



OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

# ANNUAL REPORT

2014-15

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Stephen Murtagh  
Deputy Official Secretary  
Office of the Official Secretary to the Governor-General  
Government House  
Canberra ACT 2600

Telephone: (02) 6283 3533  
Facsimile: (02) 6281 3760  
Email: [stephen.murtagh@gg.gov.au](mailto:stephen.murtagh@gg.gov.au)

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OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

15 October 2015

The Hon Malcolm Turnbull MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

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 2015, in accordance with section 46 of the *Public Governance, Performance and Accountability Act 2013*.

I certify that I am satisfied that the Office of the Official Secretary to the Governor-General has prepared fraud risk assessments and a fraud control plan, and has in place appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes that meet its specific needs and has taken all reasonable measures to minimise the incidence of fraud in the agency and to investigate and recover the proceeds of fraud against the Office, if this were to occur.

Yours sincerely

Mark Fraser LVO OAM  
Official Secretary to the Governor-General

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# OVERVIEW

CHAPTER 1

## OFFICIAL SECRETARY'S REVIEW

The Office of the Official Secretary to the Governor-General continued to provide professional support to the Governor-General and Lady Cosgrove in a busy program of outreach and engagement during 2014–15, with more than 700 official engagements and numerous regional and interstate visits, including visits to all States and Territories. Over 37,000 people visited Government House and Admiralty House in 2014–15, the majority, over 18,000, being school children.

Following the tragedy of the downing of Malaysian Airlines Flight MH17, Their Excellencies travelled to the Netherlands to represent Australia during the repatriation of victims.

During November 2014 His Excellency performed a number of official duties in relation to Australia's hosting of the G20 Summit in Brisbane, including greeting visiting heads of state and hosting a welcome reception.

Their Excellencies also hosted a number of State Visits during 2014–15. In November 2014 they hosted a State Visit by the President of the People's Republic of China, His Excellency Mr Xi Jinping and Madame Peng. Later that month they hosted State Visits by Mr François Hollande, President of the French Republic and His Excellency Mr Petro Poroshenko, President of Ukraine, and Mrs Maryna Poroshenko. They also hosted a reception for the Chancellor of the Federal Republic of Germany, Her Excellency Dr Angela Merkel.

Later in the reporting year they hosted State Visits by Their Majesties King Harald V and Queen Sonja of Norway (February 2015), and by His Excellency Lieutenant General the Right Honourable Sir Jerry Mateparae GNZM QSO, Governor-General of New Zealand and Her Excellency Lady Janine Mateparae (May 2015), accompanying the latter to Uluru.

The Governor-General received calls by the Prime Ministers of Japan (July 2014), Timor-Leste (September 2014), the Netherlands (November 2014) and Vietnam (March 2015).

On Anzac Day 2015, marking the 100th anniversary of the ANZAC landings at Gallipoli, the Governor-General joined Sir Jerry Mateparae in Wellington for the Dawn Service before returning to Canberra for the Australian National Service later that morning. At sunset that day, the two Governors-General stood side-by-side at the Australian War Memorial in Canberra for the Last Post service. Their Excellencies also received His Royal Highness The Duke of Kent KG GCMG GCVO ADC, who attended ANZAC services in Canberra, and a dinner hosted by Their Excellencies to mark the ANZAC Centenary.

At the end of March 2015 the Governor-General made his first State Visit overseas, to China at the invitation of President Xi Jinping, taking in Guangzhou, Hainan (including attendance at the Bo'ao Forum), Chongqing and Beijing, involving 32 official engagements.

Their Excellencies have continued their extensive community interaction, accepting patronage of 175 community organisations since the beginning of their term in March 2014. Their domestic program has involved visits to 78 locations on 141 occasions with over 35 per cent of activities in rural, regional and remote Australia.



In October 2014, the Office hosted an Open Day at Government House which attracted around 3,300 visitors. In December 2014 the Office hosted a Sports Fun Day for over 1,000 primary school children from local schools, to encourage healthy lifestyle choices.

This year saw the 40th anniversary of the Australian honours system and among a range of initiatives to mark the occasion, an anniversary reception was held in February 2015.

Corporate and governance responsibilities continued to be a key focus of management attention.

The Office oversaw a number of significant property projects at Admiralty House and Government House as part of the ten-year Vice-Regal Heritage Property Master Plan, including to repair, restore and refurbish degraded and damaged elements of the properties.

The Office launched a Facebook page in June 2015 to communicate with more Australians about the role and outreach of the Governor-General.

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## OUTLOOK FOR 2015–16

The Office will continue to provide a high level of support to Sir Peter and Lady Cosgrove as they fulfil their vice-regal responsibilities, and will help shape a balanced program of outreach and engagement. Commemorations to mark the 100th anniversary of World War I remain an important part of program development.

Ongoing budgetary pressures will require continued close monitoring of expenditure to ensure core vice-regal business remains unaffected.

The ten-year Vice-Regal Heritage Property Master Plan, funded in the 2005–06 Federal Budget, drew to a close in 2014–15. The Government allocated ongoing funding for a new property program in the 2015–16 Budget which will enable the Office to sustain the condition and functionality of the official properties in accordance with statutory obligations and for the future benefit of all Australians.

The Honours and Awards Branch will continue to generate efficiencies in the delivery of honours and awards, building on the roll-out of electronic documentation for meetings of honours advisory bodies. The Government provided additional ongoing funding in the 2015–16 Budget to meet the increased demand for medals and insignia for the Australian honours and awards program.

A new Enterprise Agreement will be finalised with staff in line with government guidelines.

Risk management and good governance approaches will continue to inform management and administration of the Office.

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## OFFICE OVERVIEW

The Office of Governor-General was established by the Constitution of the Commonwealth of Australia in 1901. The Governor-General represents The Queen in Australia: exercising the executive power of the Commonwealth; upholding and executing its laws and Constitution; and performing a broad range of constitutional, statutory, ceremonial and community responsibilities. The Governor-General is also Commander-in-

Chief of the Australian Defence Force (ADF). The Governor-General acts on the advice of the elected Government in all relevant matters.

The Office of the Official Secretary to the Governor-General, which was established in 1984 by amendment to the Governor-General Act 1974, supports the Governor-General in the fulfilment of these responsibilities, according to section 13 of the Act, which is administered by the Prime Minister. Prior to 1984, the Governor-General's office was administered by the Department of the Prime Minister and Cabinet.

The Office comprises two branches, Operations and Honours, a separate Finance Team headed by a Chief Financial Officer; and a Communications and Media Unit which report to the Official Secretary, through the Deputy Official Secretary. Figure 1 shows the structure of the Office at 30 June 2015.

The Operations Branch provides direct support to the Governor-General by planning, organising and managing a forward program of national and international engagements; advising on contextual matters and other issues; and drafting briefings, speeches and messages. The Branch responds to a large volume of communications from the public, and handles visits to Government House by thousands of school children each year. It also manages household operations and representational activities at Government House and Admiralty House. The Branch provides corporate services, governance advice and financial, human resource, and information technology support for the Office. It also manages the official residences, grounds and assets and coordinates physical security.

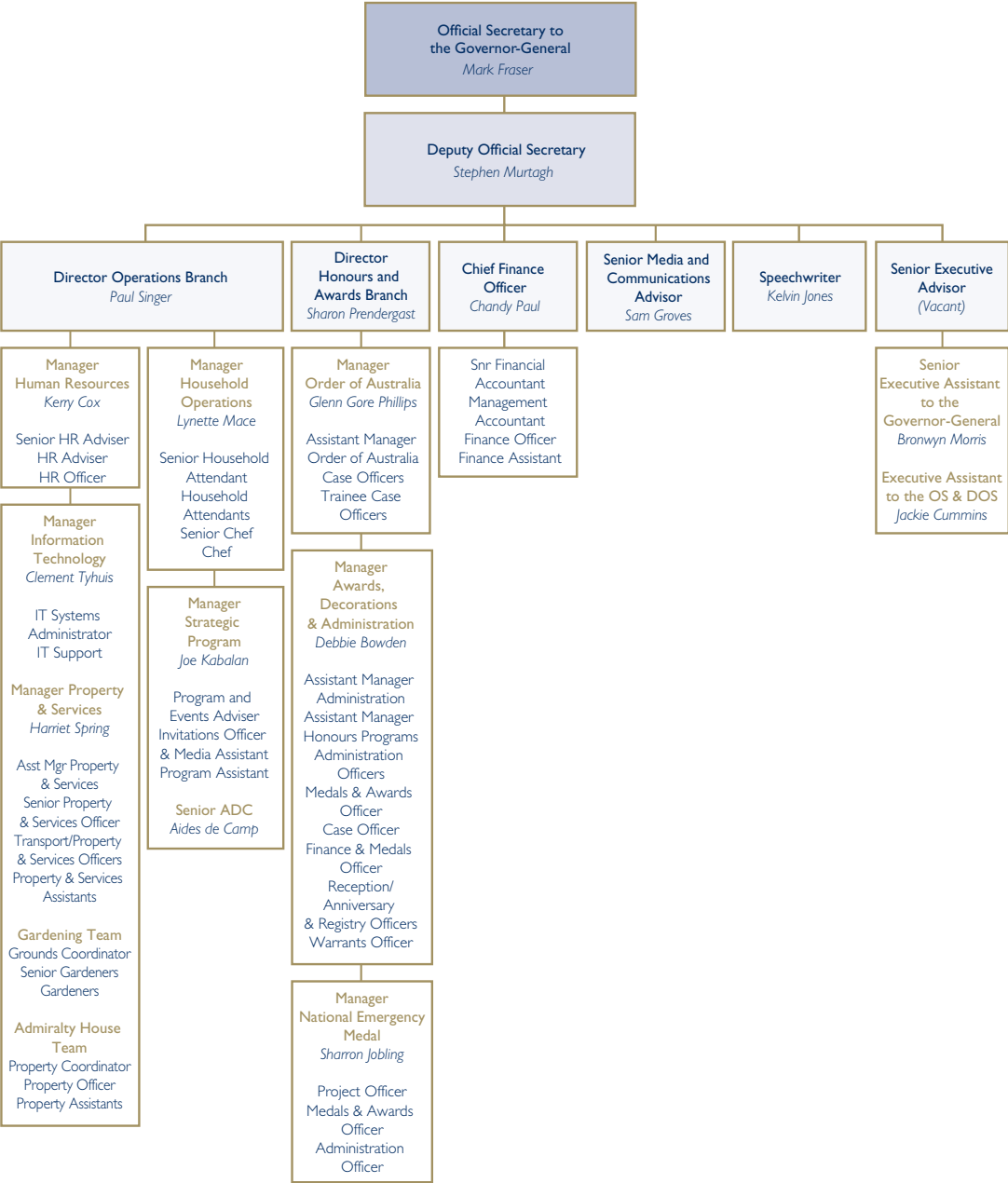
The Honours and Awards Branch receives and/or researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The Branch supports two Councils and one Committee which make recommendations to the Governor-General on honours matters. It also undertakes Office reception, records management and anniversary correspondence roles.

This report is structured according to the Office's outcome and program, in line with the accrual budgeting and reporting requirements for Australian Government agencies, and provides information required under government guidelines for the preparation of annual reports. The Office's outcome and outputs are as follows:

<b>Outcome</b>	The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system
<b>Program 1</b>	Support for the Governor-General and Official Functions
<b>Component 1</b>	Support of the Governor-General
<b>Component 2</b>	Administration of the Australian honours and awards system

This Outcome, Program and Program Components are consistent with those reported in the Office's 2014–15 Portfolio Budget Statements. The cost of corporate functions is allocated across both program components in line with the proportional costs of supporting those components.

FIGURE 1 ORGANISATIONAL STRUCTURE AT 30 JUNE 2015









# REPORT ON PERFORMANCE

CHAPTER 2

## OUTCOME PERFORMANCE

The Office of the Official Secretary to the Governor-General reports on performance in relation to a single outcome, namely:

*The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.*

Feedback was regularly sought from the Governor-General on the quality of the program and the support and services provided in its execution. Comments were also obtained from a range of government agencies and organisations, guests and other stakeholders. Work units and teams from across the Office regularly reviewed their approaches to assess if improvements could be made. This was critical to ensuring that the work of the Office remained of a consistently high calibre.

The 2014–15 vice-regal program of activities was substantial, diverse and targeted. It included travel throughout Australia and overseas as well as a range of outreach functions, visits, and calls.

During the reporting period Their Excellencies also hosted five heads of state on State Visits and met with numerous national leaders. Their Excellencies also undertook their first State Visit overseas (to China).

Their Excellencies visited all Australian States in 2014–15. They also travelled extensively in regional Australia, spending over 30 per cent of their program in rural or regional locations.

The Office maintained and developed the extensive patronage and community networks through which the Governor-General promotes awareness and understanding of particular issues, causes and values. Recurring themes included service in and to the community, Indigenous matters, education, youth and opportunities for regional Australia. These types of engagements, whether geographically or thematically inspired, help shape the Governor-General's unique role in shining a light on those working toward an inclusive and productive society.

The Governor-General's ceremonial duties were arranged with careful focus and consideration to ensure the dignity of each occasion. Household operations ran very efficiently. Hospitality was carefully balanced with economy, and proper stewardship of the heritage properties and their contents was ensured at all times. Work associated with broader property maintenance at Government House and Admiralty House was carried out

with due consideration to custodial responsibilities, as well as the need to ensure value for money.

In relative performance terms the Office performed well in delivering both components of our outcome—support for the Governor-General's program and administration of the Australian honours system—exceeding all performance indicators.

## FINANCIAL PERFORMANCE

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### OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2014–15 financial year. Departmental and administered results are shown in the audited financial statements on pages 58–115 of this report.

Continued strong financial management has resulted in the Office achieving a small operating surplus after adjusting for depreciation and amortisation.

The Office has received an unqualified audit report from the Australian National Audit Office (ANAO) for the 2014–15 Financial Statements. The Office follows the ANAO Better Practice Guide on financial statement preparation to ensure the financial statement preparation process and work papers are of a high standard.

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### REPORT AGAINST THE 2014–15 PORTFOLIO BUDGET STATEMENTS

An Agency Resource Statement is included at Appendix H, Table H1 of this report. During 2014–15 the total appropriation available to the Office was \$17,669,000. This was made up of \$13,931,000 for departmental outputs (including \$400,000 towards the Departmental Capital Budget), \$864,000 for administered expenses and \$710,000 towards the Administered Capital Budget, \$425,000 as special appropriation for the Governor-General's salary, and \$1,739,000 as equity towards the Master Plan, being unspent equity injections from prior years brought forward. In addition the Office estimated that it would receive \$61,000 in resources free of charge towards audit fees of the ANAO.

The total expenses and resources for Outcome 1, including departmental expense appropriations, revenue from other sources and administered expense appropriations, are set out in Appendix H, Table H2.

The variations between the budget appropriations and the operating results for the year are explained below.

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## BUDGET VARIATIONS

The departmental component of the Australian Honours and Awards system received one-off funding assistance of \$485,000 from the Department of the Prime Minister and Cabinet towards costs relating to the program. This funding assistance enabled the Office to purchase medals under its departmental item pending the outcome of the 2015–16 Budget process. All remaining stocks of departmental medals so purchased were transferred to the Administered Balance Sheet as at year end.

Detailed explanations for other major variances to budget are shown on pages 107–115 of this report.

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## CAPITAL WORKS BUDGET

On finalisation of equity funding for the previous 10-year Heritage Master Plan all remaining work-in-progress project balances were transferred to the Administered Balance Sheet as at year end through equity.

The total capital related expenditure in 2014–15 was \$2,431,677. A total of \$4,682,278 was transferred to assets during the year reflecting completed works projects funded both by unspent equity from previous years and by Administered Capital Budget of the current year.

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## SIGNIFICANT CHANGES IN 2014–15

There were no significant changes in 2014–15.



## PROGRAM 1—SUPPORT FOR THE GOVERNOR-GENERAL AND OFFICIAL FUNCTIONS

The program comprises two components:

1. Support of the Governor-General
2. Administration of the Australian Honours and Awards system.

The objectives of this program are to:

- provide high level policy advice and administrative support to the Governor-General in support of his official duties
- manage and maintain the Governor-General's official residences in Canberra and Sydney, including capital improvements, building and grounds maintenance and caretaking
- administer, on behalf of the Governor-General, Australia's national honours and awards system, including all civilian honours, and awards for members of the Australian Defence Force
- undertake research and prepare nominations for consideration by the Council for the Order of Australia, Australian Bravery Decorations Council, and the National Emergency Medal Committee
- provide efficient and effective secretariat support to honours advisory bodies
- undertake the efficient procurement of Australian honours medals/ insignia, warrants and investiture items.

Tables 1 and 3 summarise the performance indicators for Program 1 identified in the 2014–15 Portfolio Budget Statements, and compare the budget identified in those statements to the components' actual cost during the year.

TABLE 1:  
PERFORMANCE  
INDICATORS FOR  
PROGRAM 1

Program 1.1 Key Performance Indicators
<b>Component 1: Support of the Governor-General</b>
<ul style="list-style-type: none"><li>the Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties</li></ul>
<ul style="list-style-type: none"><li>the Governor-General is satisfied with the management of the households</li></ul>
<ul style="list-style-type: none"><li>the properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities.</li></ul>
<b>Component 2: Administration of the Australian honours and awards system</b>
<ul style="list-style-type: none"><li>the Order of Australia, the Australian Bravery Decorations and the National Emergency Medal advisory bodies are satisfied with the quality of research and administrative support provided</li></ul>
<ul style="list-style-type: none"><li>the Order of Australia, the Australian Bravery Decorations and the National Emergency Medal advisory bodies are satisfied with processing times for nominations presented by the Australian Honours and Awards Secretariat</li></ul>
<ul style="list-style-type: none"><li>the Governor-General and other key stakeholders are satisfied with the timeliness of processing, gazettal and issue of awards by the Australian Honours and Awards Secretariat</li></ul>
<ul style="list-style-type: none"><li>annual statistics are published on the number of nominations/ applications received and timeliness of submissions to relevant advisory bodies</li></ul>
<ul style="list-style-type: none"><li>activities comply with the regulations for honours and awards, including the Constitution for the Order of Australia</li></ul>
<ul style="list-style-type: none"><li>medals and insignia meet design specifications.</li></ul>

**TABLE 2:  
PERFORMANCE  
TREND INFORMATION**

Six of the Office's performance indicators are measured against an objective performance benchmark. Three indicators have been in place for four financial years, one for three financial years and two were new indicators in 2011–12.

Key Performance Indicator	Target	2011–12 performance	2012–13 performance	2013–14 performance	2014–15 performance
90% of nominations for awards are researched and presented to the Council for the Order Of Australia within 18 months of being received	90%	90%	91%	98%	99%
95% of nominations for bravery awards are presented to the Australian Bravery Decorations Council within 6 months of being researched	95%	97%	95%	94%	98%
95% of recommendations for long service and occupational awards are processed within 2 months of being received	95%	97%	95%	96%	97%
95% of recommendations for distinguished, conspicuous, gallantry and meritorious awards are processed and gazetted within 6 months of being received	95%	99%	99%	100%	100%
95% of valid nominations for the National Emergency Medal – Significant Service are presented to the National Emergency Medal Committee within 6 months of being researched.	95%	Indicator introduced in January 2012. Unable to report against at 30 June 2012.	99%	100%	100%
90% of valid nominations received for the National Emergency Medal – Sustained Service are processed within 6 months of being received.	90%	Indicator introduced in January 2012. Unable to report against at 30 June 2012.	94%	100%	100%

TABLE 3: FINANCIAL  
PERFORMANCE FOR  
PROGRAM 1

	Budget Estimate 2014–15	Actual 2014–15
	\$ 000	\$ 000
Departmental appropriation – Cost of Components 1 and 2	11,545	11,857
Administered Appropriation	1,999	2,294
Expenses not requiring appropriation	417	615
<b>TOTAL</b>	<b>13,961</b>	<b>14,766</b>

## PROGRAM COMPONENT 1—SUPPORT OF THE GOVERNOR-GENERAL

Resources applied to this component are directed to:

- providing policy and executive support to the Governor-General; planning, implementing and managing Their Excellencies' forward program of engagements; and liaising with representatives of governments and related authorities, and community groups
- providing household support for Their Excellencies and hospitality services for representational functions
- providing administrative services, including governance advice, to the Office and managing the Governor-General's official residences, including maintenance of the property, equipment and grounds.

TABLE 4: FINANCIAL  
PERFORMANCE FOR  
COMPONENT 1 OF  
PROGRAM 1

	Budget Estimate 2014–15	Actual 2014–15
	\$ 000	\$ 000
Departmental appropriation – Cost of Component 1	6,350	6,522
Administered Appropriation – Governor-General's salary	425	425
Administered Appropriation – Depreciation	710	740
Expenses not requiring appropriation	229	338
<b>TOTAL</b>	<b>7,714</b>	<b>8,025</b>



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## OFFICIAL ACTIVITIES

The Office provided comprehensive support to Their Excellencies throughout a diverse and dynamic program in 2014–15. The Governor-General's program enabled him to meet with people and organisations from a broad cross-section of the Australian community in cities, towns and country areas. Around one-third of events attended by the Governor-General in Australia were in regional or remote locations. During a year of significant commemorative activity, including the centenary of ANZAC and 70<sup>th</sup> anniversary of World War II campaigns, the Governor-General presided at several historic military anniversaries. Sir Peter met with and hosted several heads of state and senior dignitaries who visited Australia during the year, including hosting a number of high-level visits to coincide with the G20 Leaders' Summit in Brisbane. Highlights and statistical detail of the activities involved are included in the 'Key results' section below.

Individual staff members, work units and project teams within the Office received very positive and constructive feedback from the Governor-General on the standard of support provided to him in terms of briefings, logistics and administration, and management of household operations. In particular, the Office's ability to balance both planned and unforeseen events was appreciated, such as the short notice visit to the Netherlands where the Governor-General represented Australia at the repatriation ceremony for victims of the Flight MH17 air disaster. The range and depth of the Office's interaction with relevant agencies and other groups facilitated the performance of many aspects of the Governor-General's duties and enhanced public knowledge of his role in contemporary Australia.

The Office received favourable comment on events involving the Governor-General from representatives of governments, agencies, national organisations and local groups as well as guests, visitors to the properties and members of the public. Interest by school children in the role of the Governor-General continued to grow, with over 18,000 students visiting Government House during 2014–15.

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## PROPERTY MANAGEMENT

The Office manages two heritage properties in accordance with the legislative framework for environmental and heritage matters including the *National Environment Protection Council Act 1994* and the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The properties contain the two official residences: Government House in Canberra and Admiralty House in Sydney. Government House and Admiralty House were included in the Commonwealth Heritage List in June 2004 as places of significant heritage value owned or controlled by the Commonwealth. Their inclusion in the list places obligations on the Office to protect the heritage value of the properties.

During 2014–15, the principles of ecologically sustainable development were consistently applied and potential environmental and heritage impacts were considered when making management decisions. Generally, to maintain the integrity and standards of the official residences, the Office:

- engages suitably qualified heritage consultants as appropriate
- has prepared and regularly reviews its Heritage Strategy to provide guidance on how it should manage the two properties. The Heritage Strategy can be viewed at [www.gg.gov.au](http://www.gg.gov.au)
- maintains detailed Heritage Management Plans, which meet the EPBC Act requirements, for the residences and associated landscapes
- consults with the National Capital Authority before undertaking works at Government House that fall within the Authority's legislative responsibilities
- consults with the Department of the Environment and the Australian Heritage Council on how best to undertake heritage assessments, prepare management plans, and protect the values of the Australian Government's heritage properties
- seeks approval from the Minister responsible for heritage matters, as required by the EPBC Act, where works have, or are likely to have, an impact on heritage issues.

