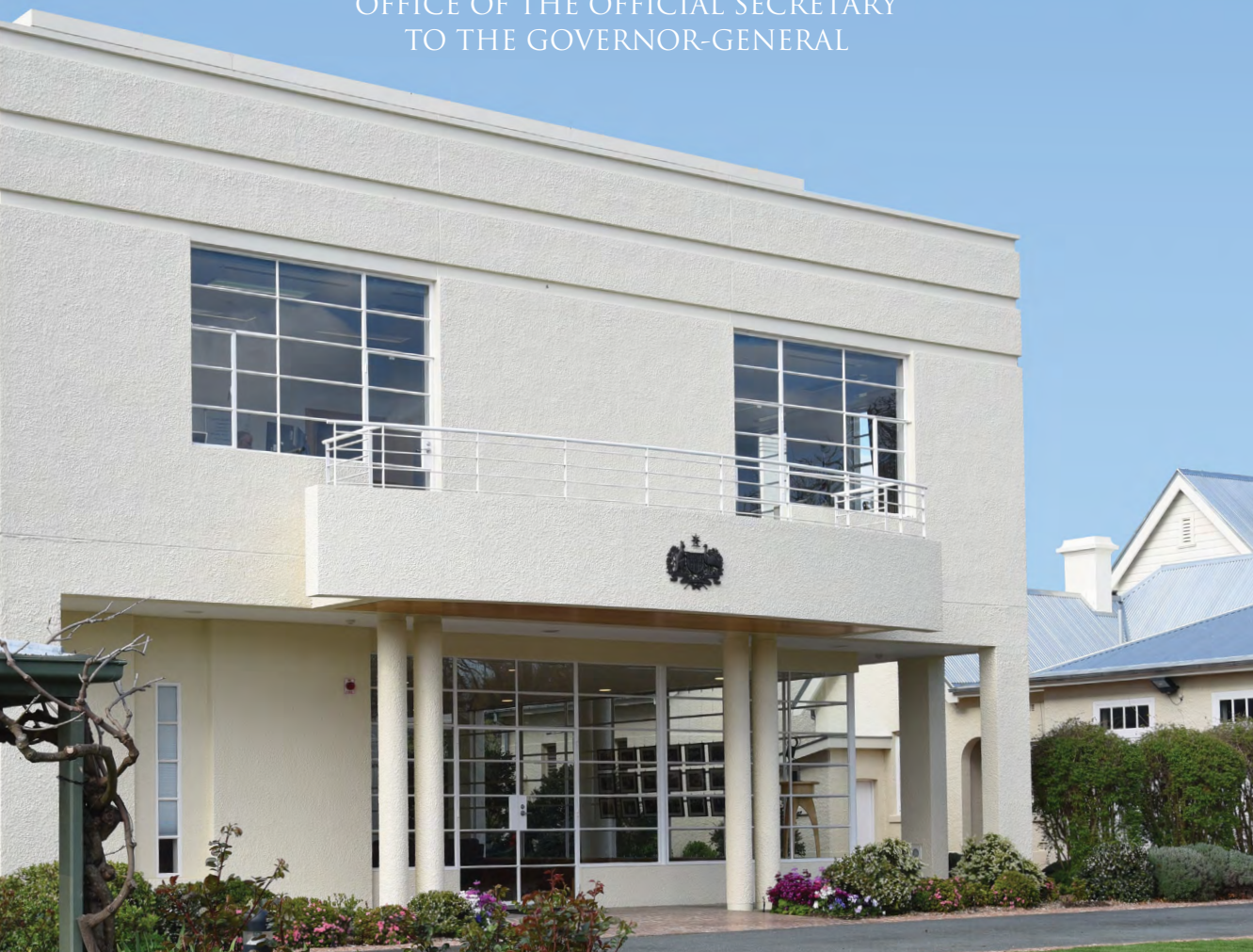




OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL



ANNUAL REPORT

2015-16

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Internet home page: www.gg.gov.au

Internet annual report:

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Produced by the Office of the Official Secretary to the Governor-General

Printed by New Millennium Print (02) 6280 8826

Edited by Libraries Alive! (02) 6257 9177

Designed by Spectrum Graphics: www.sg.com.au



OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

14 October 2016

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 ended 30 June 2016, 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

YEAR IN REVIEW

The Office continued to support the Governor-General's active program of outreach and engagement, with more than 700 official engagements and numerous regional visits, including visits to each of the States and Territories during 2015–16.

Throughout the year, Their Excellencies welcomed over 40,000 guests and visitors to Government House, Canberra and Admiralty House, Sydney. When program commitments allowed, the Governor-General met with many of the 20,000 school students that visited Government House to learn more about civics and the role of the Governor-General in Australia.

Their Excellencies also hosted a State Visit in honour of the President of United Republic of Tanzania, His Excellency Dr Jakaya Mrisho Kikwete, on 28 July 2015. In November, the Governor-General and Lady Cosgrove hosted a dinner at Admiralty House for Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall.

Their Excellencies undertook six overseas visits to represent Australia at significant commemorative occasions and to advance the national interest. Each of the visits included engagement with Australians working overseas and focused on people-to-people links, trade and investment opportunities, Australia's support for local endeavours, and cultural engagement. State or official visits were made to Vanuatu and Tonga; Turkey, Iraq, United Arab Emirates and Malaysia; Singapore; Timor-Leste; France, Finland and Kuwait; and the United Kingdom.

Engagement with the community continued to be a key consideration in planning and delivering a balanced program. Their Excellencies have accepted patronage of 195 community organisations since the beginning of their term in March 2014. One of the significant community initiatives this year was the hosting of the Governor-General's Long Lunch in recognition of Harmony Day – a single 327m long table on the lawns of Government House with 1,000 guests from the diplomatic corps, Indigenous groups and community organisations jointly celebrating Australia's diversity and promoting inclusion.

In September 2015, the Office hosted an open day at Government House which attracted 5,500 visitors. In December, at Government House, the Governor-General and Lady Cosgrove hosted a Christmas Sports Fun Day for 1,000 students from schools in the Australian Capital Territory and surrounding region.

Following the Government's allocation of funding in the 2015–16 Budget, the Office transitioned from the Vice-Regal Heritage Property Master Plan to a new property program focused on sustaining the condition and capability of the official properties in accordance with statutory obligations for the future benefit of all Australians.

OUTLOOK FOR 2016–17

In 2015, the Office supported activities in recognition of the 40th anniversary of the Australian honours and awards system, and the Governor-General hosted 11 separate investiture ceremonies throughout 2015–16. For the first time, the Office broadcast live its major investiture ceremonies, enabling family and friends around the world to share in the celebration of achievement.

In January 2016, a new Enterprise Agreement was finalised with staff in line with government guidelines. Corporate and governance responsibilities continued to be successfully managed against a backdrop of reduced overall staffing levels and tight fiscal constraints.

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

Continued budgetary pressures will necessitate ongoing close monitoring of expenditure. However, core vice-regal business will be unaffected.

The Honours and Awards Branch will continue to transform and modernise the delivery of honours and awards, with further roll-outs of electronic documentation in support of the nomination, research and consideration processes. A five yearly statistical review on the honours system will be published.

Following a review of the Office's information and records management arrangements, a contemporary Electronic Documents and Records Management System and a re-developed policy and procedural framework will be introduced in 2016-17. The new arrangements will provide the basis for improvements in business processes and ensure ongoing compliance with legislative and government policy requirements.

The Office will trial a number of structural changes relating to the delivery of executive, corporate and enabling services to harness additional efficiencies.

Risk management and good governance approaches will continue to underpin daily management of the Office.

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, a separate Finance Team headed by a Chief Financial Officer and a Communications and Media Unit which report to the Official Secretary in his capacity as Chief Executive Officer. Figure 1 shows the structure of the Office at 30 June 2016.

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 manages household operations and representational activities at Government House and Admiralty House. It also provides corporate services, governance advice and financial, human resource, and information technology support for the Office. The Branch also manages the official residences, grounds and assets and coordinates physical security.

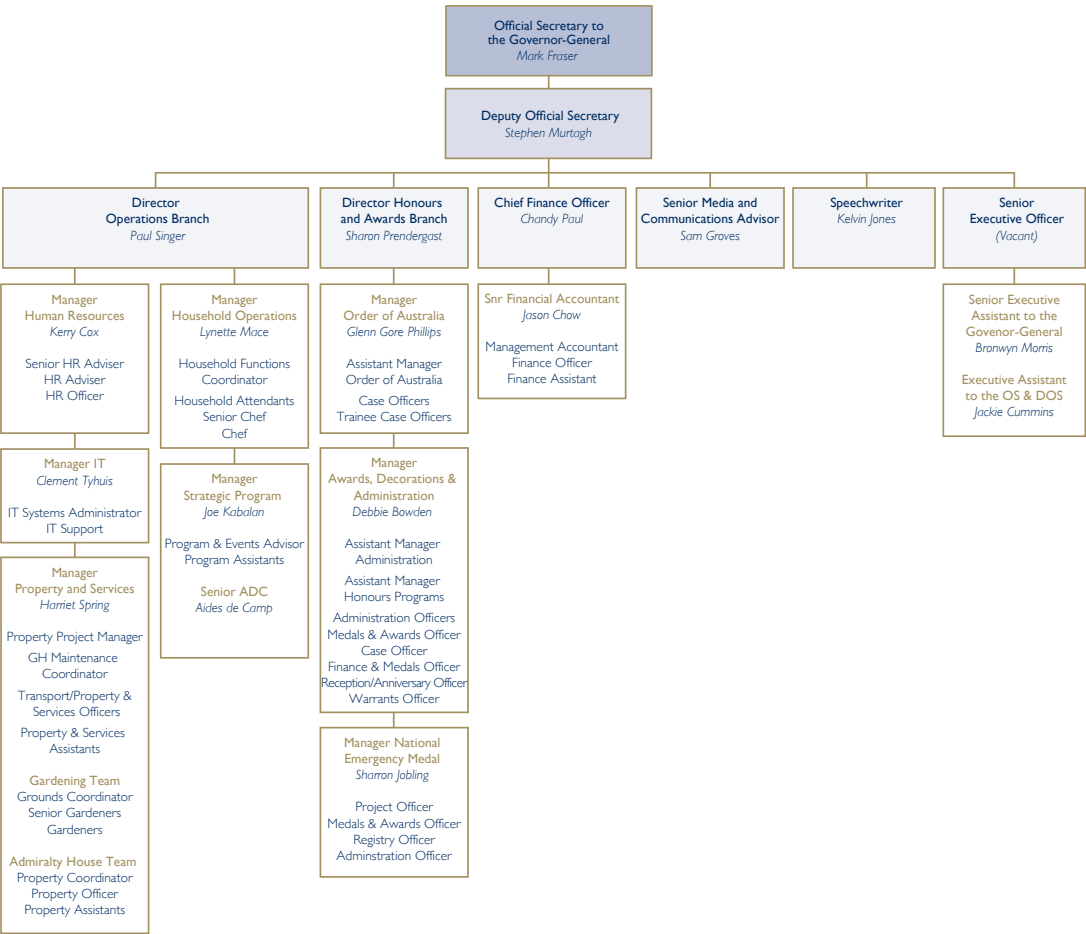
The Honours and Awards Branch receives and/or researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The Branch supports two Councils and one Committee which make recommendations to the Governor-General on honours 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:

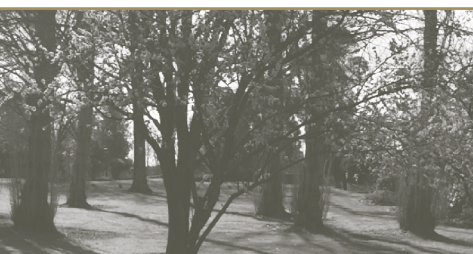
Outcome	The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian honours and awards system
Program 1	Support for the Governor-General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

This Outcome, Program and Program Components are consistent with those reported in the Office's 2015–16 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 2016







REPORT ON PERFORMANCE

CHAPTER 2

ANNUAL PERFORMANCE STATEMENT 2015–16

STATEMENT OF PREPARATION

I, Mark Fraser, as the accountable authority of the Office of the Official Secretary to the Governor-General (OOSGG), present the 2015–16 Annual performance statement of the OOSGG as required under Section 39 (1)(a) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act).

In my opinion, these annual performance statements are based on properly maintained records, accurately reflect the performance of the OOSGG and comply with subsection 39(2) of the PGPA Act.



Mark Fraser LVO OAM

Official Secretary to the Governor-General

14 October 2016

PURPOSE

The planned outcome for the OOSGG is the facilitation of the performance of the Governor-General's role 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 OOSGG delivers its planned outcome through one program – being support for the Governor-General and official functions.

The objective of this program is to support the Governor-General and official functions, and comprises two components:

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

Table 1 summarises the results for 2015–16 against key performance indicators for Program 1 as identified in the 2015–16 Portfolio Budget Statements, and Table 2 compares the budget identified in those statements to actual cost during the year.

PERFORMANCE RESULTS

TABLE 1: PERFORMANCE INDICATORS FOR PROGRAM 1

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2015–16
Component 1: Support of the Governor-General		
<ul style="list-style-type: none">• executive support—including providing advice to the Governor-General, planning, implementing and managing Their Excellencies' forward programme of engagements, and liaising with representatives of governments, related authorities, and community groups• personal support—including providing support for Their Excellencies and hospitality services for official functions• administrative services—including providing governance advice and administrative services to OOSGG and managing the Governor-General's official residences, including maintenance of property, equipment and grounds.	<ul style="list-style-type: none">• the Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties• the Governor-General is satisfied with the management of the households• 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.	<ul style="list-style-type: none">• The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided.• The Governor-General has indicated a high degree of satisfaction with the management of the households.• Property management has been in accordance with statutory and other requirements.

TABLE 1: CONT.

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2015–16
Component 2: Administration of the Australian honours and awards system		
<ul style="list-style-type: none">management of the honours and awards systemproviding secretariat support for the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committeeundertaking research and preparation of nominations for consideration by the Australian honours advisory bodies <p>contributing to the Australian Government's promotional activities to increase awareness of the Australian honours system.</p>	<ul style="list-style-type: none">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 providedthe 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 Branchthe Governor-General and other key stakeholders are satisfied with the timeliness of processing, gazettal and issue of awards by the Australian Honours and Awards Branchannual statistics are published on the number of nominations/applications received and timeliness of submissions to relevant advisory bodiesactivities comply with the regulations for honours and awards, including the Constitution for the Order of Australiamedals and insignia meet design specifications.	<ul style="list-style-type: none">Honours advisory bodies have expressed a high degree of satisfaction with the quality of research and administrative support provided to them.Honours advisory bodies have expressed a high degree of satisfaction with the processing times for nominations.The Governor-General and other stakeholders have expressed satisfaction with the timeliness of processing, gazettal and issue of awards.Statistics relevant to the operation of the honours system have been published in the Annual Report and on the website of the OOSGG.All activities have complied with relevant regulation.Medals and insignia have met design specifications.

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 events and projects to assess if improvements could be made, either to outcomes or to the processes involved in achieving them.

The 2015–16 program of activities was diverse and meaningful. It included travel throughout Australia and overseas as well as a range of outreach functions, visits, and calls. The Governor-General and Lady Cosgrove have pursued a vibrant and varied program.

During the reporting period, Their Excellencies undertook visits to all States and Territories in Australia. 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 acknowledging service; empowering Australia's youth; inclusiveness and celebrating diversity; Indigenous education, enterprise and opportunity; promoting science, innovation and investment; regional and rural engagement; and encouraging greater individual philanthropy. 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.

