997*, which took effect on 1 January 1998. As a result, this annual report includes a full set of audited accrual based financial statements (see **Part III**). Until this financial year, accrual based financial information for the Office was included in the financial statements of the Department of the Prime Minister and Cabinet, the Office being formerly Program 4 of that Portfolio (now Program 3).

### **Staffing overview**

At 30 June 1998, 59 staff were employed in Sub-program 1, the Governor-General's Office, and 19 staff were employed in Sub-program 2, Australian Honours and Awards. These figures include 6 part-time staff in Sub-program 1 and 5 part-time staff in Sub-program 2. Details are in **Appendix A**. (Staffing details at Appendix A reflect a new classification structure introduced in the Office's Certified Agreement for 1998-1999 - see page 18). The new classifications of Government House Officer Level 1 to 8 apply to all non-SES positions. Relativities with the Australian Public Service classifications which formerly applied are explained in **Appendix A**.

During the year, 65 staff participated in training programs, of whom 42 were members of equal employment opportunity (EEO) target groups. Total expenditure on training was \$48,504, which translates to 1.44% of the Office's payroll. Significant activities included training for staff in performance development scheme processes, housekeeping and food and beverage service training for domestic staff, and information technology training for keyboard users. See **Appendix C**.

The Office engaged 28 consultants at a total cost of \$135,477 during 1997-98. A sizable proportion (45%) of our consultancy costs in 1997-98 was for assistance and advice in the implementation of government reforms in industrial relations, people management and financial management. In 1997-98, \$61,371 was paid to consultants in respect of development of the Certified Agreement, Performance Development Scheme and financial management accountability and reporting

changes (pages 18-19). During 1997–98, consultants were also hired to assist with occupational health and safety (OH&S), information technology, and capital works and property activities.

### **Industrial democracy**

On 6 March 1998, a Certified Agreement for 1998–1999, under section 170LJ of the *Workplace Relations Act 1996*, was ratified by the Australian Industrial Relations Commission (page 18). The Agreement covers all employees and was the product of extensive consultations with staff and unions. An elected Workgroup Representative Committee represented staff interests during its development and negotiation, and will continue to monitor personnel policies and practices agreed during the life of the Agreement, for example the Performance Development Scheme. The Committee was involved in the development and negotiation of work standards for the Office's new classification structure which were incorporated in the Agreement on 11 June 1998.

### **Social justice and equity**

In promoting the honours system for all Australians, the Australian Honours and Awards Sub-program liaises extensively with bodies and organisations that support equal employment opportunity groups. These organisations include Commonwealth and State government advisory units, and government and community based groups representing multicultural and indigenous interests, as well as the interests of disabled people.

The Office remains firmly committed to ensuring that workplace diversity issues are addressed appropriately in all aspects of people management. A significant achievement during the year was the inclusion in the Certified Agreement for 1998-1999 of provisions to enable staff to manage their work and family responsibilities more flexibly. These include improved personal and carer's leave provisions, a system to allow up to five days of flex leave to be accrued, and the option for staff to purchase additional recreation leave in any one year.

In the negotiation of the Certified Agreement, special one-on-one small group counselling was provided to members of EEO groups who needed help in understanding the provisions of the Agreement.

EEO statistics relating to the Office are set out in **Appendices B,C, and D**

## **Occupational health and safety**

It is the policy of the Office to provide a safe working environment to protect the health and wellbeing of its employees from injury and illness arising in the workplace. This policy is implemented through an OH&S Committee comprising representatives from the diverse range of work groups located at Government House and Admiralty House. A prerequisite for election to the committee is that each representative undertakes an accredited health and safety practitioner's course.

During the year, Comcare conducted a Planned Workplace Investigation of the Office as part of Comcare's responsibilities under the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. Key recommendations from that review, relating to the need for further supervisor training and greater staff awareness, and the need for regular formal workplace inspections, are being implemented.

In 1997–98, workstation/workspace assessments were conducted for keyboard, gardening and domestic staff. Additionally, health and fitness assessments were made available to all staff.

## **Internal and external scrutiny**

The operations of the Office were not referred to specifically in any of the Auditor-General's reports to Parliament in the reporting year. During 1997–98, follow-up action was concluded for significant items raised in the Auditor-General's report on Financial Control and Administration – Asset Management (No. 27 of 1995-96).

In keeping with his Chief Executive responsibilities under the *Financial Management and Accountability Act 1997*, the Official Secretary established an Audit Committee for the Office, which met in May 1998, and also engaged a firm for internal audit purposes. Before this financial year, internal audits for the Office were undertaken by the Department of the Prime Minister and Cabinet. The internal auditors are currently conducting a business risk and fraud assessment of the Office to assist in the development of internal audit and fraud control plans.

## **Operation of the *Freedom of Information Act 1982***

Section 6A of the *Freedom of Information Act 1982* provides that:

6A. (1) This Act does not apply to any request for access to a document of the Official Secretary to the Governor-General unless the document relates to matters of an administrative nature.

(2) For the purposes of this Act, a document in the possession of a person employed under section 13 of the *Governor-General Act 1974* that is in his possession by reason of his employment under that section shall be taken to be in the possession of the Official Secretary to the Governor-General.

No freedom of information (FOI) requests were received during 1997–98. The Commonwealth FOI Act does not apply to the Order of Australia or bravery

decorations, both of which were established by Letters Patent.

Further information in relation to the operation of the FOI Act is set out in **Appendix E**.

### **Operation of the *Privacy Act 1988***

No report or determination under section 30, section 52, or section 72 of the *Privacy Act 1988* was served on the Office by the Privacy Commissioner in 1997–98.

## PART II – PROGRAM PERFORMANCE REPORTING

### Introduction

The financial and staffing resources summary for the Office is presented at Table 1 below. A financial and staffing resources summary is included in the performance report for each of the three components of Sub-program 3.1, Governor-General's Office, and for Sub-program 3.2, Australian Honours and Awards.

A reconciliation between appropriations and sub-program and component elements for 1997–98 is at **Appendix F**.

**Table 1 – FINANCIAL AND STAFFING RESOURCES SUMMARY – PROGRAM LEVEL**

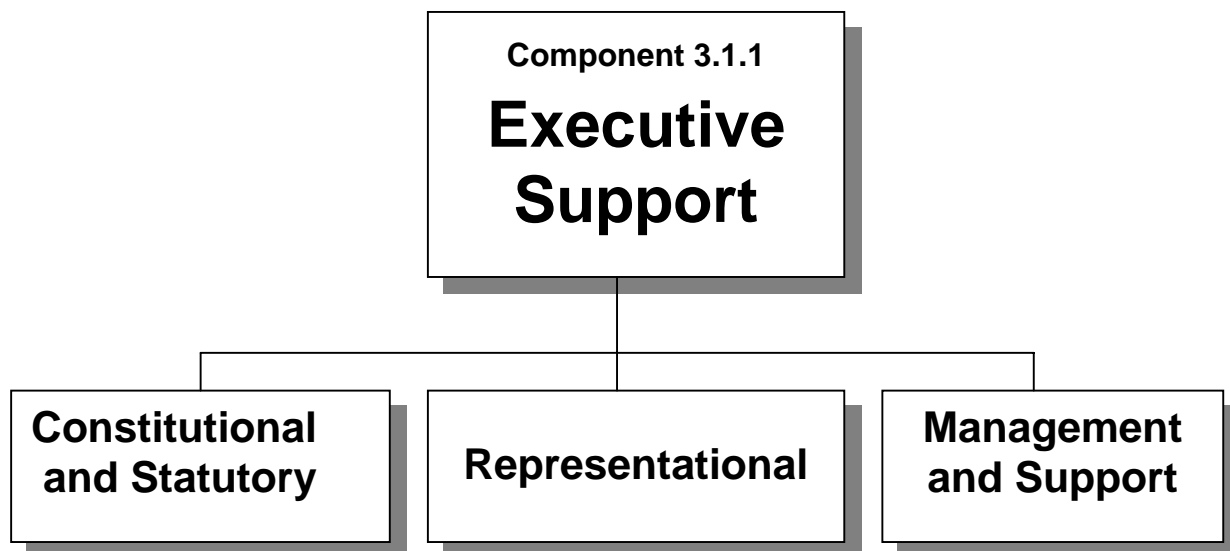
	1996–97 Actual (\$'000)	1997–98 Budget & AEs (\$'000)	1997–98 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	7,096	8,607	6,801
Program Costs(2)	803	1,892	1,342
<b>Total</b>	<b>7,899</b>	<b>10,499</b>	<b>8,143</b>
Less adjustments			
Miscellaneous Receipts	14	10	12
Annotated Appropriations	257	200	304
<b>Total Outlays</b>	<b>7,628</b>	<b>10,289</b>	<b>7,827</b>
<b>ACCRUAL BASIS</b>			
Net cost of service delivery	-	n/a	6,623
Program Costs (excluding service delivery)	-	n/a	1,469
<b>Total Costs</b>			<b>8,092</b>
<b>STAFFING</b>			
Staff years (actual) (As at 30 June)	76.8	-	74.1

(1) Running costs incorporate annotated appropriations.