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## KEY RESULTS

### OFFICIAL ACTIVITIES OVERVIEW

The official activities which form part of Component I include representational events such as investitures, receptions, lunches and dinners hosted by the Governor-General. In addition to those functions, the Governor-General attended 434 events hosted by others, reflecting substantial ceremonial obligations and intensive community engagement. Throughout 2014–15, the Governor-General undertook 703 official engagements, and welcomed 37,536 guests to Government House and Admiralty House. The Office's website ([www.gg.gov.au](http://www.gg.gov.au)) provided regular updates on the broad range of activities undertaken by the Governor-General.

TABLE 5:  
ACTIVITIES AND  
CORRESPONDENCE  
IN 2014-15

Official activities	Number	Attendees
Government House	106	6,795
Admiralty House	33	1,960
<b>TOTAL</b>	<b>139</b>	<b>8,755</b>
Other events attended	434	
Callers	103	
Executive Council meetings	27	
School tours	349	18,401
Briefings prepared	563	
Anniversary requests handled	17,067 <sup>a</sup>	
Items of correspondence handled	4,225 <sup>b</sup>	

Notes:

- a. Requests for messages of congratulation from Her Majesty The Queen and the Governor-General for Australians celebrating special birthdays or wedding anniversaries.
- b. General correspondence, exclusive of matters relating to the Australian Honours and Awards system.

CONSTITUTIONAL ACTIVITIES

The Office supports the performance of the Governor-General's constitutional duties by undertaking research and planning, liaising with other agencies and organisations, coordinating briefing material and providing advice.

During 2014-15, the Office supported the Governor-General (or the Administrator) in presiding at 30 meetings of the Federal Executive Council, at which 422 agenda items were considered. Royal Assent was given to 170 pieces of legislation.

On 7 July 2014, the Governor-General attended a ceremony at Parliament House to administer the oath or affirmation of allegiance to Senators elected to serve in the Senate from 1 July 2014.

On 1 October 2014, at a ceremony at Government House, the Governor-General swore in His Honour Mr Barry Haase as the Administrator of Christmas Island and Cocos (Keeling) Islands.

On 10 November 2014, at a ceremony at Government House Darwin, the Governor-General swore in His Honour Mr John Hardy OAM as the Administrator of the Northern Territory.

Following Prime Minister Abbott's announcements of changes in the Government's Ministry, the Governor-General conducted two separate ceremonies at Government House on 23 December 2014 and 28 May 2015 at which a total of 16 newly appointed Ministers and Parliamentary Secretaries were sworn in.

The Office worked closely with the Department of Foreign Affairs and Trade in arranging credentials ceremonies to enable newly appointed heads of diplomatic missions to present their letters of credence or commission to the Governor-General shortly after arriving in Canberra.

In 2014–15, six credential ceremonies were held at Government House for 26 Ambassadors or High Commissioners. Separately, one non-resident Ambassador (from the Republic of Guinea) called on the Governor-General to present his credentials.

### COMMANDER-IN-CHIEF

Under section 68 of the Constitution, the Governor-General is the Commander-in-Chief of the Australian Defence Force (ADF), including the permanent force and reservists. In this role, through the Federal Executive Council, the Governor-General appoints the Chief and Vice Chief of the Defence Force and the Chiefs of the three armed services, and commissions officers in the Royal Australian Navy (RAN), the Australian Army and the Royal Australian Air Force (RAAF).

As Commander-in-Chief, the Governor-General has an important ceremonial role to play, attending military parades, graduation ceremonies and presenting colours and honours to ADF units. During a year of significant commemorative activity, including the centenary of ANZAC and 70<sup>th</sup> anniversary of World War II campaigns, the Governor-General presided at several military commemorations. The Office liaised closely with the Department of Defence and Department of Veterans' Affairs to coordinate the Governor-General's involvement in such events, including the following:

- On 15 August 2014, at Gallipoli Barracks, Brisbane attended a ceremony to commemorate the 100th anniversary of the Headquarters 1st Division and Deployable Joint Force Headquarters.
- On 30 August 2014, in Parramatta, as guests of the Lord Mayor, the Right Worshipful Councillor John Chedid, reviewed the Lancers Parade to commemorate the centenary of the raising of the 1st Light Horse.
- On 14 September 2014, in South Sydney, laid a wreath at a commemorative ceremony to mark the centenary of the loss of the submarine HMAS AE1.

- On 1 November 2014, in Albany, Western Australia, received the salute at the Albany Convoy Commemorative Troop March, and afterwards, at the ANZAC Peace Park, laid a wreath at the Albany Convoy commemorative service.
- On 9 November 2014, on West Island, Cocos (Keeling) Islands, unveiled the Sydney–Emden Friendship Mast and Memorial at a commemorative service in recognition of the centenary of the Sydney–Emden Battle.
- On 21 November 2014, at Kapooka, Wagga Wagga, attended a march-out parade and presented the Governor-General's banner to the 1st Recruit Training Battalion.
- On 28 November 2014, at Fleet Base East, Sydney, attended the commissioning ceremony for HMAS Canberra III.
- On 21 March 2015, in Townsville, Queensland, reviewed the Operation Slipper Welcome Home Parade and delivered the keynote address at the commemorative service.
- On 12 April 2015, at Five Dock, Sydney, as guests of the President, Mr Joe Madeley OAM, attended the final commemorative service and wreath laying ceremony for the Rats of Tobruk Association NSW.
- On 18 June 2015, at HMAS Creswell, Jervis Bay, reviewed the New Entry Officer's Course Passing Out Parade.
- On 19 June 2015, at Fleet Base East, Sydney, awarded the Gloucester Cup to the Commanding Officer of HMAS Success, Captain Justin Jones RAN, in recognition of the ship's exceptional performance during 2014.
- On 30 June 2015, at the Australian War Memorial, Canberra, as guests of the National President, Major Earle Jennings AM RFD (Retd), delivered the keynote address at the Second National Service Scheme 50th anniversary commemoration ceremony.

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## CEREMONIAL ACTIVITIES

In 2014–15, the Office supported the Governor-General as he performed a wide range of ceremonial functions, such as presenting Australian honours and awards, receiving foreign dignitaries, and representing Australia abroad on State and commemorative occasions. The Office planned and supported five overseas visits by the Governor-General.

### INVESTITURES

The Governor-General presided at eight investiture ceremonies for Australian award recipients in 2014–15. Four general sessions held at Government House in September 2014 and April 2015 saw the presentation of 177 awards to individuals for outstanding achievement and significant contributions to the community and the nation. The awards included the Order of Australia and decorations for military service in operational and peacetime activities, as well as for bravery and public service.

On Wednesday 13 August 2014, the Governor-General invested Mr Andrew Liveris AO as an Officer of the Order of Australia for distinguished service to international business through senior roles with multinational organisations, as a supporter of Australia – US educational and cultural relations, and to the community.

On Sunday 7 September 2014, the Governor-General invested Dr Jose Ramos Horta AC with the insignia of Honorary Companion of the Order of Australia for eminent service to strengthening Australia – Timor-Leste bilateral relations and for his outstanding leadership to bring independence to Timor-Leste.

On Tuesday 23 September 2014, the Governor-General invested Ms Judith Durham AO as an Officer of the Order of Australia for distinguished service to the performing arts as an entertainer, through seminal contributions to Australian music, and as a supporter of a range of not-for-profit organisations

On Friday 20 February 2014, the Governor-General invested Mr Stephen Brady AO CVO as an Officer of the Order of Australia for distinguished service to successive Australian Governments, to international relations through senior diplomatic roles, to the fostering of security, economic and cultural initiatives, and as Official Secretary to the Governor-General.

### MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

Formal hospitality was offered at Government House on four occasions and at Admiralty House on one occasion for heads of state who visited Australia during the year. At Government House, the Governor-General hosted a State Lunch in honour of the President of the People's Republic of China, His Excellency Mr Xi Jinping, on 17 November 2014; a State Dinner in honour of the President of Ukraine, His Excellency Mr Petro Poroshenko, on 11 December 2014; a State Lunch in honour of the Their Majesties King Harold V and Queen Sonja of Norway, on 23 February 2015; and a State Lunch in honour of the Governor-General of New Zealand, His Excellency Lieutenant General the Right Honourable Sir Jerry Mateparae GNZM QSO, on 28 May 2015. At Admiralty House, the Governor-General hosted a State Lunch in honour of the President of the French Republic, His Excellency Mr François Hollande, on 18 November 2014.

On 8 July 2014, the Governor-General received the Prime Minister of Japan, His Excellency Mr Shinzo Abe.



On 20 September 2014, in Melbourne, the Governor-General received the Prime Minister of the Democratic Republic of Timor-Leste, His Excellency Mr Xanana Gusmão.

On 6 November 2014, the Governor-General received the Prime Minister of the Kingdom of the Netherlands, His Excellency Mr Mark Rutte.

On 15 November 2014, in Brisbane, the Governor-General co-hosted with the Prime Minister, the Honourable Tony Abbott MP, a welcome reception for G20 leaders and Australian community representatives. The Governor-General met with: the President of the United States of America, the Honourable Barack Obama; President of the Republic of South Africa, His Excellency Mr Jacob Zuma; President of the United Mexican States, His Excellency Mr Enrique Peña Nieto; President of the Republic of Korea, Her Excellency Ms Park Guen-hye; President of the People's Republic of China, His Excellency Mr Xi Jinping; President of the Republic of Indonesia, His Excellency Mr Joko Widodo; Chancellor of the Federal Republic of Germany, Her Excellency Dr Angela Merkel; Prime Minister of the Republic of Italy, His Excellency Mr Matteo Renzi; Prime Minister of the Republic of India, the Honourable Narendra Modi; Prime Minister of the Republic of Turkey, His Excellency Professor Ahmet Davutoglu; President of the European Council, His Excellency Herman Van Rompuy; President of the Republic of the Union of Myanmar, His Excellency U Thein Sein; Prime Minister of the Republic of Singapore, His Excellency Lee Hsien Loong; Prime Minister of New Zealand, the Right Honourable John Key; Secretary-General of the United Nations, His Excellency Mr Ban Ki-moon; Minister of State for Foreign Affairs of the Kingdom of Saudi Arabia, His Excellency Mr Nizar Madani; Minister of Economy and Public Finance of the Argentine Republic, the Honourable Axel Kicillof; Director-General of the International Labour Organization, Mr Guy Ryder; Managing Director of the International Monetary Fund, Madame Christine Lagarde; and Secretary-General of the Organisation for Economic Co-operation and Development, Mr Angel Gurría.

On 16 November 2014, the Governor-General hosted a reception in honour of the Chancellor of the Federal Republic of Germany, Her Excellency Dr Angela Merkel.

On 18 November 2014, at the Australian War Memorial, the Governor-General attended a wreath laying ceremony with the Prime Minister of India, the Honourable Narendra Modi.

On 17 March 2015, the Governor-General received the Prime Minister of the Socialist Republic of Vietnam, His Excellency Mr Nguyen Tan Dung.

On 6 April 2015, at the Australian War Memorial, the Governor-General attended a wreath laying ceremony with His Royal Highness Prince Henry of Wales.

On 25 April 2015, at the Australian War Memorial, the Governor-General attended the ANZAC Day Last Post Ceremony with the Governor-General of New Zealand, His Excellency Lieutenant General the Right Honourable Sir Jerry Mateparae GNZM QSO, and later, at Government House, hosted a dinner to mark the 100th anniversary of the ANZAC landings at Gallipoli.

### OFFICIAL OVERSEAS VISITS

From 23 to 27 July 2014, the Governor-General led Australia's representation at the repatriation ceremonies in the Netherlands for Australian victims of the downing of Malaysian Airlines Flight MH17. While in the Netherlands, the Governor-General spoke with bereaved families and met with Australians working in support of the multi-national response to the MH17 disaster.

From the Netherlands, the Governor-General travelled to Belgium and on the eve of the anniversary marking the centenary of the start of the First World War, visited the graves of Australian soldiers at cemeteries in Harelbeke, Polygon Wood, Ieper and Toronto Avenue.

From 28 July to 6 August 2014, the Governor-General undertook an official visit to the United Kingdom to lend support to Australian athletes competing in the Glasgow Commonwealth Games. During the visit, the Governor-General visited Australian organisations operating in London to promote trade and other bilateral linkages. On 4 August 2014, in Glasgow, the Governor-General led Australia's representation and delivered a reading at the Commonwealth commemorative service in recognition of the 100<sup>th</sup> anniversary of the start of the First World War. On 5 August 2015, the Governor-General attended an audience with Her Majesty The Queen, at Balmoral Castle.

On 22 and 23 October 2014, the Governor-General undertook a two-day visit to meet with Australian service personnel working in the Middle East Area of Operations. While in Kabul, he met with the President of the Islamic Republic of Afghanistan, His Excellency Dr Ashraf Ghani Ahmadzai, and later opened the new Australian Embassy building during an event for Australians working in Afghanistan.

On 26 and 27 January 2015, the Governor-General travelled to Riyadh to convey the condolences of the government and people of Australia to the Crown Prince of the Kingdom of Saudi Arabia, His Royal Highness Crown Prince Muqrin bin Abdulaziz Al Saud, following the passing of King Abdullah bin Abdulaziz Al Saud.

From 25 to 30 March 2015, the Governor-General undertook a State Visit to the People's Republic of China. A State Banquet was hosted in his honour by the President of the People's Republic of China, His Excellency Mr Xi Jinping. The Governor-General delivered an address during the opening session of the Bo'ao Forum for Asia, and participated in activities related to Australian business, cultural and aid projects in Guangzhou, Sanya, Chongqing and Beijing.

On 24 and 25 April 2015, the Governor-General undertook an official visit to New Zealand. Alongside the Governor-General of New Zealand, His Excellency Lieutenant General the Right Honourable Sir Jerry Mateparae GNZM QSO, he attended the ANZAC Day Dawn Service in Wellington, before returning to Canberra for the Australian National Service. Later that afternoon, the Governors-General of Australia and New Zealand attended the Last Post ceremony at the Australian War Memorial.

Wherever possible, the Office included opportunities for the Governor-General to meet Australian expatriates and alumni of Australian education institutions during overseas visits. Meetings and site visits were organised through the relevant Australian diplomatic missions to support Australian development assistance efforts and business, trade and other bilateral linkages.

## COMMUNITY ENGAGEMENT

Engagement with the community is an important element of the Governor-General's role and a key consideration for the Office in planning and delivering a balanced program. The Governor-General meets with members of the community in cities, regions and rural and remote locations throughout Australia. The following list provides examples of some of the extensive community engagement carried out by the Governor-General during 2014–15.

- On 10 July 2014, at Government House, hosted a morning tea for Australian Indigenous Leadership Centre staff.
- On 12 August 2014, at Government House, hosted a reception and launched a book in recognition of the 100th anniversary of the Australian Red Cross.
- On 30 August 2014, in Sydney, as guest of the President, Mr Andrew Purchas, met with competitors and volunteers at the Bingham Cup.
- On 14 October 2014, in Auburn, as guest of the President, Dr Abdurrahman Asaroglu, met with the leadership of the Gallipoli Mosque and members of the Australian Turkish Muslim Community.
- On 15 October 2014, in Windsor, as guests of the Commissioner of Corrective Services NSW, Commissioner Peter Severin, met with inmates participating in vocational training programs at the John Morony Correctional Centre.

- On 18 October 2014, in Clare, as guests of the President of the Clare Agricultural and Horticultural Show Society, Mr David Bond, attended the 2014 Clare Show and delivered the opening address in recognition of the show's 150th anniversary.
- On 24 November 2014, at Parliament House, Canberra, attended the Police Commissioners 'Stand Together Against Violence on Women and Their Children' event.
- On 16 December 2014, in Martin Place, Sydney, laid a floral tribute in memory of the Martin Place siege victims.
- On 5 March 2015, in Canberra, as Patron of UN Women Australia, attended the International Women's Day lunch.
- On 23 March 2015, in Hobart, as guests of the Vice-Chancellor, University of Tasmania, Professor Peter Rathjen, visited the Institute for Marine and Antarctic Studies and Menzies Institute for Medical Research and received briefings on current research, met staff and viewed facilities.
- On 14 May 2015, at Government House, hosted a reception to launch the Aboriginal Institute of Aboriginal and Torres Strait Islander Studies Foundation.
- On 18 May 2015, at Admiralty House, hosted a morning tea for the Westfield Matildas where the co-captains were announced for the 2015 FIFA Women's World Cup.
- On 18 June 2015, in Sydney, as guest of the NSW Chief Executive Officer, St Vincent de Paul Society, Mr Michael Perusco, participated in the 'Vinnies CEO Sleepout' overnight.

## PATRONAGES

Vice-regal patronage raises organisations' profiles, recognises and encourages their work, and broadens public support for their endeavours.

At the end of the reporting period Sir Peter and Lady Cosgrove had accepted patronage of 175 organisations. Details were published on the Office's website. Engagement with these organisations included a dinner hosted for New South Wales-based patronages, participation in the Ronald McDonald House Telethon, a visit to the Cystic Fibrosis Treatment Centre at Westmead Children's Hospital and visiting a number of Men's Sheds.

## REGIONAL CENTRE VISITS

During 2014–15, the Governor-General visited a range of regional centres including:

- On 2 and 3 October 2014, officially opened the 150th Wagga Wagga Show and visited local community organisations including St Vincent de Paul's Micah House and Edel Quinn House.

- On 1 November 2014, in Albany, attended events associated with the Albany Convoy Commemorative Troop March.
- From 6 to 9 November 2014, undertook a regional visit to Port Hedland and viewed mining operations, visited Indigenous education and enterprise programs and met with business leaders and members of the wider community. From Port Hedland, the Governor-General travelled to Cocos (Keeling) Islands to attend commemorative events marking the centenary of the battle between HMAS Sydney and SMS Emden.
- On 16 and 17 February 2015, visited Wodonga, Beechworth, Wangaratta, Benalla, Mansfield, Yea and Kinglake in regional Victoria. The program focused on engagement with representatives from the Indigenous, health, education, social services and youth sectors of the community.
- On 11 March 2015, visited Emerald in Victoria and opened the ANZAC Walk and ANZAC Place to recognise the 32 soldiers from Emerald township and its surrounding districts who died during World War I.
- On 13 March 2015, visited Rockhampton and Yeppoon after Cyclone Marcia to view recovery efforts, met affected residents and acknowledged the efforts of Australian Defence Force personnel, volunteers and local members of the community who assisted with the cyclone response.
- On 11 and 12 May 2015, during a visit to Cairns, opened new buildings at the Tjapukai Aboriginal Cultural Park, met with researchers at James Cook University, visited HMAS Cairns and met with staff and students at Cairns State High School.
- On 27 May 2015, visited Parkes and launched a book to commemorate 200 years since the birth of Sir Henry Parkes.
- On 27 June 2015, opened the Waratah–Mayfield Multicultural Men's Shed in Newcastle and the Singleton Men's Shed.

### OFFICIAL PROPERTIES AND COMMUNITY EVENTS

An Open Day was hosted at Government House on 5 October 2014, with an estimated attendance of 3,300. The Australiana Fund also conducted regular garden tours of Government House during the spring, summer and autumn months.

On 14 February 2015, the Canberra Symphony Orchestra launched its 2015 season with a Prom Concert in the grounds of Government House, with approximately 3,200 guests attending.

The Canberra Medical Society conducted a 'Sunday Dreaming' garden event at Government House on 3 May 2015, with an attendance of approximately 1,000 people. Funds raised from the event supported Aboriginal health, in particular, the National Centre for Indigenous Genomics.

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## COMMUNICATION AND INFORMATION

Altogether, more than 37,000 members of the public, from school children to representatives of community organisations, visited the properties in 2014–15.

The Communication and Media Unit within the Office of the Official Secretary to the Governor-General continued its work with national, regional, local and international media to publicise the constitutional, ceremonial, community and Commander-in-Chief duties of the Governor-General.

During the 2014–15 financial year, the Unit worked closely with event and community stakeholders, including many of the 175 patronages of the Governor-General and Lady Cosgrove, to increase the recognition of their work and achievements. Communication and media support from the Unit also extended to events related the ANZAC Centenary commemorative period. In particular, the Unit worked closely with the Department of Defence, Department of Veterans' Affairs and the Australian War Memorial for significant ceremonies and services relating to the centenary of the Gallipoli campaign.

Events and engagements that attracted significant media coverage during the last 12 months included:

- Centenary of Gallipoli commemorative services on ANZAC Day in both Australia and New Zealand, where for the first time both Australian and New Zealand Governors-General stood side-by-side in both countries
- the Governor-General in the Netherlands receiving the first coffins of victims of the downing of Flight MH17
- G20 and Guest of Government visits, including meetings with the President of China, the President of the French Republic, the President of Ukraine, the President of Singapore, the King and Queen of Norway, and the Prime Minister of Japan
- the visit to Glasgow where the Governor-General, as Patron of the Australian Commonwealth Games Association, supported Australians competing at the 2014 Commonwealth Games
- the visit to Afghanistan to acknowledge the significant work of Australian troops and to meet with the President
- the Governor-General's overnight attendance at the Vinnies CEO Sleepout in Sydney.

In the past 12 months, the Unit supported the Governor-General in the production of 148 speeches and remarks, also publishing a selection of these on the Governor-General's website ([www.gg.gov.au](http://www.gg.gov.au)). The Unit produced 49 written messages and eight audio/visual messages, for

organisations celebrating or commemorating major events or milestones, and coordinated the recording of the Governor-General's Australia Day and Anzac Day televised addresses.

The Unit also facilitated the updating and recording of the 'Role of the Governor-General' video, narrated by the Governor-General. This short video is played to thousands of school students who visit Government House every year, and is available as a public resource on the website.

The Governor-General's activities in regional and rural Australia were also highlighted by both national and local media. Significant coverage was received for:

- visits to Albany in October and Cocos (Keeling) Islands in November for ANZAC Centenary commemorative events
- a visit to Wagga Wagga where the Governor-General officially opened the 150<sup>th</sup> Agricultural Show
- visits to Wodonga and communities in regional Victoria in February, accompanied by Fairfax Media
- a visit to Uluru as part of a State Visit by the Governor-General of New Zealand in May, accompanied by Sky News Australia
- a visit to Cairns focused on recognising indigenous enterprise, education, and Defence Force service in May
- a visit to Parkes to mark the 200<sup>th</sup> anniversary of the birth of Sir Henry Parkes.

Throughout the year the Unit responded to enquiries from media representatives and members of the public relating to the role of the Governor-General, the operation of the Office, and work of the Australia Honours and Awards Secretariat. The Unit also provided internal support for the Secretariat's issuing of the Australia Day and Queen's Birthday Honours Lists, and the Bravery Awards announcements.

In an Office first, the Unit considered the opportunity of extending the reach of the Governor-General's activities through social media and created the first Australian Governor-General Facebook page. This page, launched in June 2015, will provide the Office with an opportunity to communicate to more Australians the activities of the Governor-General, the Office and the Australian Honours and Awards Secretariat via text, image and video posts.

The official website continued to be the Office's primary form of communicating with the public online. The website was regularly updated with content highlighting the work of the Governor-General, including fresh images, speeches, media releases and public announcements.

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## CORRESPONDENCE

In 2014–15, the Office received and attended to 3,906 items of general correspondence. The Honours and Awards Branch received more than 21,000 items of correspondence including 2,075 nominations for Order of Australia and Australian Bravery decorations. This does not include emails received directly by staff of the Honours and Awards Branch.

The Office sent 9,927 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 7,140 congratulatory messages on behalf of Her Majesty The Queen. Over 5,100 messages were for Australian couples celebrating their 60<sup>th</sup> wedding anniversary.