With regard to the Australian honours system, the Office substantially met all performance indicators.

FINANCIAL PERFORMANCE

OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2015-16 financial year. Departmental and Administered results are shown in the audited financial statements on pages 60-103 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 2015-16 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.

REPORT AGAINST THE 2015-16 PORTFOLIO BUDGET STATEMENTS

An Agency Resource Statement is included at Appendix H1 of this report. During 2015-16 the total appropriations available to the Office was \$18,377,000. This was made up of \$14,198,000 for Departmental outputs (including \$396,000 towards the Departmental Capital Budget), \$1,410,000 for Administered expenses and \$2,344,000 towards the Administered Capital Budget and \$425,000 a Special Appropriation towards the Governor-General's salary.

In addition the Office estimated that it would receive \$57,000 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 H2.

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

CAPITAL WORKS BUDGET

In 2015-16 the Office commenced the first year of a new Property Works Plan (PWP), essentially a continuation of the previous ten-year Vice-Regal Heritage Property Master Plan covering both Government and Admiralty Houses and grounds.

In 2015-16, a number of major projects were undertaken at the properties, to the total value of \$2,341,634 (against total budget of \$2,344,000).

BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements under pages 60-103 of this report.

SIGNIFICANT CHANGES IN 2015-16

There were no significant changes in 2015-16.

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 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, the Australian 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 the Australian honours advisory bodies
- undertake the efficient procurement of Australian honours medals/ insignia, warrants and investiture items.

TABLE 2:
FINANCIAL
PERFORMANCE FOR
PROGRAM 1

	Budget Estimate 2015-16 \$ 000	Actual 2015-16 \$ 000	Variation 2015-16 \$ 000
Departmental appropriation - Cost of Components 1 and 2	11,226	11,099	127
Administered Appropriation	2,604	2,413	191
Expenses not requiring appropriation	416	493	(77)
Total	14,246	14,006	241

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

TABLE 3:
FINANCIAL
PERFORMANCE FOR
COMPONENT 1 OF
PROGRAM 1

	Budget Estimate 2015-16 \$ 000	Actual 2015-16 \$ 000	Variation 2015-16 \$ 000
Departmental appropriation - Cost of Component 1	6,175	6,105	70
Administered Appropriation - Governor-General's salary	425	425	0
Administered Appropriation - Depreciation	796	790	6
Expenses not requiring appropriation	229	271	(42)
Total	7,624	7,591	34

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 470 events hosted by others, reflecting substantial ceremonial obligations and intensive community engagement. Throughout 2015–16, the Governor-General undertook 709 official engagements, and welcomed 40,488 guests and visitors to Government House and Admiralty House. The Office’s website (www.gg.gov.au) provided regular updates on the broad range of activities undertaken by the Governor-General.

TABLE 4:
ACTIVITIES AND
CORRESPONDENCE
IN 2015–16

Official activities	Number	Attendees
Government House	87	6,747
Admiralty House	27	2,096
Total	114	8,843
Other events attended		470
Callers		97
Executive Council meetings		26
School tours	402	20,095
Briefings prepared		481
Anniversary requests handled		16,191 ^a
Items of correspondence handled		3,167 ^b

- 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 2015–16, the Office supported the Governor-General (or the Administrator) in presiding at 26 meetings of the Federal Executive Council, at which 477 agenda items were considered. Royal Assent was given to 119 pieces of legislation.

On 15 September 2015, the Governor-General issued the Instrument of Appointment and Oath of Office to the newly appointed Prime Minister, the Honourable Malcolm Turnbull MP, and conducted two additional

ceremonies at Government House on 21 and 30 September 2015 at which a total of 33 newly appointed Ministers and Parliamentary Secretaries were sworn in.

Following Prime Minister Turnbull's announcement of changes to the Ministry, the Governor-General conducted a ceremony at Government House on 18 February 2016 at which a total of 18 Ministers and Parliamentary Secretaries were sworn in.

On 21 March 2016, the Governor-General accepted the advice of the Government and exercised his power under section 5 of the Constitution to prorogue Parliament from 5:00pm on Friday 15 April 2016 and summon the Parliament to sit at and from 9:30am on Monday 18 April 2016.

On Monday 18 April 2016, the Governor-General opened the Second Session of the Forty-Fourth Commonwealth Parliament and addressed the Parliament.

On 9 May 2016, the Governor-General accepted the advice of the Government and exercised his power under Section 57 of the Constitution to dissolve the Senate and the House of Representatives with effect from 9:00am on 9 May 2016 to enable a federal election for both Houses to take place on 2 July 2016.

On 16 May 2016, following the dissolution of the Senate and the House of Representatives, the Governor-General presided at a meeting of the Federal Executive Council to issue the writs for the federal election.

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 the Battle of Lone Pine, the 75th anniversaries of the Siege of Tobruk and the Battle of Greece and Crete, and the 70th anniversary of the Sandakan Death Marches, the Governor-General presided at several military commemorations. The Office liaised closely with the Department of Defence, Department of Veterans' Affairs and individual military establishments to coordinate the Governor-General's involvement in such events, including:

On 9 August 2015, visited Baghdad and Taji in Iraq and spent time with Australian Defence Force personnel serving as part of the international Building Partner Capacity training mission and the Special Operations Task Group.

On 29 September 2015, in far North Queensland, visited HMAS Canberra to observe Exercise SEA RAIDER and met with ship's company and embarked forces.

On 5 November 2015, in Darwin, attended the 5th Battalion, The Royal Australian Regiment Freedom of Entry parade to mark the 50th anniversary of the founding of the 5th Battalion.

On 10 November 2015, in Edinburgh, South Australia, visited the Defence Science and Technology Group, was briefed on research activities and met with staff.

On 23 November 2015, at Lavarack Barracks, Queensland, attended a parade celebrating the 70th anniversary of the founding of The Royal Australian Regiment and presented new Queen's and Regimental Colours to the 2nd and 3rd Battalions, The Royal Australian Regiment. Afterwards, the Governor-General presented the Unit Citation Streamer for the Republic of Vietnam Cross of Gallantry with Palm to the 1st Battalion, The Royal Australian Regiment.

On 28 February 2016, at Government House, hosted a reception to launch the 75th anniversary year of the Australian Air Force Cadets.

On 2 April 2016, at the Australian War Memorial, reviewed the Royal Australian Corps of Military Police Centenary Parade.

On 30 April 2016, in Kabul, Afghanistan, met Australian troops on deployment to acknowledge their service.

On 19 May 2016, at RAAF Base Amberley, Queensland, attended the Number 36 Squadron Colours Consecration and Laying Up parade and presented the new Number 36 Squadron Standard.

On 20 May 2016, at Gallipoli Barracks, Queensland, viewed Deployable Joint Force Headquarters Exercise Vital Prospect.

On 2 June 2016, at RAAF Base Richmond, New South Wales, attended a Repatriation Ceremony and Memorial Service for 33 Australians repatriated from Terendak Military Cemetery Malaysia and Kranji War Cemetery Singapore.

COMMEMORATIONS

On 6 August 2015, at the Australian Lone Pine Memorial, Turkey, attended a service to commemorate a century since the Battle of Lone Pine, laid a wreath and delivered the commemorative address.

On 15 August 2015, in Sandakan, Malaysia, attended the Sandakan Day Memorial Service, laid a wreath and delivered the commemorative address.

On 15 September 2015, at the Australian War Memorial, attended a reception to commemorate the 75th anniversary of the Battle of Britain.

On 10 April 2016, at the Shrine of Remembrance, Melbourne, attended the 75th Anniversary Commemorations of the Battle of Crete and laid a wreath. Afterwards, attended the 75th Anniversary Commemorations of the Siege of Tobruk, delivered a reading and laid a wreath.

On ANZAC Day 2016, the Governor-General delivered the Dawn Service address at the Australian National Memorial in Villers-Bretonneux.

COMMISSIONING AND DECOMMISSIONING CEREMONIES

On 31 July 2015, at Fleet Base East, Sydney, attended the HMASTobruk Decommissioning Ceremony.

On 7 November 2015, at Fleet Base East, Sydney, attended the HMAS Sydney Decommissioning Ceremony.

On 4 December 2015, at Fleet Base East, Sydney, attended the HMAS Adelaide Commissioning Ceremony.

CEREMONIAL ACTIVITIES

In 2015–16, the Office supported the Governor-General in the performance of 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.

INVESTITURES

The Governor-General presided at 11 investiture ceremonies for Australian award recipients in 2015–16. Four general sessions held at Government House in September 2015 and April 2016 saw the presentation of 202 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.

OTHER CEREMONIES INCLUDED:

On 26 August 2015, the Governor-General invested MrYorihiko Kojima AC with the insignia of the Honorary Companion of the Order of Australia

for eminent service to advancing Australia–Japan bilateral trade and economic relations.

On 2 March 2016, in Dili, the Governor-General invested Ms Mary Waterford AM as a Member of the Order of Australia for significant service to the community through social welfare organisations as an advocate for equity, human rights and social justice.

On 21 April 2016, in Bangkok, the Governor-General invested Mr John Hancock AM as a Member of the Order of Australia for significant service to Australia–Thailand relations through contributions to bi-lateral business development opportunities and networking.

On 27 April 2016, in Paris, the Governor-General invested Ms Tina Arena AM as a Member of the Order of Australia for significant service to the music industry as a singer, songwriter, and recording artist, and as a supporter of charitable groups.

On 17 June 2016, the Governor-General invested Mr Jared Tallent OAM with the insignia of the Medal of the Order of Australia for service to sport as a gold medallist at the 2012 London Olympic Games.

CREDENTIAL PRESENTATIONS BY NEW HEADS OF MISSION

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 2015–16, six credential ceremonies were held at Government House for 23 Ambassadors or High Commissioners from: Zambia, Mongolia, Spain, Mauritius, Sri Lanka, United Arab Emirates, Egypt, Turkey, Slovenia, Ukraine, Kuwait, Peru, Botswana, Brazil, Greece, El Salvador, Argentina, Iraq, Ethiopia, Philippines, People's Republic of China, Republic of Korea and Qatar.

Separately, six non-resident Ambassadors from Nicaragua, Mauritania, Tanzania, Montenegro, Iceland and Angola called on the Governor-General to present their credentials.

CITIZENSHIP CEREMONIES

The Governor-General presided at three citizenship ceremonies in 2015–16.

On 17 September 2015, at Government House, the Governor-General hosted a citizenship ceremony in recognition of Australian Citizenship Day, at which Australian citizenship was conferred on 35 recipients.

On 5 November 2015, during a visit to Darwin, the Governor-General attended a citizenship ceremony at which Australian citizenship was conferred on 44 recipients.

On 26 January 2016, the Governor-General attended a citizenship ceremony in Sydney in recognition of Australia Day, at which Australian citizenship was conferred on 40 recipients.

MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

Formal hospitality was offered at Government House when the Governor-General hosted a State Lunch in honour of the President of United Republic of Tanzania, His Excellency Dr Jakaya Mrisho Kikwete, on 28 July 2015.

On 11 November 2015, at the Australian War Memorial, the Governor-General attended the Remembrance Day National Ceremony with Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall. On 12 November 2015, at Admiralty House, the Governor-General received the Prince of Wales and hosted a dinner in honour of Their Royal Highnesses.

OFFICIAL OVERSEAS VISITS

In 2015–16, the Office planned and supported six overseas visits by the Governor-General.

From 1 to 2 July 2015, the Governor-General visited Vanuatu to meet community members affected by Cyclone Pam and acknowledge the contributions of Australians involved in recovery efforts.

From Vanuatu, the Governor-General travelled to Tonga, where on 4 July 2015 he represented the Government and people of Australia at the Coronation of His Majesty King Tupou VI and the following morning hosted a breakfast on board HMAS Leeuwin for international dignitaries and members of the Australian community working and volunteering in Tonga.

From 3 to 8 August 2015, the Governor-General led Australia's commemoration of the 100th anniversary of the Battle of Lone Pine during an official visit to the Republic of Turkey. On 6 August 2015 the Governor-General and three of Australia's living Victoria Cross recipients and the parents of the late Corporal Cameron Baird VC MG paid their respects at the graves of the Turkish 57th Regiment soldiers who fought at Lone Pine, before attending an Indigenous 'Bringing their Spirits Home' ceremony and the main Battle of Lone Pine centenary commemoration. On 8 August 2015 at Chunuk Bair, the Governor-General joined the Governor-General of New Zealand to honour the New Zealanders who fought and fell on the Gallipoli peninsula. As part of the wider official visit, the Governor-

General visited Ankara and met with President Recep Tayyip Erdoğan and laid a wreath at the Ataturk Mausoleum. In Istanbul, the Governor-General attended the world premiere of the Gallipoli Symphony and met with the Ecumenical Patriarch Bartholomew.

From Turkey, the Governor-General, accompanied by Australia's four living Victoria Cross recipients and the Chief of Army, visited Baghdad and Taji in Iraq, and spent time with Australian Defence Force personnel serving as part of the international Building Partner Capacity training mission and the Special Operations Task Group. The Governor-General also met with President Faud Masum and Prime Minister Haider al-Abadi.

On 10 August 2015, in Abu Dhabi, the Governor-General met with His Highness Sheikh Mohammed Bin Zayed Al Nahyan, in recognition of the 40th anniversary of diplomatic relations between Australia and the United Arab Emirates.

From 12 to 15 August 2015, the Governor-General travelled to Malaysia on a State Visit and to commemorate the 70th anniversary of the Sandakan Death Marches. The visit also marked 60 years of diplomatic relations between Australia and Malaysia, with education, business and defence links highlighted by the Governor-General's visits to Australian education institutions in Kuala Lumpur, attendance at a reception with Australian and Malaysian business community members, and visit to Royal Malaysian Air Force Base Butterworth.

From 21 to 24 September 2015, the Governor-General undertook a State Visit to Singapore to mark 50 years of diplomatic relations. During the visit the Governor-General met with the President Tony Tan Keng Yam and Prime Minister Lee Hsien Loong and attended events focusing on Australia's strong education and people-to-people links with Singapore, including an Australian public art display and new koala enclosure at Singapore Zoo.

From 2 to 3 March 2016, the Governor-General undertook a State Visit to Timor-Leste, coinciding with the nation's inaugural Veterans' Conference. On invitation from the Timor-Leste Government, the Governor-General addressed a Special Session of Parliament, and laid a wreath at Metinaro Heroes Cemetery in remembrance of those who fought for the nation's independence.

From 23 to 27 April 2016, the Governor-General led the Australian Anzac commemorations on the Western Front during a State Visit to the French Republic. On Anzac Day, the Governor-General delivered the Dawn Service address at the Australian National Memorial in Villers-Bretonneux, before attending the Town Service at Monument aux Morts. Later, the

Governor-General paid respects to France's Unknown Soldier during an official welcome ceremony at the Arc de Triomphe, before meeting with President François Hollande and attending a State Dinner the following evening. The wider State Visit – the first ever by an Australian Governor-General – focused on both countries' shared military and cultural links with the Governor-General attending events at the National Library of France, the Legion of Honour Museum, the National Archives of France and the French Mint.

From France, the Governor-General travelled to the Republic of Finland and undertook a State Visit from 28 to 29 April 2016. The visit focused on the bilateral relationship, with particular emphasis on both countries' business, innovation and defence links. In addition to meetings with President Niinistö, Prime Minister Sipilä, Speaker of the Parliament, Mayor of Helsinki and the Chief of the Finnish Defence Force, the Governor-General met with representatives of the Finland Australia Business Council, Finland Chamber of Commerce, and Finland International Chamber of Commerce, and was briefed on innovative business practices at VTT Technical Research Centre of Finland and Arctia Limited.