(2) Program costs comprise the Governor-General's salary, Australian Honours and Awards (other than running costs) and building works, plant and equipment.

### Style conventions

The amounts in this report have been rounded to the nearest thousand dollars. All "totals" are the rounded additions of unrounded figures. The convention used is that rounding downward will occur if the end digit is less than five, and rounding upward if the figure is five or more.



## **Objectives**

The objectives of Component 3.1.1 are:

- to provide effective personal support to the Governor-General and spouse in the performance of their duties; and
- to manage the Office of the Official Secretary.

## **Description**

The activities of this component are grouped as constitutional and statutory, representational, and management and support.

The responsibilities of this component include ensuring that all constitutional and representational activities are conducted in a manner appropriate to the occasion and meeting the expectations of the Governor-General and spouse. Apart from providing direct and personal support to Sir William and Lady Deane, Executive Support is responsible for providing high quality advice on policy, precedent and practice, for responding appropriately to requests for information and to correspondence and representations and for ensuring that the necessary procedures have been followed and proper documentation has been provided, for example in relation to Bills submitted for Royal Assent. An overarching responsibility is that of managing the effective use of resources and ensuring the organisation is increasingly responsive and adaptable.

## Financial and staffing resources

**Table 2 – FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Component 3.1.1 Executive Support**

	1996–97 Actual (\$'000)	1997–98 Budget & AEs (\$'000)	1997–98 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs	2,864	3,118	1,769
Program Costs(1)	58	58	58
<b>Total</b>	<b>2,922</b>	<b>3,176</b>	<b>1,827</b>
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	n/a	n/a	n/a
<b>Total Outlays</b>	<b>2,922</b>	<b>3,176</b>	<b>1,827</b>

### STAFFING

Staff years (actual)(2)	31.1	-	9.1
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(1) Program costs comprise the Governor-General's salary.

(2) Under a restructuring arrangement effective from April 1997, household functions conducted in this component were transferred to Component 4.1.2 (now 3.1.2). However, the staffing allocations were not formally transferred out of this component until 1 July 1997.

While the Official Secretary's overall responsibility for the management of the Office places him or her above both sub-programs in the organisation, the position (a statutory office) is located within this component for administrative and reporting purposes. The Deputy Official Secretary (an SES position) has responsibilities commensurate with the position of deputy. The Research Officer provides research support to the Governor-General, and is also located in this component for administrative convenience.

The component is managed by the Deputy Official Secretary and had 10 staff at 30 June 1998 (including two part-time):

- 1 x statutory officer (Official Secretary)
- 1 x SES (Deputy Official Secretary)
- 1 x GHO7 (Public Affairs/Research Officer, part-time)
- 3 x GHO6 (Personal Assistant and two Aides to the Governor-General)
- 2 x GHO5 (Private Secretary to Lady Deane and Administrative Assistant)
- 2 x GHO3 (Personal Assistant to the Official Secretary and Invitations Officer, part-time)

In addition, three part-time military Aides-de-Camp attend the Governor-General at functions outside Government House. The costs involved in this arrangement are met by the Australian Defence Force.



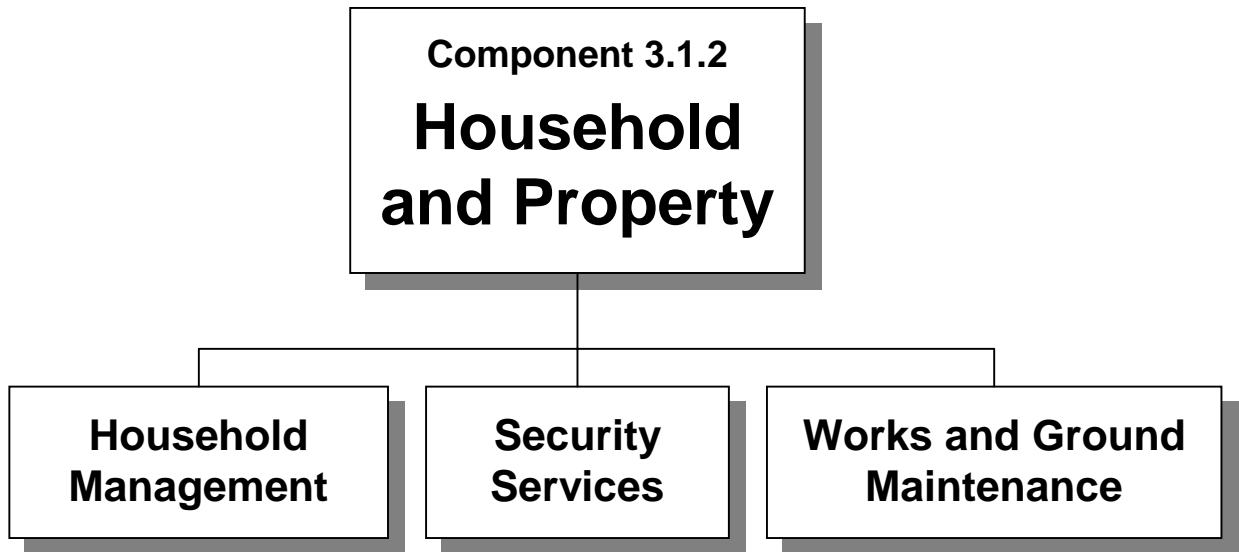
Total expenditure for the component for 1997–98 was \$1,769,000 (excluding the Governor-General's salary). Of this, salary costs were \$588,000.

### **Performance highlights 1997–98**

The official program for the Governor-General continued to involve many meetings and functions outside Government House, both in Canberra and interstate. Program staff supported the Governor-General and Lady Deane's representational activities with travel planning and organisation, liaison with State and Commonwealth authorities, community groups and individuals, and the preparation of drafts of messages, speeches and correspondence.

Staff organised and supported an increased number of receptions and functions at Government House and Admiralty House during the reporting year, averaging more than three functions per week. The total number of guests for 1997–98 was almost 7,000, an increase of 50% over the number in 1996–97. The computerised invitations system which was introduced in 1996–97 and improved staff flexibility meant that the additional workload was managed without additional resources. This year, improved use of information technology enabled the computer generation of entrée cards which, like invitation cards before them, were previously written by hand.

The Official Secretary and Deputy Official Secretary were heavily involved during the year in the development of important new management policies and procedures, all of which involved considerable consultation and negotiation with staff, for example the new corporate plan, the Certified Agreement and the Performance Development Scheme. Detailed information in relation to these issues appears under Component 3.1.3, Organisation Services and Support (pages 17-19). The introduction of accrual accounting and reporting is associated with the specification of corporate and program goals and outputs, and work is also proceeding on the identification of appropriate performance measures of the Office's work.



### **Objectives**

The objectives of Component 3.1.2 are:

- to manage the household and official hospitality operations at the Governor-General's official residences; and
- to manage the development, maintenance, restoration and security of the official residences and their associated buildings and grounds.

### **Description**

The activities of the Household and Property Component comprise household management, security services, and works and grounds maintenance for the two official residences—Government House and Admiralty House.

One of the objectives of the Household and Property Component is to conduct household operations, including official hospitality, in a manner that reflects the status of the official residences and meets the expectations of the Governor-General.

