



OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL



# ANNUAL REPORT

2017-18

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OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

11 October 2018

The Hon Scott Morrison 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 2018, 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

Paul Singer MVO  
Acting Official Secretary to the Governor-General

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# OVERVIEW

CHAPTER 1

## OFFICIAL SECRETARY'S REVIEW

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### YEAR IN REVIEW

The Office of the Official Secretary to the Governor-General (the Office) plays a pivotal role in supporting the Governor-General in the conduct of his/her official responsibilities, be they constitutional, statutory, ceremonial, or Commander-in-Chief.

The community has come to value a Governor-General's ability, as a non-partisan and apolitical public figure, to support, inspire, to learn from, and uplift everyday Australians from all walks of life. Governors-General typically act to reinforce our shared values, promote community cohesion, and represent our broad national interests here and overseas.

As an Office we are moved to serve the Australian people in these ways, through the Governor-General. We work hard to devise and develop programs that maximise the value we contribute to national wellbeing. We do this by using all resources available to us: our budget; our people; and the goodwill carried forward over time, to have an impact. In addition to the resources provided by Government for our purposes, we have available the energy, drive and creativity of our team, and the public spirit and high standing of the Office in pursuing our work.

Our Office values the opportunity it has to contribute towards building a stronger, more resilient and harmonious society. We see our role as imagining new and powerful ways to enhance the impact of the Governor-General's work.

Furthermore, as the agency intimately supporting the highest office in the land, we feel duty-bound to set an example, and be role models for the efficient and judicious use of resources; for all Australians to be proud of what our Office represents now and into the future. We endeavour to achieve this in many ways:

- Through educating the more than 20,000 school children who visit Government House every year on the role of the Governor-General, civics and good citizenry – the vast majority of whom have the chance to interact with and ask questions of the Governor-General when his presence in Yarralumla, and his program, allows.
- Developing a sophisticated and intensive program of outreach and engagement that helps the Governor-General connect with Australians across the length and breadth of our nation – with Sir Peter and Lady Cosgrove this year spending over one-third of their program in rural, regional and remote Australia (having now visited more than 200 separate locations since commencing in office – many places no Governor-General has ever been before).

- Engaging internationally, where this year Their Excellencies have undertaken eight overseas visits including: a State Visit to Samoa; a visit to the Middle East and Europe comprising State Visits to Ireland, Hungary and the United Arab Emirates and Official Visits to Brussels for First World War centenary commemorations, Austria, and Afghanistan to visit Australian troops; a visit to the Middle East taking in State Visits to Jordan and Lebanon, Egypt for 75th anniversary commemorations for the battle of El Alamein, and Thailand for the Royal cremation service for the late King; to Nauru to mark 50 years of independence; to Switzerland to deliver the Australian national statement at the opening plenary session of the Human Rights Council; to India to mark the commencement of the International Solar Alliance; a State Visit to Vietnam; and at the commencement of a broader visit to Europe for centenary commemorations and to support the Europe Australian Business Council mission, a visit to the Holy See for an audience with His Holiness the Pope, a bilateral program in Italy, and a State Visit to Belgium (comprising over 250 official engagements overseas in 2017–18).
- By recognising, encouraging and rewarding achievement in its myriad forms, both through the national honours and awards system and by connecting with those in our community who make a difference: volunteers, fundraisers, mentors, carers and those reaching out to the vulnerable on the margins of society.
- And through Facebook posts and live broadcasting, regular Skype hook-ups to remote schools, live streaming of investitures on the internet, creating a virtual 3D tour of Government House, public Open Days and events.

Over the past year the Office has continued to make gains in contemporising its operations, restructuring and rebalancing resources to meet changing priorities.

The Office has launched an innovation hub, giving new life to a disused residential cottage on the property, where staff are able to engage in the co-creation of new ideas and approaches to maximize the value the Office delivers to our community. To date, sessions have been run on improving internal communication, the use of social media to increase community engagement, and environmental initiatives.

The Honours and Awards branch has overseen an ambitious work redesign process, introducing a range of digitisation and efficiency measures including implementing a streamlined online nomination form, and enhancements to back-of-house processes. This has made the process more user-friendly, accessible and responsive to the community at large. As part of these reforms and as a result of a public awareness campaign it is pleasing to note there has been a significant uplift in the numbers of nominations



being received for women as well as a general increase in the volume of nominations by up to 80 per cent in the period January to June 2018.

Our property team and grounds staff continue to pride themselves on maintaining the heritage estate for the current and future benefit of all Australians. They oversee a heritage management strategy that seeks to maintain the condition and capability of the facilities to best meet their operational requirements. In 2017–18 the Office completed the major program of works at Admiralty House to improve disability access and enhancing work health and safety (WHS); completed the heating, ventilation and air conditioning (HVAC) replacement in the Chancery; replanted the Bravery Garden; and commenced a Fire Services System Upgrade.

Our People and Services team has commenced a number of information technology (IT) security and legacy projects and revamped recruitment and human resources (HR) approaches to ensure we are engaging and developing the most talented individuals.

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## OUTLOOK FOR 2018–19

In the year ahead we will maintain the active program of community engagement, putting Their Excellencies in touch with tens of thousands more Australians from diverse backgrounds.