On 30 April 2016, the Governor-General travelled to Kabul to meet with and acknowledge the service of Australian troops in Afghanistan. As part of the visit, the Governor-General met with the President of the Islamic Republic of Afghanistan, Dr Ashraf Ghani Ahmadzai, the Chief Executive of Afghanistan, Dr Abdullah Abdullah and defence personnel at Resolute Support Headquarters. The Governor-General also joined defence personnel from the Afghan National Army Officer Academy and Australian Embassy staff.

From 1 to 2 May 2016, the Governor-General undertook a State Visit to Kuwait coinciding with the 25th anniversary of the liberation of Kuwait and recognising Australia's significant contribution. During the visit, the Governor-General met with the Emir, Sheikh Sabah Al-Ahmad Al-Jaber Al-Sabah; the Prime Minister, Sheikh Jaber Mubarak Al-Hamad Al-Sabah, the Deputy Prime Minister and Minister for Foreign Affairs, Sheikh Sabah Khaled Al-Hamad Al-Sabah and the Speaker of the Parliament, Marzouq Al-Ghanim. The Governor-General also met members of the Australian community in Kuwait, including business and military representatives, viewed education and training programs in the engineering, aviation and maritime sectors at the Australian College of Kuwait, and visited significant Kuwaiti cultural establishments.

From 9 to 11 June 2016, the Governor-General represented Australia at the 90th birthday celebrations of Her Majesty The Queen in London by attending a Service of Thanksgiving at St Paul's Cathedral, a lunch at Buckingham Palace for Governors-General and viewing the Trooping the

Colour at Whitehall, as guest of Her Majesty. During the visit, the Governor-General also recognised the significant contributions made by more than 300 Australian paramedic staff working at the London Ambulance Service, and visited the multi-billion dollar 'Elephant and Castle' regeneration project by Australian company Lendlease.

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 more than 700 community engagements carried out by the Governor-General during 2015–16.

- On 10 July 2015, in Redfern, as guest of the Interim Chief Executive Officer, National Centre of Indigenous Excellence, Mr Michael Dillon, attended the NAIDOC Inner City Family and Sports Day.
- On 15 July 2015, at the University of Western Sydney Parramatta South Campus, attended the 2015 'Advancing Community Cohesion' Conference and delivered the opening keynote address.
- On 2 September 2015, in Adelaide, as guest of the Executive Director, Central Domestic Violence Services, Ms Maria Hagias, met with staff, clients and supporters.
- On 4 September 2015, at Admiralty House, hosted an afternoon tea for the National Association for Prevention of Child Abuse and Neglect and launched the 25th National Child Protection Week.
- On 13 November 2015, in Melbourne, as guest of the Chief Executive Officer, Mr Steven Persson, visited *The Big Issue* Head Office and met staff and volunteers working in the Women's Subscription Enterprise distribution centre.
- On 25 November 2015, in Broadmeadows, as guest of the President, Broadmeadows Turkish Islamic Cultural Centre, Mr Ramazan Öztas, visited the Broadmeadows Mosque and met with the Imam, Mr Erkan Aycicek, the Turkish Consul-General, Mr Mehmet Küçüksakalli and Turkish community leaders.

- On 3 December 2015, at Government House, hosted a Christmas Sports Fun Day for over 1,000 students of primary schools in the Australian Capital Territory and surrounding region.
- On 18 December 2015, in Parramatta, as guest of the Senior Minister and Group Chief Executive Officer, Reverend Keith Hamilton, visited Parramatta Mission, met with staff, volunteers and clients and assisted with the distribution of Christmas hampers and gifts.
- On 16 January 2016, at Admiralty House, hosted a morning tea for Engineering Aid Australia's Indigenous Australian Engineering Summer School students and supporters.
- On 22 January 2016, at Drummoyne Oval, co-hosted with Cricket Australia, the inaugural Governor-General's XI Women's Cricket Match between the Governor-General's XI and India.
- On 26 January 2016, at Admiralty House, hosted an 'Australia Day Celebration' for students from NSW schools.
- On 19 February 2016, at the Aboriginal Cultural Centre and Keeping Place in Armidale, as guest of the Director, Ms Daisy William, viewed the gallery and walked the bush tucker trail with Indigenous Elders and the Mayor of Armidale, Councillor Herman Beyersdorf.
- On 15 March 2016, at the Wesley Centre in Fremantle, as guest of the Executive Director, Black Swan Health Ltd, Ms Terina Grace, visited the Centre and met with 'Fremantle Street Doctor' service providers, 'Orange Sky Laundry' volunteers, 'Closing the Gap: Aboriginal Health Program' staff and clients and 'Partners in Recovery, Healthy Minds and Headspace' service providers.
- On 20 May 2016, in Fortitude Valley, as guest of the Chairman, Mr Tyrone Shanduman, visited Open Doors Youth Service and participated in a workshop with clients which focused on issues affecting LGBTIQ youth.

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 the Governor-General and Lady Cosgrove had accepted patronage of 195 organisations. Details were published on the Office's website. Engagement with these organisations included a dinner hosted for Darwin-based community support patronages, attendance with squad members at the Indigenous Marathon Project's 2016 Camp, a visit to the Holland Park and District Meals on Wheels facility, a number of visits to Foodbank warehouses across Australia and a barbecue hosted for students and supporters of the Clontarf Foundation.

REGIONAL CENTRE VISITS

During 2015–16, around one-third of the Governor-General's engagements were in regional, rural and remote locations including:

- From 27 to 29 August 2015, during a visit to Dubbo, visited secondary and higher education institutions including Charles Sturt University and met with staff and volunteers of local youth and cultural organisations.
- On 13 September 2015, visited Wallendbeen in New South Wales to attend the Kangaroo Recruitment Centenary March Re-enactment celebrations.
- On 6 February 2016, officially opened the Nimmitabel Show and met with local community members.
- From 18 to 20 February, visited Inverell, Uralla, Armidale and Guyra in regional New South Wales. The program focused on engagement with community organisations in the education, Indigenous, social services and industry sectors, culminating with the opening of the 108th Guyra Show.
- On 1 and 2 March 2016, during a visit to Darwin, visited education and medical research facilities including Charles Darwin University, Menzies School of Health Research and Darwin High School, and hosted a dinner for representatives from organisations of which the Governor-General and Lady Cosgrove are Patrons.
- From 19 to 20 March 2016, in Innisfail, attended the Feast of the Senses Festival Market Day, coinciding with the 10th anniversary of Tropical Cyclone Larry.
- On 8 April 2016, visited Echuca in Victoria to officially launch the M.V Mary Ann onto the Murray River and visit local organisations that provide care and respite accommodation for children with special needs.
- From 20 to 21 June 2016, undertook a visit to Adelaide Hills and officially opened 'Oakfield Lodge', a new aged care centre in Mount Barker.

OFFICIAL PROPERTIES AND COMMUNITY EVENTS

An Open Day was hosted at Government House on 27 September 2015, with an estimated attendance of 5,500. This open day was held in conjunction with the Windows to the World program of Embassy and High Commission open days.

The Australiana Fund also conducted regular garden tours of Government House during the spring, summer and autumn months.

On 20 February 2016, the Canberra Symphony Orchestra launched its 2016 season with a Prom Concert in the grounds of Government House, with approximately 3,000 guests attending.

On 21 March 2016, at Government House, Their Excellencies hosted the 'Governor-General's Long Lunch' in recognition of Harmony Day. Over 1,000 guests were invited to share lunch at one long table. The event was designed to celebrate diversity and cohesion. The guest list included: Heads of Mission, diplomats and representatives of Canberra-based International Organisations; representatives of the Australian Multicultural Council, Department of Social Services, Canberra Multicultural Forum, local cultural groups, community organisations providing multicultural support services, international students from the University of Canberra, volunteers from the 2016 National Multicultural Festival, teachers and students from local high schools, overseas course members at the Australian Command and Staff College, and representatives of Indigenous Councils, advisory bodies and local enterprises.

Altogether, more than 40,000 members of the public, from school children to representatives of community organisations, visited the properties in 2015–16.

COMMUNICATION AND INFORMATION

RECORDS MANAGEMENT

The Office conducted a review of its information and records management arrangements during 2015–16 and commenced a program of improvements. Significant progress was made by the end of 2015–16 with work in train for completion in early 2016–17. The improvements include the introduction of a contemporary Electronic Documents and Records Management System (EDRMS – Hewlett Packard's Records Manager) along with a re-developed policy and procedural framework. The new framework features an Office-specific Records Authority that was developed in collaboration with the National Archives of Australia. The new arrangements will provide the basis for improvements in business processes in the Office and ensure ongoing compliance with legislative and government policy requirements, such as the Digital Continuity 2020 policy.

MEDIA

The Communication and Media Unit 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 2015–16 financial year, the Unit worked closely with event and community stakeholders, including many of the 195 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 to 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 Battle of Lone Pine at Gallipoli and ANZAC Day commemorations at Villers Bretonneux.

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

- Centenary of the Battle of Lone Pine commemorative service at Gallipoli, Turkey and an unannounced visit to troops serving in Taji, Iraq with Australia's four living Victoria Cross recipients
- the Governor-General's visit to communities affected by Cyclone Pam in Vanuatu
- the swearing-in of Prime Minister Malcolm Turnbull MP in September 2015 and the calling of the Federal Election in May 2016, at which for the first time a photograph was released of the Governor-General meeting with the Prime Minister at Government House
- the launch of the inaugural Governor-General's XI – an Australian women's cricket squad featuring a mix of experienced and talented young players – and the first game against the visiting Indian Women's Cricket Team
- the dinner hosted by the Governor-General and Lady Cosgrove in recognition of the visit by Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall
- the Governor-General's National Australia Day Address, which for the first time gave airtime to young Australians to voice their hopes for Australia's future
- the Governor-General's Long Lunch, in recognition of Harmony Day and celebrating Australia's diversity, which included drone footage of the 327 metre table seating over 1,000 guests on the Vista Lawn at Government House
- the 2016 Anzac Day Commemorative Service at Villers-Bretonneux, marking the centenary of Australian service on the Western Front and coinciding with the first State Visit to the French Republic by an Australian Governor-General
- the Governor-General and Lady Cosgrove's attendance at the 90th birthday celebrations of Her Majesty The Queen in London.

In the past 12 months, the Unit supported the Governor-General in the production of 177 speeches and remarks, also publishing a selection of these on the Governor-General's website (www.gg.gov.au). The Unit produced written and 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.

In an Office first, the Unit coordinated the live online broadcasting of an honours and awards investiture ceremony. The live broadcast – via www.gg.gov.au and the Governor-General's Facebook page – allowed for even more people, in Australia and around the world, to view their family members and friends being honoured at these important ceremonies. The Unit collaborated with the Canberra Institute of Technology to provide volunteer students with an opportunity to gain live broadcasting experience while creating a product that had more than 2,000 views (totalling nearly 19,000 minutes viewed). It is expected this will be a regular occurrence in future.

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

- a visit to Wallendbeen to attend the Kangaroo Recruitment Centenary March Re-enactment celebrations
- visits to Dubbo, Echuca, Nimmitabel, Inverell, Uralla, Armidale and Guyra as part of the Governor-General's program to engage with regional communities
- a visit to Innisfail coinciding with the 10th anniversary of Tropical Cyclone Larry.

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 Honours and Awards Branch. The Unit also provided internal support for the issuing of the Australia Day and Queen's Birthday Honours Lists, and the Bravery Awards announcements.

The Office continued to use social media to extend the reach of the Governor-General's activities through an official Governor-General Facebook page. As of June 2016, the page had more than 10,000 followers and made 147 posts with an average audience reach of nearly 20,000 users. The Facebook page provides the Office with a greater opportunity to communicate to more Australians the work of the Governor-General via text, image and video posts.

The official website continued to be the Office's primary form of communicating with the public online. The Office also updated the website to ensure it was adaptive and responsive to online viewers accessing information on mobile and tablet devices. The website was regularly updated with content highlighting the work of the Governor-General, including fresh images, speeches, media releases and public announcements.

CORRESPONDENCE

In 2015–16 the Office received and attended to 3,450 items of general correspondence. The Honours and Awards Branch received more than 22,000 items of correspondence including 2,027 nominations for Order of Australia and Bravery decorations. This does not include emails received directly by staff of the Honours and Awards Branch.

The Office sent 9,387 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,804 congratulatory messages on behalf of Her Majesty The Queen.

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 2015–16, 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 heritage integrity and standards of the official residences, the Office:

- engages suitably qualified heritage consultants as appropriate;
- prepares 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;
- 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; and
- seeks approval from the Minister responsible for heritage matters, as required by the EPBC Act, where works have, or are likely to have, a negative impact on heritage issues.

In 2015–16 the Office commenced the first year of a new Property Works Plan (PWP), essentially a continuation of the previous ten-year Vice-Regal Heritage Property Master Plan covering both Government and Admiralty Houses and grounds. The PWP determines 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) The PWP is a live document that identifies the priority works for the four years of the forward estimates at high level, broadly in line with a twenty-year plan prepared in 2014 that identified likely property priorities. When unforeseen works arise, as will happen with heritage properties as ageing infrastructure breaks unexpectedly or latent conditions are encountered during works, the plan is adjusted and priorities reviewed to accommodate the new needs.

In 2015–16, a number of major projects were undertaken at the properties, to the total value of \$2,341,634 (against total budget of \$2,344,000).

GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2015–16 included:

- completion of work health and safety rectification works to an informal grounds car park. A 79 bay car park was asphalted and new pathways and lighting provided for visitors to the property. Issues redressed included appropriate lighting levels for way finding, reduction of trip hazards, and the ability to park safely on site in wet weather
- commencement of planning for the works to refurbish two of the outlying buildings on site that house Australian Federal Police Protective Services (AFPPS). This project will repair damaged heritage fabric, including rotten timbers, corroded gutters and downpipes, leaking roof structure, redundant cabling, cracked render and brickwork, damp ingress, address issues of bird proofing, and refurbish the degraded interior fabric. The project will also consider options for providing additional ablution facilities
- rectification works to an existing gravel road forming an alternate exit to the property. The road has provided weather proof access to the site for public events, and made safe a number of civil works concerns
- rectification works to the hard landscaping of the Bravery Garden, addressing poor lighting and trip hazard issues, noting soft landscaping works are forecast for FY16–17
- numerous minor projects including works such as bird proofing solutions, carpentry works, replacement of general infrastructure assets (e.g. end of life air conditioning, fire, hydraulic, electrical, and catering equipment systems)
- 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 2015–16 included:

- commenced the resurfacing of the main driveway, addressing slip hazards, accessibility issues, and site drainage and stormwater problems. To be completed FY16–17
- commenced planning of a number of rectification projects for the buildings such as the provision of accessible bathrooms, code compliant mechanical exhaust systems, upgrade of end of life communications and electrical wiring, removal of asbestos throughout the property, and general building degradation issues
- completion of eastern foreshore structural remediation project, which addressed structural and maintenance issues of the eastern side of the grounds, including pathways
- installation of systems to ensure safe working at heights for both staff and contractors, enabling safe cleaning of gutters, rooftop repairs, access to infrastructure such as air conditioning systems etc.
- numerous minor projects including works such as replacement of general infrastructure assets (e.g. end of life air conditioning, hydraulic, fire and electrical systems), replacement of weather damaged wharf timbers, and rectifying storage facilities issues
- 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 2016, paintings, pieces of furniture and art objects with a combined value of over \$20 million were on loan to the Office.

PROGRAM COMPONENT 2 – ADMINISTRATION OF THE 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.