A second objective relates to the maintenance, refurbishment and security of the official residences. Because of the importance of the official residences and their historic value, the Official Establishments Trust is consulted about maintenance and refurbishment issues. Liaison with the Australiana Fund and the National Gallery of Australia also occurs in relation to furniture and art works. When appropriate, works proposals are discussed with the National Capital Authority and the Australian Heritage Commission. Such discussion and consultation ensure that works developments are sympathetic to the style and history of the buildings and in keeping with the Government House Strategic Plan.

Maintenance and development of the gardens and grounds of the two properties are also dealt with under this component, as is maintenance of vehicles and responsibility for ensuring that transport services meet the needs of the Governor-General. Security matters are managed jointly with the Australian

Protective Service and the Protective Security Coordination Centre.

## Financial and staffing resources

**Table 3 – FINANCIAL AND STAFFING RESOURCES SUMMARY  
Component 3.1.2 Household and Property**

	1996–97 Actual (\$'000)	1997–98 Budget & AEs (\$'000)	1997–98 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	2,059	3,119	3,103
Program Costs(2)	42	389	-
<b>Total</b>	<b>2,101</b>	<b>3,508</b>	<b>3,103</b>
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	83	200	304
<b>Total Outlays</b>	<b>2,018</b>	<b>3,308</b>	<b>2,799</b>
<b>STAFFING</b>			
Staff years (actual)(3)	19.6	-	37.9

(1) Running costs incorporate annotated appropriations.

(2) Program costs comprise building works, plant and equipment

(3) Under a restructuring arrangement effective from April 1997, household functions from Component 4.1.1 (now 3.1.1) and transport functions from Component 4.1.3 (now 3.1.3) were transferred to this component. However, the staffing allocations were not transferred formally to this component until 1 July 1997.

The component is managed by the Household and Property Manager and had 40 staff as at 30 June 1998:

- 1 x GHO8 (Household and Property Manager)
- 1 x GHO 6 (Gardening Supervisor)
- 5 x GHO3 (Administrative Assistant part-time and Household and Gardening Staff)
- 8 x GHO 2 (Household and Gardening Staff)
- 25 x GHO 1 (Household Staff, including 2 Transport Officers, Maintenance and Gardening Staff and one inoperative officer)

Total expenditure for the component, including consultancies and capital works, amounted to \$3,103,000 in 1997–98. Of this, salary costs were \$1,532,000.

## Performance highlights 1997–98

As foreshadowed in the 1996–97 annual report, multiskilling of the domestic staff

was a priority during the reporting year, and the Housekeeping and Pantry sections were amalgamated on 1 January 1998. The staff were provided with Food and Beverage Service and Housekeeping training through the Canberra Institute of Technology prior to the amalgamation. As a result of the amalgamation and multiskilling processes all domestic staff are now recognised as Household Attendants and perform basically the same functions.

Open days and school visits to Government House and Admiralty House were also a feature during 1997–98. Some 77 groups of primary, secondary and tertiary students visited Government House. A number of garden tours of the grounds of both houses were organised throughout spring and summer. In addition, eight charity organisations held Open House or Open Garden days for over 10,000 visitors. The charities involved raised more than \$37,000 in gate takings.

Works and ground maintenance carried out at Government House and Admiralty House during 1997-98 are outlined below.

### ***Government House***

The Governor-General and Lady Deane receive many visitors at the Government House Chancery. The access road to the Chancery, which prior to the construction of the Chancery had been used primarily by service vehicles, was considered an inappropriate reception point for visitors because it was barred by an insecure wire gate and fencing. Northrop Engineers Pty Ltd, in consultation with the Official Establishments Trust, the National Capital Authority and the Heritage Commission, was engaged to design an upgraded entrance and to supervise work on it. Concurrently with that work, which was completed in March 1998, new security measures at the entrance gates were undertaken by the Protective Security Coordination Centre.

Other work carried out at Government House included the 1997-98 component of the six-year cyclical external painting contract; upgrade and installation of water pumping equipment for grounds irrigation; and installation of pipe work for increased grounds coverage by the irrigation system.

A feasibility study for airconditioning the Drawing Room and entrance hallway has been commissioned. Should the report be acceptable, work will start early in the new financial year.

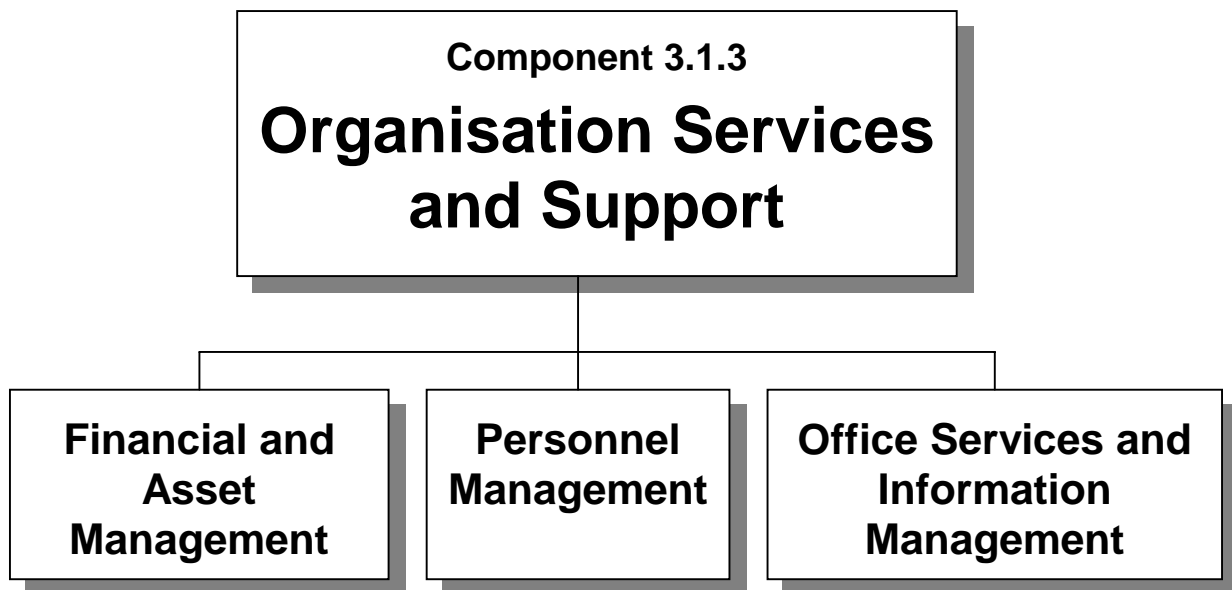
A report by the Protective Security Coordination Centre on the security of Government House and its grounds has resulted in preliminary work to enhance the security of the property being undertaken in 1997-98, with the bulk of the work to be undertaken in 1998-99. The cost is being borne by the Centre.

### ***Admiralty House***

Tanner & Associates, the heritage architects engaged to provide advice and manage building projects, assessed a report of the New South Wales Fire Brigade and called for tenders to install new fire detection equipment. A new alarm monitoring panel was

also installed.

General maintenance was undertaken on Admiralty House. The stonework on the ground floor verandah was cleaned and some re-pointing work carried out, and the eaves, chimneys and timber shutters were painted.



### **Objectives**

The objectives of Component 3.1.3 are:

- to provide efficient and effective administrative services and support to both sub-programs within the Office of the Official Secretary to the Governor-General; and
- to provide effective management infrastructure for functions at Government House.

### **Description**

The activities of this component are grouped as financial and asset management; personnel management; and office services and information management.

The component is responsible for ensuring accountability, timeliness and accuracy in the management and operation of the Office's finances, people, assets and records. This includes maximising the use of information technology for information sharing within the Office and with clients, and for corporate and events management purposes. In addition, the component is responsible for reception services, including arranging congratulatory messages from The Queen and the Governor-General for special birthdays and wedding anniversaries of Australian citizens.