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## PROPERTY MANAGEMENT

In 2014–15 the Office oversaw the last year of the ten-year Vice-Regal Heritage Property Master Plan (the Master Plan) covering both Government and Admiralty Houses and grounds. The plan determined the extent of resources allocated to various property projects, based on order of priority (further information is provided in the 'Management and Accountability, Asset Management' section). In 2014–15, a number of major projects were undertaken at the properties. Common to both properties were the following projects:

- the three-year review of the Heritage Strategy for the properties
- the preparation of twenty-year forecasts for the asset management of the properties
- general projects addressing minor work health and safety (WHS) issues
- the provision of WiFi to selected areas of the properties

### GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2014–15 included:

- completion of works commenced in 2013–14 on a staff office building (then housing IT and property staff) to repair and replace roof sheeting, gutters, downpipes and associated timber framing and fascia. Issues redressed included end-of-life building finishes and materials, roof maintenance safety concerns, dry rot and vermin ingress problems
- completion of works commenced in 2013–14 to repair, restore and refurbish damaged or degraded finishes of various areas of the main house. Issues redressed included rotted timbers (risk of falling plate glass), waterproofing failures, leaking fixtures, end-of-life equipment failures, drainage problems, asbestos removal and numerous WHS issues
- completion of works commenced in 2013–14 on a staff office building (currently housing Honours staff) to repair water damage and problems



with air conditioning design and performance, physical building seal problems, and lighting compliance. Issues redressed included WHS concerns, site drainage problems, and vermin ingress into the buildings

- the partial refurbishment of the Government House Lift 1 (motor/mechanics only), which had reached end of life
- the commencement of design for various projects including the replacement of end of life air conditioning systems, general light safety and wayfinding issues
- landscape works continued in accordance with the Landscape Management Plan for the property, with a focus on improving efficiencies where possible.

### ADMIRALTY HOUSE

The major works projects undertaken at Admiralty House during 2014–15 included:

- completion of works commenced in 2013–14 to unsafe garden pathways, retaining walls, stairs and handrails to address WHS issues and to limit excessive maintenance costs, and installation of harness anchor points to enable safe maintenance of inaccessible steep garden areas. Works also redressed the potential of structural collapse of the undermined and eroded cliff faces at the sea-shore
- completion of works commenced in 2013–14 to repair, restore and refurbish damage to degraded finishes of the main house. Issues redressed included termite damage, rising damp, sandstone degradation, dry rot, waterproofing failures, asbestos removal, and end-of-life finishes and fittings. Works also rectified roof drainage and end-of-life roof materials
- work to improve the gardens and landscape at Admiralty House in accordance with the works schedule and Landscape Management Plan overseen by its heritage landscape consultants.

### SECURITY

The Office worked closely with the Protective Security Coordination Centre and the Australian Federal Police to identify issues and act on advice in managing the physical security environments at Government House and Admiralty House.

### WORKS OF ART AND OTHER ITEMS

The Office is grateful to the National Gallery of Australia, the Australian Fund, the Australian War Memorial, and the Department of Parliamentary Services for the loan of paintings, sculptures, furniture and other items for

public display at Government House and Admiralty House. Some items are exchanged each year as part of an ongoing program to display a variety of Australian artworks and furniture.

At 30 June 2015, paintings, pieces of furniture and art objects with a combined value of over \$12 million were on loan to the Office.

## PROGRAM COMPONENT 2— ADMINISTRATION OF THE AUSTRALIAN HONOURS AND AWARDS SYSTEM

Resources applied to this component are directed to:

- conducting comprehensive and independent research of nominations for awards
- providing high level secretariat support to honours advisory bodies
- interpreting and applying gazetted regulations for defence, meritorious, operational service and long service awards to ensure that applicants meet eligibility criteria
- making cost-effective resource decisions for the timely acquisition of high quality insignia, warrants and honours publications
- maintaining registers of all award recipients.

Tables 1 and 2 contain the performance indicators for Program Component 2 identified in the Portfolio Budget Statements and Table 6 compares the budget identified in those statements to the component's actual cost during the year:

TABLE 6: FINANCIAL PERFORMANCE FOR COMPONENT 2 OF PROGRAM 1	Budget Estimate 2014–15	Actual 2014–15
	\$ 000	\$ 000
Departmental appropriation – Cost of Component 2	5,195	5,335
Administered Appropriation – Acquisition of Australian honours medals/insignia, warrants and investiture items	864	1,129
Expenses not requiring appropriation	188	277
<b>TOTAL</b>	<b>6,247</b>	<b>6,741</b>

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## HONOURS AND AWARDS OVERVIEW

February 2015 marked the 40<sup>th</sup> Anniversary of the Australian Honours and Awards system. Australia's distinctive honours system began in 1975 with the creation of the Order of Australia, the Australian Bravery Decorations and the National Medal, to recognise service to the nation or humanity. Since then, additional awards have been created including a range of meritorious, gallantry and distinguished awards and, more recently, the National Police Service Medal (NPSM) and the National Emergency Medal (NEM).

The Order of Australia comprises a General Division for civilians and a Military Division for members of the Australian Defence Force. It is the principal and most prestigious means of recognising outstanding service at a national level and nominations are welcomed from across the Australian community. The award celebrates extraordinary achievements and meritorious contributions that primarily benefit the citizens of Australia in fields as diverse as community service, veterinary science, information technology, and philanthropy.

The Governor-General is Chancellor of the Order and the Official Secretary to the Governor-General traditionally serves as the Secretary of the Order. An independent Council, the Council for the Order of Australia, considers nominations in the General Division and makes recommendations to the Governor-General. Appointments and awards in the Military Division are made by the Governor-General on the recommendation of the Minister for Defence.

Within the honours system the Australian Bravery Decorations are significant awards which recognise the courageous actions of those who have placed the safety and lives of others before their own. Bravery nominations are considered by a second independent Council, the Australian Bravery Decorations Council, which makes recommendations to the Governor-General.

The NEM is awarded to persons who have rendered sustained or significant service in response to declared national emergencies within Australia. The Honours and Awards Branch processes applications for 'sustained service' and makes recommendations directly to the Governor-General. Nominations for 'significant service' are considered by the National Emergency Medal Committee before submission to the Governor-General.

Details of the current membership of the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee are provided at Appendix A.

The Branch researches each nomination received, and consults with nominators and referees where appropriate to develop the documentation

that is presented to the relevant honours advisory body for consideration. Nominations are processed in order of receipt, although if a nominee is gravely ill or of an advanced age, processing may be expedited.

The Order of Australia and the Australian Bravery Decorations Councils' recommendations are considered by the Governor-General and, if an award is approved, the Branch notifies the recipient, gazettes the announcement of the award, and publishes the details on the Office's website.

The Branch is responsible for ensuring that all other awards – military, public service, fire, emergency, police and ambulance services awards – are well documented and processed for approval in accordance with gazetted regulations.

The Branch liaises closely with the Legal Policy, Honours, Symbols and Territories Branch of the Department of the Prime Minister and Cabinet and contributes to Australian Government strategies to increase awareness of the Australian honours system within the community.

The work of the three honours advisory bodies necessitates close liaison between the Branch and the respective chairs, council and committee members. Such communication provides a means for continuously evaluating and improving the Branch's performance.

Further information on the criteria, nomination processes and nomination forms for specific awards may be found in the Australian Honours and Awards section of the Office's website at [www.gg.gov.au](http://www.gg.gov.au) or on the website maintained by the Department of the Prime Minister and Cabinet at [www.itsanhonour.gov.au](http://www.itsanhonour.gov.au).

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## KEY RESULTS

The total number of nominations researched and/or prepared by the Branch has continued to increase substantially (a 40 per cent increase in 2014–15 over the previous financial year). The processing and distribution of the NEM and NPSM has constituted a large part of this business in 2014–15. The full implementation of the electronic provision of meeting papers has been a major advance, with advisory body members satisfied with the ease of handling council or committee business and the associated streamlined processes.

## NOMINATIONS, AWARDS AND INVESTITURES

The total number of nominations researched and/or prepared by the Branch for 2014–15 was 29,471, a 40 per cent increase over the equivalent nominations in the previous financial year. This does not include the appointment of two Knights (AK), which were approved by Her Majesty The Queen.

The overall number included 1,610 nominations submitted to the Council for the Order of Australia, which met twice in 2014–15 to consider the nominations and other matters. Of these, 1,135 resulted in appointments or awards which were approved by the Governor-General. Ninety-nine per cent of Order of Australia nominations were processed and presented to Council meetings within 18 months of receipt in the Branch.

In January 2015, Air Chief Marshal Sir Angus Houston AK AFC (Retd) and, through a change in the Letters Patent, His Royal Highness The Prince Philip, Duke of Edinburgh were appointed Knights in the General Division of the Order of Australia.

On the recommendation of the Minister for Defence, the Governor-General approved 41 appointments and awards in the Military Division of the Order of Australia.

In 2014–15, the Branch researched 421 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 243 resulted in awards which were approved by the Governor-General. Ninety-eight per cent of researched nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 945 awards to recognise excellence in specified occupations, including police, emergency services, and defence personnel on operations around the world to protect Australia and its national interests. All of these awards were processed and gazetted within six months of receipt. In addition 12,596 National Police Service Medals were approved and dispatched to the relevant organisations. This is 150 per cent increase on the number approved in 2013–14.

Additionally, 3,732 National Emergency Medals (3,433 for sustained service and 299 for significant service) were approved. The total number of nominations considered for the National Emergency Medal was 4,392 and one hundred per cent of nominations and applications were processed in

a timely manner. The National Emergency Medal Committee met twice during the year to consider significant service nominations.

The Governor-General approved 9,452 National Medals, which recognises 15 years or more of diligent and efficient service in uniformed occupations involving elements of personal risk in order to protect the community. This number included 4,400 clasps, which were awarded for additional periods of service and attached to the original medal. These awards are administered by the Branch and approved by the Governor-General, but they are conferred internally by the relevant organisations. Ninety-seven per cent of long service and occupation-based awards were processed within two months of receipt.

Fourteen non-Australian citizens were recognised by honorary awards in the Order of Australia during 2014–15. The Constitution of the Order of Australia provides for honorary awards to be recommended for foreign citizens who have made contributions of significant benefit to the Australian community or humanity at large. The Prime Minister or the Defence Minister recommend honorary awards, in the General and Military Divisions respectively, to the Governor-General for approval.

Tables showing the number of nominations considered and awards conferred for the Order of Australia and the Australian Bravery Decorations in 2014–15, and the total number of nominations and awards since 1975, are at Appendices B and C respectively. Appendix D shows the number of other award types made during the year for outstanding achievement in specific fields of activity, and the total since 1975.

Eight investiture ceremonies for Australian award recipients were held in 2014–15.

The Honours and Awards Branch assisted State Governors, the Northern Territory Administrator and heads of Australian diplomatic missions overseas to conduct investitures for many other recipients in 2014–15. The Branch contacted the relevant offices, provided media and guidance notes, and organised and dispatched the insignia.

### **APPROVAL FOR AUSTRALIANS TO WEAR FOREIGN AWARDS**

The process for the acceptance and wearing of foreign awards by Australian citizens no longer requires the Governor-General's approval, if the award is listed on the approved Schedule on the Governor-General's website. In 2014–15 eleven Australian citizens were approved by the Governor-General to accept and wear foreign awards that were not listed on the Schedule.

## OTHER BUSINESS

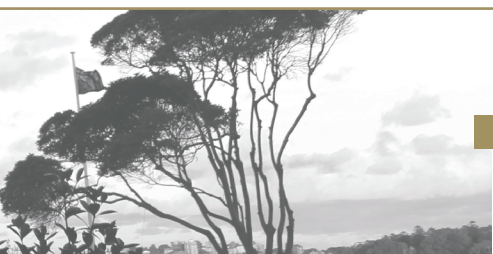
The Office marked the 40th Anniversary of the Australian honours system on 14 February 2015. Forty years ago, the system comprised the Order of Australia, the Australian Bravery Decorations and the National Medal. It was an appropriate time to pause and acknowledge over 1.3 million Australians who have made a significant contribution to the community and have been recognised through the honours system.

2014–15 saw the full implementation of the electronic delivery of meeting papers to the Order of Australia Council and the Australian Bravery Decorations Council, following a trial the previous year. Council members have embraced the change and welcomed the efficiencies gained through the reduced burden of distributing meeting material in hard copy.

The Branch maintained and updated the official register of recipients of awards in the Australian honours and awards system. The names of recipients who agree to being listed along with details of their awards appear on the [www.itsanhonour.gov.au](http://www.itsanhonour.gov.au) website.







# MANAGEMENT & ACCOUNTABILITY

CHAPTER 3

## CORPORATE GOVERNANCE

The Official Secretary, in his role as Chief Executive Officer, is accountable for the efficient, effective, economical and ethical use of resources and the achievement of the highest possible performance from the Office. The Office's Management Committee assists the Official Secretary to meet his statutory responsibilities under the *Governor-General Act 1974* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The Office recognises the need for a high level of accountability.

The Deputy Official Secretary, assisted by the Branch Directors and the Chief Financial Officer, support the Official Secretary's overall governance responsibilities by facilitating the development of corporate and business plans, establishing policy and accountability frameworks, managing risk, fraud and security planning, setting frameworks for advising on people management, managing industrial relations, managing information and communications technology, and overseeing budget management of the Office. The Operations Branch also manages the official properties and coordinates physical security services.

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### COMMITTEES

To support the Official Secretary in his role the Office has established several committees:

- Management Committee (including the Property Sub-committee)
- Audit Committee
- Workplace Consultative Committee
- Work Health and Safety Committee.

#### MANAGEMENT COMMITTEE

The Management Committee comprises the Official Secretary as Chief Executive Officer; the Deputy Official Secretary as Deputy Chief Executive Officer; the Directors of the Operations and Honours and Awards Branches, and the Chief Financial Officer. The group meets monthly and considers strategic issues affecting the Office, including any emerging or ongoing risks, and monitors the delivery of performance outcomes for the Office. The Property Sub-committee supports the Management Committee in management of the Office's Property Program.

#### AUDIT COMMITTEE

The three-person Audit Committee (with majority external members) is responsible for providing independent assurance and assistance to the Official Secretary on the Office's risk, control and compliance frameworks and external accountability. The Audit Committee comprises an independent external Chair; an independent external member and the Deputy Official Secretary.

### WORKPLACE CONSULTATIVE COMMITTEE

The Workplace Consultative Committee (WCC), representing all staff of the Office, continues to provide a forum for management and employees to discuss matters affecting the workplace. Meetings of the WCC are chaired alternately by a representative of the Official Secretary and a representative of employees.

The membership of the WCC comprises:

- the Official Secretary or nominee
- one other management representative
- five employee representatives
- one union workplace delegate
- one union official.

### WORK HEALTH AND SAFETY COMMITTEE

The Work Health and Safety Committee is chaired by the Director of the Operations Branch. Membership includes management representatives and health and safety representatives from across the Office. The Committee's responsibility is to facilitate discussion and cooperation on work health and safety (WHS) issues in the workplace.

# STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



## CORPORATE PLAN

The Office's Corporate Plan 2015–16 is both a statement of its corporate vision, strategy and objectives and a business plan. It aims to bring together planning and other strategic and operational activities and articulate the linkages between them. It is a four-year rolling plan, updated regularly, which distils the Office's objectives into a high level action plan for the current year.

## RISK MANAGEMENT FRAMEWORK

The Office's Risk Management Plan identifies the business risks the Office manages in order to achieve its objectives. Individual risk assessments are completed for projects, events and other operational activities.

Risk management is an integral part of sound management practice and an essential element of good governance. The Office actively manages risk in accordance with its Risk Management Plan. Its key strategic risks focus on:

- support for the Governor-General:
  - managing internal and external events
  - advising him on a broad range of matters
  - developing and executing an effective community engagement program
- effective administration of the Australian honours and awards system
- effective stewardship of the official properties
- maintaining and executing efficient and effective management systems
- building the best workforce and acknowledging staff for their work.

The Office continued to participate in Comcover's risk benchmarking program, which measures the effectiveness of agencies' risk management frameworks, practices and systems against a set of key result areas. The Office achieved a risk maturity rating of 'Advanced' in the redesigned 2015 survey which reflects the Office's high level of maturity and competence in this field, and the alignment of its risk management policy and practices with the Commonwealth Risk Management Policy.

### FRAUD CONTROL FRAMEWORK

The Office maintains a comprehensive Fraud Risk Assessment and Fraud Control Plan and has embedded fraud prevention, detection, investigation, reporting and data collection procedures and processes. The Fraud Control Plan of the Office was reviewed and updated in March 2015. The Office complies with the Commonwealth Fraud Control Framework and actively minimises the risk of fraud through the development, implementation and regular review of a range of fraud prevention and detection strategies.

There were no known incidents of fraud in 2014–15.

### SECURITY FRAMEWORK

The Office continued to work closely with the Attorney-General's Department and the Australian Federal Police to identify issues and receive advice on security, in order to manage effectively the physical security environments at Government House and Admiralty House.

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## AUDIT ACTIVITIES

During 2014–15 the engagement of RSM Bird Cameron and McGrathNicol continued, for the provision of internal audit services.

RSM Bird Cameron were contracted to provide internal audit services that included all control and compliance testing and reviews. In 2014–15, RSM Bird Cameron conducted the following reviews in accordance with the agreed audit program:

- contract management
- Goods and Services Tax
- official gifts
- budget planning and processes
- honours key performance indicators.

McGrathNicol (McN) were contracted to provide internal audit services for performance and efficiency audits. In 2014–15, McN undertook the following reviews in accordance with the agreed audit program:

- household operations
- program events.

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## EXTERNAL SCRUTINY

In October 2015, the ANAO provided an unqualified audit opinion on the Office's 2014–15 financial statements. The Office was not the subject of any agency-specific audits by the Auditor-General's Office, nor investigations or reviews by a parliamentary committee or the Commonwealth Ombudsman during 2014–15.

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## BUSINESS CONTINUITY

The Office maintains a whole-of-Office Business Continuity Plan, which is supported by individual business area plans. These plans are reviewed and updated regularly.

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## ETHICAL STANDARDS

Standards of appropriate behaviour for employees of the Office are set out in the Office's Code of Conduct and Workplace Behaviours Policy, which were endorsed in the Enterprise Agreement 2011–2014, as well as in previous agreements. The Code of Conduct reflects the Australian Public Service Code of Conduct and Values as set out in the *Public Service Act 1999*. The Enterprise Agreement is accessible on the Office's intranet. New employees of the Office are required to sign a statement indicating that they have read and understood the Office's Code of Conduct and Workplace Behaviours Policy.

Financial management and accountability requirements for the Office are set out in Accountable Authority Instructions (AAIs), which are issued by the Official Secretary under the PGPA Act. The AAIs are cross-referenced to relevant parts of the Act to ensure that authorised staff are fully aware of their legal obligations. The AAIs are available to all staff on the Office's intranet.

The Office's procurement policy and guidelines are in accordance with the Commonwealth Procurement Rules (CPRs) and establish clear standards of ethical behaviour for all staff responsible for procurement.

During the year, all staff were required to attend in-house training on ethics, behaviours, procurement, fraud risk and security to reinforce the standards of workplace behaviour and ethical conduct required by the Office.

## MANAGEMENT OF HUMAN RESOURCES

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### KEY ACHIEVEMENTS

Key achievements and initiatives in the Office's management of human resources during 2014–15 included:

- implementation of new policies for privacy and diversity
- extensive review of the Rehabilitation and Fitness for Duty Policy and a successful audit of our Rehabilitation Management System
- research and preparation for an online e-learning system
- increased staff awareness of Indigenous culture through NAIDOC Week and Reconciliation Week events including welcome to country, flag raising ceremonies and Indigenous guest speakers and cultural displays
- review and restructure of the Corporate and Executive functions resulting in the amalgamation of the two branches as the Operations Branch
- continued development of the Health and Wellbeing Program including influenza vaccinations, 'RUOK' and suicide awareness sessions and targeted health promotion activities.

The Governor-General presented several staff with 2015 Australia Day Achievement Medallions in recognition of their work toward the Office's objectives. Medallions were presented to:

- David Foy for providing exceptional, sustained and flexible service to the property team at Admiralty House
- the Household Team for their dedicated and professional service ensuring the smooth transition of Governors-General and the associated additional workload and increased activity
- the Property Project Team for an exceptional contribution to the Office in the successful delivery and management of the property program.

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### SENIOR EXECUTIVE REMUNERATION

The Office employed one senior executive service equivalent officer during the financial year. To avoid the disclosure of personal information, the remuneration level of this position has not been included. The remuneration of the Official Secretary is determined by the Remuneration Tribunal.

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### REMUNERATION ARRANGEMENTS

The remuneration arrangements for staff are set out in the 2011–2014 Enterprise Agreement. One staff member's remuneration was determined by the Remuneration Tribunal. At 30 June 2015, the current enterprise agreement covered 88 staff (including 10 casual staff). One staff member was covered by an Australian Workplace Agreement and three staff members were covered by an Individual Flexibility Arrangement (IFA). The Office does not have performance-based pay arrangements. The salary ranges of Office employees by classification structure are set out in Appendix E.

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## STAFFING CHANGES AND STATISTICS

In 2014–15, the average staffing level for the Office was 72.97. During the year there were 12 cessations and seven commencements, a little lower than trend.

The Office's staffing statistics, including information on gender, part-time and full-time employment and classification levels, as well as information provided in accordance with workplace diversity principles, are at Appendix E.

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## DEVELOPING STAFF

The Office's performance support framework provides a vehicle to set work priorities, assess employee performance, provide feedback, and identify training and development needs. To complement this, the Office has a learning and development framework to deliver opportunities aimed at improving staff skills and job knowledge and providing for personal growth. The Office continued with research and preparations for introducing an online e-learning system.

The Office has in place a very successful Trainee Case Officer Program which provides structured training and development over a two-year period to prepare trainees for careers in the Office and the wider public sector. To date, the trainee program has a 100 per cent success and retention rate.

Training opportunities provided to staff included a variety of in-house and external courses on workplace ethics and behaviours, cultural awareness, fraud, risk management and security awareness, procurement, writing skills, induction procedures, fire safety, working at heights, manual handling, chemical compliance training and first aid.

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## TRAINEESHIPS, APPRENTICESHIPS AND WORK EXPERIENCE

Whilst a small organisation with multiple and diverse workgroups, the Office was still able to offer several students work experience placements and two horticulture apprenticeships (including one Indigenous apprentice, which brings the Office Indigenous employment to 3.4%). Additionally, three participants in the Australian School-based Apprenticeship (ASBA) program worked part-time in the Office's horticulture and business workgroups.

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## WORKPLACE HEALTH AND SAFETY OVERVIEW

### WORKPLACE HEALTH AND SAFETY STRUCTURE AND OVERSIGHT

The Office continues to focus on providing a safe and healthy work environment and systems of work that are safe and takes an active role in supporting and advocating the health, safety and wellbeing of all employees.

The Office's policies and procedures are a fundamental part of how it manages day-to-day operations. The Office's commitment to work health and safety (WHS) ensures that it takes all reasonably practicable steps to protect the health and safety of its employees. It communicates



and consults with its employees in an aim to increase awareness of their obligations under the *Workplace Health and Safety Act 2011* (WHS Act) to take all reasonable steps to ensure the safety of themselves and others and report hazards, accidents, incidents or near misses.

#### Health and safety management arrangements

The Office remains committed to ensuring that it actively upholds the WHS policy and procedures and implements effective prevention strategies, such as:

- providing a safe and healthy workplace in which our people are protected from hazards or potential hazards that may cause psychological or physical injury or disease
- integrating adaptable safe work systems into work processes
- providing information and training to workers to enable them to perform their work safely
- ensuring that workers, including casual staff and contractors, are aware of their individual responsibilities to ensure their own and others' health and safety
- encouraging a cooperative and consultative relationship within the Office on health and safety issues
- ensuring compliance with, and full implementation of, the requirements of the WHS Act, the WHS regulations and the associated codes of practice.

#### INITIATIVES THAT ENSURE THE HEALTH, SAFETY AND WELFARE AT WORK OF EMPLOYEES AND CONTRACTORS

- WHS policy and guidelines are developed, regularly reviewed and updated in consultation with all staff to reflect WHS legislation.
- Employee Assistance Program (EAP) is accessible to all staff.
- Comprehensive WHS information is available on the Office intranet including hazard and incident notification flow chart and appropriate forms.
- The Health and Safety Committee meets regularly and Health and Safety Representatives have the appropriate level of training and undertake regular refresher training.
- Employee and workplace health monitoring procedures include regular inspections of the grounds and property; workplace assessments are conducted for all staff on commencement and personal protective equipment is provided where required.