Table 1 contains the performance indicators for Program Component 2 identified in the Portfolio Budget Statements, and Table 5 compares the budget identified in those statements to the component's actual cost during the year.

TABLE 5:
FINANCIAL
PERFORMANCE FOR
COMPONENT 2 OF
PROGRAM 1

	Budget Estimate 2015-16 \$ 000	Actual 2015-16 \$ 000	Variation 2015-16 \$ 000
Departmental appropriation - Cost of Component 2	5,052	4,995	57
Administered Appropriation - Acquisition of Australian honours medals/ insignia, warrants and investiture items	1,383	1,198	185
Expenses not requiring appropriation	187	222	(35)
Total	6,622	6,415	207

HONOURS AND AWARDS OVERVIEW

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 the National Police Service Medal 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, the arts, engineering, tourism 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 Honours, Symbols and Legal Policy 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 or on the website maintained by the Department of the Prime Minister and Cabinet at www.dPMC.gov.au/government/its-honour

KEY RESULTS

NOMINATIONS, AWARDS AND INVESTITURES

The total number of nominations researched and/or prepared by the Branch for 2015–16 was 17,889.

The overall number included 1,593 nominations submitted to the Council for the Order of Australia, which met twice in 2015–16 to consider the nominations and other matters. Of these, 1,169 resulted in appointments or awards which were approved by the Governor-General. Ninety-seven per cent of Order of Australia nominations were processed and presented to Council meetings within 18 months of receipt in the Branch.

In October 2015, through a change in the Letters Patent, the ability to make further appointments at the Knight and Dame level of the General Division of the Order of Australia was removed.

On the recommendation of the Minister for Defence, the Governor-General approved 42 appointments and awards in the Military Division of the Order of Australia.

In 2015–16, the Branch researched 228 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 170 resulted in awards which were approved by the Governor-General. Ninety-seven per cent of researched nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 710 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 6,372 National Police Service Medals were approved and dispatched to the relevant organisations.

Additionally, 381 National Emergency Medals (349 for sustained service and 32 for significant service) were approved. The total number of nominations considered for the National Emergency Medal was 745 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 8,195 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 4,349 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.

Four non-Australian citizens were recognised by honorary awards in the Order of Australia during 2015–16. 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 2015–16, 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.

Eleven investiture ceremonies for Australian award recipients were held in 2015–16.

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 2015–16. 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 2015–16 3,390 Australian citizens were approved by the Governor-General to accept and wear foreign awards that were not listed on the Schedule.

OTHER BUSINESS

The Branch has been involved in the planning and development for the introduction of an Electronic Document Records Management System in 2016–17. This project represents a significant commitment on behalf of the Office to create and manage our records in line with National Archives policy.

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.dpmc.gov.au/government/its-honour 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*. The Office recognises the need for a high level of accountability.

During 2015-16 there were no significant issues of non-compliance with finance law that were required to be reported to the responsible Minister under paragraph 19(1) of the *Public Governance, Performance and Accountability Act 2013*.

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.

COMMITTEES

To support the Official Secretary the Office has established several committees:

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

The 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.

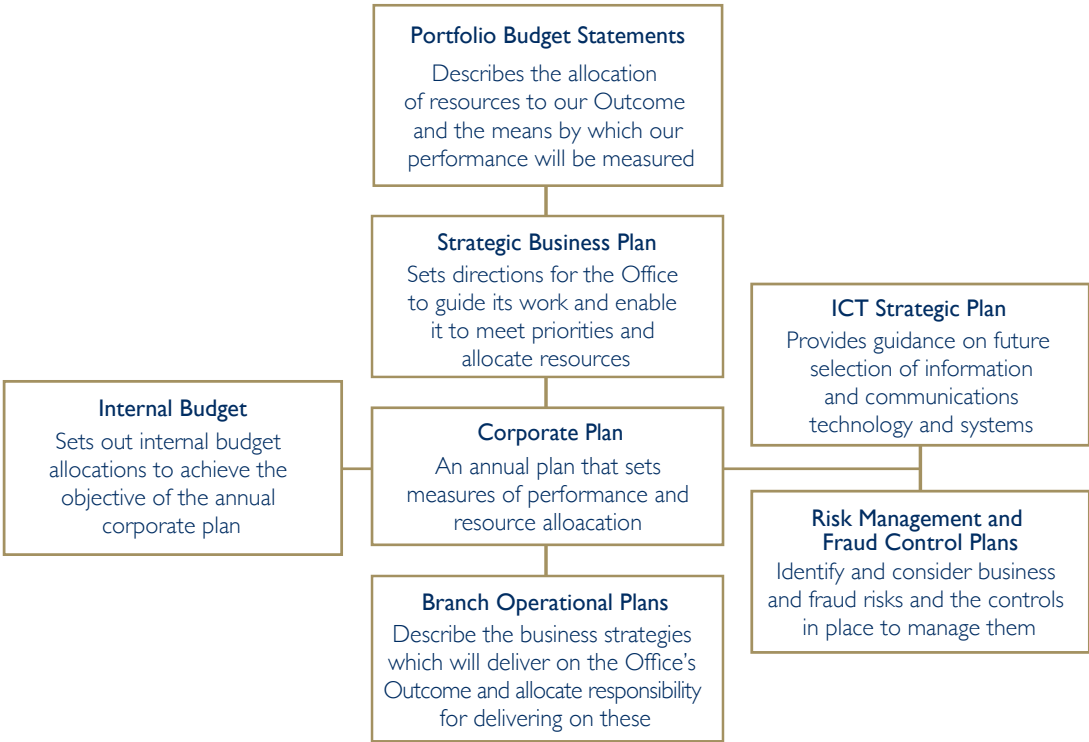
The membership of the WCC comprises:

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

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's result for 2015-16 was a maturity level of 'Advanced', which reflects the Office's high level of maturity and competence in this field.

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 was reviewed and updated in March 2015, with the Office being fully committed to complying with the Commonwealth Fraud Control Framework to minimise the incidence 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 2015-16.

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.

AUDIT ACTIVITIES

During 2015–16 the engagement of RSM and McGrathNicol for the provision of internal audit services continued.

RSM Bird Cameron were contracted to provide internal audit services for the first phase that included all control and compliance testing and reviews. In 2015–16, RSM Bird Cameron conducted the following reviews in accordance with the agreed audit program:

- assets management including portable and attractive assets
- risk and fraud control.

McGrathNicol (McN) were contracted to provide internal audit services for performance and efficiency audits. In 2015–16, McN undertook the following reviews in accordance with the agreed audit program:

- IT services
- HR services.

During the year the firm of Safety Guru Pty Limited was also engaged to assess the risk to work health and safety associated with the operations of the office.

EXTERNAL SCRUTINY

In October 2016, the ANAO provided an unqualified audit opinion on the Office's 2015–16 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 2015–16.

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.

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 2015–2018, 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 *Public Governance, Performance and Accountability Act 2013* and developed in line with the model AAI's as issued by the Department of Finance. 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 establish clear standards of ethical behaviour for all staff responsible for procurement.

MANAGEMENT OF HUMAN RESOURCES

KEY ACHIEVEMENTS

The Office Values and Code of Conduct are an integral part of our human resources framework, and are part of the foundation of all human resources policies and procedures. Key achievements and initiatives in the Office's management of human resources during 2015-16 included:

- coordination, facilitation, negotiation and implementation of the Office's 2015–2018 Enterprise Agreement
- review of all human resources policies and procedures
- successful transition of outsourced payroll providers
- a targeted recruitment process for trainee case officers and administrative staff
- a Work Health Safety framework audit and implementation of recommendations
- implementation of an online e-learning system
- increased staff awareness of Indigenous culture through NAIDOC Week and Reconciliation Week celebrations including the launch of the 2016–2018 Reconciliation Action Plan (RAP), welcome to country, flag raising ceremonies and Indigenous guest speakers and cultural activities.

The Governor-General presented several staff with 2016 Australia Day Achievement Medallions in recognition of their work toward the Office's objectives. Medallions were presented to Sharon Prendergast for outstanding and sustained leadership, commitment, expertise and guidance in all matters related to the Australian honours system; Andrew Thompson for exceptional and sustained contribution and effective leadership of the gardening team and overseeing the immaculate presentation of the grounds; and the Human Resources team for implementing new initiatives and changes across the Office including coordinating and facilitating the negotiations for the Office's Enterprise Agreement.

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. Details are as per Note 9 to the Financial Statements on page 88.

REMUNERATION ARRANGEMENTS

The remuneration arrangements for staff are set out in the 2015–2018 Enterprise Agreement. One staff member's remuneration was determined by the Remuneration Tribunal. At 30 June 2016, the current enterprise agreement covered 92 staff (including eight casual staff). One staff member was covered by an Australian Workplace Agreement and five 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.

STAFFING CHANGES AND STATISTICS

In 2015–16, the Average Staffing Level for the Office was 75.33. During the year there were seven cessations and ten commencements.

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.

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 and has also implemented 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.

Staff participated in a variety of training opportunities including in-house and external courses on, induction procedures, fire safety, health and safety, working at heights, manual handling, white card, chemical compliance, first aid and a practical management program for our middle and senior managers that targeted leadership, communication, mental health in the workplace and attention management.

TRAINEESHIPS, APPRENTICESHIPS AND WORK EXPERIENCE

As a small organisation with multiple and diverse workgroups, the Office was able to offer several students work experience placements and two horticulture apprenticeships. Additionally, two participants in the Australian School-based Apprenticeship (ASBA) program worked part-time in the Office's horticulture and business workgroups.

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 we manage our 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 our employees. The Office communicates and consults with our employees to increase awareness of their obligations under the 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

In exercising a commitment to ensuring the health and wellbeing of its employees, and consistent with the legislative requirements of the *Work Health and Safety Act 2011*, the Office implements effective prevention strategies, such as:

- providing a safe and healthy workplace in which 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 employees 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 *Work Health and Safety Act 2011*, the work health and safety regulations and the associated codes of practice.

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

- An audit of our WHS framework and a Gap Analysis was conducted.
- WHS policy and guidelines are developed, regularly reviewed and updated in consultation with all staff to reflect WHS legislation.
- A free and confidential Employee Assistance counselling service (EAP) is available.
- 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 (HSRs) 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.
- An active health and wellbeing program includes influenza vaccinations, health brochures and guest speakers.
- WHS inductions are completed for all new employees.

HEALTH AND SAFETY OUTCOMES ACHIEVED AS A RESULT OF INITIATIVES

- Outcomes of the WHS framework audit have been implemented.
- Audiometric testing has been implemented for employees that regularly use hearing protection.
- WHS policy, guidelines and procedures are regularly reviewed in consultation with all staff and are updated and available on the Office intranet.
- Mental Health in the Workplace training was conducted for the leadership group.
- HSR, fire and evacuation, Smarttrain chemical training, first aid, working at heights and white card training was undertaken by relevant workers.
- Annual testing and tagging of all electrical equipment has been completed.
- First aid kits and defibrillators are regularly checked and restocked.
- The rehabilitation audit had a successful outcome.

DISABILITY REPORTING

Disability reporting mechanisms are outlined in Appendix I.

MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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 \$130.7 million (2014–15: \$93.9 million).

As at 30 June 2016, administered non-financial assets comprised:

- \$126.2m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.7m of infrastructure, plant and equipment
- \$1.1m of inventories being medals held by the Office and to be issued under the Australian honours and awards system.

The Administered Capital Budget (ACB) was revised in the 2015–16 Budget process to reflect current replacement costs of these heritage properties. This is to enable the Office to preserve the current functionality of these Commonwealth listed heritage properties, in accordance with statutory obligations and heritage requirements. Further information is provided under 'Property management' in the 'Report on performance'.

As at 30 June 2016, Departmental assets comprised:

- \$1.350m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.346m of intangibles representing ordinary software
- \$0.010m 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 the 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 procurement 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) and indigenous enterprises in accordance with Commonwealth Indigenous Procurement Policy 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 2015–16, the Office entered into 16 new consultancy contracts, involving total actual expenditure of \$180,489 (including GST). There was one ongoing consultancy contract active during the 2015–16 year. A table showing expenditure on consultancy contracts over the four most recent financial years can be found at Appendix G: Trends in consultancies.

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.

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 2015–16 was nil.

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 2015–16 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 2015–16.

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 ICT infrastructure through a range of initiatives in 2015–16:

- The Office completed a major upgrade of its server and storage infrastructure. This upgrade replaced old end of life equipment with new more reliable equipment and has provided the Office with increased capacity to meet current and future needs.
- 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. One major improvement has been the change from older firewalls and proxies to a newer hosted solution managed by our whole-of-government secure internet provider.
- The Office has commenced a project to implement an electronic documents records management system (EDRMS) to enable the Office to better manage its existing and future records.
- In conjunction with the Office's finance system a new accounts payable workflow system has been developed to improve efficiency and reduce the amount of paper utilised.
- 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 Federal 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.

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.

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
Email: FOI.IPS@gg.gov.au

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 2015-16

During 2015-16, twenty FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General (almost double from the previous year). Of these:

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

Additionally there were three 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 2014–15, use of unleaded petrol (ULP) has increased by 13 per cent for garden machinery, due to programmed events at Government House during the heavier growth seasons requiring more small machinery usage. In the same period, diesel fuel consumption for garden machinery and vehicles decreased by 13 per cent, largely due to timing of fuel tank refills year to year.

PASSENGER VEHICLE FLEET

During 2015–16 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 5,359 litres of fuel, at a cost of \$6,978, and travelled a total of 61,634 kilometres.

GREENHOUSE EMISSIONS

Based on the Office's energy consumption (for full site use) and the vehicle fleet operations, 550 tonnes of CO₂ were produced in 2015–16.

RESOURCE EFFICIENCY AND WASTE

During 2015–16 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 2015–16 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 due to re-use of compostable material (only 100m³ over the year)
- 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 10.2 tonnes of waste to recycling during 2015–16.

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 2015–16, the Office

continued to closely manage its water consumption, as evidenced by the use of only 58.5 ML of its total 86 ML authorised lake water allocation for the year (slightly more than last year's 54.5 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. 'Setback' controls have been installed in spaces with low occupancy (introduced in 2013–14) allowing the 'relaxation' of temperatures when buildings are not in use. The 30 per cent increase in megajoule consumption for tenant light and power over the past year, was largely due to the very cold Canberra 2015 winter, and might have been more extreme without such controls.

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 (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. The Office's total office tenant light power consumption was 147,283 kilowatt hours, which equates to 7,039 megajoules per person during 2015–16 (within the Government target of 7,500MJ per person). The total Office Central Services megajoule consumption for 2015–16 was 315MJ/m² (again within the Government target of 400MJ/m²/annum).







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CHAPTER 4

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INDEPENDENT AUDITOR'S REPORT

To the Prime Minister

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 2016, 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;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Cash Flow Statement;
- Administered Reconciliation Schedule; and
- Notes comprising a Summary of Significant Accounting Policies and other explanatory information.

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 2016 and its financial performance and cash flows for the year then ended.

Official Secretary's Responsibility for the Financial Statements

The Official Secretary to the Governor-General 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 and is also responsible for such internal control as the Official Secretary determines 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

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plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 entity's preparation 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 entity'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.

Australian National Audit Office

A handwritten signature in blue ink, reading "Clea Lewis", is placed over a light blue rectangular background.