## Financial and staffing resources

**Table 4 – FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Component 3.1.3 Organisation Services and Support**

	1996–97 Actual (\$'000)	1997–98 Budget & AEs (\$'000)	1997–98 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs(1)	1,204	1,379	954
Total	1,204	1,379	954
Less adjustments			
Miscellaneous Receipts	n/a	n/a	n/a
Annotated Appropriations	174	n/a	n/a
<b>Total Outlays</b>	<b>1,030</b>	<b>1,379</b>	<b>954</b>
<b>STAFFING</b>			
Staff years (actual)(2)	9.2	-	8.5

(1) Running costs incorporate annotated appropriations.

(2) Under a restructuring arrangement effective from April 1997, transport functions conducted in this component were transferred to Component 4.1.2 (now 3.1.2). However, the staffing allocations were not formally transferred out of this component until 1 July 1997.

The component is managed by the Organisation Services and Support Manager and had nine staff, two of whom were part-time employees, as at 30 June 1998:

- 1 x GHO8 (Organisation and Support Manager)
- 3 x GHO6 (Budgets and Finance Officer, Personnel Manager and Information and Communications Manager)
- 1 x GHO4 (Finance and Personnel officer)
- 1 x GHO3 (Purchasing and Assets officer)
- 3 x GHO2 (Reception, part-time, Office support and Registry Services, part-time)

Total expenditure for the component amounted to \$954,000 in 1997–98. This included \$410,000 on salaries.

### Performance highlights 1997–98

In 1997–98, this component coordinated a number of major activities for the Office. Some were driven by government reforms, and all were aimed at improving the efficiency and effectiveness of agency operations in the longer term.

### Corporate plan

The completion of the first corporate plan for the Office in September 1997 laid the groundwork for the changes introduced over the remainder of the year. The corporate plan highlighted the need to foster continuous improvement, to value our

people, and to maintain effective information management and internal and external communications, which are critical to maintaining a high standard of performance in the Office.

Strategies implemented during 1997–98 to support the corporate plan objectives have included the negotiation of a new Certified Agreement for the Office, the establishment of a Performance Development Scheme, completion of an information management strategic plan for 1998–2000, the introduction of networked IT communications across the Office, and publication of a fortnightly newsletter to improve information sharing with staff. Specific outcomes are discussed in greater detail below.

## **People management**

The Office's Certified Agreement for 1998–1999 (see also page 5 - Industrial Democracy) was finalised on 6 March 1998 and gave a modest pay increase to staff over a two-year period (2.25% from 1 January 1998, and a further 1.75% from 1 January 1999 subject to completion of the first cycle of the Performance Development Scheme). It also introduced a number of administrative efficiencies. The main changes made by the Agreement were:

- the introduction of a single eight-level classification structure and new work standards covering administrative, professional, trades and general services positions, which has facilitated some multiskilling at the base level - Government House Officer 1 - through broadbanding of former General Service Officer 2 and 3 classifications;
- the incorporation into pay of a number of allowances, for example for disability, work-related expenses, penalty rates and rostered overtime, to reduce salary administration costs;
- simplified and more flexible leave arrangements (see also page 5 - Social Justice and Equity section); and
- the development of an integrated performance management framework in consultation with staff, comprising a Performance Development Scheme, with assessment linked directly to pay advancement and to staff training and development needs, along with a structured process for managing underperformance.

In keeping with the commitments made in the Certified Agreement, work standards were developed with staff and subsequently incorporated into the Agreement, and a Performance Development Scheme was introduced. Measures in the Performance Development Scheme designed to enhance the effectiveness and efficiency of staff include the development of individual work plans, regular structured feedback sessions with supervisors on performance, and the provision of timely training and development to ensure ongoing and new job requirements are met effectively. A shortened trial cycle of the performance development scheme will be completed by 31 December 1998 with training for staff in feedback and assessment processes before the assessment phase in December 1998. An evaluation of the first cycle of



the scheme will be completed by 31 March 1999.

### **Information management**

In May 1998, an information management strategy for 1998-2000 was agreed. The strategy focused on IT infrastructure, development and training required to maximise productivity improvements, on the management of IT and other office technology assets, and on strategies to improve the effectiveness of records storage and retrieval systems and to provide information on the Governor-General's role.

During 1997–98, email was made available across the Office including to Admiralty House, Sydney. Email rather than paper is now used to distribute routine information across the Office and is being increasingly used to assist in the coordination of work activities and events.

Initiatives from the information management strategic plan to be progressed in 1998-99 include the conduct of Year 2000 compliance testing, the development of an Intranet information system and expansion of Internet capabilities, and a review of records management systems and procedures.

### **Financial management**

During 1997–98, this component was involved in progressing a number of Australian Public Service (APS) financial reforms. To meet *Financial Management and Accountability Act 1997* requirements, new Chief Executive Instructions were developed, and an internal audit function and Audit Committee for the Office were established (see also page 4 Financial overview and page 6 – Internal and external scrutiny). In 1998–99, internal audit and fraud plans based on key business and fraud risks and administrative instructions will be finalised.

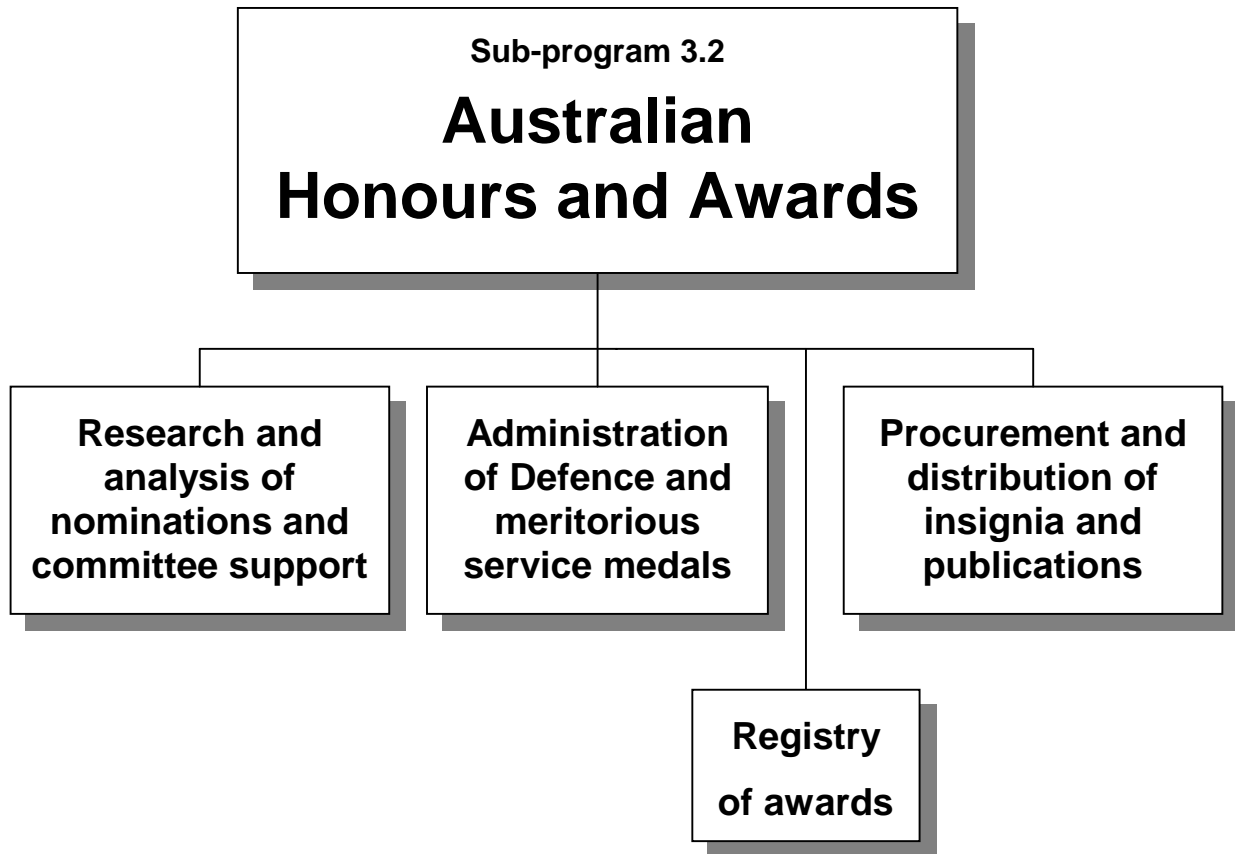
The component also commenced preparations for accrual based budget reporting, which will be required of all Commonwealth agencies from 1999–2000. The Office's existing financial management information system was enhanced to meet accrual reporting requirements. In parallel with the development of team plans and the introduction of the Performance Development Scheme, a consultant from Morison Consulting Pty Ltd assisted the Office to identify key outcomes and outputs and develop appropriate performance measures.