- There is an active health and wellbeing program including influenza vaccinations, winter wellness packs, health brochures and guest speakers.
- WHS inductions are completed for all new workers.

### HEALTH AND SAFETY OUTCOMES ACHIEVED AS A RESULT OF INITIATIVES

- WHS policy, guidelines and procedures were reviewed and updated and are available on the Office intranet.
- EAP awareness sessions were conducted for all workers, and a Health and Safety Representative refresher training program was actively managed.
- 'Smarttrain' chemical training, working at heights and elevated work platform (EVP) training was undertaken by relevant workers.
- Annual testing and tagging of all electrical equipment was completed.
- First Aid kits and defibrillators were checked and restocked and an additional defibrillator was purchased.
- Manual Handling and First Aid training was conducted for relevant workers.

### CHANGES TO DISABILITY REPORTING IN ANNUAL REPORTS

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser; purchaser; employer; regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission's *State of the Service Report* and the *APS Statistical Bulletin*. These reports are available at [www.apsc.gov.au](http://www.apsc.gov.au). From 2010–11, departments and agencies have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020, which sets out a ten-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high level two-yearly report will track progress against each of the six outcome areas of the Strategy and present a picture of how people with disability are faring. These reports can be found at [www.dss.gov.au](http://www.dss.gov.au).

## MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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### ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$93.9 million (2013–14: \$92.6 million).

As at 30 June 2015, administered non-financial assets comprised:

- \$90.2m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.7m of infrastructure, plant and equipment
- \$0.9m of inventories being medals held by the Office and to be issued under the Australian Honours and Awards program.

In 2014–15, the Office received final year funding of the ten-year Heritage Master Plan for the ongoing management and maintenance of the two vice-regal heritage properties. Commencing in 2014–15 the Office will receive an Administered Capital Budget (ACB) towards an ongoing program of restoration and refurbishment of Government House and Admiralty House. This ACB was revised in the 2015–16 Budget process to reflect current replacement costs of these heritage properties. This will enable the Office to preserve current functionality of these heritage properties, in the national estate, in accordance with statutory obligations and heritage requirements.

Further information is provided under 'Property management' in the 'Report on performance'.

As at 30 June 2015, Departmental assets comprised:

- \$0.992m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.190m of intangibles representing ordinary software
- \$0.012m of other non-financial assets, representing pre-payments made.

The Office receives a Department Capital Budget (DCB) to replace assets which have reached the end of their useful life. The Office monitors the management of assets on an ongoing basis to ensure that the planned expenditure from DCB reflects the Office's business requirements.

The management of assets is governed by Accountable Authority Instruction (AAI) on Managing Public Property and the Office's Asset Management Policy. These policies cover the proper stewardship of assets throughout the asset lifecycle, including the purchasing,

stocktaking, impairment and disposal of assets. These policies are regularly communicated to staff through compulsory training and are available online.

### PURCHASING

The *Commonwealth Procurement Rules* (CPRs) and the Office's AAls provide the framework within which decisions about the procurement of goods and services are made. The Office's procurement policies and practices focus on:

- value for money
- encouraging competition
- the efficient, effective, economical and ethical use of government resources
- accountability and transparency in procurement
- procurement risk
- procurement method.

A range of positions within the Office have delegated responsibility for the exercise of powers under the PGPA Act. A position-based electronic purchasing workflow system is used for approval of purchase orders to be raised. Branch Directors continue to be responsible for the expenditure of funds and the management of assets under their control.

The Office has ongoing contracts to provide a variety of contractor services, including internal audit, banking, payroll, office cleaning, and property maintenance and minor works.

The Office supports its employees in managing procurements by providing information and training on procurement policies and procedures, and maintaining a central point of contact for advice on the CPRs, AAls and tendering processes.

The Office actively engages with small and medium sized enterprises (SMEs) in its procurement of goods and services, including commitments to pay on time to agreed terms and to seek opportunities to reduce the payment time.

### CONSULTANTS

The Office engages consultants on an ad hoc basis to provide professional and specialist services for building works and architectural services, administrative projects, information technology support and systems development, and to facilitate organisational change and management reforms for which the Office does not have the required skills or staff or there is a need for independent research.

Prior to engaging consultants, the Office takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the PGPA Act and its related rules and regulations including the CPRs and relevant internal policies.

During 2014–15, the Office entered into 17 new consultancy contracts, involving total actual expenditure of \$161,616 (including GST). There were five ongoing consultancy contracts active during the 2014–15 year. A table showing expenditure on consultancy contracts over the four most recent financial years is presented at Appendix G.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website [www.tenders.gov.au](http://www.tenders.gov.au).

#### LEGAL SERVICES EXPENDITURE

In accordance with the requirements of the Legal Services Directions 2005, the Office reports that total expenditure on external legal services in 2014–15 was \$52,088 (including GST). All expenditure incurred was for solicitors' fees.

#### COMPETITIVE TENDERING AND CONTRACTING

During the reporting year, the Office did not contract to another organisation the delivery of any program activities it had previously performed.

#### AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2014–15 that did not provide for the Auditor-General to have access to the contractor's premises.

#### EXEMPT CONTRACTS

The Official Secretary did not exempt any contract or standing offer in excess of \$10,000 from being published in AusTender on the basis that it would disclose exempt matters under the *Freedom of Information Act 1982*.

#### ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research during 2014–15.

#### DISCRETIONARY GRANTS

The Office neither made nor administered any discretionary grants during the financial year.

## INFORMATION TECHNOLOGY

The Office continued to improve the security, reliability and functionality of its information and communications technology (ICT) infrastructure through a range of initiatives in 2014–15:

- The Office has continued to improve its ICT security posture by implementing further components of the Australian Signals Directorate's 35 strategies to mitigate targeted cyber intrusions.
- The Office continued the implementation of a new mobility system enabling the Office to securely deploy and manage a range of smart phones and tablets.
- The Office deployed a new WiFi system through parts of Government House and Admiralty House.
- The Office has continued a project to deliver the Council for the Order of Australia papers in an electronic format, improving availability and timeliness while also reducing the amount of paper consumed.
- A regular replacement and upgrade program of ICT equipment including desktop computers, laptops, printers and multifunction print devices continued throughout the year.
- ICT support was provided to several visiting dignitaries and delegations.

As a PGPA agency, the Office participated in and benefited from a range of the Australian Government's whole-of-government initiatives, including co-ordinated telecommunications services, software and hardware procurement.

## FREEDOM OF INFORMATION

The Office continues to build and foster an agency culture that embraces appropriate disclosure of its information holdings through the Information Publication Scheme (IPS) on its website at [www.gg.gov.au](http://www.gg.gov.au).

The IPS was established by Part II of the *Freedom of Information Act 1982* (FOI Act) with effect from 1 May 2011. Agencies subject to the FOI Act are required to publish information released to the public as part of their IPS. This requirement has replaced the former requirement to publish a section 8 statement in annual reports.

The IPS section of the Office's website publishes other information (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

Optional information is published under the following headings:

- Our priorities
  - This includes a link to relevant sections of the website and the Annual Report
- Our finances
  - This includes links to the Financial Statements contained within the Annual Report and the Portfolio Budget Statements
- Our lists
  - This includes a link to the Senate File List, Agency Contracts and Honours Lists
- Governor-General's Program
  - Daily program of official engagements
- Speeches
  - Copies of official speeches given by the Governor-General.

The Office proactively identifies and publishes information that may be of interest to the public (such as new policies or reviews undertaken), additional to the mandatory requirements, in the Disclosure Log on its IPS.

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## ORGANISATION, FUNCTION AND POWERS AFFECTING THE PUBLIC

The Office's organisational chart and functions are detailed in Chapter 1 of this report and on the website, where a series of links appear in the section on the IPS.

### FOI PROCEDURES AND INITIAL CONTACT POINT

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

The FOI Act applies to the Office as a body established for a public purpose by an enactment and, therefore, is a 'prescribed authority' as defined in section 4.

However, Section 6A of the FOI Act provides:

#### *6A Official Secretary to the Governor-General*

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 or her possession by reason of his or her employment under that section shall be taken to be in possession of the Official Secretary to the Governor-General.

The Act thus has a restricted application to the Office, being relevant only in respect of requests for access to documents that relate to 'matters of an administrative nature'. Implicitly, the Act does not apply to requests for access to documents that relate to the Governor-General's discharge of official functions.

Members of the public seeking access to documents relating to 'matters of an administrative nature' in the possession of the Official Secretary should apply in writing to:

The Official Secretary to the Governor-General  
**Government House**  
**Canberra ACT 2600**  
**Facsimile: (02) 6260 5967**

Initial enquiries may be directed to the Office's FOI Contact Officer on telephone **(02) 6283 3533**.

### CHARGES

The Office's policy on levying charges under FOI regulations is that, where applicable, charges should be imposed for processing FOI requests. However, charges may be reduced or not imposed, if the Official Secretary is satisfied that an appropriate reason to do so exists. If access is approved, the Official Secretary will provide copies of documents after the Office receives payment of any charges that apply.

### FOI APPLICATIONS IN 2014–2015

During 2014–15, eleven FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

- seven were denied under section 6A of the Act; two requested internal reviews of the decision which were again denied under section 6A of the Act
- four were requests that did not relate to documents in possession of the agency and therefore the FOI Act did not apply.

Additionally there were two queries from external agencies requesting the Office's consent to release information relating to our agency, to which consent was provided.



## ENERGY EFFICIENCY, ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

Under the Energy Efficiency in Government Operations (EEGO) Policy, all Australian Government departments and agencies are required to report annually on their energy use and progress towards the intensity targets embedded in the EEGO Policy. Likewise, under s 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), Australian Government departments and agencies are required to report on their sustainability performance, in their annual reporting.

In line with the sustainability reporting framework (based on the Global Reporting Initiative Framework, 1997) piloted by the Department of Finance in financial year 2011–12, the Office presents (below) information which aims to provide open, transparent communication about sustainability and environmental protection issues.

The Office's objective is to improve its environmental outcomes in accordance with the EEGO policy while at the same time providing services of the highest quality.

### TRANSPORT AND MACHINERY

Office employees are encouraged to minimise air travel and fleet vehicle usage—to undertake travel only where there is a demonstrated business need and other communication tools, such as teleconferencing and videoconferencing, are not appropriate alternatives.

Since 2012–13, use of ULP (unleaded petrol) has reduced by 26% for garden machinery, largely due to energy efficient changes in work methodology.

In the same period, diesel fuel consumption increased by 32%, due to programmed events at Government House during the heavier growth seasons as well as the unseasonably mild summer creating ideal growth conditions, requiring more frequent mowing. The on-site fuel tank was refilled towards the end of the financial year, which contributed to a higher level of diesel consumption.

### PASSENGER VEHICLE FLEET

During 2014–15 the Office's fleet comprised a total of six vehicles (five departmental pool vehicles and one event vehicle). In the financial year, the fleet consumed 5,341 litres of fuel, at a cost of \$7,492, and travelled a total of 59,102 kilometres.

## GREENHOUSE EMISSIONS

Based on the Office's energy consumption (for full site use) and the vehicle fleet operations, 596 tonnes of CO<sub>2</sub> were produced in 2014–15.

## RESOURCE EFFICIENCY AND WASTE

During 2014–15 the Office complied with the Australian Government ICT Sustainability Plan 2010–2015.

All employees are encouraged to consider ways to minimise printing. Computers are automatically programmed to print double-sided.

The Office recycles printing paper where printer capability allows.

The Australian Government as a signatory to the Australian packaging covenant developed a range of actions outlined in the Australian Government's Australian Packaging Covenant Action Plan 2010–2015. The Office takes every opportunity to align its operations with the action plan and the national waste policy.

In 2014–15 the Office continued to support recycling programs. It provides a number of recycling streams (including co-mingled recycling, cardboard recycling and paper recycling facilities) in all buildings. A range of signage also encourages staff to sort waste appropriately in order to maximise recycling and minimise the department's disposal of waste to landfill. The Office continues to work to improve these processes.

The Office maintained its environmental performance across both properties, with environmental initiatives that included:

- continued use of worm farms and composting at Admiralty House, recycling food scraps to provide liquid and solid fertiliser for use in the gardens, ensuring low green waste removal costs due to re-use of compostable material
- continued use of a soil sieve at Government House, to enable on-site manufacture of high quality compost, with savings on materials handling and costs
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

All of the above enabled the Office to divert 9.88 tonnes of waste to recycling during 2014–15.

## WATER CONSUMPTION

The Office uses a mix of different types of flow restriction and water-efficient dual-flush toilets to minimise water use across its properties. Employees are encouraged to report any leakage issues promptly to minimise unnecessary water usage.

The Office worked within the guidelines issued by the National Capital Authority to extract water from Lake Burley Griffin for watering gardens and lawns at Government House. All of the managed landscape (which accounts for 40 per cent of the total property area) at Government House is serviced by drawing water from the lake. During 2014–15, the Office continued to closely manage its water consumption, as evidenced by the use of only 54,475 ML of its total 86 ML authorised lake water allocation for the year (slightly more than last year's 51.74 ML due to seasonal differences between years).

### OFFICE ENERGY USE

The Office provides staff office accommodation at both properties and continues to deliver a range of initiatives aimed at improving energy efficiency.

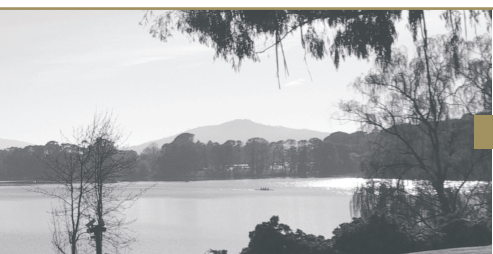
Timed automated air-conditioning controls are in place in large central office areas to switch air-conditioning off outside normal working hours. The effectiveness of the 'setback' controls in spaces with low occupancy introduced in 2013–14 (allows the 'relaxation' of temperatures when buildings are not in use), has been evidenced in a 32 per cent reduction in megajoules consumption for tenant light and power over the past two years.

The Office also has automated power-down of the computerised desktop systems outside normal working hours to minimise energy usage.

The Office elects to use 10 per cent Greenpower in its Canberra property (this percentage of green energy is optional under an existing whole-of-government procurement arrangement for electricity).

The Office has focused on a progressive retrofitting of energy-efficient light globes, and water-efficient plumbing fittings and fixtures where practical in both houses and office space. In 2014–15 the Office participated in Earth Hour at both properties. The Office's total office tenant light power consumption was 409,427 kilowatt hours, which equates to 5,548 megajoules per person during 2014–15.





# FINANCIAL STATEMENTS

CHAPTER 4



## INDEPENDENT AUDITOR'S REPORT

To the Prime Minister

### *Report on the Annual Financial Statements*

I have audited the accompanying annual financial statements of the Office of the Official Secretary to the Governor-General for the year ended 30 June 2015, which comprise:

- Statement by the Official Secretary to the Governor-General and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Schedule of Commitments;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Cash Flow Statement;
- Administered Reconciliation Schedule;
- Schedule of Administered Commitments; and
- Notes comprising a Summary of Significant Accounting Policies and other explanatory information.

### *Official Secretary's Responsibility for the Financial Statements*

The Official Secretary is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards and the rules made under that Act. The Official Secretary is also responsible for such internal control as is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

GPO Box 707 CANBERRA ACT 2601  
19 National Circuit BARTON ACT  
Phone (02) 6203 7300 Fax (02) 6203 7777

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Office of the Official Secretary to the Governor-General's preparation of the financial statements and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Official Secretary to the Governor-General's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Official Secretary to the Governor-General, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### ***Independence***

In conducting my audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

#### ***Opinion***

In my opinion, the financial statements of the Office of the Official Secretary to the Governor-General:

- (a) comply with Australian Accounting Standards and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Office of the Official Secretary to the Governor-General as at 30 June 2015 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Phillip Sands

Engagement Executive

Delegate of the Auditor-General

Canberra

7 October 2015

**Statement by the Official Secretary to the Governor-General  
and Chief Financial Officer**

In our opinion, the attached financial statements for the year ended 30 June 2015 comply with subsection 42(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act), and are based on properly maintained financial records as per Subsection 41 (2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Office of the Official Secretary to the Governor-General will be able to pay its debts as and when they fall due.

Signed



**Mark Fraser**

Official Secretary to the Governor-General

7 October 2015

Signed



**Chandy Paul**

Chief Financial Officer

7 October 2015



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**Office of the Official Secretary to the Governor-General**  
**Statement of Comprehensive Income**  
*for the period ended 30 June 2015*

	Notes	2015 \$	2014 \$
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits	4A	7,946,350	8,010,538
Suppliers	4B	3,968,042	3,068,812
Depreciation and amortisation	7A-7D	399,375	388,195
Disposal of non-financial assets	4C	159,229	8,757
<b>Total expenses</b>		<b>12,472,996</b>	<b>11,476,302</b>
<b>Own-Source Income</b>			
<b>Own-source revenue</b>			
Honours and awards - government entities		485,000	-
Rental income - external parties	4A	-	4,158
Miscellaneous receipts - external parties	4B	10,048	28,884
<b>Total own-source revenue</b>		<b>495,048</b>	<b>33,042</b>
<b>Gains</b>			
Resources received free of charge	4D	57,000	61,000
<b>Total gains</b>		<b>57,000</b>	<b>61,000</b>
<b>Total own-source income</b>		<b>552,048</b>	<b>94,042</b>
<b>Net cost of services</b>		<b>11,920,948</b>	<b>11,382,260</b>
<b>Revenue from Government</b>			
Departmental annual appropriations	4E	11,545,000	11,178,000
<b>(Deficit)<sup>1</sup></b>		<b>(375,948)</b>	<b>(204,260)</b>

<sup>1</sup>There have been no movements in other comprehensive income  
The above statement should be read in conjunction with accompanying notes.

**Office of the Official Secretary to the Governor-General**  
**Statement of Financial Position**  
*as at 30 June 2015*

	Notes	2015 \$	2014 \$
<b>ASSETS</b>			
<b>Financial Assets</b>			
Cash and cash equivalents		495,599	146,175
Trade and other receivables	6	2,638,499	4,173,053
<b>Total financial assets</b>		<b>3,134,098</b>	<b>4,319,228</b>
<b>Non-Financial Assets</b>			
Buildings	7A,B	-	2,585,896
Plant and equipment	7A,B	991,741	1,001,853
Intangibles	7C,D	189,637	279,493
Prepayments		12,746	28,556
<b>Total non-financial assets</b>		<b>1,194,124</b>	<b>3,895,798</b>
<b>Total assets</b>		<b>4,328,222</b>	<b>8,215,026</b>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	8A	225,117	150,969
Other payables	8B	386,275	227,525
<b>Total payables</b>		<b>611,392</b>	<b>378,494</b>
<b>Provisions</b>			
Employee provisions	9	1,788,130	1,780,412
<b>Total provisions</b>		<b>1,788,130</b>	<b>1,780,412</b>
<b>Total liabilities</b>		<b>2,399,522</b>	<b>2,158,906</b>
<b>Net assets</b>		<b>1,928,700</b>	<b>6,056,120</b>
<b>EQUITY</b>			
Contributed equity		1,049,095	4,800,568
Reserves		239,239	239,239
Retained surplus (accumulated deficit)		640,366	1,016,313
<b>Total equity</b>		<b>1,928,700</b>	<b>6,056,120</b>

The above statement should be read in conjunction with accompanying notes.

Office of the Official Secretary to the Governor-General  
Statement of Changes in Equity  
for the period ended 30 June 2015

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2015	2014	2015	2014	2015	2014	2015	2014
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Opening balance</b>								
Balance carried forward from previous period	1,016,313	1,220,576	239,239	239,239	4,800,568	6,157,114	6,056,120	7,616,929
<b>Comprehensive income</b>								
Deficit for the period	(375,948)	(204,262)					(375,948)	(204,262)
<b>Total comprehensive income</b>	(375,948)	(204,262)					(375,948)	(204,262)
<b>Transactions with owners</b>								
Distributions to owners								
Appropriation extinguished - Act 2 non operating equity injection	-	-	-	-		(35,865)	-	(35,865)
<b>Contributions by owners</b>								
Department capital budget	-	-	-	-	400,000	367,000	400,000	367,000
Other - transfer of assets to administered	-	-	-	-	(4,151,473)	(1,687,681)	(4,151,473)	(1,687,681)
<b>Total transactions with owners</b>	-	-	-	-	(3,751,473)	(1,356,546)	(3,751,473)	(1,356,546)
<b>Closing balance as at 30 June</b>	<b>640,366</b>	<b>1,016,313</b>	<b>239,239</b>	<b>239,239</b>	<b>1,049,095</b>	<b>4,800,568</b>	<b>1,928,700</b>	<b>6,056,120</b>
<b>Closing balance attributable to the Australian Government</b>	<b>640,366</b>	<b>1,016,313</b>	<b>239,239</b>	<b>239,239</b>	<b>1,049,095</b>	<b>4,800,568</b>	<b>1,928,700</b>	<b>6,056,120</b>

The above statement should be read in conjunction with the accompanying notes.

**Office of the Official Secretary to the Governor-General**  
**CASH FLOW STATEMENT**  
*for the period ended 30 June 2015*

	Notes	2015 \$	2014 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations		13,089,807	13,790,413
GST received		650,597	488,968
Other		506,458	22,951
<b>Total cash received</b>		<b>14,246,862</b>	<b>14,302,332</b>
<b>Cash used</b>			
Employees		(7,779,882)	(8,263,835)
Suppliers		(4,309,076)	(3,918,203)
Section 74 receipts transferred to OPA		(1,795,391)	(864,058)
<b>Total cash used</b>		<b>(13,884,349)</b>	<b>(13,046,096)</b>
<b>Net cash from operating activities</b>	10	<b>362,513</b>	<b>1,256,236</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment		2,898	38,522
<b>Total cash received</b>		<b>2,898</b>	<b>38,522</b>
<b>Cash used</b>			
Purchase of property, plant and equipment		(2,027,111)	(4,178,879)
<b>Total cash used</b>		<b>(2,027,111)</b>	<b>(4,178,879)</b>
<b>Net cash used by investing activities</b>		<b>(2,024,213)</b>	<b>(4,140,357)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity		2,011,124	2,884,485
<b>Total cash received</b>		<b>2,011,124</b>	<b>2,884,485</b>
<b>Net cash from financing activities</b>		<b>2,011,124</b>	<b>2,884,485</b>
<b>Net increase (decrease) in cash held</b>		<b>349,424</b>	<b>363</b>
Cash and cash equivalents at the beginning of the reporting period		146,175	145,812
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>495,599</b>	<b>146,175</b>

The above statement should be read in conjunction with the accompanying notes.

Office of the Official Secretary to Governor-General  
SCHEDULE OF COMMITMENTS  
as at 30 June 2015

	2015	2014
BY TYPE	\$	\$
<b>Commitments receivable</b>		
Net GST recoverable on commitments	(97,110)	(264,642)
<b>Total commitments receivable</b>	<b>(97,110)</b>	<b>(264,642)</b>
<b>Commitments payable</b>		
<b>Capital commitments</b>		
Land and buildings <sup>1</sup>	-	1,801,958
Property, plant and equipment	12,794	10,312
<b>Total capital commitments</b>	<b>12,794</b>	<b>1,812,270</b>
<b>Other commitments</b>		
Other <sup>2</sup>	1,055,419	1,098,789
<b>Total other commitments</b>	<b>1,055,419</b>	<b>1,098,789</b>
<b>Total commitments payable</b>	<b>1,068,213</b>	<b>2,911,059</b>
<b>Net commitments by type</b>	<b>971,103</b>	<b>2,646,417</b>
<b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Other commitments receivable</b>		
Within 1 year	(53,926)	(204,287)
Between 1 to 5 years	(43,184)	(60,355)
<b>Total other commitments</b>	<b>(97,110)</b>	<b>(264,642)</b>
<b>Total commitments receivable</b>	<b>(97,110)</b>	<b>(264,642)</b>
<b>Commitments payable</b>		
<b>Capital commitments</b>		
Within 1 year	12,794	1,812,270
<b>Total capital commitments</b>	<b>12,794</b>	<b>1,812,270</b>
<b>Other Commitments</b>		
Within 1 year	580,399	434,888
Between 1 to 5 years	475,020	663,902
<b>Total other commitments</b>	<b>1,055,419</b>	<b>1,098,790</b>
<b>Total commitments payable</b>	<b>1,068,213</b>	<b>2,911,060</b>
<b>Net commitments by maturity</b>	<b>971,103</b>	<b>2,646,418</b>

NB: Commitments are GST inclusive where relevant.