Clea Lewis
Executive Director

Delegate of the Auditor-General
Canberra

10 October 2016

**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 2016 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 2016

Signed



Chandy Paul

Chief Financial Officer
7 October 2016

Office of the Official Secretary to the Governor-General
Statement of Comprehensive Income
for the period ended 30 June 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	7,914,380	7,946,350	7,768,000
Suppliers	1B	3,253,830	3,968,042	3,522,000
Depreciation and amortisation	5A,B	415,519	399,375	359,000
Disposal of non-financial assets	1C	8,462	159,229	-
Total expenses		11,592,191	12,472,996	11,649,000
Own-Source Income				
Own-source revenue				
Honours and awards		-	485,000	-
Miscellaneous receipts		2,557	10,048	-
Total own-source revenue		2,557	495,048	-
Gains				
Resources received free of charge	2	69,000	57,000	57,000
Total gains		69,000	57,000	57,000
Total own-source income		71,557	552,048	57,000
Net cost of services		(11,520,634)	(11,920,948)	(11,592,000)
Revenue from Government				
Departmental annual appropriations		11,225,368	11,545,000	11,233,000
Surplus (Deficit) attributable to the Australian Government		(295,266)	(375,948)	(359,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus	5A,B	318,427	-	-
Total other comprehensive income		318,427	-	-
Total comprehensive income (loss)		23,161	(375,948)	(359,000)

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 2015-16 Portfolio Budget Statements (PBS)).

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

**Office of the Official Secretary to the Governor-General
Statement of Comprehensive Income Budget Variance Commentary**

for the period ended 30 June 2016

Explanations of major variances¹	Affected line items (and statement)
<u>Employees</u> Employee expenses increased by \$146k and employee provisions increased by \$184k mainly due to a drop in bond rate from 3% at time of budget preparation to 2% at end of financial year. There was also an increase in the PSS Defined Benefit Employer Super Contribution from 16.1% to 18.5% causing an increase in the overall employee expenses.	<i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)</i>
<u>Suppliers paid</u> Suppliers expense decreased by \$268k predominantly because less household and travel expenses were incurred during the financial year. Additionally, there was no one off departmental medals expense this financial year. This decrease is partially offset by an increase in Comcare premium of \$105k. The cash used decreased by \$173k as a result of the decrease in the expenses above.	<i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position), Operating cash used - suppliers (Cash Flow Statement)</i>
<u>Other comprehensive income</u> Other comprehensive income of \$318k is related to an increase in the fair value of property, plant and equipment by \$210k and computer software by \$107k as a result of the 2015-16 revaluation.	<i>Other comprehensive income (Statement of Comprehensive Income), Property, plant and equipment (Statement of Financial Position)</i>

1. 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.

Office of the Official Secretary to the Governor-General
Statement of Financial Position
as at 30 June 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
ASSETS				
Financial Assets				
Cash and cash equivalents		148,134	495,599	146,000
Trade and other receivables	4	3,009,090	2,638,499	2,708,000
Total financial assets		3,157,224	3,134,098	2,854,000
Non-Financial Assets				
Plant and equipment	5A,B	1,349,864	991,741	1,058,000
Intangibles	5A,B	346,097	189,637	305,000
Prepayments		9,637	12,746	40,000
Total non-financial assets		1,705,598	1,194,124	1,403,000
Total assets		4,862,822	4,328,222	4,257,000
LIABILITIES				
Payables				
Suppliers	6A	428,029	225,117	158,000
Other payables	6B	32,992	386,275	-
Total payables		461,021	611,392	158,000
Provisions				
Employee provisions	7	2,053,942	1,788,130	1,870,000
Total provisions		2,053,942	1,788,130	1,870,000
Total liabilities		2,514,963	2,399,522	2,028,000
Net assets		2,347,859	1,928,700	2,229,000
EQUITY				
Contributed equity		1,445,095	1,049,095	1,689,000
Reserves		557,664	239,239	239,000
Retained surplus (accumulated deficit)		345,100	640,366	301,000
Total equity		2,347,859	1,928,700	2,229,000

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 2015-16 Portfolio Budget Statements (PBS)).

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

Office of the Official Secretary to the Governor-General
Statement of Financial Position Budget Variance Commentary
for the period ended 30 June 2016

Explanations of major variances¹	Affected line items (and statement)
<u>Trade and Other Receivables</u> The increase is brought about by a higher Appropriation receivable balance at year end predominantly due to less funds being drawn down as a result of an overall decrease in household, travel and medal expenses. The increase in Trade and Other Receivables amounted to \$301k.	<i>Trade and Other Receivables (Statement of Financial Position), Operating Cash Used (Cash Flow Statement)</i>
The above is partially offset by an increase in DCB expenditure funded from current and prior years.	<i>Property, plant and equipment, Contributed equity (Statement of Financial Position), Contribution by owners (Statement of Changes of Equity) Operating / Investing Cash Used (Cash Flow Statement)</i>

Non-Financial Assets

The favourable variance is predominantly due to an increase in the fair value of property, plant and equipment as a result of the 2015-16 revaluation. The fair value increment amounted to \$318k.

Non-financial assets (Statement of Financial Position), Other Comprehensive Income (Statement of Comprehensive Income)

The budget was formed prior to the year end revaluation exercise and does not include the most current fair value of assets.

Suppliers

The increase of \$270k is due to the timing of larger invoices received for payment during end of financial year. In particular, two multi-purpose vehicles were received on the 30th June and an invoice relating to EDRMS records management project amounting to \$34k was outstanding at end of financial year.

Suppliers (Statement of Financial Position)

Provisions

The increase is predominantly due to the fall in the 10 year Commonwealth bond rate from 3% at time of budget to 2% at financial year end. This generated a higher present value of long term liabilities. In addition more employees became longer serving resulting in an increase in the probability of taking leave.

Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)

1. 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.

Office of the Official Secretary to the Governor-General
Statement of Changes in Equity
for the period ended 30 June 2016

	Retained earnings			Asset revaluation surplus			Contributed equity/capital			Total equity	
	2016	2015	Original Budget ¹	2016	2015	Original Budget ¹	2016	2015	Original Budget ¹	2016	2015
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance											
Balance carried forward from previous period	640,366	1,016,314	660,000	239,239	239,239	239,000	1,049,095	4,800,568	1,293,000	1,928,700	6,056,121
Adjusted opening balance	640,366	1,016,314	-	239,239	239,239	-	1,049,095	4,800,568	-	1,928,700	6,056,121
Comprehensive income											
Other comprehensive income	-	-	-	318,425	-	-	-	-	-	318,425	-
Deficit for the period	(295,266)	(375,948)	(359,000)	-	-	-	-	-	-	(295,266)	(375,948)
Total comprehensive income	(295,266)	(375,948)	-	318,425	-	-	-	-	-	23,159	(375,948)
Department capital budget	-	-	-	-	-	-	396,000	400,000	396,000	396,000	400,000
Other - transfer of assets to administered	-	-	-	-	-	-	-	(4,151,473)	-	-	(4,151,473)
Total transactions with owners	-	-	-	-	-	-	396,000	(3,751,473)	-	396,000	(3,751,473)
Transfers between equity components	-	-	-	-	-	-	-	-	-	-	-
Closing balance as at 30 June	345,100	640,366	301,000	557,664	239,239	239,000	1,445,095	1,049,095	1,689,000	2,347,859	1,928,700
Closing balance attributable to the Australian Government	345,100	640,366	301,000	557,664	239,239	239,000	1,445,095	1,049,095	1,689,000	2,347,859	1,928,700

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.

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 2015-16 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2015-16 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
OPERATING ACTIVITIES				
Cash received				
Appropriations		11,560,326	13,089,807	11,499,000
GST received		206,098	650,597	314,000
Other		2,557	506,458	-
Total cash received		11,768,981	14,246,862	11,813,000
Cash used				
Employees		(8,001,851)	(7,779,882)	(7,998,000)
Suppliers		(3,329,874)	(4,309,076)	(3,465,000)
Section 74 receipts transferred to OPA		(700,445)	(1,795,391)	(350,000)
Total cash used		(12,032,170)	(13,884,349)	(11,813,000)
Net cash from operating activities	8	(263,189)	362,513	-
INVESTING ACTIVITIES				
Cash received				
Proceeds from sales of property, plant and equipment		14,366	2,898	-
Total cash received		14,366	2,898	-
Cash used				
Purchase of property, plant and equipment		(634,508)	(2,027,111)	(396,000)
Total cash used		(634,508)	(2,027,111)	(396,000)
Net cash used by investing activities		(620,142)	(2,024,213)	(396,000)
FINANCING ACTIVITIES				
Cash received				
Contributed equity		535,864	2,011,124	396,000
Total cash received		535,864	2,011,124	396,000
Net cash from financing activities		535,864	2,011,124	396,000
Net increase (decrease) in cash held		(347,467)	349,424	-
Cash and cash equivalents at the beginning of the reporting period		495,599	146,175	146,000
Cash and cash equivalents at the end of the reporting period		148,132	495,599	146,000

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 2015-16 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2015-16 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

The above statement 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 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
NET COST OF SERVICES				
Expenses				
Suppliers	11	1,198,292	1,122,044	1,410,000
Governor-General's salary		425,000	425,000	425,000
Depreciation and amortisation	14A,B	790,023	739,771	796,000
Write-down and impairment of assets		30,412	7,137	-
Total expenses		2,443,727	2,293,952	2,631,000
Income				
Revenue				
Non-taxation revenue				
Sale of goods - external parties		30,361	30,230	27,000
Total non-taxation revenue		30,361	30,230	27,000
Total revenue		30,361	30,230	27,000
Gains				
Other gains		-	198,913	-
Total Gains		-	198,913	-
Total income		30,361	229,143	27,000
Net cost of services		(2,413,366)	(2,064,809)	(2,604,000)
Deficit		(2,413,366)	(2,064,809)	(2,604,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve	14A,B	34,417,528	-	-
Total other comprehensive income		34,417,528	-	-
Total comprehensive income (loss)		32,004,162	(2,064,809)	(2,604,000)

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 2015-16 Portfolio Budget Statements (PBS)).

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
as at 30 June 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
ASSETS				
Financial assets				
Cash and cash equivalents		521	617	1,000
Receivables	13	84,248	19,460	3,000
Total financial assets		84,769	20,077	4,000
Non-financial assets				
Land and buildings	14A,B	126,161,392	90,165,668	91,689,000
Property, plant and equipment	14A,B	1,654,842	1,683,745	1,843,000
Inventories	15	1,060,583	881,288	915,000
Total non-financial assets		128,876,817	92,730,701	94,447,000
Total assets administered on behalf of Government		128,961,586	92,750,778	94,451,000
LIABILITIES				
Payables				
Suppliers	16	38,138	368	3,000
Total payables		38,138	368	3,000
Total liabilities administered on behalf of Government		38,138	368	3,000
Net assets		128,923,448	92,750,410	94,448,000

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 2015-16 Portfolio Budget Statements (PBS)).

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

Office of the Official Secretary to the Governor-General
Schedules of Administered Items Budget Variance Commentary
for the period ended 30 June 2016

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 budget recognises supplier expense as the total cash funding available to the Office for medals and other related purchases. The variance of \$211k represents the portion of additional medals purchased to replenish inventory.	<i>Supplier expense (Administered Schedule of Comprehensive Income), Inventory (Administered Schedule of Assets and Liabilities)</i>
Unfavourable variance of suppliers payable is due to the timing of larger invoices received for payment during end of financial year. The budget was formed at the beginning of the financial year where year end invoices are not yet known.	<i>Suppliers Payable (Administered Schedule of Financial Position)</i>
Receivables	
The variance is due to large invoices, particularly relating to the driveway project in Admiralty House, processed during year end which in effect brought about more GST receivable from the ATO. The budget does not take into account the timing of invoices received at time of formation.	<i>Receivables (Administered Schedule of Assets and Liabilities)</i>
Non-Financial Assets	
The favourable variance is predominantly due to a significant increase in the fair value of the land and buildings as a result of the 2015-16 revaluation. The land revaluation increment of Admiralty House and Government House amounted to \$31.660M and the increment of buildings amounted to \$2.824M as at 30 June 2016. The budget was formed prior to the year end revaluation exercise and does not include the most current fair value of assets.	<i>Non-financial assets (Administered Schedule of Assets and Liabilities), Other Comprehensive Income (Administered Schedule of Other Comprehensive Income)</i>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> 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. 	

Office of the Official Secretary to the Governor-General
ADMINISTERED CASH FLOW STATEMENT
for the period ended 30 June 2016

	Notes	2016 \$	2015 \$	Original Budget ¹ \$
OPERATING ACTIVITIES				
Cash received				
Sales of goods and rendering of services		49,644	30,230	27,000
Total cash received		<u>49,644</u>	<u>30,230</u>	<u>27,000</u>
Cash used				
Suppliers		(1,367,911)	(857,110)	(1,410,000)
Personal benefits		(425,000)	(425,000)	(425,000)
Net GST paid		(84,071)	(16,449)	(141,000)
Other		-	-	(20,000)
Total cash used		<u>(1,876,982)</u>	<u>(1,298,559)</u>	<u>(1,996,000)</u>
Net cash flows used by operating activities	17	<u>(1,827,338)</u>	<u>(1,268,329)</u>	<u>(1,969,000)</u>
INVESTING ACTIVITIES				
Cash used				
Purchase of property, plant and equipment		(2,341,634)	(704,272)	(2,344,000)
Total cash used		<u>(2,341,634)</u>	<u>(704,272)</u>	<u>(2,344,000)</u>
Net cash flows used by investing activities		<u>(2,341,634)</u>	<u>(704,272)</u>	<u>(2,344,000)</u>
Net decrease in cash held		<u>(4,168,972)</u>	<u>(1,972,601)</u>	<u>(4,313,000)</u>
Cash and cash equivalents at the beginning of the reporting period		617	481	1,000
Cash from Official Public Account:				
- Appropriations ²		4,468,689	2,113,398	4,340,000
Total cash from official public account		<u>4,469,306</u>	<u>2,113,879</u>	<u>4,341,000</u>
Cash to Official Public Account for:				
- Appropriations		(299,813)	(140,661)	(27,000)
Total cash to official public account		<u>(299,813)</u>	<u>(140,661)</u>	<u>(27,000)</u>
Cash and cash equivalents at the end of the reporting period		<u>521</u>	<u>617</u>	<u>1,000</u>

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 2015-16 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2015-16 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

2. Appropriations include \$2,313,699 Administered Capital Budget (ACB) (2015: \$707,358).

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

	2016 \$	2015 \$
Opening assets less liabilities as at 1 July	92,750,410	88,691,008
Adjusted opening administered assets less administered liabilities	92,750,410	88,691,008
Net cost of services		
Income	30,361	229,143
Expenses		
Payments to entities other than corporate Commonwealth entities	(2,443,727)	(2,293,952)
Other comprehensive income:		
Revaluations transferred to reserves	34,417,528	-
Transfers to/from the Australian Government:		
Annual Appropriations	4,043,689	1,688,398
Special Appropriations	425,000	425,000
Appropriation transfers to Official Public Account:		
Transfers to OPA	(299,813)	(140,661)
Transfer of assets from Departmental	-	4,151,474
Closing assets less liabilities as at 30 June	128,923,448	92,750,410

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.

Overview Note: 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 program.

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 2013*.

The Financial Statements have been prepared in accordance with:

- a) Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR) for reporting periods ending on or after 1 July 2015; 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.

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 Act. All programs administered by the Office during 2015-16 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) made amendments to AASB 13 *Fair Value Measurement* that allow most Commonwealth entities to simplify disclosure about current values of assets in their financial statements. Following approval from the Department of Finance, the reduced disclosure requirements were adopted early by the Office for the 2015-16 financial statements consistent with section 19 of the FRR.

All other new/revised/amending standards and/or interpretations issued prior to the sign-off date and that were applicable to the current reporting period either did not apply to the Office's operations, have a material financial impact on the current reporting period, or are expected to have a future material effect on the Office's financial statements.