In 1997–98, a comprehensive stocktake of assets for the Office was completed. This has ensured that the Office's opening balances in respect of assets in the financial statements (see **Part III**) are accurate and up to date.

### **Other support activities**

A total of 2,249 congratulatory messages from The Queen and the Governor-General were arranged and dispatched to persons who celebrated 100th and subsequent birthdays and to couples who celebrated 60th, 65th, 70th and

subsequent wedding anniversaries in 1997–98. This represented an increase of 4% over the previous year.



**Objective**

The objective of Sub-program 3.2 is to administer the Australian system of honours and awards on behalf of the Governor-General so that Australian citizens and others may be appropriately recognised for merit, achievement, bravery and service.

**Description**

This component is known as the Australian Honours Secretariat. The activities of the Secretariat are grouped as research and analysis of nominations and committee support, administration of Defence and meritorious service medals, registry of awards, and procurement and distribution of insignia and publications.

The Secretariat was established as a permanent body in 1975 to administer the Australian system of honours and awards. It is responsible for the efficient management and use of allocated resources in order to provide effective research and administrative support to the Council for the Order of Australia and the Australian Decorations Advisory Committee. In addition, it is responsible for checking eligibility for all other awards and decorations submitted to the Governor-General for approval. The sub-program also ensures the timely production and availability of insignia, warrants and associated items in support of the honours and awards system, as well as maintaining a register of all honours and awards conferred within the Australian system.

## Financial and staffing resources

**Table 5 - FINANCIAL AND STAFFING RESOURCES SUMMARY**  
**Sub-program 3.2 Australian Honours and Awards**

	1996-97 Actual (\$'000)	1997-98 Budget & AEs (\$'000)	1997-98 Actual (\$'000)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running Costs	969	991	975
Program Costs(1)	703	1,445	1,286
<b>Total</b>	<b>1,672</b>	<b>2,436</b>	<b>2,261</b>
Less adjustments			
Miscellaneous Receipts	14	10	12
Annotated Appropriations	n/a	n/a	n/a
<b>Total Outlays</b>	<b>1,658</b>	<b>2,426</b>	<b>2,249</b>

### STAFFING

Staff years (actual)	16.9	-	18.6
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(1) Australian Honours and Awards (other than running costs).

The sub-program is managed by the Director, Honours Secretariat and had 19 staff (including five part-time officers) as at 30 June 1998:

- 1 x GHO8 (Director)
- 2 x GHO7 (Assistant Directors)
- 2 x GHO6 (Senior case officers)
- 5 x GHO5 (Case officers, including 3 part-time officers)
- 1 x GHO4 (Administrative Assistant, part-time)
- 4 x GHO3 (Purchasing officer/ Defence and long service awards)
- 3 x GHO2 (Administrative support/ Defence and long service awards)
- 1 x GHO1 (Registry & filing officer, part-time)

Total expenditure for the sub-program for 1997-98 was \$2,261,671. This included \$847,705 on salaries and \$1,286,203 on the manufacture of insignia and related items, warrants, publication of booklets, notification of awards and freight on medals.

### ***The Australian honours system***

All the elements of the Australian system of honours and awards have been established by The Queen on the advice of Australian governments and instituted by Letters Patent. The documents designate the Governor-General as Chancellor of the Order of Australia, charged with its administration; and the Letters Patent for all Australian awards, except the *Victoria Cross for Australia*, authorise the Governor-General to approve awards to recipients. Like its British counterpart, the *Victoria Cross for Australia* is conferred by The Queen.

The Queen has reserved the right to honour Australians with appointments in the Order of the Garter, the Order of the Thistle, the Order of Merit and the Royal Victorian Order, in exercise of the Royal Prerogative. As Sovereign of the Order of St John, The Queen also considers award recommendations which are made by the Governor-General as Prior of the Order in Australia.

The Governor-General appoints members to the Council for the Order of Australia and to the Australian Decorations Advisory Committee, which considers bravery awards. The composition of these bodies is set out in **Appendix G**. The Australian Honours Secretariat serves both by researching and analysing nominations for bravery awards, and for awards within the Order of Australia, which are received direct from members of the public or organisations.

The Australian honours system provides also for other awards and decorations for gallantry, meritorious service, conspicuous service, distinguished service, skill at arms, campaign service in peace and war, exceptional service in the Antarctic and long service. Upon receipt of nominations for such awards from designated authorities, the Honours Secretariat checks the nominees' eligibility before submitting the nominations to the Governor-General for approval.

Investitures occur in the States, usually at Government House in the State of residence of the recipient, and in Canberra. Arrangements for investiture ceremonies at Government House, Canberra, are the responsibility of the Executive Support program (Component 3.1.1).

The functional relationships of the Australian system of honours and awards are presented in **Figure 2** (page 29).

### **Performance highlights 1997–98**

During 1997–98 the Honours Secretariat maintained a high standard of performance in its comprehensive investigation of nominations for consideration by the Council for the Order of Australia and by the Australian Decorations Advisory Committee; improved efficiency in the handling of recommendations for honours, awards and decorations; and efficient management, including a significant reduction in the cost of the commissioning and production of insignia, warrants, publications and other documentation.

Highlights in the performance of the Secretariat's main role, preparing the Australia Day and Queen's Birthday Honours Lists and the biannual bravery decorations, together with the associated gazettal and individual press notes for each award recipient, and achievements in associated activities, are shown below.

- Following The Queen's approval of the establishment of a new operational service award, the Australian Active Service Medal 1945–1975, essentially to be awarded for service in the Korean War, Malayan Emergency, Indonesian Confrontation and Vietnam War, and through a collaborative approach with the Department of Defence, the Secretariat was able to reduce considerably the time frame normally associated with the design and manufacture of a new award.

Consequently, a significant number of war veterans were wearing the medal on ANZAC Day 1998.

- The Secretariat processed a 13% increase in nominations for awards within the Order of Australia as compared with 1996–97.
- During 1997–98 the Governor-General approved an End of War list for gallantry and meritorious service during the Vietnam War, involving the Secretariat seeking the acceptance and gazettal of some 78 awards including the Medal for Gallantry, the Distinguished Service Medal, the Commendation for Gallantry and the Commendation for Distinguished Service.
- The Secretariat continued its involvement in the implementation of the recommendations of the report of the Review of Australian Honours and Awards, released during 1996. Specifically, progress was made in the development of criteria for three new awards relating to recognition for distinguished service by members of the ambulance services and the emergency services, and for recognition of civilians in dangerous and personally demanding peacekeeping or humanitarian operations overseas. Also, the Secretariat had input into the expansion of the existing eligibility criteria for the National Medal through ongoing consultation with the honours policy section of the Department of the Prime Minister and Cabinet.
- The Secretariat provided advice on the criteria for a new single Defence Long Service Medal to replace the existing three Defence Force Service Awards.
- Involvement continued with two interdepartmental committees which advise Government on policy issues concerning awards to Defence Force personnel and the promotion of honours and awards in general.
- Through the improved application of information technology, the Secretariat streamlined the ordering of insignia, enhanced the way material is presented to Council, and automated its existing information storage and retrieval system.
- The Secretariat continued its involvement with an interdepartmental committee established to implement strategies to increase the community's general awareness of the honours system, including the development of closer links with the media. Prior to the June 1998 release of The Queen's Birthday Honours List and a bravery decorations list, the interdepartmental committee sought the views of a public relations firm on the format of honours information distributed to the media and on ways to expand media coverage of honours and awards at the time of announcement. This proved extremely beneficial in that the Secretariat received a large amount of feedback from both print and electronic media outlets regarding future widespread media coverage of the honours lists.