1. Upgrade and improvement to buildings.

2. General expenses relating to communication, transport, cleaning and support services.

This schedule should be read in conjunction with the accompanying notes.

**Office of the Official Secretary to the Governor-General  
Administered Schedule of Comprehensive Income**

*for the year ended 30 June 2015*

	Notes	2015 \$	2014 \$
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Suppliers	13	1,122,044	1,385,526
Governor-General's salary		425,000	402,719
Depreciation and amortisation	16A,B	739,771	616,619
Write-down and impairment of assets		7,137	105,314
<b>Total expenses</b>		<b>2,293,952</b>	2,510,178
<b>Income</b>			
<b>Revenue</b>			
<b>Non-taxation revenue</b>			
Sale of goods - external parties		30,230	27,851
<b>Total non-taxation revenue</b>		<b>30,230</b>	27,851
<b>Total revenue</b>		<b>30,230</b>	27,851
<b>Gains</b>			
Other gains		198,913	164,806
<b>Total Gains</b>		<b>198,913</b>	164,806
<b>Total income</b>		<b>229,143</b>	192,657
<b>Deficit<sup>1</sup></b>		<b>(2,064,809)</b>	(2,317,521)

<sup>1</sup>There was no movement in other comprehensive income.  
This schedule should be read in conjunction with the accompanying notes.

Office of the Official Secretary to the Governor-General Administered Schedule of Assets and Liabilities <i>as at 30 June 2015</i>			
	Notes	2015 \$	2014 \$
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash and cash equivalents		617	481
Receivables	15	19,460	3,011
<b>Total financial assets</b>		<b>20,077</b>	<b>3,492</b>
<b>Non-financial assets</b>			
Land and buildings	16A,B	90,165,668	85,985,433
Property, plant and equipment	16A,B	1,683,745	1,755,142
Inventories		881,288	949,537
<b>Total non-financial assets</b>		<b>92,730,701</b>	<b>88,690,112</b>
<b>Total assets administered on behalf of Government</b>		<b>92,750,778</b>	<b>88,693,604</b>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	17	368	2,596
<b>Total payables</b>		<b>368</b>	<b>2,596</b>
<b>Total liabilities administered on behalf of Government</b>		<b>368</b>	<b>2,596</b>
<b>Net assets</b>		<b>92,750,410</b>	<b>88,691,008</b>
This schedule should be read in conjunction with the accompanying notes.			



**Office of the Official Secretary to the Governor-General**  
**ADMINISTERED CASH FLOW STATEMENT**  
*for the period ended 30 June 2015*

	Notes	2015 \$	2014 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Sales of goods and rendering of services		30,230	27,851
<b>Total cash received</b>		<u>30,230</u>	<u>27,851</u>
<b>Cash used</b>			
Suppliers		(857,110)	(847,044)
Personal benefits		(425,000)	(402,719)
Net GST paid		(16,449)	5,610
Other		-	-
<b>Total cash used</b>		<u>(1,298,559)</u>	<u>(1,244,153)</u>
<b>Net cash flows used by operating activities</b>	18	<u>(1,268,329)</u>	<u>(1,216,302)</u>
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of property, plant and equipment		(704,272)	-
<b>Total cash used</b>		<u>(704,272)</u>	<u>-</u>
<b>Net cash flows used by investing activities</b>		<u>(704,272)</u>	<u>-</u>
<b>Net decrease in cash held</b>		<u>(1,972,601)</u>	<u>(1,216,302)</u>
Cash and cash equivalents at the beginning of the reporting period		481	652
Cash from Official Public Account:			
-Appropriations		2,113,398	1,366,883
<b>Total cash from official public account</b>		<u>2,113,879</u>	<u>1,367,535</u>
Cash to Official Public Account for:			
- Appropriations		(140,661)	(150,752)
<b>Total cash to official public account</b>		<u>(140,661)</u>	<u>(150,752)</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>617</u>	<u>481</u>
This schedule should be read in conjunction with the accompanying notes.			

**Administered Reconciliation Schedule for the Office of the Official Secretary to the Governor-General**

	2015	2014
	\$	\$
<b>Opening assets less liabilities as at 1 July</b>	<b>88,691,008</b>	88,104,718
<b>Adjusted opening administered assets less administered liabilities</b>	<b>88,691,008</b>	88,104,718
<b>Net cost of services</b>		
Income	229,143	192,657
Expenses		
Payments to entities other than corporate Commonwealth entities	(2,293,952)	(2,510,178)
<b>Transfers to/from the Australian Government:</b>		
Annual Appropriations	1,688,398	964,163
Special Appropriations	425,000	402,719
Appropriation transfers to Official Public Account:		
Transfers to OPA	(140,661)	(150,752)
Transfer of assets from Departmental	4,151,474	1,687,681
<b>Closing assets less liabilities as at 30 June</b>	<b>92,750,410</b>	88,691,008

Office of the Official Secretary to the Governor-General  
SCHEDULE OF ADMINISTERED COMMITMENTS  
as at 30 June 2015

	2015	2014
	\$	\$
<b>BY TYPE</b>		
<b>Commitments receivable</b>		
Net GST recoverable on commitments	(24,425)	(6,826)
<b>Total commitments receivable</b>	<u>(24,425)</u>	<u>(6,826)</u>
<b>Commitments payable</b>		
<b>Capital commitments</b>		
Land and buildings <sup>1</sup>	232,102	-
<b>Total capital commitments</b>	<u>232,102</u>	<u>-</u>
<b>Other commitments</b>		
Other <sup>2</sup>	36,577	75,079
<b>Total other commitments</b>	<u>36,577</u>	<u>75,079</u>
<b>Total commitments payable</b>	<u>268,679</u>	<u>75,079</u>
<b>Net commitments by type</b>	<u>244,254</u>	<u>68,253</u>
<b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Other commitments receivable</b>		
Within 1 year	(21,219)	(3,413)
Between 1 to 5 years	(3,206)	(3,413)
<b>Total other commitments receivable</b>	<u>(24,425)</u>	<u>(6,826)</u>
<b>Total commitments receivable</b>		
<b>Commitments payable</b>		
<b>Capital commitments</b>		
Within 1 year	196,835	-
From one to five years	35,267	-
<b>Total capital commitments</b>	<u>232,102</u>	<u>-</u>
<b>Other commitments</b>		
Within 1 year	36,577	37,540
Between 1 to 5 years	-	37,539
<b>Total other commitments</b>	<u>36,577</u>	<u>75,079</u>
<b>Total commitments payable</b>	<u>268,679</u>	<u>75,079</u>
<b>Net commitments by maturity</b>	<u>244,254</u>	<u>68,253</u>

NB: Commitments are GST inclusive where relevant.

1. Upgrade and improvement to buildings.

2. General expenses relating to communications.

This schedule should be read in conjunction with the accompanying notes.

#### Note 1: Summary of Significant Accounting Policies

##### 1.1 Objectives of the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (the Office) is an Australian Government controlled not-for-profit entity. The Office is a statutory office established under the *Governor-General Act 1974*. The objective of the Office is to assist the Governor-General in performing the Constitutional, statutory, ceremonial and public duties associated with the appointment.

The Office is structured to meet the following outcome:

###### *Outcome 1*

***The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian honours and awards system.***

The Office's activities contributing toward the outcome are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, income and expenses controlled or incurred by the Office in its own right. Administered activities involve the management oversight by the Office, on behalf of the Government, of items controlled or incurred by the Government.

Departmental activities are identified under one Programme - Support for the Governor-General and Official Functions and two programme components:

- Component 1 - Support of the Governor-General; and
- Component 2 - Administration of the Australian honours and awards system.

The Office conducts the following administered activities on behalf of the Government:

- Pays the salary of the Governor-General;
- Purchases goods and services in connection with the administration of the Australian honours and awards system; and
- Provides for depreciation of assets used in connection with the provision of services to the Governor-General.

The above activities are discussed in more detail in the body of the Annual Report.

The continued existence of the Office in its present form and with its present programs is dependent on Government policy and on continuing funding by Parliament for the Office's administration and programs.

##### 1.2 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2014*.

The Financial Statements have been prepared in accordance with:

- a) Financial Reporting Rule (FRR) for reporting periods ending on or after 1 July 2014; and
- b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest dollars unless otherwise specified.

Unless an alternative treatment is specifically required by an accounting standard or the FRR, assets and liabilities are recognised in the statement of financial position when and only when it is probable that future economic benefits will flow to the Office or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executory contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the Statement of Comprehensive Income when and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

The Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth [2014] HCA 23*, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

The Office has undertaken a risk assessment in relation to the drawing and expenditure of appropriation money in achieving its outcomes, and has assessed as low, the risk of non-compliance with Section 83 of the Constitution. All programs administered by the Office during 2014-15 were supported by specific legislation or was expenditure for running cost purposes.

### **1.3 Significant Accounting Judgements and Estimates**

In the process of applying the accounting policies listed in this note, the Office has made the following judgements that have the most significant impact on the amounts recorded in the financial statements.

In accordance with AASB 13 the fair value of land and buildings and property, plant and equipment has been taken to be the market price of similar properties and assets as determined by an independent valuer. In some instances, the Office's buildings are purpose built and may in fact realise more or less in the market.

No accounting assumptions and estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

### **1.4 New Australian Accounting Standards**

#### **Adoption of New Australian Accounting Standard Requirements**

The Australian Accounting Standards Board (AASB) has approved amendments to AASB 13 Fair Value Measurements that allow most Commonwealth entities to simplify disclosure about current values of assets in their financial statements. The Office has adopted early, in accordance with guidance provided by the Department of Finance, the proposed amendments relating to the disclosure of quantitative information about the significant unobservable inputs used in fair value measurements and the sensitivity of certain fair value measurements to changes in unobservable inputs. This is also consistent with section 19 of the Public Governance, Performance and Accountability (Financial Reporting Rule) 2015.

Of the new standards, amendments to standards and interpretations issued by the Australian Accounting Standards Board that are applicable to the current period, none have had a material impact on the Office's financial statements.

#### **Future Australian Accounting Standard Requirements**

Of the new standards, revision, and amendments to the standards and interpretations issued by the Australian Accounting Standards Board that are applicable to future periods, none are expected to have a material financial impact on the Office.

### **1.5 Revenue**

#### **Revenue from Government**

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue from Government when the Office gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

Funding received or receivable from non-corporate Commonwealth entities is recognised as revenue when the Office gains control of the funding. The Office received one-off funding assistance of \$485k from Prime Minister and Cabinet to support the Australian honours and awards system and was recognised as 'Other Income'.

## 1.6 Gains

### Resources Received Free of Charge

Resources received free of charge are recognised as gains when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

### Sale of Assets

Gains from disposal of non-current assets are recognised when control of the asset has passed to the buyer.

## 1.7 Transactions with the Government as Owner

### Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

### Other Distribution to Owners

The FRR require that distributions to owners be debited to contributed equity unless it is in the nature of a dividend. In 2014-15, completed assets under the 10 year Heritage Property Master Plan were transferred from Departmental to Administered by debiting Departmental contributed equity.

## 1.8 Employee Benefits

Liabilities for 'short-term employee benefits' (as defined in AASB 119 Employee Benefits) and termination benefits due within twelve months of the end of the reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

### Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the Office is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that applied at the time the leave is taken, including the Office's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave as at 30 June 2015 has been determined by reference to the short hand method in accordance with the FRR.

### Superannuation

Staff of the Office are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), the PSS accumulation plan (PSSap) or employee nominated superannuation funds.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance's administered schedules and notes.

The Office makes employer contributions to the employees' superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The Office accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

### 1.9 Cash

Cash and cash equivalents include cash on hand and cash at bank. Cash is recognised at its nominal amount.

### 1.10 Financial Assets

The Office classifies its financial assets as loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

#### Effective Interest Method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Receivables of the Office are usually short term in nature hence not normally subject to discounting or interest income using the effective interest method.

#### Loans and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost less impairment.

#### Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

*Financial assets held at amortised cost* - if there is objective evidence that an impairment loss has been incurred for loans and receivables held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

### 1.11 Financial Liabilities

Financial liabilities are classified as 'other financial liabilities'. Financial liabilities are recognised and derecognised upon 'trade date'.

#### Other Financial Liabilities

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

The Office entered into an arrangement with Department of Finance for project management and contract costs for Kirribilli House shoreline works. The remaining balance of funding will be returned to the Department of Finance at project completion and is reflected as Other Liabilities at the end of the reporting period.

### 1.12 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

### 1.13 Property, Plant and Equipment

#### Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$3,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

### Revaluations

Following initial recognition at cost, property plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

In relation to the official properties administered by the Office, the disposal of land is restricted as follows:

- in the case of Government House - by government zoning under the National Capital Plan; and
- in the case of Admiralty House - by New South Wales Legislation - *Governor-General's Residence (Grant) Act 1945*.

### Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Office using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	<u>2015</u>	<u>2014</u>
Buildings on freehold land	25 to 175 years	25 to 175 years
Plant and equipment	3 to 40 years	3 to 40 years
Furniture and fittings, fine arts and antiques	20 to 250 years	20 to 250 years
Motor vehicles	2 to 5 years	2 to 5 years
Ceremonial motor vehicles	41 years	41 years
Computer hardware	3 to 7 years	3 to 7 years

### Impairment

All assets were assessed for impairment at 30 June 2015. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Office was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

#### **1.14 Intangibles**

The Office's intangibles comprise purchased software for internal use. In the absence of an active market these assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the Office's software is 5 years (2013-14: 5 years).



All software assets were assessed for indications of impairment as at 30 June 2015.

#### **1.15 Taxation / Competitive Neutrality**

The Office is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST; except

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

#### **1.16 Reporting of Administered Activities**

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

##### **Administered Cash Transfers to and from the Official Public Account**

Revenue collected by the Office for use by the Government rather than the Office is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance.. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the Office on behalf of the Government and reported as such in the schedule of administered cash flows and in the administered reconciliation schedule.

##### **Revenue**

All administered revenues are revenues relating to the course of ordinary activities performed by the Office on behalf of the Australian Government. As such, administered appropriations are not revenues of the Office that oversees distribution or expenditure of the funds as directed.

Revenue is generated from the sale of replacement medals to recipients who earlier received awards under the Australian honours and awards system. Administered fee revenue is recognised when it is invoiced. It is recognised at its nominal amount less any impairment allowance account. Collectability of debts is reviewed at balance date. Allowances are made when collection of the debt is judged to be less rather than more likely.

##### **Loans and Receivables**

Where loans and receivables are not subject to concessional treatment, they are carried at amortised cost. Gains and losses due to impairment, derecognition and amortisation are recognised through profit or loss.

##### **Assets**

Capital improvements to the Office's official establishments are purchased from the Office's departmental Equity injection. The transfer of these completed assets from departmental to administered is recognised in the Statement of Changes in Equity and the Administered Reconciliation Table. During the financial year all departmental Equity injection was exhausted with subsequent capital improvements being purchased from the Office's Administered Capital Budget.

##### **Inventories**

Inventory consists of medals and related items (such as citation books) held for distribution. The medals' inventory is not held for sale and is carried at cost adjusted when applicable for any loss of service potential. Where inventories were acquired at no cost, cost is deemed to be the current replacement cost as at the date of recognition.

### Note 2: Events After the Reporting Period

There was no subsequent event that had the potential to significantly affect the ongoing structure and financial activities of the Office.

### Note 3: Net Cash Appropriation Arrangements

	2015	2014
	\$	\$
<b>Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations<sup>1</sup></b>	<b>23,427</b>	183,935
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(399,375)	(388,195)
<b>Total comprehensive (loss) - as per the Statement of Comprehensive Income</b>	<b>(375,948)</b>	(204,260)

1. From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

#### Note 4: Expenses

	2015 \$	2014 \$
<b>Note 4A: Employee Benefits</b>		
Wages and salaries	6,018,099	6,198,082
Superannuation:		
Defined contribution plans	526,863	506,661
Defined benefit plans	572,596	667,257
Leave and other entitlements	828,792	638,538
<b>Total employee benefits</b>	<b>7,946,350</b>	<b>8,010,538</b>
<b>Note 4B: Suppliers</b>		
<b>Goods and services</b>		
Consultants and contractors	186,117	138,557
Travel	467,598	286,125
IT services	357,573	319,875
Cost of Medals	479,861	-
Other	2,226,853	2,036,664
<b>Total goods and services supplied or rendered</b>	<b>3,718,002</b>	<b>2,781,221</b>
<b>Goods and services are made up of:</b>		
Provision of goods - external parties	818,661	602,209
Rendering of services - government entities	1,177,559	767,637
Rendering of services - external parties	1,721,782	1,411,375
<b>Total goods and services supplied or rendered</b>	<b>3,718,002</b>	<b>2,781,221</b>
<b>Other suppliers</b>		
Workers compensation expenses	250,040	287,591
<b>Total other suppliers</b>	<b>250,040</b>	<b>287,591</b>
<b>Total suppliers</b>	<b>3,968,042</b>	<b>3,068,812</b>
<b>Note 4C: Disposal of non-financial assets</b>		
<b>Property plant and equipment:</b>		
Impairment of work in progress	162,127	-
Proceeds from sale of property, plant and equipment	(2,898)	(38,522)
Carrying value of assets sold	-	47,279
<b>Total disposal of non-financial assets</b>	<b>159,229</b>	<b>8,757</b>

**Note 5: Fair Value Measurements**

The following tables provide an analysis of assets and liabilities that are measured at fair value. The different levels of the fair value hierarchy are defined below.

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3: Unobservable inputs for the asset or liability.

**Note 5A: Fair Value Measurements, Valuation Techniques and Inputs Used**

	Fair value measurements		For Levels 2 and 3 fair value measurements		
	2015 \$'000	2014 \$'000	Category (Level 1, 2 or 3) <sup>1</sup>	Valuation technique(s) <sup>1</sup>	Range Inputs used (weighted)
<b>Non-financial assets<sup>2</sup></b>					
Other property, plant and equipment	992	1,002	Level 3	Depreciated replacement cost	Total Economic (Useful) life 100%
<b>Total non-financial assets</b>	<b>992</b>	<b>1,002</b>			
<b>Total fair value measurements of assets in the statement of</b>	<b>992</b>	<b>1,002</b>			

1. No change in valuation technique for 2014-15

**2. Fair value measurements - highest and best use differs from current use for non-financial assets (NFAs)**

The highest and best use of all non-financial assets are the same as their current use.

**3. Recurring and non-recurring Level 3 fair value measurements - valuation processes**

The assessment of an asset's total economic life and its remaining economic life is a subjective assessment made by valuers based on their experience, knowledge and formed opinion.

Significant increases (decreases) in any of the inputs used would result in a significantly higher (lower) fair value measurement.

**Note 5B: Reconciliation for Recurring Level 3 Fair Value Measurements**

The movement of Level 3 Fair Value measurements reconcile with non-financial asset movements at Note 7A.

## Note 6: Financial Assets

	2015	2014
	\$	\$
<b>Note 6: Trade and Other Receivables</b>		
Appropriations receivable - existing programs	2,575,965	3,936,507
Trade receivables - government entities	793	11,645
Trade receivables - external parties	147,054	557
GST receivable from the Australian Taxation Office	61,741	224,344
<b>Total goods and services receivables</b>	<b>2,785,553</b>	<b>4,173,053</b>
Less impairment allowance - external parties	(147,054)	-
<b>Total trade and other receivables (net)</b>	<b>2,638,499</b>	<b>4,173,053</b>
 <b>Trade and other receivables (net) aged as follows</b>		
Not overdue	2,638,499	4,173,053
<b>Total trade and other receivables (net)</b>	<b>2,638,499</b>	<b>4,173,053</b>

Credit terms for goods and services were within 30 days (2014: 30 days).

## Note 7: Non-Financial Assets

### Revaluations of non-financial assets

No revaluation was performed during the 2014-15 financial year.

### Note 7A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2014-15)

	Buildings \$	Other property, plant & equipment \$	Total \$
<b>As at 1 July 2014</b>			
Gross book value	2,585,896	1,343,381	3,929,277
Accumulated depreciation and impairment	-	(341,528)	(341,528)
<b>Total as at 1 July 2014</b>	<b>2,585,896</b>	<b>1,001,853</b>	<b>3,587,749</b>
Additions:			
Work in progress	1,727,405	-	1,727,405
Asset Purchases	-	314,969	314,969
Work in progress write downs	(161,827)		(161,827)
Depreciation expense	-	(324,581)	(324,581)
Other movements - transfer to Administered assets	(2,411,474)	-	(2,411,474)
Other movements - transfer to Administered WIP	(1,740,000)		(1,740,000)
Disposals:			
Other disposals- Gross book value of disposed assets		(600)	(600)
Other disposals- Accumulated depreciation of disposed assets	-	100	100
<b>Total as at 30 June 2015</b>	<b>(0)</b>	<b>991,741</b>	<b>991,741</b>
<b>Total as at 30 June 2015 represented by:</b>			
Gross book value	(0)	1,657,750	1,657,750
Accumulated depreciation and impairment	-	(666,009)	(666,009)
<b>Total as at 30 June 2015</b>	<b>(0)</b>	<b>991,741</b>	<b>991,741</b>

No indicators of impairment were found for buildings.

No buildings are expected to be sold or disposed of within the next 12 months.

**Note 7B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2013-14)**

	Buildings \$	Other property, plant & equipment \$	Total \$
<b>As at 1 July 2013</b>			
Gross book value	430,381	1,134,030	1,564,411
Accumulated depreciation and impairment	-	(1,626)	(1,626)
<b>Total as at 1 July 2013</b>	<b>430,381</b>	<b>1,132,404</b>	<b>1,562,785</b>
Additions:			
Work in progress	3,843,196	259,456	4,102,652
Revaluations and impairments recognised in other comprehensive income	-	-	-
Depreciation expense	-	(342,728)	(342,728)
Other movements- transfer to Administered assets	(1,687,681)	-	(1,687,681)
Disposals:			
Other disposals- Gross book value of disposed assets	-	(50,105)	(50,105)
Other disposals- Accumulated depreciation of disposed assets	-	2,826	2,826
<b>Total as at 30 June 2014</b>	<b>2,585,896</b>	<b>1,001,853</b>	<b>3,587,749</b>
<b>Total as at 30 June 2014 represented by:</b>			
Gross book value	2,585,896	1,343,381	3,929,277
Accumulated depreciation and impairment	-	(341,528)	(341,528)
<b>Total as at 30 June 2014</b>	<b>2,585,896</b>	<b>1,001,853</b>	<b>3,587,749</b>

**Note 7: Non-Financial Assets - cont'd**

**Note 7C: Reconciliation of the Opening and Closing Balances of Intangibles (2014-15)**

	Computer software purchased \$	Total \$
<b>As at 1 July 2014</b>		
Gross book value	834,815	834,815
Accumulated amortisation and impairment	(555,322)	(555,322)
<b>Total as at 1 July 2014</b>	<b>279,493</b>	<b>279,493</b>
Additions:		
By purchase	37,958	37,958
Reclassifications	(52,720)	(52,720)
Amortisation	(74,794)	(74,794)
Disposals:		
Other disposals- Gross book value of disposed assets	(16,623)	(16,623)
Other disposals- Accumulated depreciation of disposed assets	16,323	16,323
<b>Total as at 30 June 2015</b>	<b>189,637</b>	<b>189,637</b>
<b>Total as at 30 June 2015 represented by:</b>		
Gross book value	802,929	802,929
Accumulated amortisation and impairment	(613,292)	(613,292)
<b>Total as at 30 June 2015</b>	<b>189,637</b>	<b>189,637</b>

No indicators of impairment were found for intangible assets.