Future Australian Accounting Standard Requirements

The AASB also issued new/revised/amending standards and/or interpretations prior to the sign-off date which come into effect in future reporting periods. Of all such standards and/or interpretations, it is expected that the following will have an impact on the entity's financial statements for future reporting periods:

Standard/ Interpretation	Application date for the entity	Nature of impending change/s in accounting policy and likely impact on initial application
AASB 124 <i>Related Party Disclosures</i>	1 July 2016	<p>Not-for-profit public sector entities will be required to report their related party transactions in their disclosure notes to the financial statements.</p> <p>In relation to the Office's financial statements, this will entail disclosure of remuneration for the Key Management Personnel as defined in the Standard. However, it is noted that the Office already discloses this information as part of the note on senior management personnel remuneration.</p> <p>At this stage, no other related party transactions necessitating a disclosure under the Standard are anticipated.</p>

All other new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to future reporting period(s) are not expected to have a future material impact on the entity's financial statements.

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.

Sale of Assets

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

1.6 Cash

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

1.7 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.

1.8 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.

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.

Note 1: Expenses

	2016	2015
	\$	\$
Note 1A: Employee Benefits		
Wages and salaries	5,811,971	6,018,099
Superannuation:		
Defined contribution plans	593,362	526,863
Defined benefit plans	623,185	572,596
Leave and other entitlements	885,862	828,792
Total employee benefits	7,914,380	7,946,350

Accounting policies for employee related expenses is contained in Note 6.

Note 1B: Suppliers

Goods and services

Consultants and contractors	146,752	186,117
Travel	366,810	467,598
IT services	367,021	357,573
Cost of Medals	-	479,861
Other	2,018,380	2,226,853
Total goods and services supplied or rendered	2,898,963	3,718,002

Goods and services are made up of:

Provision of goods	362,636	818,661
Rendering of services	2,536,327	2,899,341
Total goods and services supplied or rendered	2,898,963	3,718,002

Other suppliers

Workers compensation expenses	354,867	250,040
Total other suppliers	354,867	250,040
Total suppliers	3,253,830	3,968,042

Note 1C: Disposal of non-financial assets

Property plant and equipment:

Impairment of work in progress	-	162,127
Proceeds from sale of property, plant and equipment	(14,369)	(2,898)
Carrying value of assets sold	22,831	-
Total disposal of non-financial assets	8,462	159,229

Note 2: Gains		
	2016	2015
	\$	\$
Note 2: Other Gains		
Resources received free of charge	69,000	57,000
Total other gains	<u>69,000</u>	<u>57,000</u>

Financial statement audit services were provided free of charge to the Office by the Australian National Audit Office (ANAO).

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.

Note 3: 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 3A: Fair Value Measurements, Valuation Techniques and Inputs Used

	Fair value measurements		For Levels 2 and 3 fair value measurements	
	2016	2015	Valuation technique(s) ¹	Range (weighted)
	\$'000	\$'000		
Non-financial assets ²				
Other property, plant and equipment	1,350	992	Level 3 Depreciated replacement cost	Total Economic (Useful) life 100%
Total non-financial assets	1,350	992		
Total fair value measurements of assets in the statement of	1,350	992		

- 1. No change in valuation technique for 2015-16
- 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 4: Financial Assets

	2016	2015
	\$	\$
<u>Note 4: Trade and Other Receivables</u>		
Appropriations receivable	2,801,588	2,575,965
Trade receivables	67,291	147,847
GST receivable from the Australian Taxation Office	140,211	61,741
Total goods and services receivables	3,009,090	2,785,553
Less impairment allowance	-	(147,054)
Total trade and other receivables (net)	3,009,090	2,638,499
 Trade and other receivables (net) aged as follows		
Not overdue	3,009,090	2,638,499
Total trade and other receivables (net)	3,009,090	2,638,499

Credit terms for goods and services were within 30 days (2015: 30 days).

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.

Note 5: Non-Financial Assets

Note 5A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2015-16)

	Buildings	Other property, plant & equipment	Computer software purchased	Total
	\$	\$	\$	\$
As at 1 July 2015				
Gross book value	-	1,657,750	802,929	2,460,679
Accumulated depreciation and impairment	-	(666,009)	(613,292)	(1,279,301)
Total as at 1 July 2015	-	991,741	189,637	1,181,378
Additions:				
Asset Purchases	-	502,744	131,762	634,506
Revaluations recognised in other comprehensive income	-	210,908	107,519	318,427
Depreciation/Amortisation expense	-	(332,698)	(82,821)	(415,519)
Disposals:				
Other disposals- Gross book value of disposed assets	-	(150,666)	-	(150,666)
Other disposals- Accumulated depreciation of disposed assets	-	127,835	-	127,835
Total as at 30 June 2016	-	1,349,864	346,097	1,695,961
Total as at 30 June 2016 represented by:				
Gross book value	-	1,349,864	346,097	1,695,961
Accumulated depreciation and impairment	-	-	-	-
Total as at 30 June 2016	-	1,349,864	346,097	1,695,961

Revaluations of non-financial assets

All revaluations were conducted as at 30 June 2016 by an independent valuer, AssetVal Pty Ltd, in accordance with the revaluation policy stated at FV

Contractual commitments for the acquisition of property, plant, equipment and intangible assets

Contractual commitments relating to non-financial assets amounted to \$125,451 (2015: \$12,794).

Buildings

Capital improvements to the Office's official establishments were previously purchased from the Office's departmental equity injection and transferred to administered through the statement of changes in equity upon completion. These capital improvements are now being purchased from the Office's Administered Capital Budget.

Note 5B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2014-15)

	Buildings \$	Other property, plant & equipment \$	Computer software purchased \$	Total \$
As at 1 July 2014				
Gross book value	2,585,896	1,343,381	834,815	4,764,092
Accumulated depreciation and impairment	-	(341,528)	(555,322)	(896,850)
Total as at 1 July 2014	2,585,896	1,001,853	279,493	3,867,242
Additions:				
Work in progress	1,727,405	-	-	1,727,405
Asset Purchases	-	314,969	37,958	352,927
Work in progress write downs	(161,827)	-	(52,720)	(214,547)
Depreciation expense	-	(324,581)	(74,794)	(399,375)
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)	(16,623)	(17,223)
Other disposals- Accumulated depreciation of disposed assets	-	100	16,323	16,423
Total as at 30 June 2015	-	991,741	189,637	1,181,378
Total as at 30 June 2015 represented by:				
Gross book value	-	1,657,750	802,929	2,460,679
Accumulated depreciation and impairment	-	(666,009)	(613,292)	(1,279,301)
Total as at 30 June 2015	-	991,741	189,637	1,181,378

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.

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 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 assets are based on the following useful lives:

	2016	2015
Buildings on freehold land	2 to 98 years	25 to 175 years
Plant and equipment	1 to 78 years	3 to 40 years
Furniture and fittings, fine arts and antiques	1 to 191 years	20 to 250 years
Motor vehicles	2 to 15 years	2 to 5 years
Ceremonial motor vehicles	41 years	41 years
Computer hardware	1 to 6 years	3 to 7 years

The change in useful lives across individual classes of assets reflects the revised depreciation rates determined by the independent valuer as part of the triennial asset revaluation process.

Impairment

All assets were assessed for impairment at 30 June 2016. 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.

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 average useful life of the Office's software is 5 years (2015: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2016.

Note 6: Payables

	2016	2015
	\$	\$
Note 6A: Suppliers		
Trade creditors and accruals	428,029	225,117
Total suppliers	428,029	225,117

Supplier payables are settled within 30 days.

Note 6B: Other Payables		
Salaries and wages	23,217	215,798
Superannuation	4,690	39,884
Other	5,085	130,593
Total other payables	32,992	386,275

Note 7: Provisions

	2016	2015
	\$	\$
Note 7: Employee Provisions		
Leave	2,053,942	1,788,130
Total employee provisions	2,053,942	1,788,130
Employee provisions are expected to be settled in:		
No more than 12 months	927,901	838,978
More than 12 months	1,126,041	949,152
Total employee provisions	2,053,942	1,788,130

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 applicable 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 2016 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.

Note 8: Cash Flow Reconciliation

	2016	2015
	\$	\$
Reconciliation of cash and cash equivalents as per statement of financial position to cash flow statement		
Cash and cash equivalents as per:		
Cash flow statement	148,132	495,599
Statement of financial position	148,134	495,599
Difference	(2)	-
 Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(11,520,634)	(11,920,948)
Add revenue from Government	11,225,368	11,545,000
 Adjustments for non-cash items		
Depreciation / amortisation	415,519	399,375
(Gain)/ loss on disposal of assets	8,462	159,229
 Movements in assets and liabilities		
Assets		
(Increase) / decrease in net receivables	(510,455)	(76,569)
(Increase) / decrease in prepayments	3,109	15,810
Liabilities		
Increase / (decrease) in employee provisions	265,812	7,718
Increase / (decrease) in supplier payables	202,911	74,148
Increase / (decrease) in other payables	(353,281)	158,750
Net cash from (used by) operating activities	(263,189)	362,513

Note 9: Senior Management Personnel Remuneration

	2016	2015
	\$	\$
Short-term employee benefits:		
Salary	478,539	451,553
Total short-term employee benefits	478,539	451,553
Post-employment benefits:		
Superannuation	83,226	62,395
Total post-employment benefits	83,226	62,395
Other long-term benefits:		
Annual leave	40,752	30,027
Long-service leave	13,287	11,916
Total other long-term employee benefits	54,039	41,943
Total senior management remuneration expenses	615,804	555,891

The total number of senior management personnel that are included above is 2 (2015:2).

Note 10: Financial Instruments

	2016	2015
	\$	\$
Note 10A: Categories of Financial Instruments		
Financial Assets		
Loans & Receivables		
Cash & Equivalents	148,134	495,599
Trade and other receivables	67,291	793
Total financial assets¹	215,425	496,392
Financial Liabilities		
At amortised cost:		
Suppliers	433,113	355,710
Total financial liabilities¹	433,113	355,710

¹Financial 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.

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.

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.

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 The Office entered into an arrangement with Department of Finance for project management and contract costs for Kirribilli

Note 10B: Net gains or losses from Financial Assets

Loans and Receivables		
Impairment	-	(147,054)
Net losses on loans and receivables	-	(147,054)
Net losses on financial assets	-	(147,054)

Note 10C: 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 (2016: \$67,291 and 2015: \$793).

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 2016 \$	Not past due nor impaired 2015 \$	Past due or impaired 2016 \$	Past due or impaired 2015 \$
Loans and receivables				
Cash and cash equivalents	148,134	495,599	-	-
Receivables for goods and services	67,291	793	-	-
Total	215,425	496,392	-	-

Note 10D: 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 2016.

Note 10E: 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 to interest rates and as such the impact on supplier costs is not significant.

Note 11: Administered - Expenses		
	2016	2015
	\$	\$
Note 11: Suppliers		
Goods and services		
Cost of Medals	1,065,436	963,640
Other	132,856	158,404
Total goods and services	1,198,292	1,122,044
Goods and services are made up of:		
Provision of goods	1,063,484	972,331
Rendering of services	134,808	149,713
Total goods and services	1,198,292	1,122,044

Note 12: Administered - 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 12A: Fair Value Measurements, Valuation Techniques and Inputs Used

	Fair value measurements			For Levels 2 and 3 fair value measurements		
	2016 \$'000	2015 \$'000	Category (Level 1, 2 or 3) ³	Valuation technique(s) ¹	Input used	Range
Non-financial assets²						
Land	94,660	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	31,501	27,165	Level 3	Depreciated replacement cost	Total economic (useful) life	
Other property, plant and equipment	1,655	1,684	Level 3	Depreciated replacement cost	Total economic (useful) life	
Total non-financial assets	127,816	91,849				
Total fair value measurements of assets in the statement of financial position	127,816	91,849				

1. No change in valuation technique for 2015-16

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 the valuers, AssetVal Pty Ltd, 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 13: Administered - Financial Assets		
	2016	2015
	\$	\$
FINANCIAL ASSETS		
<u>Note 13: Trade and Other Receivables</u>		
Goods and services receivables in connection with:		
Trade receivables	84,248	19,460
Total Trade and other receivables	84,248	19,460
Trade and other receivables aged as follows		
Not overdue	84,248	19,460
Total trade and other receivables (gross)	84,248	19,460
Credit terms were net 30 days (2015: 30 days).		
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.		

Note 14: Administered - Non-Financial Assets

Note 14A – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2015-16)

	Land \$	Buildings \$	Total land and buildings \$	Infrastructure plant and equipment \$	Total \$
As at 1 July 2015					
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)
Total as at 1 July 2015	63,000,000	27,165,668	90,165,668	1,683,745	91,849,413
Revaluations recognised in other comprehensive income	31,660,000	2,824,885	34,484,885	(67,357)	34,417,528
Additions:					
Work in progress	-	291,230	291,230	-	291,230
Assets	-	1,937,501	1,937,501	112,903	2,050,404
Depreciation	-	(725,564)	(725,564)	(64,459)	(790,023)
Other movements:					
Reclassification	-	7,672	7,672	(7,672)	-
Disposals:					
Gross book value of disposed assets	-	-	-	(6,566)	(6,566)
Accumulated depreciation of disposed assets	-	-	-	4,248	4,248
Total as at 30 June 2016	94,660,000	31,501,392	126,161,392	1,654,842	127,816,234
Total as at 30 June 2016 represented by:					
Gross book value	94,660,000	31,501,392	126,161,392	1,654,842	127,816,234
Accumulated depreciation and impairment	-	-	-	-	-
Total as at 30 June 2016	94,660,000	31,501,392	126,161,392	1,654,842	127,816,234

Revaluations of non-financial assets

All revaluations were conducted as at 30 June 2016 by an independent valuer, AssetVal Pty Ltd, in accordance with the revaluation policy stated at FV Note 11.

Contractual commitments for the acquisition of property, plant, equipment and intangible assets

Contractual commitments relating to non- financial assets amounted to \$650,229 (2015: \$232,102).

Note 14B – 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 \$
As at 1 July 2014					
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 1 July 2014	63,000,000	22,985,433	85,985,433	1,755,142	87,740,575
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 Assets	-	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
Total as at 30 June 2015	63,000,000	27,165,668	90,165,668	1,683,745	91,849,413
Total as at 30 June 2015 represented by:					
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)
Total as at 30 June 2015	63,000,000	27,165,668	90,165,668	1,683,745	91,849,413

Note 15: Administered - Inventories		
	2016	2015
	\$	\$
Note 15: Inventories		
Inventories held for distribution	<u>1,060,583</u>	881,288
Total inventories	<u>1,060,583</u>	<u>881,288</u>
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 16: Administered - Payables

	2016	2015
	\$	\$
Note 16: Suppliers		
Trade creditors and accruals	<u>38,138</u>	<u>368</u>
Total suppliers	<u>38,138</u>	<u>368</u>
Suppliers expected to be settled		
No more than 12 months	<u>38,138</u>	<u>368</u>
Total suppliers	<u>38,138</u>	<u>368</u>
Creditor payables are settled within 30 days.		