## ***The Order of Australia***

The Secretariat researched and prepared 1,483 nominations for Australian citizens across a wide range of fields of service for consideration by the Council for the Order of Australia during 1997–98. This included some which the Council had deferred for various reasons and which were resubmitted. From these nominations 429 awards were made in the Australia Day 1998 Honours List and 370 awards in the Queen’s Birthday 1998 Honours List. Overall 54% of nominations considered by the Council resulted in an award. The percentage of awards made to women has continued to increase, with 32% of awards announced in The Queen’s Birthday 1998 Honours List being for females. Some 63% of all nominations for females resulted in an award, compared with 51% of all nominations for males. An analysis of awards in the General Division by category for 1997–98 is set out in **Appendix H**.

Since 1975, a total of 13,040 awards have been made in the General Division of the Order of Australia (an analysis by category is in **Appendix I**) and 1,779 in the Military Division. During 1997–98 there were 19 Honorary awards made to citizens of other countries. To date there has been a total of 130 such awards.

### ***The Order of Australia***

The Order of Australia was instituted, in 1975, in the words of the Letters Patent, as “a society of honour”. It now has four levels, with provision for appointment as *Companion* (AC), *Officer* (AO) or *Member* (AM) and for an award of the *Medal of the Order* (OAM).

The Order has a General Division and a Military Division, each Division having separate criteria for the levels of award. Foreign citizens may be recommended by the Prime Minister for an honorary award in the General Division at a level which the Prime Minister has judged appropriate. The Minister for Defence recommends members of the Australian Defence Force for awards and the level of such awards within the Military Division. The Minister may also recommend honorary awards in the Military Division. Only one has been made since 1975.

The constitution of the Order provides for a Council of 19 members. Since 1 August 1996 three members are ex-officio and the remainder are appointed by the Governor-General. The six States and two Territories nominate one representative each for appointment to the Governor-General, and the Prime Minister nominates the eight independent members.

The constitution of the Order provides that no more than 25 Companions, 100 Officers and 225 Members may be appointed in any calendar year. There is no quota on the number of Medallists. The number of persons appointed at the Companion and Officer level has never reached the annual quota. Neither has the existence of a quota for the Member level caused the Council any difficulty thus far.

Recommendations are made by the Council with proper regard to the criteria for the levels of award set out in the constitution of the Order. In assessing an individual nomination against the known contribution of others in the same field or category, the Council seeks to satisfy itself that the person concerned has either demonstrated achievement at a high level, or has made a contribution over and above what might be expected through paid employment, or whose voluntary contribution to the community has been particularly significant. The concept of merit embodied in the criteria implies that the individual eventually recognised should stand out from others who may also have made a valuable contribution. In some cases this endeavour may have been sustained over many years, but in essence membership of the Order of Australia is not an award merely for long service but for outstanding service.

All recommendations are made to the Governor-General who, acting in accordance with section 10 of the constitution of the Order, authorises awards.

All persons recommended for an award, except in the circumstances outlined below, are asked whether they would be willing to accept an award should it be offered, and some people have exercised their right to decline.

There is no provision within the Order of Australia for posthumous awards. At the August 1997 meeting of the Council for the Order of Australia, consideration was given to the provisions of the constitution of the Order in relation to those unfortunate occasions on which nominees have died in the period between receipt of a nomination and its consideration by Council. Within the framework of the constitution of the Order it is possible for the service rendered during the lifetime of these nominees to be considered for recognition by the Council. Where an award is recommended and approved, the nominee's next of kin are advised and asked whether it would be acceptable if the award were published in the Honours List along with the names of other recipients. In such circumstances, regardless of gazettal, the award is retrospective in that it has effect from the date of receipt of the nomination in the Secretariat. Membership of the Order of Australia ceases upon the death of recipients.



### ***Australian bravery decorations***

The Australian bravery decorations were instituted in 1975 to accord recognition to Australian citizens and other persons who perform acts of bravery. A comparable set of Australian decorations has been instituted to recognise acts of gallantry in the face of the enemy.

The bravery decorations are the *Cross of Valour (CV)*, *Star of Courage (SC)*, *Bravery Medal (BM)* and *Commendation for Brave Conduct*, and there is a *Group Citation for Bravery*.

Nominations for bravery awards are considered by the Australian Decorations Advisory Committee. It is the responsibility of the Committee to establish whether an act of bravery has occurred and, if so, to recommend an award at the appropriate level. The Committee has recognised that bravery is subtly different from fortitude in a predicament in that it requires not only the presence of danger but an option of choice - the choice either to go from a safe place to a place of peril in order to help, or to remain at a hazardous post carrying out essential duties while others are moved, or after they had been moved, to a safer place. Bravery is interpreted by the Committee as having been displayed through a deliberate act which would increase the danger to the person to a significant extent.

In its consideration the Committee has been assisted in many cases by the statements and other records of Police who have attended an incident and interviewed witnesses. Where such official records do not exist, the Honours Secretariat endeavours to contact witnesses and elicit their recollections.

An award of a bravery decoration may be made posthumously if the next of kin agrees.

### ***Australian bravery decorations***

During 1997–98 the Australian Decorations Advisory Committee considered 242 nominations for bravery, with 80 awards being announced. This included a *Cross of Valour*, awarded for only the third time since the introduction of the Australian honours system, four *Stars of Courage*, 27 *Bravery Medals*, 46 *Commendations for Brave Conduct*, and two Group Citations for Bravery.

A total of 1,344 individual bravery awards and 11 Group Citations have been gazetted to 30 June 1998.

### ***Meritorious awards***

The Australian system has a range of awards to recognise outstanding or distinguished service in particular fields. These awards are limited by stringent quotas and are approved by the Governor-General on the recommendation of designated State and/or Federal Ministers. In 1997–98 the Governor-General approved the award of 84 *Public Service Medals*, 46 *Australian Police Medals*, 36 *Australian Fire Service Medals*, one *Antarctic Medal*, and three *Champion Shot Medals* or clasps to the medal.

### ***Defence and Defence related awards***

Following a Government review, the Governor-General approved an End of War list for Vietnam in recognition of acts of Gallantry and Meritorious service in action. This involved the gazettal of 13 *Medals for Gallantry*, 21 *Distinguished Service Medals*, three *Commendations for Gallantry* and 33 *Commendations for Distinguished Service*.

During the financial year the Governor-General approved recommendations for 17,717 awards and clasps of the newly introduced Australian Active Service Medal 1945-1975. The Governor-General also approved 14,873 awards of and/or clasps to the *Australian Service Medal 1945–1975*, bringing the total number of medals awarded since its establishment to 36,841. The number of awards approved for the *Civilian Service Medal 1939–1945* during 1997–98 was 514, with the total number issued to date being 5,936.

In addition, 45 *Conspicuous Service Crosses*, 41 *Conspicuous Service Medals* and one *Nursing Service Cross* were awarded. There were also 1,017 awards of the *Australian Service Medal* or clasps for service since 1975, but no awards of the *Australian Active Service Medal* or clasp.

The Governor-General approved the issue of 5,504 *Defence Force Service Medals* and/or clasps, 149 *Reserve Force Decorations* and/or clasps and 529 *Reserve Force Medals* and/or clasps. During the financial year, 487 *Vietnam Logistic and Support Medals* were issued, bringing the total number to 8,040.

### ***Other awards***

A total of 5,347 nominations for *National Medals* and/or clasps were also processed for approval during the year, and 31 *Police Overseas Service Medals* were awarded.