No intangibles are expected to be sold or disposed of within the next 12 months.



**Note 7D: Reconciliation of the Opening and Closing Balances of Intangibles (2013-14)**

	Computer software purchased \$	Total \$
<b>As at 1 July 2013</b>		
Gross book value	792,514	792,514
Accumulated amortisation and impairment	(543,781)	(543,781)
<b>Total as at 1 July 2013</b>	<b>248,733</b>	<b>248,733</b>
Additions:		
By purchase	76,228	76,228
Amortisation	(45,467)	(45,467)
<b>Total as at 30 June 2014</b>	<b>279,494</b>	<b>279,494</b>
<b>Total as at 30 June 2014 represented by:</b>		
Gross book value	834,815	834,815
Accumulated amortisation and impairment	(555,322)	(555,322)
<b>Total as at 30 June 2014</b>	<b>279,493</b>	<b>279,493</b>

## Note 8: Payables

	2015	2014
	\$	\$
<b>Note 8A: Suppliers</b>		
Trade creditors and accruals - government entities	28,128	31,837
Trade creditors and accruals - external parties	196,989	119,132
<b>Total suppliers</b>	<u>225,117</u>	<u>150,969</u>

Supplier payables are settled within 30 days.

## Note 8B: Other Payables

Salaries and wages	215,798	192,585
Superannuation	39,884	34,940
Other	130,593	-
<b>Total other payables</b>	<u>386,275</u>	<u>227,525</u>

Total other payables are expected to be settled in no more than 12 months

Note 9: Provisions

	2015	2014
	\$	\$
<b>Note 9: Employee Provisions</b>		
Leave	1,788,130	1,780,412
<b>Total employee provisions</b>	<b>1,788,130</b>	<b>1,780,412</b>
Employee provisions are expected to be settled in:		
No more than 12 months	838,978	842,450
More than 12 months	949,152	937,962
<b>Total employee provisions</b>	<b>1,788,130</b>	<b>1,780,412</b>

### Note 10: Cash Flow Reconciliation

	2015 \$	2014 \$
<b>Reconciliation of cash and cash equivalents as per statement of financial position to cash flow statement</b>		
<b>Cash and cash equivalents as per:</b>		
Cash flow statement	495,599	146,175
Statement of financial position	495,599	146,175
<b>Difference</b>	<b>-</b>	<b>-</b>
 <b>Reconciliation of net cost of services to net cash from operating activities:</b>		
Net cost of services	(11,920,948)	(11,382,262)
Add revenue from Government	11,545,000	11,178,000
 <b>Adjustments for non-cash items</b>		
Depreciation / amortisation	399,375	388,195
Gain/(loss) on disposal of assets	159,229	8,758
 <b>Movements in assets and liabilities</b>		
<b>Assets</b>		
(Increase) / decrease in net receivables	(76,569)	1,588,354
(Increase) / decrease in prepayments	15,810	12,706
<b>Liabilities</b>		
Increase / (decrease) in employee provisions	7,718	(278,170)
Increase / (decrease) in supplier payables	74,148	(284,218)
Increase / (decrease) in other payables	158,750	24,873
<b>Net cash from (used by) operating activities</b>	<b>362,513</b>	<b>1,256,236</b>

**Note 11: Senior Management Remuneration Note**

	2015	2014
	\$	\$
<b>Short-term employee benefits:</b>		
Salary	451,553	465,641
Motor vehicle allowance	-	25,736
<b>Total short-term employee benefits</b>	<b>451,553</b>	<b>491,377</b>
<b>Post-employment benefits:</b>		
Superannuation	62,395	76,947
<b>Total post-employment benefits</b>	<b>62,395</b>	<b>76,947</b>
<b>Other long-term benefits<sup>1</sup>:</b>		
Annual leave	30,027	37,524
Long-service leave	11,916	21,538
<b>Total other long-term employee benefits</b>	<b>41,943</b>	<b>59,061</b>
<b>Total senior management remuneration expenses</b>	<b>555,890</b>	<b>627,385</b>

The total number of senior management personnel that are included above is 2 (2014:2).

<sup>1</sup> prior year adjusted to include leave takings.

## Note 12: Financial Instruments

	2015	2014
	\$	\$

### Note 12A: Categories of Financial Instruments

#### Financial Assets

##### Loans & Receivables

##### Cash & Equivalents

##### Trade and other receivables

#### Total financial assets<sup>1</sup>

495,599	146,175
793	12,202
496,392	158,377

#### Financial Liabilities

##### At amortised cost:

##### Suppliers

#### Total financial liabilities<sup>1</sup>

355,710	150,969
355,710	150,969

<sup>1</sup> Financial assets and liabilities disclosed in this note reconcile with the disclosure in the Statement of Financial Position

The net fair values of the financial assets and liabilities are at their carrying amounts. The Office derived no interest income from financial assets in either the current and prior year.

### Note 12B: Net gains or losses from Financial Assets

#### Loans and Receivables

##### Impairment

#### Net losses on loans and receivables

#### Net losses on financial assets

(147,054)	-
(147,054)	-
(147,054)	-

### Note 12C: Credit Risk

The Office is exposed to minimal credit risk with the maximum exposure arising from potential default of a debtor.

The carrying amount of financial assets, net of impairment allowances, reported in the balance sheet represent the Office's maximum exposure to credit risk (2015: \$793 and 2014: \$12,202).

No collateral is held in relation to the Office's gross credit risk.

### Credit quality of financial instruments not past due or individually determined as impaired

	Not past due nor impaired 2015 \$	Not past due nor impaired 2014	Past due or impaired 2015 \$	Past due or impaired 2014 \$
<b>Loans and receivables</b>				
Cash and cash equivalents	495,599	146,175	-	-
Receivables for goods and services	793	12,202	147,054	-
<b>Total</b>	<b>496,392</b>	<b>158,377</b>	<b>147,054</b>	<b>-</b>

### Note 12D: Liquidity Risk

The Office's financial liabilities relate to Suppliers. It is highly unlikely that the Office is exposed to any liquidity risk as the Office is appropriated funding from the Australian Government and the Office manages its budgeted funds to ensure that it has sufficient financial assets to meet all financial liabilities as at 30 June 2015.

### Note 12E: Market Risk

The Office does not participate in any currency dealings including foreign exchange and as such is not exposed to market risk. The Office also only has indirect exposure in interest rates and as such the impact on supplier costs is not significant.

**Note 13: Administered - Expenses**

	2015	2014
	\$	\$
<b>Note 13: Suppliers</b>		
<b>Goods and services</b>		
Cost of Medals	963,640	1,196,289
Other	158,404	189,237
<b>Total goods and services</b>	<b>1,122,044</b>	<b>1,385,526</b>
<b>Goods and services are made up of:</b>		
Provision of goods - external parties	972,331	1,190,239
Rendering of services - government entities	9,458	8,447
Rendering of services - external parties	140,255	186,840
<b>Total goods and services</b>	<b>1,122,044</b>	<b>1,385,526</b>

#### Note 14: Fair Value Measurements

The following tables provide an analysis of assets and liabilities that are measured at fair value.  
The different levels of the fair value hierarchy are defined below.

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Unobservable inputs for the asset or liability.

#### Note 14A: Fair Value Measurements, Valuation Techniques and Inputs Used

	Fair value measurements			For Levels 2 and 3 fair value measurements		
	2015 \$'000	2014 \$'000	Category (Level 1, 2 or 3 <sup>1</sup> )	Valuation technique(s) <sup>1</sup>	Inputs used	Range
<b>Non-financial assets<sup>2</sup></b>						
Land	63,000	63,000	Level 3	Sale prices of comparable land incorporating restricted use of land	Adjusted market comparable sales Land size Long-term land appreciation rate	100%
Buildings	27,165	22,985	Level 3	Depreciated replacement cost	Total economic (useful) life	
Other property, plant and equipment	1,684	1,755	Level 1	Depreciated replacement cost	Total economic (useful) life	
<b>Total non-financial assets</b>	<b>91,849</b>	<b>87,740</b>				
<b>Total fair value measurements of assets in the statement of financial position</b>	<b>91,849</b>	<b>87,740</b>				

1. No change in valuation technique for 2014-15

#### 2. Fair value measurements - highest and best use differs from current use for non-financial assets (NFAs)

The highest and best use of all non-financial assets are the same as their current use.

#### 3. Recurring and non-recurring Level 3 fair value measurements - valuation processes

The significant unobservable inputs used in the fair value measurement of the entity's land is the sale price of comparable land adjusted to account for the restrictions of use of the land due to zoning and legislation. The assessment of the impact of the imposed restrictions is a subjective assessment made by valuers based on their experience, knowledge and formed opinion.

The significant unobservable inputs used in the fair value measurement of the entity's Buildings and Other property, plant and equipment assets are useful lives. The assessment of an asset's total economic life and its remaining economic life is a subjective assessment made by valuers based on their experience, knowledge and formed opinion.

Significant increases (decreases) in any of those inputs in isolation would result in a significantly higher (lower) fair value

#### Note 14B: Reconciliation for Recurring Level 3 Fair Value Measurements

The movement of Level 3 Fair Value measurements reconcile with non-financial asset movements at Note 16A

The entity's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1.



Note 15: Administered - Financial Assets		
	2015	2014
	\$	\$
FINANCIAL ASSETS		
<b>Note 15: Trade and Other Receivables</b>		
Trade receivables - government entities	19,373	2,938
Trade receivables - external parties	87	73
<b>Total Trade and other receivables</b>	<b>19,460</b>	<b>3,011</b>
Trade and other receivables aged as follows		
Not overdue	19,460	8,621
<b>Total trade and other receivables (gross)</b>	<b>19,460</b>	<b>8,621</b>
Credit terms were net 30 days (2014: 30 days).		

**Note 16: Administered - Non-Financial Assets**

**Revaluations of non-financial assets**

No revaluation was performed during the 2014-15 financial year

**Note 16A– Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2014-15)**

	Land \$	Buildings \$	Total land and buildings \$	Infrastructure plant and equipment \$	Total \$
<b>As at 1 July 2014</b>					
Gross book value	63,000,000	23,532,172	86,532,172	1,821,082	88,353,254
Accumulated depreciation and impairment	-	(546,739)	(546,739)	(65,940)	(612,679)
<b>Total as at 1 July 2014</b>	<b>63,000,000</b>	<b>22,985,433</b>	<b>85,985,433</b>	<b>1,755,142</b>	<b>87,740,575</b>
Additions:					
Work in progress	-	173,468	173,468	-	173,468
Assets	-	2,270,804	2,270,804	-	2,270,804
Depreciation	-	(675,511)	(675,511)	(64,260)	(739,771)
Other movements:					
Transfer from Departmental WIP	-	2,411,474	2,411,474	-	2,411,474
Disposals:					
Gross book value of disposed assets	-	-	-	(7,840)	(7,840)
Accumulated depreciation of disposed assets	-	-	-	703	703
<b>Total as at 30 June 2015</b>	<b>63,000,000</b>	<b>27,165,668</b>	<b>90,165,668</b>	<b>1,683,745</b>	<b>91,849,413</b>
<b>Total as at 30 June 2015 represented by:</b>					
Gross book value	63,000,000	28,387,918	91,387,918	1,813,242	93,201,160
Accumulated depreciation and impairment	-	(1,222,250)	(1,222,250)	(129,497)	(1,351,747)
<b>Total as at 30 June 2015</b>	<b>63,000,000</b>	<b>27,165,668</b>	<b>90,165,668</b>	<b>1,683,745</b>	<b>91,849,413</b>

Note 16B – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2013-14)					
	Land \$	Buildings \$	Total land and buildings \$	Infrastructure plant and equipment \$	Total \$
As at 1 July 2013					
Gross book value	63,000,000	21,928,049	84,928,049	1,846,808	86,774,857
Accumulated depreciation and impairment	-	(29)	(29)	-	(29)
Total as at 1 July 2013	63,000,000	21,928,020	84,928,020	1,846,808	86,774,828
Revaluations recognised in other comprehensive income					
Depreciation	-	(548,012)	(548,012)	(68,607)	(616,619)
Other movements:					
Transfer from Departmental Assets	-	1,681,403	1,681,403	6,278	1,687,681
Disposals:					
Gross book value of disposed assets	-	(77,280)	(77,280)	(32,004)	(109,284)
Accumulated depreciation of disposed assets	-	1,302	1,302	2,666	3,968
Total as at 30 June 2014	63,000,000	22,985,433	85,985,433	1,755,142	87,740,575
Total as at 30 June 2014 represented by:					
Gross book value	63,000,000	23,532,172	86,532,172	1,821,082	88,353,254
Accumulated depreciation and impairment	-	(546,739)	(546,739)	(65,940)	(612,679)
Total as at 30 June 2014	63,000,000	22,985,433	85,985,433	1,755,142	87,740,575

**Note 17: Administered - Payables**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>

**Note 17: Suppliers**

Trade creditors and accruals - external parties	<b>368</b>	270
Trade creditors and accruals - government entities	<b>-</b>	2,326
<b>Total suppliers</b>	<b><u>368</u></b>	<b><u>2,596</u></b>

Creditor payables are settled within 30 days.

**Note 18: Administered - Cash Flow Reconciliation**

	2015	2014
	\$	\$
<b>Reconciliation of cash and cash equivalents as per Administered Schedule of Assets and Liabilities to Administered Cash Flow Statement</b>		
<b>Cash and cash equivalents as per:</b>		
Schedule of administered cash flows	617	481
Schedule of administered assets and liabilities	617	481
<b>Discrepancy</b>	-	-
<b>Reconciliation of net cost of services to net cash from operating activities:</b>		
Net cost of services	(2,064,809)	(2,317,521)
<b>Adjustments for non-cash items</b>		
Depreciation / amortisation	739,771	616,619
Loss on disposal of assets	(191,776)	105,314
<b>Movements in assets and liabilities</b>		
<b>Assets</b>		
(Increase) / decrease in net receivables	(16,449)	5,610
(Increase) / decrease in inventories	267,162	537,782
<b>Liabilities</b>		
Increase / (decrease) in supplier payables	(2,228)	700
<b>Net cash from (used by) operating activities</b>	<b>(1,268,329)</b>	<b>(1,051,496)</b>

## Note 19: Administered Financial Instruments

	2015	2014
	\$	\$
<b>Note 19A: Categories of Financial Instruments</b>		
<b>Financial Assets</b>		
<b>Loans and receivables:</b>		
Cash and cash equivalents	617	481
Trade and other receivables	19,460	3,011
<b>Total loans and receivables<sup>1</sup></b>	<b>20,077</b>	<b>3,492</b>
<b>Financial Liabilities</b>		
<b>At amortised cost:</b>		
Suppliers	368	2,596
<b>Total financial liabilities<sup>1</sup></b>	<b>368</b>	<b>2,596</b>

The net fair value of the financial assets and liabilities are at their carrying amounts. The Office derived no interest income from financial assets in

<sup>1</sup>Financial Assets and Liabilities in this note reconcile with the disclosure at the Schedule of Administered Assets and Liabilities

### **Note 19B: Credit Risk**

The administered activities of the Office are exposed to minimal credit risk with the maximum exposure arising from potential default of a debtor. This amount is equal to the total amount of trade and other receivables of \$19,460 (2014: \$3,011).

### **Note 19C: Liquidity Risk**

The Office's financial liabilities relate to Suppliers. It is highly unlikely that the Office is exposed to any liquidity risk as the Office is appropriated funding from the Australian Government and the Office manages its budgeted funds to ensure that it has sufficient financial assets to meet all financial liabilities as at 30 June 2015.

### **Note 19D: Market Risk**

The Office does not participate in any currency dealings including foreign exchange and as such is not exposed to market risk. The Office also only has indirect exposure in interest rates and as such the impact on supplier costs is not significant.

Note 20: Appropriations

Table A: Annual Appropriations ('Recoverable GST exclusive')

	2015 Appropriations					Appropriation applied in 2015 (current and prior years) \$	Variance <sup>1</sup> \$
	Appropriation Act		PGPA Act		Total appropriation \$		
	Annual Appropriation \$	Appropriations reduced \$	Section 74 \$				
DEPARTMENTAL							
Ordinary annual services	11,945,000	-	1,002,798		12,947,798	(12,359,135)	588,663
Other services	-	-				(1,739,000)	(1,739,000)
Equity						(14,098,135)	(1,150,337)
Total departmental	11,945,000	-	1,002,798		12,947,798		
ADMINISTERED							
Ordinary annual services	1,574,000	-			1,574,000	(1,572,815)	1,185
Administered items						(1,572,815)	1,185
Total administered	1,574,000	-			1,574,000		

Notes:

- The Equity appropriation applied balance includes spending of prior years' appropriation for the purpose of the 10 year heritage property master plan, which is now in its final year. The purpose of the program is to address deficiencies at the two vice-regal properties in building, plant and equipment assets that have deteriorated or reached the end of their life cycles, are inappropriate or inadequate for their purpose, do not comply with Australian Standards, have adverse environmental impacts, or create Work, Health and Safety (WHS) risks.

Note 20: Appropriations - cont'd

	2014 Appropriations					Appropriation applied in 2014 (current and prior years)	Variance <sup>1</sup> \$
	Appropriation Act		PGPA Act		Total appropriation \$		
	Annual Appropriation \$	Appropriations reduced \$		Section 74 \$			
DEPARTMENTAL							
Ordinary annual services	11,545,000	-		288,463	11,833,463	(14,393,151)	(2,559,688)
Other services	-	-				(2,568,000)	(2,568,000)
Equity							
Total departmental	11,545,000	-		288,463	11,833,463	(16,961,151)	(5,127,688)
ADMINISTERED							
Ordinary annual services							
Administered items	2,071,000	(1,222,867)			848,133	(850,454)	(2,321)
Total administered	2,071,000	(1,222,867)			848,133	(850,454)	(2,321)

Notes:

1. The Equity and Departmental appropriation applied balance includes spending of prior years' appropriation for the purpose of the 10 year heritage property master plan. The purpose of the program is to address deficiencies at the two vice-regal properties in building, plant and equipment assets that have deteriorated or reached the end of their life cycles, are inappropriate or inadequate for their purpose, do not comply with Australian Standards, have adverse environmental impacts, or create WHS risks.



Note 20: Appropriations - cont'd

Table B: Departmental and Administered Capital Budgets ('Recoverable GST exclusive')

	2015 Capital Budget Appropriations		Capital Budget Appropriations applied in 2015		Variance \$
	Annual Capital Budget Appropriation Act \$	Total Capital Budget Appropriations \$	Payments for non-financial assets <sup>2</sup> \$	Total payments \$	
<b>DEPARTMENTAL</b>					
Ordinary annual services - Departmental Capital Budget <sup>1</sup>	400,000	400,000	(272,123)	(272,123)	127,877
<b>ADMINISTERED</b>					
Ordinary annual services - Administered Capital Budget <sup>1</sup>	710,000	710,000	(707,358)	(707,358)	2,642

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets and expenditure on assets which has been capitalised. The purpose of the ACB is to fund an ongoing programme of restoration and refurbishment of the two official properties, Government House in Canberra and Admiralty House in Sydney. This will enable the two official properties to sustain their capability and condition as heritage properties, in the national estate, in accordance with statutory obligations and heritage requirements.

**Note 20: Appropriations - cont'd**

**Table B: Departmental and Administered Capital Budgets ('Recoverable GST exclusive') cont'd...**

	2014 Capital Budget Appropriations		Capital Budget Appropriations applied in 2014 (current and prior years)		Variance <sup>3</sup> \$
	Appropriation Act	Total Capital Budget Appropriations	Payments for non-financial assets <sup>2</sup>	Total payments \$	
	Annual Capital Budget				
DEPARTMENTAL Ordinary annual services - Departmental Capital Budget <sup>1</sup>	367,000	367,000	(316,488)	(316,488)	50,512

**Notes:**

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.
3. The DCB appropriation applied includes spending of prior year appropriation.

Note 20: Appropriations -cont'd

Table C: Unspent Annual Appropriations ('Recoverable GST exclusive')

Authority	2015	2014
<b>DEPARTMENTAL</b>	<b>\$</b>	<b>\$</b>
Appropriation Act (No 2) 2010-11	-	669,000
Appropriation Act (No 2) 2011-12	-	1,070,000
Appropriation Act (No 1) 2013-14	-	2,014,933
Appropriation Act (No 1) 2013-14 DCB	-	182,574
Appropriation Act (No 1) 2014-15	2,593,113	-
Appropriation Act (No 3) 2014-15	168,000	-
Appropriation Act (No 1) 2014-15 DCB	310,451	-
<b>Total</b>	<b>3,071,564</b>	<b>3,936,507</b>
<b>ADMINISTERED</b>		
Appropriation Act (No 1) 2010-11	-	50,201
Appropriation Act (No 1) 2014-15	3,301	-
GST Payments (s30A FMA) 2012-13	-	-
Appropriation Act (No 1) 2013-14	-	1,222,867
GST Increase to Appropriations 2013-14	-	126,497
GST Increase to Appropriations 2014-15	41,862	-
Refunds of Receipts 2013-14	-	14,297
<b>Total</b>	<b>45,163</b>	<b>1,413,862</b>

Table D: Special Appropriations ('Recoverable GST exclusive')

Authority	Type	Purpose	Appropriation applied
	Limited Amount	Governor-General	2015 2014
Governor General Act 1974			\$ \$
			425,000 402,719

## Note 21: Reporting of Outcomes

The attribution of shared corporate items to outputs is based on an analysis of activity and staff numbers. The basis of attribution in these tables is consistent with the basis used for the Budget.

### Note 21A: Net Cost of Outcome Delivery

	Outcome 1 <sup>1</sup>		Total	
	2015	2014	2015	2014
	\$	\$	\$	\$
<b>Departmental</b>				
Expenses	12,472,996	11,476,302	12,472,996	11,476,302
Own-source income	495,048	33,042	495,048	33,042
<b>Administered</b>				
Expenses	2,293,952	2,510,178	2,293,952	2,510,178
Income	30,230	27,851	30,230	27,851
<b>Net cost of outcome delivery</b>	<b>14,241,670</b>	<b>13,925,587</b>	<b>14,241,670</b>	<b>13,925,587</b>

1. Outcome 1 is described in Note 1.1. Net costs shown included intra-government costs that were eliminated in calculating the actual Budget Outcome. Refer to Outcome 1 Resourcing Table in this Annual Report.

**Note 21: Reporting of Outcomes - cont'd**

**Note 21B: Major Classes of Departmental Expense, Income, Assets and Liabilities by Outcome**

	Outcome 1 <sup>1</sup>		Total	
	2015	2014	2015	2014
	\$	\$	\$	\$
<b>Expenses</b>				
Employees	7,946,350	8,010,538	7,946,350	8,010,538
Suppliers	3,968,042	3,068,812	3,968,042	3,068,812
Depreciation	399,375	388,195	399,375	388,195
Loss on sale of assets	159,229	8,757	159,229	8,757
<b>Total</b>	<b>12,472,996</b>	<b>11,476,302</b>	<b>12,472,996</b>	<b>11,476,302</b>
<b>Own-Source Income</b>				
Rental income	-	4,158	-	4,158
Other revenue	495,048	28,884	495,048	28,884
Sale of assets	-	-	-	-
Income from government	11,545,000	11,178,000	11,545,000	11,178,000
Other non-taxation revenue	57,000	61,000	57,000	61,000
<b>Total</b>	<b>12,097,048</b>	<b>11,272,042</b>	<b>12,097,048</b>	<b>11,272,042</b>
<b>Assets</b>				
Cash and cash equivalents	495,599	146,175	495,599	146,175
Trade and other receivables	2,638,499	4,173,053	2,638,499	4,173,053
Buildings	-	2,585,896	-	2,585,896
Property, plant and equipment	991,741	1,001,853	991,741	1,001,853
Intangibles	189,637	279,493	189,637	279,493
Other non-financial assets	12,746	28,556	12,746	28,556
<b>Total</b>	<b>4,328,222</b>	<b>8,215,026</b>	<b>4,328,222</b>	<b>8,215,026</b>
<b>Liabilities</b>				
Payables	611,392	378,494	611,392	378,494
Provisions	1,788,130	1,780,412	1,788,130	1,780,412
<b>Total</b>	<b>2,399,522</b>	<b>2,158,906</b>	<b>2,399,522</b>	<b>2,158,906</b>

1. Outcome 1 is described in Note 1.1. Net costs shown included intra-government costs that were eliminated in calculating the actual Budget Outcome. Refer to Outcome 1 Resourcing Table in this Annual Report.