Note 17: Administered - Cash Flow Reconciliation

	2016	2015
	\$	\$
Reconciliation of cash and cash equivalents as per Administered Schedule of Assets and Liabilities to Administered Cash Flow Statement		
Cash and cash equivalents as per:		
Schedule of administered cash flows	521	617
Schedule of administered assets and liabilities	521	617
Discrepancy	-	-
Reconciliation of net cost of services to net cash from operating activities:		-
Net cost of services	(2,413,366)	(2,064,809)
Adjustments for non-cash items		
Depreciation / amortisation	790,023	739,771
Loss on disposal of assets	30,412	(191,776)
Movements in assets and liabilities		
Assets		
(Increase) / decrease in net receivables	(64,788)	(16,449)
(Increase) / decrease in inventories	(207,389)	267,162
Liabilities		
Increase / (decrease) in supplier payables	37,770	(2,228)
Net cash from (used by) operating activities	(1,827,338)	(1,268,329)

Note 18: Administered - Financial Instruments

	2016	2015
	\$	\$

Note 18A: Categories of Financial Instruments

Financial Assets

Loans and receivables:

Cash and cash equivalents	521	617
Trade and other receivables	84,248	19,460
Total loans and receivables¹	84,769	20,077

Financial Liabilities

At amortised cost:

Suppliers	38,138	368
Total financial liabilities¹	38,138	368

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 either the current and prior year.

1. Financial Assets and Liabilities in this note reconcile with the disclosure at the Schedule of Administered Assets and Liabilities

Note 18B: 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 **\$84,248** (2015: \$19,460).

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

	Not past due nor impaired	Not past due nor impaired	Past due or impaired	Past due or impaired
	2016	2015	2016	2015
	\$	\$	\$	\$
Loans and receivables				
Cash and cash equivalents	521	617	-	-
Receivables for goods and services	84,248	19,460	-	-
Total	84,769	20,077	-	-

Note 18C: 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 2016.

Note 18D: 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 19: Appropriations

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

	2016 Appropriations				Appropriation applied in 2016 (current and prior years)	Variance
	<i>Appropriation Act</i>	<i>PGPA Act</i>				
			Section 74	Total appropriation		
	Annual Appropriation	\$	\$	\$		
DEPARTMENTAL						
Ordinary annual services ¹	11,225,368		470,211	11,695,579	(11,330,092)	365,487
Capital budget ²	396,000			396,000	(535,864)	(139,864)
Other services						
Equity ³	-			-	-	-
Total departmental	11,621,368		470,211	12,091,579	(11,865,956)	225,623
ADMINISTERED						
Ordinary annual services						
Capital Budget ²	2,344,000			2,344,000	(2,313,699)	30,301
Administered items	1,410,000			1,410,000	(1,396,770)	13,230
Total administered	3,754,000			3,754,000	(3,710,469)	43,531

Notes:

1. Reduced by \$7,632 section 51 relating to PSSAP savings.
2. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1. They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
3. The two vice-regal properties were previously funded through equity appropriations. However since 2015-16, these are now being funded through Administered Capital

Note 19: Appropriations - cont'd

	2015 Appropriations			Appropriation applied in 2015 (current and prior years)	Variance ¹
	Appropriation Act	PGPA Act	Section 74		
	Annual Appropriation			Total appropriation	
	\$		\$	\$	\$
DEPARTMENTAL					
Ordinary annual services	11,545,000	980,022		12,525,022	460,786
Capital budget ²	400,000			400,000	127,877
Other services					
Equity	-			-	(1,739,000)
Total departmental	11,945,000	980,022		12,925,022	(1,150,337)
ADMINISTERED					
Ordinary annual services					
Capital budget ²	710,000			710,000	2,642
Administered items	864,000			864,000	(1,457)
Total administered	1,574,000			1,574,000	1,185

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.
2. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1. They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Note 19: Appropriations -cont'd

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

Authority	2016	2015
DEPARTMENTAL		
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
Appropriation Act (No 1) 2015-16	2,779,135	-
Appropriation Act (No 1) 2015-16 DCB	170,587	-
Total	2,949,722	3,071,564
ADMINISTERED		
Appropriation Act (No 1) 2014-15	2,933	3,301
GST Increase to Appropriations 2014-15	-	41,862
Appropriation Act (No 1) 2015-16	13,598	-
GST Increase to Appropriations 2015-16	43,271	-
Refunds of Receipts (s77 PGPA) 2015-16	9,909	-
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2015-16	30,301	-
Total	100,012	45,163

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

Authority	Type	Purpose	Appropriation applied 2016	2015
Governor General Act 1974	Limited	Governor-General	425,000	425,000

Note 20: 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.

	Outcome 1 ¹		Total	
	2016	2015	2016	2015
	\$'000	\$'000	\$'000	\$'000
Expenses				
Employee benefits	7,914,380	7,946,350	7,914,380	7,946,350
Suppliers	3,253,830	3,968,042	3,253,830	3,968,042
Depreciation and amortisation	415,519	399,375	415,519	399,375
Disposal of non-financial assets	8,462	159,229	8,462	159,229
Total expenses	11,592,191	12,472,996	11,592,191	12,472,996
Own-source income				
Other revenue	2,557	495,048	2,557	495,048
Income from government	11,225,368	11,545,000	11,225,368	11,545,000
Other non-taxation revenue	69,000	57,000	69,000	57,000
Total own-source income	11,296,925	12,097,048	11,296,925	12,097,048
Expenses				
Personal benefits	425,000	425,000	425,000	425,000
Suppliers	1,198,292	1,122,044	1,198,292	1,122,044
Other	30,412	7,137	30,412	7,137
Depreciation	790,023	739,771	790,023	739,771
Total expenses	2,443,727	2,293,952	2,443,727	2,293,952
Income				
Sale of goods and services	30,361	30,230	30,361	30,230
Other Gains	-	198,913	-	198,913
Total income	30,361	229,143	30,361	229,143
Net cost/(contribution) of outcome delivery	13,934,000	13,985,757	13,934,000	13,985,757
Assets				
Cash and cash equivalents	148,134	495,599	148,134	495,599
Trade and other receivables	3,009,090	2,638,499	3,009,090	2,638,499
Plant and equipment	1,349,864	991,741	1,349,864	991,741
Intangibles	346,097	189,637	346,097	189,637
Other non-financial assets	9,637	12,746	9,637	12,746
Total assets	4,862,822	4,328,222	4,862,822	4,328,222
Liabilities				
Payables	461,021	611,392	461,021	611,392
Provisions	2,053,942	1,788,130	2,053,942	1,788,130
Total liabilities	2,514,963	2,399,522	2,514,963	2,399,522
Assets				
Cash and cash equivalents	521	617	521	617
Trade and other receivables	84,248	19,460	84,248	19,460
Buildings	94,660,000	63,000,000	94,660,000	63,000,000
Plant and equipment	31,501,392	27,165,668	31,501,392	27,165,668
Intangibles	1,654,842	1,683,745	1,654,842	1,683,745
Other non-financial assets	1,060,583	881,288	1,060,583	881,288
Total assets	128,961,586	92,750,778	128,961,586	92,750,778
Liabilities				
Payables	38,138	368	38,138	368
Total liabilities	38,138	368	38,138	368

1. Outcome 1 is described in Overview 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 on Page 123 of this Annual Report.





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 2016

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 (Ret'd) (Chair)
His Honour Judge Rauf Soulio (Deputy Chair)
The Honourable Shane Stone AC QC
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)
Mr Scott Samson	(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 PSM
Deputy Secretary Governance
Department of the Prime Minister and Cabinet

**AUSTRALIAN
BRAVERY
DECORATIONS**

AS AT 30 JUNE 2016

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

**MEMBERS – NOMINATED BY STATE AND TERRITORY
GOVERNMENTS**

Mr John Trevillian AM	(New South Wales)
Mr Jeremi Moule	(Victoria)
Mr Tim Herbert	(Queensland)
Mr Rik Morris	(South Australia)
Ms Kathryn Andrews	(Western Australia)
Ms Fiona Birkett MVO	(Tasmania)
Mr Stephen Mencshelyi	(Northern Territory)
Mr Dominic Lane AFSM	(Australian Capital Territory)

MEMBERS – EX-OFFICIO

Mr Dennis Richardson AO
Secretary, Department of Defence

Ms Philippa Lynch PSM
First Assistant Secretary
Government Division
The Department of the Prime Minister and Cabinet

NATIONAL
EMERGENCY MEDAL
COMMITTEE

AS AT 30 JUNE 2016

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

Ms Philippa Lynch PSM

First Assistant Secretary

Government Division

Department of the Prime Minister and Cabinet

APPENDIX B: ORDER OF AUSTRALIA

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2016 AND THE QUEEN’S BIRTHDAY 2016

		AWARD LEVELS						
CATEGORY		NUMBER OF NOMINATIONS CONSIDERED*	TOTAL AWARDED	% AWARDED	AC	AO	AM	OAM
Architecture	M	2	2	100.0%	0	0	1	1
	F	0	0	0.0%	0	0	0	0
Arts	M	54	46	85.2%	0	6	17	23
	F	28	26	92.9%	0	3	14	9
Building and Construction	M	4	3	75.0%	0	0	2	1
	F	0	0	0.0%	0	0	0	0
Business & Commerce	M	54	40	74.1%	2	12	17	9
	F	8	6	75.0%	0	1	4	1
Community - Multicultural Affairs	M	31	22	71.0%	0	0	3	19
	F	16	11	68.8%	0	0	0	11
Community	M	447	307	68.7%	2	8	33	264
	F	251	191	76.1%	3	4	31	153
Conservation and the Environment	M	26	17	65.4%	0	1	6	10
	F	11	9	81.8%	0	0	0	9
Dentistry	M	7	7	100.0%	0	0	6	1
	F	0	0	0.0%	0	0	0	0
Disabled	M	11	6	54.6%	0	0	1	5
	F	13	11	84.6%	0	2	1	8
Education	M	50	38	76.0%	0	7	18	13
	F	33	27	81.8%	0	5	10	12
Engineering	M	11	10	90.9%	0	0	2	8
	F	0	0	0.0%	0	0	0	0
Industrial Relations	M	2	2	100.0%	0	0	2	0
	F	1	1	100.0%	0	0	0	1

TABLE B1 CONT.

Information Technology	M	3	1	33.3%	0	0	0	1
	F	1	1	100.0%	0	0	1	0
International Relations	M	10	8	80.0%	0	1	2	5
	F	10	8	80.0%	0	2	3	3
Law	M	22	15	68.2%	1	3	7	4
	F	5	4	80.0%	1	0	2	1
Library and Related Occupations	M	0	0	0.0%	0	0	0	0
	F	1	1	100.0%	0	0	1	0
Local Government	M	28	24	85.7%	0	0	1	23
	F	8	6	75.0%	0	0	0	6
Media	M	10	7	70.0%	0	1	4	2
	F	7	6	85.7%	0	0	3	3
Medicine	M	108	76	70.4%	2	9	43	22
	F	34	26	76.5%	0	5	7	14
Mining	M	6	2	33.3%	0	1	0	1
	F	1	1	100.0%	0	0	0	1
Parliament & Politics	M	20	14	70.0%	0	2	7	5
	F	4	4	100.0%	0	2	1	1
Primary Industry	M	23	22	95.7%	0	1	11	10
	F	4	3	75.0%	0	0	2	1
Public Service	M	29	15	51.7%	3	6	3	3
	F	6	6	100.0%	1	2	2	1
Religion	M	13	9	69.2%	0	1	2	6
	F	2	1	50.0%	0	0	1	0
Science, Technological Developments, R & D	M	31	26	83.9%	5	9	7	5
	F	5	5	100.0%	1	3	1	0
Sport	M	92	66	71.7%	1	2	16	47
	F	22	13	59.1%	0	0	2	11
Surveying & Mapping	M	3	2	66.7%	0	0	0	2
	F	1	1	100.0%	0	0	0	1

TABLE B1 CONT.

Tourism & Hospitality	M	8	4	50.0%	0	1	0	3
	F	2	1	50.0%	0	0	0	1
Transport	M	11	6	54.6%	1	0	3	2
	F	1	1	100.0%	0	0	0	1
Veterinary Science	M	2	2	100.0%	0	1	0	1
	F	0	0	0.0%	0	0	0	0
TOTAL	M	1,118	799	71.4%	17	72	214	496
	F	475	370	78.1%	6	29	86	249
		1,593	1,169	73.4%	23	101	300	745

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 2016

		NUMBER OF NOMINATIONS CONSIDERED*	TOTAL AWARDED	% AWARDED	AK/ AD	AWARD LEVELS			
CATEGORY						AC	AO	AM	OAM
Architecture	M	239	151	63.2%	0	2	29	92	28
	F	16	10	62.5%	0	0	1	6	3
Arts	M	1,748	1,077	61.6%	0	24	138	430	485
	F	1,099	699	63.6%	1	10	57	219	412
Building and Construction	M	203	116	57.1%	0	2	8	63	43
	F	5	4	80.0%	0	0	0	3	1
Business & Commerce	M	2,078	1,141	54.9%	2	41	232	591	275
	F	174	105	60.3%	0	3	19	52	31
Community - Multicultural Affairs	M	1,306	616	47.2%	0	0	18	97	501
	F	395	237	60.0%	0	0	0	23	214
Community	M	17,271	8,231	47.7%	1	36	178	1,144	6,872
	F	9,441	5,320	56.4%	0	15	127	650	4,528
Conservation and the Environment	M	680	473	69.6%	0	1	32	158	282
	F	316	209	66.1%	0	0	13	46	150
Dentistry	M	243	137	56.4%	0	0	10	79	48
	F	13	9	69.2%	0	0	0	4	5
Disabled	M	623	380	61.0%	0	0	4	96	280
	F	653	428	65.4%	0	0	8	72	348
Education	M	1,801	1,016	56.4%	1	23	158	453	381
	F	877	536	61.1%	0	5	45	214	272
Engineering	M	345	221	64.1%	0	3	36	127	55
	F	5	5	100.0%	0	0	1	4	0
Industrial Relations	M	340	217	63.8%	0	5	20	108	84
	F	27	23	85.2%	0	0	3	9	11
Information Technology	M	33	20	60.6%	0	0	4	12	4
	F	11	9	81.8%	0	0	1	5	3

TABLE B2 CONT.

International Relations	M	347	172	49.6%	0	3	24	74	71
	F	208	127	61.6%	0	2	15	48	62
Law	M	737	415	56.3%	1	50	116	189	59
	F	102	70	68.6%	0	8	20	28	14
Library and Related Occupations	M	33	19	57.6%	0	0	2	8	9
	F	50	32	64.0%	0	0	1	14	17
Local Government	M	1,662	835	50.2%	0	0	7	161	667
	F	275	154	56.0%	0	0	3	31	120
Media	M	607	320	52.7%	0	5	28	131	156
	F	106	61	57.6%	0	0	10	27	24
Medicine	M	3,267	1,734	53.1%	0	37	272	859	566
	F	1,080	678	62.8%	0	10	65	264	339
Mining	M	137	83	60.6%	0	4	22	40	17
	F	5	3	60.0%	0	0	0	2	1
Parliament & Politics	M	571	314	55.0%	2	36	97	126	53
	F	82	47	57.3%	1	1	14	19	12
Primary Industry	M	1,150	726	63.1%	0	1	45	300	380
	F	61	46	75.4%	0	0	2	12	32
Public Service	M	1,957	908	46.4%	7	61	242	357	241
	F	306	145	47.4%	2	9	18	44	72
Religion	M	633	341	53.9%	0	6	20	108	207
	F	86	47	54.7%	0	0	1	12	34
Science, Technological Developments, R & D	M	738	452	61.3%	1	28	122	231	70
	F	90	72	80.0%	0	5	21	30	16
Sport	M	3,393	1,927	56.8%	0	4	36	301	1,586
	F	932	619	66.4%	0	0	7	62	550
Surveying & Mapping	M	37	22	59.5%	0	0	0	7	15
	F	1	1	100.0%	0	0	0	0	1
Tourism & Hospitality	M	207	117	56.5%	0	0	11	40	66
	F	41	23	56.0%	0	0	1	7	15

TABLE B2 CONT.