## **PART III - FINANCIAL STATEMENTS**

## APPENDIX A

### STAFFING OVERVIEW (as at 30 June 1998)

Classification	Full Time		Part Time		Canberra	Sydney	Total
	F	M	F	M			
<b>Statutory Officer</b>		1			1		1
<b>SES</b>							
Band 1	1				1		1
<b>Government House Officer (Executive 2)</b>							
Level 8	2	1			3		3
<b>Government House Officer (Executive 1)</b>							
Level 7	1	1		1	3		3
<b>Government House Officer (Administrative)</b>							
Level 6	5	3			8		8
Level 5	3	1		3	7		7
Level 4	1			1	2		2
Level 3	4	1		2	7		7
Level 2	4	1		2	7		7
Level 1				1	1		1
<b>Government House Officer (Gardening)</b>							
Level 6		1			1		1
Level 3		2			1	1	2
Level 2	2	3			2	3	5
Level 1		5			4	1	5
<b>Government House Officer (Domestic, Caretaking, Transport)</b>							
Level 3		2			2		2
Level 2		3			2	1	3
Level 1	9	10		1	16	4	20
<b>TOTAL</b>	<b>32</b>	<b>35</b>	<b>10</b>	<b>1</b>	<b>68</b>	<b>10</b>	<b>78</b>

**Notes:**

- All the above staff were employed under the *Governor-General Act 1974*.
- In Canberra, staff are located at Government House, while in Sydney, staff are located at Admiralty House.
- Figures include one inoperative staff member.
- Under the new classification structure introduced in the Certified Agreement in March 1998, staff are classified as Government House Officers (GHOs) level 1 to 6 in administrative, domestic or gardening streams. This incorporates the former APS Administrative Service Officer, General Service Officer and Professional Officer classifications. Executive Level 1 and 2 (GHO 7 & 8) classifications in the new structure replace Senior Officer C and B classifications in the professional and general streams of the former APS structure.

**APPENDIX B**

**STAFFING CATEGORIES AND DISTRIBUTION  
(as at 30 June 1998)**

<b>Category</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
<u>Component 3.1.1 (Executive Support)</u>			
Personal staff	1	5 (includes 1*)	6
Office support staff	1	3 (includes 1*)	4
<u>Component 3.1.2 (Household and Property)</u>			
Household and Caretaking staff (including Transport staff)	16 (includes 5*)	11 (includes 3*,1**)	27***
Gardening staff	11 (includes 4*)	2 (includes 1*)	13
<u>Component 3.1.3 (Organisation Services and Support)</u>			
Personnel and Finance staff	1	3	4
Office support staff	1	4	5
<u>Sub-program 3.2</u>			
Australian Honours and Awards	5 (includes 1*)	14	19****
<b>TOTAL</b>	<b>36</b>	<b>42**</b>	<b>78**</b>

Notes: \* Denotes members of designated groups.  
 \*\* Figure includes one inoperative.  
 \*\*\* Figure includes one temporary employee.  
 \*\*\*\* Figure includes three temporary employees.

**EMPLOYEES COVERED BY PART IV MOBILITY PROVISIONS OF THE PUBLIC SERVICE ACT**

Male	Female	Total
3	14	17

**TEMPORARY STAFF (included in above totals)**

Male	Female	Total
1	3	4

## STAFF DEVELOPMENT AND TRAINING - STATISTICS

Sub-program/Component (as at 30 June 1998)	No. of Staff Trained	No. of Person Days	Expenditure on Training \$	% of Sub-program/ Component Payroll	No. in EEO Target Groups
3.1 Governor-General's Office					
3.1.1 Executive Support	9	19.9	3,682	0.63	7
3.1.2 Household and Property	25	187.2	12,417	0.81	10
3.1.3 Organisation Services and Support	10	59.9	11,920	2.9	8
3.2 Australian Honours and Awards	21	110.1	20,485	2.42	17
<b>TOTAL</b>	<b>65</b>	<b>377.1</b>	<b>48,504</b>	<b>1.44</b>	<b>42</b>

Notes: Total number of staff employed as at 30 June 1998 was 78 (including 11 part-time).

Of the 65 staff who participated in staff development and training in 1997-98, 41 were women of whom 7 belonged to the NESB1 category and 1 to the NESB2 category.

Key: NESB1 Non-English speaking background, first generation  
NESB2 Non-English speaking background, second generation

## EEO STATISTICS

**A. Overview  
(as at 30 June 1998)**

Total Staff	Male	Female	A	TSI	NESB1	NESB2	PWD
78	36	42	-	-	13	2	1

Notes: See Appendices A and B for distribution of male and female staff and distribution by staffing category.

The 13 NESB1 staff comprised:

2 x GHO5  
1 x GHO3  
1 x GHO2  
9 x GHO1

The 2 NESB2 staff members were at the GHO2 level.

The PWD staff member was a GHO1.

**B. Appointments  
(1997–98)**

Total Staff	Male	Female	A	TSI	NESB1	NESB2	PWD
8	4	4	-	-	-	-	-

Key: A Aboriginal  
TSI Torres Strait Islander  
NESB1 Non-English speaking background, first generation  
NESB2 Non-English speaking background, second generation  
PWD People with a disability



### FREEDOM OF INFORMATION MATTERS

Information required by section 8 of the *Freedom of Information Act 1982* (the FOI Act) to be published in the annual report of the Official Secretary to the Governor-General is set out in the main body of this report (page 6) as well as in this appendix.

#### **FOI procedures and initial contact point**

Individuals seeking access to documents relating to matters of an administrative nature in the possession of the Official Secretary should forward a \$30 application fee and apply in writing to:

The Official Secretary  
to the Governor-General  
Government House  
CANBERRA ACT 2600.

Initial access inquiries may be directed to the FOI Contact Officer on (02) 6283 3512.

The Deputy Official Secretary is the decision-maker under section 23 of the FOI Act in respect of requests for access.

If access is approved, the Deputy Official Secretary will provide copies of documents after payment is received of any charges that apply.

#### **Categories of documents**

##### Documents of an administrative nature

These documents include personnel records, organisation and staffing records, and financial and expenditure records.

##### Documents open to public access subject to a fee or charge (subparagraph 8(1)(a)(iii) and paragraph 12(1)(b) of the FOI Act)

The Office holds no documents in this category.

##### Documents available for access or purchase subject to a fee or other charge (subparagraph 8(1)(a)(iii) and paragraph 12(1)(c) of the FOI Act)

The Official Secretary's annual report is available for purchase from the Australian Government Publishing Service Bookshops.

##### Documents customarily available free of charge upon request (subparagraph 8(1)(a)(iii) of the FOI Act)

The Office customarily makes available free of charge upon request the Governor-General's speeches, and pamphlets on Government House, Admiralty House, Order of Australia and Australian Bravery Decorations.

## APPENDIX F

### RECONCILIATION OF SUB-PROGRAMS/COMPONENTS AND APPROPRIATION ELEMENTS FOR 1997-98

Sub-program/ Component Number	Approp. Bills Nos 1 & 3 \$'000	Approp. Bills Nos 2 & 4 \$'000	Special Approps. \$'000	Annotated Approps. \$'000	Program Approps. \$'000	Adjustments \$'000	Program Outlays \$'000
3.1.1	3,118		58		3,176		3,176
3.1.2	2,919	389		200	3,508	200	3,308
3.1.3	1,379				1,379		1,379
<b>3.1</b>	<b>7,416</b>	<b>389</b>	<b>58</b>	<b>200</b>	<b>8,063</b>	<b>200</b>	<b>7,863</b>
3.2	2,426			10	2,436	10	2,426
<b>TOTAL</b>	<b>9,842</b>	<b>389</b>	<b>58</b>	<b>210</b>	<b>10,499</b>	<b>210</b>	<b>10,289</b>

**MEMBERSHIP OF THE COUNCIL FOR THE ORDER OF AUSTRALIA AND  
THE AUSTRALIAN DECORATIONS ADVISORY COMMITTEE**

**A. THE ORDER OF AUSTRALIA**

The Order of Australia was established as part of the Australian honours system by Letters Patent issued by The Queen on 14 February 1975 and as amended subsequently.