## Note 21: Reporting of Outcomes - cont'd

### Note 21C: Major Classes of Administered Expenses, Income, Assets and Liabilities by Outcome

	Outcome 1 <sup>1</sup>		Total	
	2015	2014	2015	2014
	\$	\$	\$	\$
<b>Expenses</b>				
Personal benefits	425,000	402,719	425,000	402,719
Suppliers	1,122,044	1,385,526	1,122,044	1,385,526
Other	7,137	105,314	7,137	105,314
Depreciation	739,771	616,619	739,771	616,619
<b>Total</b>	<b>2,293,952</b>	<b>2,510,178</b>	<b>2,293,952</b>	<b>2,510,178</b>
<b>Income</b>				
Sale of goods and services	30,230	27,851	30,230	27,851
<b>Total</b>	<b>30,230</b>	<b>27,851</b>	<b>30,230</b>	<b>27,851</b>
<b>Assets</b>				
Cash and cash equivalents	617	481	617	481
Receivables	19,460	3,011	19,460	3,011
Land	63,000,000	63,000,000	63,000,000	63,000,000
Buildings	27,165,668	22,985,433	27,165,668	22,985,433
Property, plant and equipment	1,683,745	1,755,142	1,683,745	1,755,142
Inventory	881,288	949,537	881,288	949,537
<b>Total</b>	<b>92,750,778</b>	<b>88,693,604</b>	<b>92,750,778</b>	<b>88,693,604</b>
<b>Liabilities</b>				
Payables	368	2,596	368	2,596
<b>Total</b>	<b>368</b>	<b>2,596</b>	<b>368</b>	<b>2,596</b>

1. Outcome 1 is described in Note 1.1. Net costs shown included intra-government costs that were eliminated in calculating the actual Budget Outcome. Refer to Outcome 1 Resourcing Table in this Annual Report.

**Note 22: Budgetary Reports and Explanations of Major Variances**

**Note 22A: Departmental Budgetary Reports**

**Statement of Comprehensive Income**

*for the period ended 30 June 2015*

	Actual	Budget estimate	
		Original <sup>1</sup>	Variance <sup>2</sup>
	2015	2015	2015
	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits	7,946	8,489	(543)
Suppliers	3,968	2,949	1,019
Depreciation and amortisation	399	356	43
Disposal from non-financial assets	159	-	159
<b>Total expenses</b>	<b>12,473</b>	<b>11,794</b>	<b>678</b>
<b>Own-Source Income</b>			
<b>Own-source revenue</b>			
Honours and Awards - Government entities	485	-	485
Miscellaneous receipts - external parties	10		10
<b>Total own-source revenue</b>	<b>495</b>	<b>-</b>	<b>495</b>
<b>Gains</b>			
Resources received free of charge	57	61	(4)
<b>Total gains</b>			
<b>Total own-source income</b>	<b>552</b>	<b>61</b>	<b>491</b>
<b>Net (cost of)/contribution by services</b>			
<b>Net cost of services</b>	<b>11,921</b>	<b>11,733</b>	<b>188</b>
Revenue from Government	11,545	11,377	168
<b>Surplus/(Deficit)</b>	<b>(376)</b>	<b>(356)</b>	<b>(20)</b>

**Note 22A: Departmental Budgetary Reports cont'd**

**Statement of Financial Position**

*as at 30 June 2015*

	Actual	Budget estimate	
		Original <sup>1</sup>	Variance <sup>2</sup>
	2015	2015	2015
	\$'000	\$'000	\$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash and cash equivalents	496	146	350
Trade and other receivables	2,638	2,247	391
<b>Total financial assets</b>	<b>3,134</b>	<b>2,393</b>	<b>741</b>
<b>Non-financial assets</b>			
Property, plant and equipment	992	1,181	(189)
Intangibles	190	343	(153)
Prepayments	12	14	(2)
<b>Total non-financial assets</b>	<b>1,194</b>	<b>1,538</b>	<b>(344)</b>
<b>Total assets</b>	<b>4,328</b>	<b>3,931</b>	<b>397</b>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	225	445	(220)
Other payables	386	-	386
<b>Total payables</b>	<b>611</b>	<b>445</b>	<b>166</b>
<b>Provisions</b>			
Employee provisions	1,788	2,331	(543)
<b>Total provisions</b>	<b>1,788</b>	<b>2,331</b>	<b>(543)</b>
<b>Net assets</b>	<b>1,929</b>	<b>1,155</b>	<b>(774)</b>
<b>EQUITY</b>			
Contributed equity	1,049	437	(612)
Reserves	239	239	(0)
Retained surplus/(Accumulated deficit)	641	479	(162)
<b>Total equity</b>	<b>1,929</b>	<b>1,155</b>	<b>(774)</b>

1. The entity's original budgeted financial statement that was first presented to parliament in respect of the reporting period (i.e. from the Office's 2014-15 Portfolio Budget Statements (PBS)).

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 22B.



Note 22A: Departmental Budgetary Reports cont'd...

Statement of Changes in Equity  
for the period ended 30 June 2015

	Retained earnings				Asset revaluation				Contributed equity/capital				Total equity			
	Actual		Budget estimate		Actual		Budget estimate		Actual		Budget estimate		Actual		Budget estimate	
	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance</b>																
Balance carried forward from previous period	1,016	835	181	239	239	0	4,801	3,945	856	6,056	5,019	1,037				
Adjusted opening balance	1,016	835	181	239	239	0	4,801	3,945	856	6,056	5,019	1,037				
<b>Comprehensive income</b>																
Surplus/(Deficit) for the period	(376)	(356)	(20)							(376)	(356)	(20)				
Total comprehensive income	(376)	(356)	(20)							(376)	(356)	(20)				
<b>Transactions with owners</b>																
<b>Contributions by owners</b>																
Departmental capital budget	-	-	-	-	-	-	400	400	-	400	400	-				
Restructuring	-	-	-	-	-	-	(4,151)	(3,908)	(243)	(4,151)	(3,908)	(243)				
Total transactions with owners	-	-	-	-	-	-	(3,751)	(3,508)	(243)	(3,751)	(3,508)	(243)				
Transfers between equity components	-	-	-	-	-	-	-	-	-	-	-	-				
Closing balance as at 30 June	640	479	161	239	239	0	1,050	437	613	1,929	1,155	774				
Less: Non-controlling interests	-	-	-	-	-	-	-	-	-	-	-	-				
Closing balance attributable to Australian Government	-	-	-	-	-	-	-	-	-	-	-	-				

1. The entity's original budgeted financial statement that was first presented to parliament in respect of the reporting period (i.e. from the Office's 2014-15 Portfolio Budget Statements (PBS)).
2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 22B.

**Note 22A: Departmental Budgetary Reports cont'd...**

**Cash Flow Statement**

*for the period ended 30 June 2015*

	Actual	Budget estimate	
		Original <sup>1</sup>	Variance <sup>2</sup>
	2015	2015	2015
	\$'000	\$'000	\$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	13,090	11,768	1,322
Net GST received	651	263	388
Other	506	-	506
<b>Total cash received</b>	<b>14,246</b>	<b>12,031</b>	<b>2,216</b>
<b>Cash used</b>			
Employees	(7,780)	(8,397)	617
Suppliers	(4,309)	(2,881)	(1,428)
Section 74 receipts transferred to OPA	(1,795)	(253)	(1,542)
<b>Total cash used</b>	<b>(13,884)</b>	<b>(11,531)</b>	<b>(2,353)</b>
<b>Net cash from/(used by) operating activities</b>	<b>363</b>	<b>500</b>	<b>(137)</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment	3	-	3
<b>Total cash received</b>	<b>3</b>	<b>-</b>	<b>3</b>
<b>Cash used</b>			
Purchase of property, plant and equipment	(2,027)	(2,639)	612
<b>Total cash used</b>	<b>(2,027)</b>	<b>(2,639)</b>	<b>612</b>
<b>Net cash from/(used by) investing activities</b>	<b>(2,024)</b>	<b>(2,639)</b>	<b>615</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity	2,011	2,139	(128)
<b>Total cash received</b>	<b>2,011</b>	<b>2,139</b>	<b>(128)</b>
<b>Net cash from/(used by) financing activities</b>	<b>2,011</b>	<b>2,139</b>	<b>(128)</b>
<b>Net increase/(decrease) in cash held</b>			
Cash and cash equivalents at the beginning of the reporting period	146	146	0
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>496</b>	<b>146</b>	<b>350</b>

1. The entity's original budgeted financial statement that was first presented to parliament in respect of the reporting period (i.e. from the Office's 2014-15 Portfolio Budget Statements (PBS)).

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 22B.

**Note 22B: Departmental Major Budget Variances**

Variances are considered to be 'major' based on the following criteria:

- the variance between budget and actual is greater than 10%; and
- The variance between budget and actual is greater than 1% of the relevant category (Income, Expenses and Equity totals); or
- an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.

Explanations of major variances	Affected line items (and statement)
<u>Employees</u>	
Employee expenses and employee provisions decreased by \$543k, and cash used on employees decreased \$617k as the 2014-15 budget was prepared on the basis of an expected ASL of 80 whereas the financial statement reflect an actual ASL of 73. The Office saved approximately \$750k as a result of restructuring, which resulted in a reduction in overall staffing numbers. The cost savings from a reduced ASL is partially offset by \$204k in costs associated with funding separation payments.	<i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)</i>
<u>Suppliers paid</u>	
Suppliers expense increased by \$1.019m. The increase in supplier expenses is due to one off expenses such as \$480k in costs associated with the support of the honours and awards system. The remaining \$540k variance is a consequential offset from efficiencies in employee expenses as a result of transition costs associated with restructuring. The cash used increased by \$1.428m which is partially explained by the supplier expense increase as above. Additionally the cash used figure reflects the decrease in supplier payables of \$220k and an additional \$145k cash used for purposes under an Memorandum of Understanding with Department of Finance, for project management and contract costs.	<i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position), Operating cash used - suppliers (Cash Flow Statement)</i>
<u>Losses from disposal of assets</u>	
Losses from assets increased \$161k due to the write off in buildings, relating to work in progress. This was partially offset by \$2k in asset sales.	<i>Losses from disposal of assets (Statement of Comprehensive Income), Buildings (Statement of Financial Position)</i>
<u>Rendering of services</u>	
The Office received one-off funding assistance of \$485k from the Department of Prime Minister and Cabinet to support the honours and awards system.	<i>Sale of goods and rendering of services (Statement of Comprehensive Income), Operating cash received - Other (Cash Flow Statement)</i>

**Note 22B: Departmental Major Budget Variances cont'd...**

<b>Explanations of major variances</b>	<b>Affected line items (and statement)</b>
<u>Cash and cash equivalents</u>	
The budget was formed on the basis of the Office holding the approved cash float at year end of \$146k. The financial statements reflect an additional \$295k held at year end for payroll for the first pay of 2015-16.	<i>Cash and cash equivalents (Statement of Financial Position), Cash received - Operating activities (Cash Flow Statement)</i>
<u>Trade and Other Receivables</u>	
The budget was formed on the basis of utilising the \$400k Departmental Capital Budget (DCB) funding allocated in the 2014-15 budget. The financial statements reflect a remaining appropriation receivable of \$310k for DCB.	<i>Trade and Other Receivables (Statement of Financial Position), Non-financial Assets - Property, Plant &amp; Equipment and Intangibles (Statement of Financial Position), Investing Cash Used (Cash Flow Statement)</i>
Additionally as a result of changed funding arrangements for capital works, the Office was not called upon to provide \$500k of own source appropriation for urgent works to the Official properties. This appropriation saving was offset by the cost of staff leave transfers.	<i>Contributed equity (Statement of Financial Position), Contribution by owners (Statement of Changes of Equity) Operating / Investing Cash Used (Cash Flow Statement)</i>
<u>Other Payables</u>	
The \$130k relates to a Memorandum of Understanding with Department of Finance, for project management and contract costs. The remaining balance of funding will be returned to the Department of Finance at project completion.	<i>Other payables (Statement of Financial Position)</i>

**Note 22C: Administered Budgetary Reports**

**Administered Schedule of Comprehensive Income**  
*for the period ended 30 June 2015*

	Actual	Budget estimate	
		Original <sup>1</sup>	Variance <sup>2</sup>
	2015	2015	2015
	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Suppliers	1,122	864	258
Governor-General's salary	425	425	-
Depreciation and amortisation	740	710	30
Write-down (up) and impairment of assets	7	-	7
<b>Total expenses</b>	<b>2,294</b>	<b>1,999</b>	<b>295</b>
<b>Income</b>			
<b>Revenue</b>			
<b>Non-taxation revenue</b>			
Sale of goods and rendering of services	30	27	3
<b>Total revenue</b>	<b>30</b>	<b>27</b>	<b>3</b>
<b>(Deficit)</b>	<b>(2,264)</b>	<b>(1,972)</b>	<b>(292)</b>

**Note 22C: Administered Budgetary Reports cont'd...**

**Administered Schedule of Assets and Liabilities for not-for-profit Reporting Entities**

as at 30 June 2015

	Actual	Budget estimate	
		Original <sup>1</sup>	Variance <sup>2</sup>
	2015	2015	2015
	\$'000	\$'000	\$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash and cash equivalents	1	1	(0)
Receivables	19	8	11
<b>Total financial assets</b>	<b>20</b>	<b>9</b>	<b>11</b>
<b>Non-financial assets</b>			
Land and buildings	90,166	90,231	(65)
Property, plant and equipment	1,684	1,757	(73)
Inventories	881	909	(28)
<b>Total non-financial assets</b>	<b>92,731</b>	<b>92,897</b>	<b>(166)</b>
<b>Total assets administered on behalf of Government</b>	<b>92,751</b>	<b>92,906</b>	<b>(155)</b>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	0	2	(2)
<b>Total payables</b>	<b>0</b>	<b>2</b>	<b>(2)</b>
<b>Net assets/(liabilities)</b>	<b>92,750</b>	<b>92,904</b>	<b>(153)</b>

1. The entity's original budgeted financial statement that was first presented to parliament in respect of the reporting period (i.e. from the Office's 2014-15 Portfolio Budget Statements (PBS)).

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 22D.

**Note 22D: Administered Major Budget Variances**

Variances are considered to be ‘major’ based on the following criteria:

- the variance between budget and actual is greater than 10%; and
- The variance between budget and actual is greater than 1% of the relevant category (Income, Expenses and Equity totals); or
- an item below this threshold but is considered important for the reader’s understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.

**Explanations of major variances**

**Affected line items (and schedule)**

Suppliers

The financial statements recognise the cost of medal inventory as an expense once the medal is awarded and issued. The variance of \$258k represents the portion of prior year inventory stocks depleted in the 2014-15 financial year. The budget recognises supplier expense as the total cash funding available to the Office for medals and other related purchases.

*Supplier expense (Administered Schedule of Comprehensive Income), Inventory (Administered Schedule of Assets and Liabilities)*

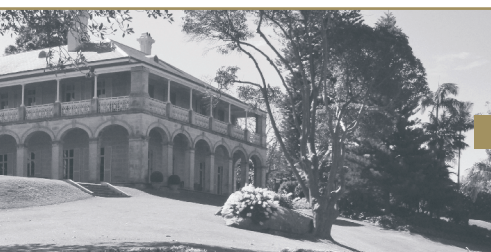
Other Gains

The financial statements recognise \$198k adjustment in inventory stocks as a result of regular stocktakes, including the recognition of knights and dames medals into the medals inventory and the recognition of departmental medals stock .

*Inventory (Administered Schedule of Assets and Liabilities)*







# APPENDICES

CHAPTER 5

# APPENDIX A: THE COUNCIL FOR THE ORDER OF AUSTRALIA, THE AUSTRALIAN BRAVERY DECORATIONS COUNCIL AND THE NATIONAL EMERGENCY MEDAL COMMITTEE

## THE ORDER OF AUSTRALIA

### AS AT 30 JUNE 2015

The Order of Australia was established as part of the Australian honours system by Letters Patent signed by Her Majesty The Queen on 14 February 1975.

*Chancellor of the Order*

His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)  
Governor-General of the Commonwealth of Australia

*Secretary of the Order*

Mr Mark Fraser LVO OAM  
Official Secretary to the Governor-General

## COUNCIL FOR THE ORDER OF AUSTRALIA

*Members – nominated by the Australian Government*

Air Chief Marshal Sir Angus Houston AK AFC (Retd) (Chair)  
His Honour Judge Rauf Soulio (Deputy Chair)  
The Honourable Shane Stone AC QC  
Professor Michael Good AO  
Mr Bernard Wright AO  
Mr Philip Bacon AM

*Members – nominated by State and Territory governments*

Mr Michael Miller RFD	(New South Wales)
Mr Jeremi Moule	(Victoria)
Mr Tim Herbert	(Queensland)
Mr Rik Morris	(South Australia)
Mr Malcolm Wauchope	(Western Australia)
Mr Greg Johannes	(Tasmania)
Ms Teresa Hart	(Northern Territory)
Ms Kathy Leigh	(Australian Capital Territory)

*Members – ex-officio*

Senator the Honourable George Brandis QC  
Vice-President of the Federal Executive Council

Air Chief Marshal Mark Binskin AC  
Chief of the Defence Force

Ms Elizabeth Kelly  
Deputy Secretary Governance  
Department of the Prime Minister and Cabinet

AUSTRALIAN  
BRAVERY  
DECORATIONS

**AS AT 30 JUNE 2015**

The Australian Bravery Decorations were established as part of the Australian honours system by Letters Patent signed by Her Majesty The Queen on 14 February 1975.

*Secretary*

Mr Mark Fraser LVO OAM  
Official Secretary to the Governor-General

AUSTRALIAN  
BRAVERY  
DECORATIONS  
COUNCIL

*Members – nominated by the Australian Government*

Dr Penelope Flett AO (Chair)  
Mr Robert Bradley  
Mr Garry Coombes AM  
Wing Commander Nick Hobson DFC AFC (Retd)

*Members – nominated by State and Territory governments*

Vacant	(New South Wales)
Mr Jeremi Moule	(Victoria)
Mr Tim Herbert	(Queensland)
Mr Tony Harrison APM	(South Australia)
Ms Kathryn Andrews	(Western Australia)
Ms Fiona Birkett MVO	(Tasmania)
Ms Julie Nicholson PSM	(Northern Territory)
Mr Dominic Lane AFSM	(Australian Capital Territory)

*Members – ex-officio*

Mr Dennis Richardson AO  
Secretary, Department of Defence

Vacant

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NATIONAL  
EMERGENCY MEDAL  
COMMITTEE

AS AT 30 JUNE 2015

The National Emergency Medal was established as part of the Australian honours system by Letters Patent signed by Her Majesty The Queen on 23 October 2011.

*Members – nominated by the Australian Government*

The Honourable Fran Bailey (Chair)

Mr Jeffrey Cree AFSM

*Members – ex-officio*

Mr Mark Crosweller AFSM

First Assistant Secretary/Director-General

Emergency Management Australia

Attorney-General's Department

Vacant

## APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2015 AND THE QUEEN'S BIRTHDAY 2015

Category	Gender	Number of nominations considered*	Total awarded	% awarded	AK/AD*	AC	AO	Award levels	
								AM	OAM
Architecture	M	5	3	60.0%	0	0	0	3	0
	F	0	0	73.2%	0	0	0	0	0
Arts	M	41	30	75.9%	0	0	4	8	18
	F	29	22	66.7%	0	0	2	7	13
Building and Construction	M	6	4	28.6%	0	0	0	2	2
	F	0	0	0.0%	0	0	0	0	0
Business and Commerce	M	45	25	55.6%	0	0	3	13	9
	F	8	3	37.5%	0	0	2	1	0
Community - Multicultural Affairs	M	38	24	63.2%	0	0	1	4	19
	F	4	1	25.0%	0	0	0	0	1
Community	M	480	321	66.7%	1	2	8	54	256
	F	270	214	79.3%	0	0	2	22	190
Conservation and the Environment	M	16	13	81.3%	0	0	0	3	10
	F	16	12	75.0%	0	0	1	0	11
Dentistry	M	6	6	100.0%	0	0	1	2	3
	F	0	0	0.0%	0	0	0	0	0
Disabled	M	9	7	77.8%	0	0	1	2	4
	F	15	9	60.0%	0	0	1	1	7
Education	M	56	38	67.9%	0	1	7	19	11
	F	34	27	79.4%	0	1	4	10	12
Engineering	M	13	11	84.6%	0	0	1	8	2
	F	0	0	0.0%	0	0	0	0	0
Industrial Relations	M	1	1	100.0%	0	0	0	0	1
	F	1	0	0.0%	0	0	0	0	0
Information Technology	M	1	1	100.0%	0	0	0	1	0
	F	2	2	100.0%	0	0	0	1	1
International Relations	M	12	10	83.3%	0	0	0	5	5
	F	15	8	53.3%	0	0	1	1	6
Law	M	24	19	79.2%	0	2	3	12	2
	F	4	2	50.0%	0	0	1	1	0
Library and Related Occupations	M	1	1	100.0%	0	0	0	1	0

TABLE B1: CONT.

	F	4	2	50.0%	0	0	0	2	0
Local Government	M	42	30	71.4%	0	0	0	1	29
	F	10	7	70.0%	0	0	0	0	7
Media	M	19	15	78.9%	0	0	1	6	8
	F	7	7	100.0%	0	0	0	3	4
Medicine	M	99	75	75.8%	0	4	12	40	19
	F	30	24	80.0%	0	1	3	9	11
Mining	M	2	2	100.0%	0	0	1	0	1
	F	1	1	100.0%	0	0	0	1	0
Parliament and Politics	M	15	8	53.3%	0	0	3	4	1
	F	5	4	80.0%	0	0	1	2	1
Primary Industry	M	29	17	58.6%	0	0	2	6	9
	F	2	2	100.0%	0	0	0	1	1
Public Service	M	27	16	55.6%	1	0	6	7	2
	F	7	4	57.1%	0	0	2	2	0
Religion	M	15	6	40.0%	0	0	0	1	5
	F	7	3	42.9%	0	0	0	0	3
Science, Technological Developments, R & D	M	20	17	85.0%	0	2	5	8	2
	F	3	3	100.0%	0	0	0	2	1
Sport	M	69	48	69.6%	0	0	1	6	41
	F	22	17	77.3%	0	0	2	5	10
Surveying and Mapping	M	3	2	66.7%	0	0	0	0	2
	F	0	0	0.0%	0	0	0	0	0
Tourism and Hospitality	M	8	3	37.5%	0	0	1	2	0
	F	1	1	100.0%	0	0	0	1	0
Transport	M	6	3	50.0%	0	0	0	0	3
	F	2	1	50.0%	0	0	0	1	0
Veterinary Science	M	2	2	100.0%	0	0	0	2	0
	F	1	1	100.0%	0	0	0	1	0
<b>TOTAL</b>	<b>M</b>	<b>1,110</b>	<b>758</b>	<b>68%</b>	<b>2</b>	<b>11</b>	<b>61</b>	<b>220</b>	<b>464</b>
	<b>F</b>	<b>500</b>	<b>377</b>	<b>75%</b>	<b>0</b>	<b>2</b>	<b>22</b>	<b>74</b>	<b>279</b>
		<b>1,610</b>	<b>1,135</b>	<b>70.4%</b>	<b>2</b>	<b>13</b>	<b>83</b>	<b>294</b>	<b>743</b>

\* The AK/AD appointments were not considered by the Council for the Order of Australia, nor approved by the Governor-General.