Transport	M	413	193	46.7%	0	4	20	73	96
	F	22	14	63.6%	0	0	2	3	9
Veterinary Science	M	105	71	67.6%	0	0	9	32	30
	F	12	10	83.3%	0	0	2	3	5
TOTAL	M	42,904	22,445	52.3%	15	376	1,940	6,487	13,627
	F	16,491	9,743	59.1%	4	68	457	1,913	7,301
		59,395	32,188	54.2%	19	444	2,397	8,400	20,928

* Not all of the AK/AD appointments were considered by the Council for the Order of Australia.

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: BRAVERY TABLES

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2015–16

CATEGORY	NUMBER OF NOMINATIONS	TOTAL AWARDED	% AWARDED	AWARD LEVELS					
				CV	SC	BM	CBC	GBC	
Interception of armed offender	26	25	96%	0	0	14	6	2(5)	*
Rescued from animal attack	5	4	80%	0	2	2	0	0	
Rescue from armed offender	9	6	67%	0	0	1	1	1(4)	*
Rescue from electrical hazard	4	0		0	0	0	0	0	
Rescue from explosive hazard	36	41	**114%	0	0	5	2	3(34)	*
Rescue from fire – aircraft	3	1	33%	0	1	0	0	0	
Rescue from fire – building	21	17	80%	0	0	4	9	1(4)	*
Rescue from fire – bushfire	4	4	100%	0	0	1	0	1(3)	*
Rescue from fire – motor vehicle	24	24	100%	0	0	10	10	1(4)	*

TABLE C1 CONT.

Rescue from fire – other	1	1	100%	0	0	1	0	0
Rescue from gases, toxic fumes etc.	7	6	86%	0	0	4	2	0
Rescue from heights, cliffs	4	1	25%	0	0	0	1	0
Rescue from holes, wells or mines	0	0		0	0	0	0	0
Rescue from inland waters	21	9	43%	0	0	0	5	1(4) *
Rescue from other situation	28	8	29%	0	0	0	2	1(6) *
Rescue from path of oncoming vehicle	3	2	67%	0	0	2	0	0
Rescue from water – other	0	0		0	0	0	0	0
Rescue from water – sea	20	15	75%	0	0	6	6	1(3) *
Rescue from water – submerged vehicle	12	6	50%	0	0	0	6	0
TOTAL	228	170	74%	0	3	50	50	12(67) *

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

** Some Individuals in this category have received a single award and a Group Bravery Citation

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 2016

CATEGORY	NUMBER OF NOMINATIONS CONSIDERED	TOTAL AWARDED	% AWARDED	AWARD LEVELS					
				CV	SC	BM	CBC	GBC	
Interception of armed offender	787	410	52%	1	9	139	225	9(36)	*
Rescue from animal attack	194	114	59%	0	14	49	45	1(6)	*
Rescue from armed offender	902	496	55%	0	38	181	182	14(95)	*
Rescue from electrical hazard	90	38	42%	1	1	13	23	0	
Rescue from explosive hazard	297	211	71%	2	11	55	53	9(90)	*
Rescue from fire – aircraft	80	44	55%	0	3	31	10	0	
Rescue from fire – building	1,173	559	48%	0	12	178	330	7(39)	*
Rescue from fire – bushfire	525	160	30%	0	2	21	32	11(105)	*
Rescue from fire – motor vehicle	798	502	63%	0	22	170	258	11(52)	*
Rescue from fire – other	111	77	69%	0	7	30	15	2(25)	*
Rescue from gases, toxic fumes etc.	42	31	74%	0	2	19	10	0	
Rescue from heights, cliffs	179	81	45%	0	3	24	37	4(17)	*
Rescue from holes, wells or mines	179	106	59%	1	2	22	15	7(66)	*
Rescue from inland waters	950	449	47%	0	1	79	200	33(169)	*
Rescue from other situation	789	147	19%	0	3	33	83	7(28)	*
Rescue from path of oncoming vehicle	110	52	47%	0	1	26	25	0	
Rescue from water – other	62	10	16%	0	0	1	9	0	

TABLE C2 CONT.

Rescue from water – sea	1,508	705	47%	0	17	163	339	39(186)	*
Rescue from water – submerged vehicle	197	97	49%	0	0	9	63	7(25)	*
TOTAL	8,973	4,289	48%	5	148	1,243	1,954	161(939)	*

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 30 JUNE 2016 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2015 – 30 June 2016	Total awards approved to 30 June 2016
Victoria Cross for Australia	0	4
Companion of the Order of Australia (Military Division)	0	27
Officer of the Order of Australia (Military Division)	2	262
Member of the Order of Australia (Military Division)	21	1,149
Medal of the Order of Australia (Military Division)	19	1,214
Star of Gallantry	0	6
Medal for Gallantry	0	66
Commendation for Gallantry	0	64
Unit Citation for Gallantry	0	4
Distinguished Service Cross	5	82
Distinguished Service Medal	5	165
Commendations for Distinguished Service	17	401
Meritorious Unit Citation	2	28
Conspicuous Service Cross	51	985
Conspicuous Service Medal	53	1,137

TABLE D1 CONT.

Nursing Service Cross	0	29
Public Service Medal	83	2,264
Australian Police Medal	62	1,697
Australian Fire Service Medal	63	1,336
Ambulance Service Medal	23	334
Emergency Services Medal	25	432
Australian Antarctic Medal	3	93
Civilian Service Medal 1939-1945	8	6,974
Police Overseas Service Medal/Clasp	107	5,188
Humanitarian Overseas Service Medal/Clasp	201	3,276
National Police Service Medal	6,372	29,438
National Emergency Medal/Clasp	381	15,024
Champion Shots Medal	2	62
National Medal/Clasp	8,195	219,351
80th Anniversary Armistice Remembrance Medal	0	71
Australian Sports Medal	0	18,000
Centenary Medal	0	15,843
TOTAL AWARDS	15,700	325,006

Notes:

1. 372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 697,962. 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: SALARY RANGE BY CLASSIFICATION AT 30 JUNE 2016

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 2016.

Classification	Salary range
Government House Officer	
Level 1	\$43,816 – 53,933
Level 2	\$50,250 – 58,881
Level 3	\$56,811 – 68,756
Level 4	\$64,216 – 69,699
Level 5	\$71,627 – 75,931
Level 6	\$77,632 – 88,810
Level 7 and Level 8*	\$98,864 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 2016 and at 30 June 2015 are shown in Tables E2 and E4; the Office's equal employment opportunity profile at 30 June 2016 is shown in Table E3.

TABLE E2: STAFFING PROFILE AT 30 JUNE 2016

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	6	–	–	10	–	10
Level 5	10	4	1	1	15	1	16
Level 4	5	4	2	1	12	–	12
Level 3	8	6	–	–	14	–	14
Level 2	–	7	–	–	6	1	7
Level 1	2	4	1	–	6	1	7
Total	35	39	4	3	78	3	81

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 2016**

Profile	Total
Female	48
Male	44
Aboriginal	3
Torres Strait Islander	–
Non-English speaking backgrounda	9
Non-English speaking backgroundb	8
People with disabilities	–

- 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 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
Total	37	33	2	3	72	3	75

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
30	100	0	0	n/a

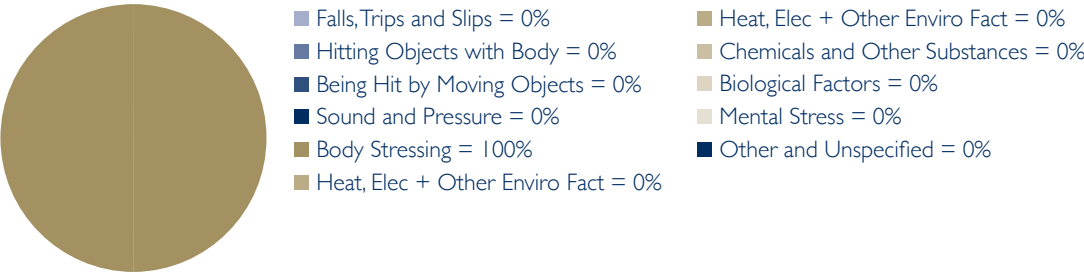
TABLE F2: WHS TRAINING AND INITIATIVES

Types of WHS training undertaken	Number of staff required to attend training	% of staff that undertook training
HSR training	1	100
HSR refresher training	2	100
WHS induction	16	100
Health & well-being activities	Optional	30

TABLE F3: NOTIFIABLE INCIDENTS

Notifiable incidents	2015–16	2014–15	2013–14
Deaths	0	0	0
Dangerous occurrences	0	0	0
Serious personal injury	0	0	0
Incapacity	1	4	1

FIGURE F1: MECHANISM OF INJURY BY COSTS, INCAPACITY AND CLAIMS 2015–16



APPENDIX G: TRENDS IN CONSULTANCIES

TABLE G1: TRENDS IN CONSULTANCIES

Consultancies	2012–13	2013–14	2014–15	2015–16
Number of existing consultancies	7	4	5	1
Number of new consultancies	7	19	17	16
Total consultancies	14	23	22	17
Total expenditure (incl GST)	\$159,990	\$383,477	\$183,766	\$180,489

APPENDIX H: AGENCY RESOURCE STATEMENT

TABLE H1: AGENCY RESOURCE STATEMENT 2015–16

	Available for 2015–16 \$'000 (a)	Payments made 2015–16 \$'000 (b)	Balance remaining 2015–16 \$'000 (a) – (b)
Ordinary Annual Services			
Departmental appropriation ¹	14,198	11,396	2,802
Additional S74 Receipts	0	470	-470
<i>Total</i>	<i>14,198</i>	<i>11,866</i>	<i>2,332</i>
Administered expenses²			
Outcome 1	3,754	3,710	
<i>Total</i>	<i>3,754</i>	<i>3,710</i>	
Total ordinary annual services	A 17,952	15,577	
Salary to the Governor-General: Governor-General Act 1974	425	425	
Total special appropriations excluding special accounts	B 425	425	
Total resourcing and payments (A+B)	18,377	16,002	

¹ This includes Prior Year departmental appropriation and s74 relevant agency receipts. Includes an amount of \$0.396m in 2015–16 for the Departmental Capital Budget.

² Includes an amount of \$2.344m in 2015–16 for the Administered Capital Budget.

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* 2015-16 \$'000 (a)	Actual Expenses 2015-16 \$'000 (b)	Variation 2015-16 \$'000 (a) – (b)
Program 1: Support for the Governor-General and Official Activities			
Administered expenses			
Ordinary Annual Services (Appropriation Bill No. 1) ¹	3,754	2,019	1,735
Special appropriations	425	425	0
Total Administered expenses	4,179	2,444	1,735
Departmental expenses			
Departmental appropriation ²	11,226	11,099	127
Expenses not requiring appropriation in the Budget year	416	493	-77
Total Departmental expenses	11,642	11,592	50
Total for Program 1	15,821	14,036	1,785
Average Staffing Level (number)	76	75	1
* Full year budget, including any subsequent adjustment made in 2015-16 Budget Additional Estimates.			

¹ Actual expenses recognise 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 \$0.396m for Departmental Capital Budget and "Revenue from independent sources (s74)"

APPENDIX I: DISABILITY REPORTING

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 Australia Public Service Commission's State of the Service Reports and the APS Statistical Bulletin. These reports are available at 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 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. Reports can be found at www.dss.gov.au.

APPENDIX J: LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
I7AD(g) Letter of transmittal			
I7AI	i	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
I7AD(h) Aids to access			
I7AJ(a)	ii–iii	Table of contents.	Mandatory
I7AJ(b)	I36	Alphabetical index.	Mandatory
I7AJ(c)	I34	Glossary of abbreviations and acronyms.	Mandatory
I7AJ(d)	I25–I30	List of requirements.	Mandatory
I7AJ(e)	Inside front cover	Details of contact officer.	Mandatory
I7AJ(f)	Inside front cover	Entity's website address.	Mandatory
I7AJ(g)	Inside front cover	Electronic address of report.	Mandatory
I7AD(a) Review by accountable authority			
I7AD(a)	2–5	A review by the accountable authority of the entity.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	2–5	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	4, 5	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	4	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	8	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory
17AD(c)	Report on the Performance of the entity		
Annual performance Statements			
17AD(c)(i); 16F	8–36	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	12–13	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	122–123	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	13	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(d) Management and Accountability			
Corporate Governance			
17AG(2)(a)	42	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	i	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	i	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	i	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	40–44	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to noncompliance with Finance law and action taken to remedy noncompliance.	If applicable, Mandatory
External Scrutiny			
17AG(3)	43	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	43	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	43	Information on any reports on operations of the entity by the AuditorGeneral (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Management of Human Resources			
17AG(4)(a)	44–45	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	119–120	<p>Statistics on the entity's APS employees on an ongoing and nonongoing basis; including the following:</p> <ul style="list-style-type: none"> Statistics on staffing classification level; Statistics on fulltime employees; Statistics on parttime employees; Statistics on gender; Statistics on staff location; Statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	45	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	45	Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AD(4)(c).	Mandatory
17AG(4)(c)(ii)	119	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	45, 47	A description of nonsalary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	Not applicable	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	Not applicable	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	Not applicable	Information on aggregate amount of performance payments.	If applicable, Mandatory
Assets Management			
17AG(5)	48	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory
Purchasing			
17AG(6)	49	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Consultants			
I7AG(7)(a)	49–50	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
I7AG(7)(b)	50	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory
I7AG(7)(c)	49–50	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
I7AG(7)(d)	50	A statement that “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.”	Mandatory
Australian National Audit Office Access Clauses			
I7AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the AuditorGeneral with access to the contractor’s premises, the report must include the name of the contractor; purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
Exempt contracts			
I7AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Small business			
17AG(10)(a)	49	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory
17AG(10)(b)	49	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory
Financial Statements			
17AD(e)	60–103	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
17AD(f)	Other Mandatory Information		
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”	If applicable, Mandatory
17AH(1)(a)(ii)	50	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	50	A statement that “Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory
17AH(1)(c)	124	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	51–52	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	Not applicable	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)		Information required by other legislation:	Mandatory
	29, 54–56	<i>Environment Protection and Biodiversity Conservation Act 1999</i>	
	52–53	<i>Freedom of Information Act 1982</i>	
	29	<i>National Environment Protection Council Act 1994</i>	
	46–47, 121	<i>Work Health and Safety Act 2011</i>	







INDEXES

CHAPTER 6

GLOSSARY, ABBREVIATIONS AND ACRONYMS

AAls	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 (AAls)
ACB	Administered Capital Budget
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
AFPPS	Australian Federal Police Protective Services
aide-de-camp	An officer of the military who is appointed to act as the 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
DCB	Department Capital Budget
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
EDRMS	electronic documents and records management system
EEGO Policy	Energy Efficiency in Government Operations Policy
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
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
GST	goods and services tax
heritage property	A property with particular aesthetic, historic, scientific, social or other values, listed on the Commonwealth Heritage List
HR	human resources
HSR	Health and Safety Representatives
ICT	information and communications technology
IFA	Individual Flexibility Arrangement
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
OOSGG	Office of the Official Secretary to the Governor-General
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
post nominals	Letters placed after the name of a person to indicate that s/he holds a position, educational degree, accreditation, office, or honour
PWP	Property Works Plan
RAP	Reconciliation Action Plan
SME	small and medium sized enterprises
State Visit	A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state
WCC	Workplace Consultative Committee
WHS	work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i>

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