**Chancellor of the Order**

His Excellency the Honourable Sir William Deane, AC, KBE  
Governor-General

**Secretary of the Order**

Mr Douglas Sturkey, CVO  
(Mr Martin Bonsey  
from 15 July 1998)

**COUNCIL FOR THE ORDER OF AUSTRALIA**

**As at 30 June 1998**

**Members - ex-officio**

The Honourable J. Moore, MP  
(Vice-President of the Federal Executive Council)  
General J.S. Baker, AC  
(Chief of the Defence Force)  
Mr M. Moore-Wilton  
(Secretary, Department of the Prime Minister and Cabinet)

**Members - nominated by the Commonwealth Government**

Rear Admiral P. Sinclair, AC, RAN (Rtd)  
(Chairman)  
Mr A. Border, AO  
Ms A. Fulwood  
Mrs S. Henderson  
The Honourable Sir James Killen, KCMG  
Dr M. Valadian, AO, MBE  
Dr G. Santoro, AM  
Mrs M. Turbayne, OAM

**Members - nominated by State and Territory Governments**

Mr D. Blight (WA)  
Mr P. Conran (NT)  
vacant (Qld)  
Mr D. Ford, CVO, GM (Vic)  
Mr R. Grierson, LVO (Tas)  
Dr C. Gellatly (NSW)  
Mr I. Kowalick (SA)  
Ms L. Webb (ACT)

## APPENDIX G (CONT.)

### B. AUSTRALIAN BRAVERY DECORATIONS

The Australian Bravery Decorations were established as part of the Australian honours system by Letters Patent issued by The Queen on 14 February 1975 and as amended subsequently.

#### AUSTRALIAN DECORATIONS ADVISORY COMMITTEE

**As at 30 June 1998**

##### **Members - ex-officio**

Mr P. Barratt  
(Secretary, Department of Defence)  
Mr P. O'Neill  
(Assistant Secretary, Awards and National Symbols Branch,  
Department of the Prime Minister and Cabinet)

##### **Members - nominated by the Commonwealth Government**

Professor V. Pratt, AM  
(Chair)  
Group Captain J. Hammer, CSC  
Mr J. Johnson, AO, APM, QPM  
Ms D. Read

##### **Members - nominated by State Governments**

Mr D.W. Ford, CVO, GM (Vic)  
vacant (Qld)  
Mr R. Grierson, LVO (Tas)  
Mr J. Scales (SA)  
Mr L. Quinnell (NSW)  
Mr H. Samson, LVO (WA)  
Ms R. Walsh (ACT)  
Colonel D. Gibbons, AM (Rtd) (NT)

##### **Secretary**

Mr Douglas Sturkey, CVO  
(Mr Martin Bonsey  
from 15 July 1998)

APPENDIX H

THE ORDER OF AUSTRALIA  
AWARDS CONFERRED IN THE GENERAL DIVISION  
AUSTRALIA DAY 1998 AND THE QUEEN'S BIRTHDAY 1998

CATEGORY		NUMBER OF NOMINATIONS CONSIDERED	TOTAL AWARDED	% AWARDED	AWARD LEVELS			
					AC	AO	AM	OAM
Architecture	M	3	2	67			1	1
	F	1						
The Arts	M	44	24	54		2	9	13
	F	22	14	64			3	11
Business & Commerce	M	59	29	49		7	16	6
	F	4	4	100		1	2	1
Community & Migrant Assistance	M	41	16	39			1	15
	F	13	7	54				7
Community	M	470	249	53	3	5	31	210
	F	250	161	64		3	15	143
Conservation	M	18	9	50			4	5
	F	8	5	62			1	4
Dentistry	M	6	3	50		1	2	
	F							
Disabled	M	11	6	54			2	4
	F	13	11	85		1	2	8
Education	M	64	30	47		1	13	16
	F	17	10	59			6	4
Engineering	M	17	10	59		2	6	2
	F							
Industrial Relations	M	6	2	33			2	
	F							
International Relations	M	16	7	44		1	4	2
	F	7	4	57			3	1
Law	M	20	10	50	2	1	6	1
	F	2						
Library Services	M	1						
	F							
Local Government	M	31	8	26				8
	F	4	2	50			1	1
Media & Communications	M	10	5	50				5
	F	2						
Medicine	M	81	43	53		4	29	10
	F	19	12	63		2	3	7
Mining	M	3						
	F							
Parliament & Politics	M	3	1	33				1
	F	2						
Primary Industries	M	28	17	61		1	7	9
	F	1	1	100				1
Public Service	M	24	8	33		3	4	1
	F	3	1	33				1
Religion	M	14	9	64		1	1	7
	F	1						
Science and Technology	M	32	19	59	3	2	13	1
	F	2	1	50		1		
Sport & Leisure	M	78	42	54		1	9	32
	F	17	11	65			1	10
Surveying & Mapping	M	1	1	100				1
	F							
Tourism	M	3	2	67			1	1
	F							
Transport	M	8	2	25				2
	F							
Veterinary Science	M	3	1	33				1
	F							
TOTAL	M	1095	555	51	8	32	161	354
	F	388	244	63		8	37	199
		1483	799	54	8	40	198	553

## APPENDIX I

**THE ORDER OF AUSTRALIA  
AWARDS CONFERRED IN THE GENERAL DIVISION  
QUEEN'S BIRTHDAY 1975 TO THE QUEEN'S BIRTHDAY 1998**

CATEGORY		NUMBER OF NOMINATIONS CONSIDERED	TOTAL AWARDED	% AWARDED	AWARD LEVELS					
					AK *	AD *	AC	AO	AM	OAM
Architecture	M	137	70	51			1	21	44	4
	F	3	1	33						1
The Arts	M	937	513	55			18	78	228	189
	F	525	308	59		1	5	27	106	169
Business & Commerce	M	1057	540	51	2		20	133	278	107
	F	53	32	60				2	21	9
Community & Migrant Assistance	M	657	273	41				9	51	213
	F	180	95	53					7	88
Community	M	7470	2959	40			16	73	479	2391
	F	3854	1877	49			5	42	236	1594
Conservation	M	264	149	56				14	49	86
	F	102	59	58				4	12	43
Dentistry	M	121	53	44				4	34	15
	F	5	1	20					1	
Disabled	M	329	200	61				1	62	137
	F	328	215	65				3	40	172
Education	M	837	417	50	1		12	82	190	132
	F	364	209	57			3	14	81	111
Engineering	M	237	130	55				26	80	24
	F	2	2	100					2	
Industrial Relations	M	271	171	63			3	18	81	69
	F	15	12	80				2	4	6
International Relations	M	148	58	39			2	10	29	17
	F	62	32	52				4	17	11
Law	M	275	135	49	1		32	41	48	13
	F	21	10	48			2	3	5	
Library Services	M	17	8	47				1	5	2
	F	20	10	50					5	5
Local Government	M	1058	502	47				4	109	389
	F	105	49	47				2	12	35
Media & Communications	M	356	161	45			3	17	82	59
	F	43	20	46				4	9	7
Medicine	M	1252	572	46			16	133	308	115
	F	470	266	56			4	24	105	133
Mining	M	73	43	59			3	13	22	5
	F	1	1	100					1	
Parliament & Politics	M	271	128	47	2		18	54	40	14
	F	30	9	30		1		3	3	2
Primary Industries	M	586	329	56			1	29	142	157
	F	18	12	66					2	10
Public Service	M	1078	658	61	5		37	149	255	212
	F	180	89	49				3	21	65
Religion	M	456	141	31			2	12	63	64
	F	37	7	19				1	2	4
Science and Technology	M	347	178	51	1		15	63	80	19
	F	34	29	85			2	8	14	5
Sport & Leisure	M	1663	881	53			1	13	174	693
	F	414	268	65				2	25	241
Surveying and Mapping	M	5	2	40					1	1
	F									
Tourism	M	81	40	49				3	17	20
	F	14	5	36					1	4
Transport	M	220	91	41			2	12	44	33
	F	11	6	54				1	2	3
Veterinary Science	M	29	14	48				2	9	3
	F	1								
TOTAL	M	20232	9416	46	12		202	1015	3004	5183
	F	6892	3624	53		2	21	149	734	2718
		27124	13040	48	12	2	223	1164	3738	7904

\* Awards at this level were removed in 1986

## **GLOSSARY**

<b>AEs</b>	Additional Estimates
<b>APS</b>	Australian Public Service
<b>EEO</b>	Equal Employment Opportunity
<b>FOI</b>	Freedom of Information
<b>GHO</b>	Government House Officer
<b>NESB</b>	Non-English Speaking Background
<b>OH&amp;S</b>	Occupational Health and Safety
<b>SES</b>	Senior Executive Service

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