AK = Knight of the Order of Australia; AD = Dame of the Order of Australia; AC = Companion of the Order of Australia; AO = Officer of the Order of Australia; AM = Member of the Order of Australia; OAM = Medal of the Order of Australia

**TABLE B2: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION),  
THE QUEEN'S BIRTHDAY 1975 TO THE QUEEN'S BIRTHDAY 2015**

Category	Gender	Number of nominations considered*	Total awarded	% awarded	AK/AD*	AC	AO	Award levels	
								AM	OAM
Architecture	M	237	149	62.9%	0	2	29	91	27
	F	16	10	62.5%	0	0	1	6	3
Arts	M	1,694	1,031	60.9%	0	24	132	413	462
	F	1,071	673	62.8%	1	10	54	205	403
Building and Construction	M	199	113	56.8%	0	2	8	61	42
	F	5	4	80.0%	0	0	0	3	1
Business and Commerce	M	2,024	1,101	54.4%	2	39	220	574	266
	F	166	99	59.6%	0	3	18	48	30
Community - Multicultural Affairs	M	1275	594	46.6%	0	0	18	94	482
	F	379	226	59.6%	0	0	0	23	203
Community	M	16,824	7,924	47.1%	1	34	170	1,111	6,608
	F	9,190	5,129	55.8%	0	12	123	619	4,375
Conservation and the Environment	M	654	456	69.7%	0	1	31	152	272
	F	305	200	65.6%	0	0	13	46	141
Dentistry	M	236	130	55.1%	0	0	10	73	47
	F	13	9	69.2%	0	0	0	4	5
Disabled	M	612	374	61.1%	0	0	4	95	275
	F	640	417	65.1%	0	0	6	71	340
Education	M	1,751	978	55.9%	1	23	151	435	368
	F	844	509	60.3%	0	5	40	204	260
Engineering	M	334	211	63.2%	0	3	36	125	47
	F	5	5	100.0%	0	0	1	4	0
Industrial Relations	M	338	215	63.6%	0	5	20	106	84
	F	26	22	84.6%	0	0	3	9	10
Information Technology	M	30	19	63.3%	0	0	4	12	3
	F	10	8	80.0%	0	0	1	4	3
International Relations	M	337	164	50.5%	0	3	23	72	66
	F	198	119	60.1%	0	2	13	45	59
Law	M	715	400	55.9%	1	49	113	182	55
	F	97	66	68.0%	0	7	20	26	13
Library and Related Occupations	M	33	19	57.6%	0	0	2	8	9
	F	49	31	63.3%	0	0	1	13	17

TABLE B2: CONT.

Local Government	M	1,634	811	49.6%	0	0	7	160	644
	F	267	148	55.4%	0	0	3	31	114
Media	M	597	313	52.4%	0	5	27	127	154
	F	99	55	55.6%	0	0	10	24	21
Medicine	M	3,159	1,658	52.5%	0	35	263	816	544
	F	1,046	652	62.3%	0	10	60	257	325
Mining	M	131	81	61.8%	0	4	21	40	16
	F	4	2	50.0%	0	0	0	2	0
Parliament and Politics	M	551	300	54.4%	2	36	95	119	48
	F	78	43	55.1%	1	1	12	18	11
Primary Industry	M	1,127	704	62.5%	0	1	44	289	370
	F	57	43	75.4%	0	0	2	10	31
Public Service	M	1,928	893	46.3%	7	58	236	354	238
	F	300	139	46.3%	2	8	16	42	71
Religion	M	620	332	53.5%	0	6	19	106	201
	F	84	46	54.8%	0	0	1	11	34
Science, Technological Developments, R & D	M	707	426	60.3%	1	23	113	224	65
	F	85	67	78.8%	0	4	18	29	16
Sport	M	3,301	1,861	56.3%	0	3	34	285	1,539
	F	910	606	66.6%	0	0	7	60	539
Surveying and Mapping	M	34	20	58.8%	0	0	0	7	13
	F	0	0	0.0%	0	0	0	0	0
Tourism and Hospitality	M	199	113	56.8%	0	0	10	40	63
	F	39	22	56.4%	0	0	1	7	14
Transport	M	402	187	46.5%	0	3	20	70	94
	F	21	13	61.9%	0	0	2	3	8
Veterinary Science	M	103	69	67.0%	0	0	8	32	29
	F	12	10	83.3%	0	0	2	3	5
<b>TOTAL</b>	<b>M</b>	<b>41,786</b>	<b>21,646</b>	<b>51.8%</b>	<b>15</b>	<b>359</b>	<b>1,868</b>	<b>6,273</b>	<b>13,131</b>
	<b>F</b>	<b>16,016</b>	<b>9,373</b>	<b>58.5%</b>	<b>4</b>	<b>62</b>	<b>428</b>	<b>1,827</b>	<b>7,052</b>
		<b>57,802</b>	<b>31,019</b>	<b>53.7%</b>	<b>19</b>	<b>421</b>	<b>2,296</b>	<b>8,100</b>	<b>20,183</b>

\*The AK/AD appointments were not considered by the Council for the Order of Australia, nor approved by the Governor-General.

AK = Knight of the Order of Australia; AD = Dame of the Order of Australia; AC = Companion of the Order of Australia; AO = Officer of the Order of Australia; AM = Member of the Order of Australia; OAM = Medal of the Order of Australia



## APPENDIX C: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2014-15

Category	Number of nominations considered	Total awarded	% awarded	Award levels				
				CV	SC	BM	CBC	GBC*
Interception of armed offender	34	19	56%	0	0	4	12	1(3)
Rescued from animal attack	8	5	63%	0	0	5	0	0
Rescue from armed offender	18	6	33%	0	1	5	0	0
Rescue from electrical hazard	0	0	n/a	0	0	0	0	0
Rescue from explosive hazard	5	2	40%	0	0	2	0	0
Rescue from fire – aircraft	8	7	n/a	0	1	5	1	0
Rescue from fire – building	28	18	64%	0	0	2	14	1(2)
Rescue from fire – bushfire	23	16	70%	0	0	1	0	1(15)
Rescue from fire – motor vehicle	41	24	59%	0	0	8	10	2(6)
Rescue from fire – other	5	3	60%	0	0	0	3	0
Rescue from gases, toxic fumes etc.	1	0	n/a	0	0	0	0	0
Rescue from heights, cliffs	2	2	100%	0	0	2	0	0
Rescue from holes, wells or mines	18	17	n/a	0	0	1	1	2(15)
Rescue from inland waters	70	63	90%	0	0	9	16	8(36) ** (2)
Rescue from other situation	56	6	11%	0	1	0	5	0
Rescue from path of oncoming vehicle	9	2	22%	0	0	2	0	0
Rescue from water – other	4	0	0%	0	0	0	0	0
Rescue from water – sea	58	34	59%	0	0	1	16	5(17)
Rescue from water – submerged vehicle	33	19	58%	0	0	1	2	4(16)
<b>TOTAL</b>	<b>421</b>	<b>243</b>	<b>58%</b>	<b>0</b>	<b>3</b>	<b>48</b>	<b>80</b>	<b>24(110) ** (2)</b>

CV = Cross of Valour; SC = Star of Courage; BM = Bravery Medal; CBC = Commendation for Brave Conduct; GBC = Group Bravery Citation

\* The number in brackets represents individual recipients in group citations.

\*\* These individuals received awards as part of a group previously gazetted.

Note: Anomalies may occur due to the deferral of promulgation, or a delay in promulgation due to difficulty in locating recipients.

TABLE C2: AUSTRALIAN BRAVERY DECORATIONS 1975 TO 30 JUNE 2015

Category	Number of nominations considered	Total awarded	% awarded	Award levels				
				CV	SC	BM	CBC	GBC*
Interception of armed offender	761	385	51%	1	9	125	219	7(31)
Rescue from animal attack	189	110	58%	0	12	47	45	1(6)
Rescue from armed offender	893	490	55%	0	38	180	181	13(91)
Rescue from electrical hazard	86	38	44%	1	1	13	23	
Rescue from explosive hazard	261	170	65%	2	11	50	51	6(56)
Rescue from fire – aircraft	77	43	56%	0	2	31	10	
Rescue from fire – building	1,152	542	47%	0	12	174	321	6(35)
Rescue from fire – bushfire	521	156	30%	0	2	20	32	10(102)
Rescue from fire – motor vehicle	774	478	62%	0	22	160	248	10(48)
Rescue from fire – other	110	76	69%	0	7	29	15	2(25)
Rescue from gases, toxic fumes etc.	35	25	71%	0	2	15	8	
Rescue from heights, cliffs	175	80	46%	0	3	24	36	4(17)
Rescue from holes, wells or mines	179	106	59%	1	2	22	15	7(66)
Rescue from inland waters	929	440	47%	0	1	79	195	32(165)
Rescue from other situation	761	139	18%	0	3	33	81	6(22)
Rescue from path of oncoming vehicle	107	50	47%	0	1	24	25	
Rescue from water – other	62	10	16%	0	0	1	9	
Rescue from water – sea	1,488	690	46%	0	17	157	333	38(183)
Rescue from water – submerged vehicle	185	91	49%	0	0	9	57	7(25)
<b>TOTAL</b>	<b>8,745</b>	<b>4,119</b>	<b>47%</b>	<b>5</b>	<b>145</b>	<b>1,193</b>	<b>1,904</b>	<b>149(872)</b>

CV = Cross of Valour; SC = Star of Courage; BM = Bravery Medal; CBC = Commendation for Brave Conduct; GBC = Group Bravery Citation

\*The number in brackets represents individual recipients in group citations.

## APPENDIX D: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS

TABLE D1 - DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS APPROVED DURING 2014-15 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2014 – 30 June 2015	Total awards approved to 30 June 2015
Victoria Cross for Australia	0	4
Companion of the Order of Australia (Military Division)	0	27
Officer of the Order of Australia (Military Division)	3	260
Member of the Order of Australia (Military Division)	22	1,128
Medal of the Order of Australia (Military Division)	16	1,195
Star of Gallantry	0	6
Medal for Gallantry	2	66
Commendation for Gallantry	1	64
Unit Citation for Gallantry	0	4
Distinguished Service Cross	2	77
Distinguished Service Medal	8	160
Commendations for Distinguished Service	15	384
Meritorious Unit Citation	2	26
Conspicuous Service Cross	43	934
Conspicuous Service Medal	49	1,084
Nursing Service Cross	0	29
Public Service Medal	77	2,181
Australian Police Medal	66	1,635
Australian Fire Service Medal	60	1,273
Ambulance Service Medal	18	311

TABLE D1: CONT.

Emergency Services Medal	24	407
Australian Antarctic Medal	0	90
Civilian Service Medal 1939–1945	16	6,966
Police Overseas Service Medal/Clasp	191	5,081
Humanitarian Overseas Service Medal/Clasp	371	3,075
National Police Service Medal	12,596	23,066
National Emergency Medal/Clasp	3,732	14,658
Champion Shots Medal	0	60
National Medal/Clasp	9,452	211,156
80th Anniversary Armistice Remembrance Medal	0	71
Australian Sports Medal	0	18,000
Centenary Medal	0	15,843
<b>TOTAL AWARDS</b>	<b>26,766</b>	<b>309,321</b>

Notes:

1. 372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 687,016. Due to a change in administration arrangements these awards are no longer processed by the Secretariat.
2. There may be some anomalies when comparing with previous years due to corrections relating to people previously unaccounted for, and amendments in the number of people qualified to receive the awards.

## APPENDIX E: STAFFING OVERVIEW

Table E1 provides information on the salary ranges available under the Office's enterprise agreement or through an individual Australian workplace agreement or individual flexibility contract as at 30 June 2015.

**TABLE E1: SALARY RANGE BY CLASSIFICATION AT 30 JUNE 2015**

Classification	Salary range
Government House Officer	
Level 1	\$42,956 – 52,875
Level 2	\$49,624 – 57,726
Level 3	\$55,697 – 67,407
Level 4	\$62,956 – 68,332
Level 5	\$70,222 – 74,442
Level 6	\$75,845 – 87,068
Level 7 and Level 8*	\$96,925 and above

Note: Level 7 and Level 8 classifications have been combined to prevent the disclosure of personal information.

The figures in the following tables show the number of employees occupying positions at 30 June. Staffing profiles at 30 June 2015 and at 30 June 2014 are shown in Tables E2 and E4; the Office's equal employment opportunity profile at 30 June 2015 is shown in Table E3.

**TABLE E2: STAFFING PROFILE AT 30 JUNE 2015**

Classification	Full-time		Part-time		Canberra	Sydney	Total
	F	M	F	M			
Statutory Officer	–	1	–	–	1	–	1
SES Equivalent Officer	–	1	–	–	1	–	1
Government House Officer							
Level 8	1	2	–	–	3	–	3
Level 7	5	4	–	1	10	–	10
Level 6	4	7	–	–	11	–	11
Level 5	7	4	–	1	11	1	12
Level 4	12	2	1	1	16	–	16
Level 3	7	4	1	–	12	–	12
Level 2	–	5	–	–	4	1	5
Level 1	1	3	–	–	3	1	4
<b>TOTAL</b>	<b>37</b>	<b>33</b>	<b>2</b>	<b>3</b>	<b>72</b>	<b>3</b>	<b>75</b>

Notes: All staff were employed under the *Governor-General Act 1974* on long-term or short-term contracts. In Canberra, staff are located at Government House, while in Sydney staff are located at Admiralty House.

TABLE E3: EQUAL EMPLOYMENT OPPORTUNITY PROFILE AT 30 JUNE 2015

Profile	Total
Female	48
Male	40
Aboriginal	3
Torres Strait Islander	–
Non-English speaking background <sup>a</sup>	8
Non-English speaking background <sup>b</sup>	6
People with disabilities	0

a. Non-English speaking background, overseas born.

b. Non-English speaking background, first-generation Australian (born in Australia).

TABLE E4: STAFFING PROFILE AT 30 JUNE 2014

Classification	Full-time		Part-time		Canberra	Sydney	Total
	F	M	F	M			
Statutory Officer	–	1	–	–	1	–	1
SES Equivalent Officer	–	1	–	–	1	–	–
Government House Officer							
Level 8	4	1	–	–	5	–	5
Level 7	6	4	–	–	10	–	10
Level 6	4	6	–	–	10	–	10
Level 5	5	5	1	2	12	1	13
Level 4	8	4	–	–	12	–	12
Level 3	11	5	1	–	17	–	17
Level 2	1	7	–	–	7	1	8
Level 1	1	2	1	–	3	1	4
<b>TOTAL</b>	<b>40</b>	<b>35</b>	<b>3</b>	<b>2</b>	<b>77</b>	<b>3</b>	<b>80</b>

Notes: All staff were employed under the *Governor-General Act 1974* on long-term or short-term contracts. In Canberra, staff are located at Government House, while in Sydney staff are located at Admiralty House.

# APPENDIX F: WORKPLACE HEALTH AND SAFETY KEY STATISTICS

TABLE F1: WHS INSPECTIONS

WHS inspections conducted	% of sites covered	Number or % of substandard conditions identified	Number or % of substandard conditions corrected	Average time taken to complete corrections
24	100%	0	0	n/a

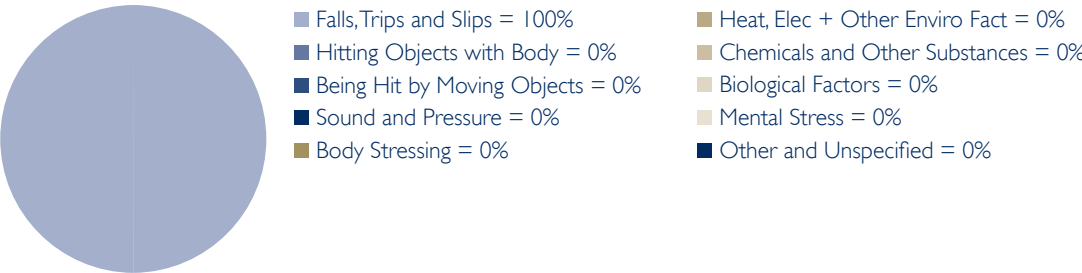
TABLE F2: WHS TRAINING AND INITIATIVES

Types of WHS training undertaken	Number of staff required to attend training	% of staff that undertook training
HSR training	1	100%
HSR refresher training	3	100%
WHS induction	20	100%
Health & well-being activities	Optional	30%

TABLE F3: NOTIFIABLE INCIDENTS

Notifiable incidents	2014–15 FY	2013–14 FY	2012–13 FY
Deaths	0	0	0
Dangerous occurrences	0	0	0
Serious personal injury	0	0	0
Incapacity	4	1	0

FIGURE F1: MECHANISM OF INJURY BY COSTS, INCAPACITY AND CLAIMS 2014–15



# APPENDIX G: TRENDS IN CONSULTANCIES

TABLE G1: TRENDS IN CONSULTANCIES

Consultancies	2011–12	2012–13	2013–14	2014–15
Number of existing consultancies	4	7	4	5
Number of new consultancies	10	7	19	17
Total consultancies	14	14	23	22
Total expenditure (incl GST)	\$211,489	\$159,990	\$383,477	\$183,766

Note: Historical data is taken from previous years' annual reports. However, due to definitional changes, figures are not directly comparable.



## APPENDIX H: AGENCY RESOURCE STATEMENT

TABLE H1: AGENCY RESOURCE STATEMENT 2014–15

		Available for 2014–15 \$'000 (a)	Payments made 2014–15 \$'000 (b)	Balance remaining 2014–15 \$'000 (a) – (b)
<b>ORDINARY ANNUAL SERVICES</b>				
Departmental appropriation <sup>1</sup>		13,931	11,356	2,575
Additional S74 Receipts		0	1,003	–1,003
Total		13,931	12,359	1,572
Administered expenses <sup>2</sup>				
Outcome 1		1,574	1,573	
Total		1,574	1,573	
<b>TOTAL ORDINARY ANNUAL SERVICES</b>	<b>A</b>	<b>15,505</b>	<b>13,932</b>	
Other services <sup>3</sup>				
Departmental non-operating				
Equity injections		1,739	1,739	0
<b>TOTAL OTHER SERVICES</b>	<b>B</b>	<b>1,739</b>	<b>1,739</b>	
<b>TOTAL AVAILABLE ANNUAL APPROPRIATIONS AND PAYMENTS</b>				
Salary to the Governor-General: <i>Governor-General Act 1974</i>		425	425	
<b>TOTAL SPECIAL APPROPRIATIONS EXCLUDING SPECIAL ACCOUNTS</b>	<b>C</b>	<b>425</b>	<b>425</b>	
<b>TOTAL SPECIAL ACCOUNT</b>	<b>D</b>			
<b>TOTAL RESOURCING AND PAYMENTS (A+B+C+D)</b>		<b>17,669</b>	<b>16,096</b>	

1. This includes Prior Year departmental appropriation and s74 relevant agency receipts. Includes an amount of \$0.4m in 2014–15 for the Departmental Capital Budget.
2. Includes an amount of \$0.710m in 2014–15 for the Administered Capital Budget.
3. Appropriation Bill (No.2).

## TABLE H2: EXPENSES AND RESOURCES FOR OUTCOME 1

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system

	Budget* 2014–15 \$'000 (a)	Actual Expenses 2014–15 \$'000 (b)	Variation 2014–15 \$'000 (a) – (b)
<b>PROGRAM 1: SUPPORT FOR THE GOVERNOR-GENERAL AND OFFICIAL ACTIVITIES</b>			
<b>ADMINISTERED EXPENSES</b>			
Ordinary Annual Services (Appropriation Bill No. 1) <sup>1</sup>	1,574	1,869	-295
Special appropriations	425	425	0
<b>TOTAL ADMINISTERED EXPENSES</b>	<b>1,999</b>	<b>2,294</b>	<b>-295</b>
<b>DEPARTMENTAL EXPENSES</b>			
Departmental appropriation <sup>2</sup>	11,545	11,857	-312
Expenses not requiring appropriation in the Budget year	417	615	-198
<b>TOTAL DEPARTMENTAL EXPENSES</b>	<b>11,962</b>	<b>12,472</b>	<b>-510</b>
<b>TOTAL FOR PROGRAM 1</b>	<b>13,961</b>	<b>14,766</b>	<b>-805</b>
<b>AVERAGE STAFFING LEVEL (NUMBER)</b>	<b>77</b>	<b>73</b>	<b>4</b>

\*Full year budget, including any subsequent adjustment made in 2014–15 Budget Additional Estimates.

1. Actual expenses recognises the expensing of medal upon issue and does not include appropriation drawdown to acquire inventory of medals for the Australian Honours and Awards program.
2. Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No 1)' excluding \$.4m for Departmental Capital Budget and 'Revenue from independent sources (s74)'

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	Internet home page address and Internet address for report	inside front cover
<b>Review by Secretary</b>		
	Review by Official Secretary	2–5
	Summary of significant issues and developments	2–5
	Overview of department's performance and financial results	8–10
	Outlook for following year	3
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	Outcome and programme structure	4
	Where outcome and programme structures differ from PB Statements/ PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Not applicable
	Portfolio structure	Not applicable

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# INDEXES

CHAPTER 6

## GLOSSARY, ABBREVIATIONS AND ACRONYMS

AAIs	Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, and control over, each Commonwealth entity's operations. An accountable authority can issue written instructions about any matter relating to the finance law that all officials of the entity must adhere to. These are referred to as accountable authority instructions (AAIs).
ADF	Australian Defence Force
administered items	Assets, liabilities, revenues or expenses that are controlled by the Australian Government but managed by the Office on the Government's behalf
Administrator	The person (conventionally, the longest serving State Governor) appointed by The Queen to administer the Government of the Commonwealth of Australia when the Governor-General is overseas or ill, or if the Governor-General temporarily absents himself from office, or if the position of Governor-General is vacant
Admiralty House	The Governor-General's official residence at Kirribilli in Sydney
aide-de-camp	An officer of the military who is appointed to act as the honorary military attendant to the Governor-General
ANAO	Australian National Audit Office
ASBA	Australian School-based Apprenticeship program
CEIs	Chief Executive's Instructions
CPRs	The <i>Commonwealth Procurement Rules</i> , which set out the Australian Government's requirements for the procurement of goods and services by agencies
credentials ceremony	Ceremony at which a newly appointed foreign ambassador or high commissioner to Australia formally presents his or her credentials
Enterprise Agreement	Wage and working conditions negotiated within an organisation
EPBC Act	<i>Environmental Protection and Biodiversity Conservation Act 1999</i>
departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in the production of its outputs
EAP	Employee Assistance Program
ESD	ecologically sustainable development
FOI Act	<i>Freedom of Information Act 1982</i>

gazettal regulations	Rules, officially approved and published in the Commonwealth of Australia Special Notices Gazette, which set out service and actions that may qualify citizens for various award types
General Division of the Order of Australia	That section of awards in the Order of Australia through which community members may be recognised
Government House	The Governor-General's official residence at Yarralumla in Canberra
heritage property	A property with particular aesthetic, historic, scientific, social or other values, listed on the Commonwealth Heritage List
ICT	information and communications technology
IPS	Information Publication Scheme
insignia	A symbol or token of status or office; in this context medals and documents associated with an office, honour or award
investiture	Ceremony at which the Governor-General presents Australian honours and awards
long service awards	Awards made in recognition of long, diligent or efficient service, usually in uniformed service occupations
meritorious awards	Awards for which the recipient is assessed as having gone above and beyond normal expectations
NEM	National Emergency Medal
NPSM	National Police Service Medal
official activities	Constitutional, statutory, ceremonial and public duties undertaken by the Governor-General in carrying out the role
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
post nominals	Letters placed after the name of a person to indicate that he or she holds a position, educational degree, accreditation, office, or honour
State Visit	A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state
WHS	work health and safety
WHS Act	<i>Workplace Health and Safety Act 2011</i>

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