It is expected that the term of the Governor-General will conclude at the end of March 2019 (although there is no set term it is generally understood to be five years). The Office will be focused on relevant transitional arrangements including for the departure of Governor-General Cosgrove and the arrival of a new Governor-General.

The *iCottage* will continue with its program of innovation workshops, helping the organisation to continue to grow, develop, and add value to society.

The Office will address pressing ongoing budget viability issues in consultation with the Government through budget processes to ensure it is best placed to meet the emerging challenges of the years ahead.

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## OFFICE OVERVIEW

The Office of Governor-General was established by the Constitution of the Commonwealth of Australia in 1901. The Governor-General represents The Queen in Australia: exercising the executive power of the Commonwealth; upholding and executing its laws and Constitution; and performing a broad range of constitutional, statutory, ceremonial and community responsibilities. The Governor-General is also Commander-in-Chief of the Australian Defence Force (ADF). The Governor-General acts on the advice of the elected Australian 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 a People and Services branch, an Honours and Awards branch, a Strategic Engagement branch and a separate Finance Team headed by a Chief Financial Officer; which all report through the Deputy Official Secretary to the Official Secretary in his capacity as Chief Executive Officer. Figure 1 shows the structure of the Office at 30 June 2018.

The Strategic Engagement branch and executive staff provide direct support to the Governor-General by planning, organising and managing a forward program of national and international engagements; advising on contextual matters, public communications 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 guests and school children each year. It manages household operations and representational activities at Government House and Admiralty House.

The People and Services branch provides corporate services, governance advice and human resources and information technology support for the Office. The branch also manages the official residences, grounds and assets and coordinates physical security.

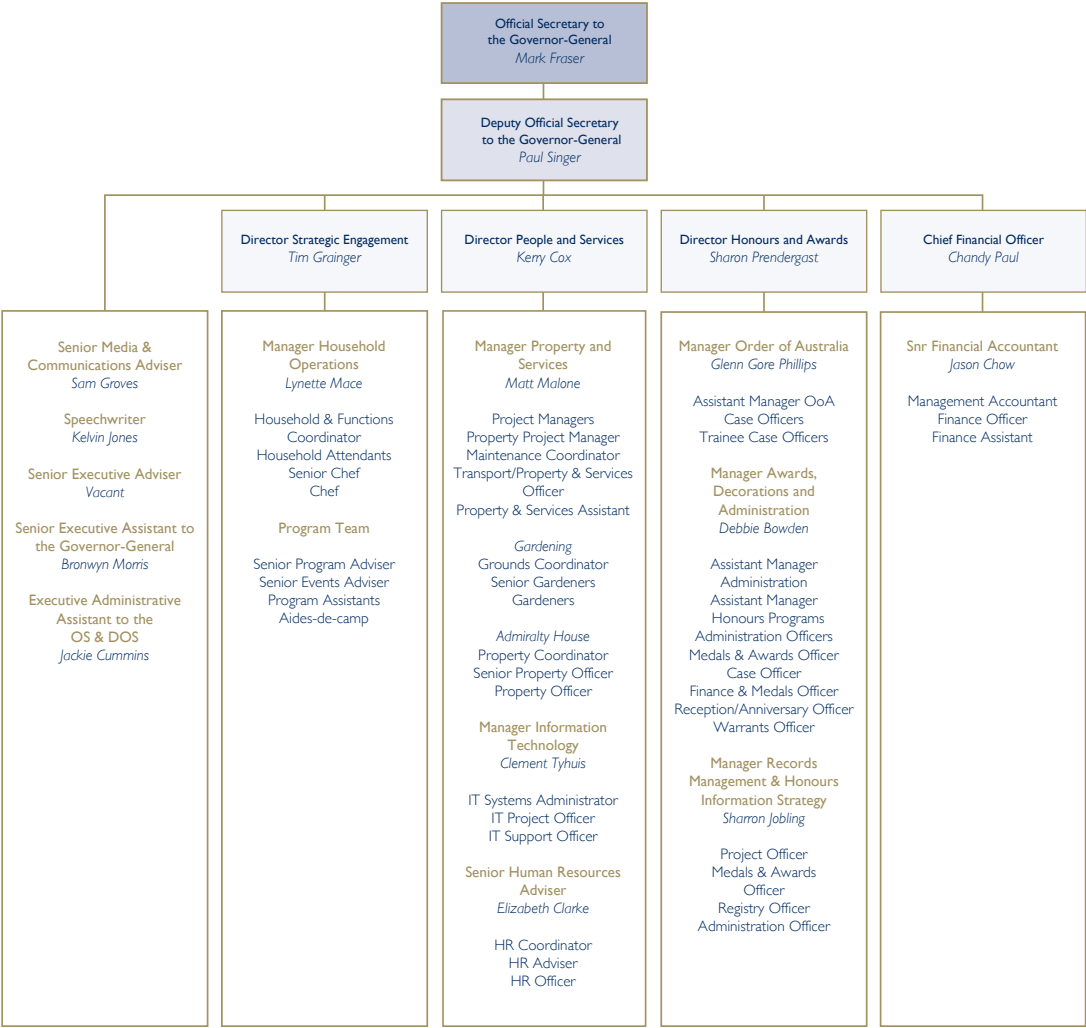
The Honours and Awards branch receives and researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The branch supports two Councils and one Committee which make recommendations to the Governor-General on honours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

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

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

The Outcome, Program and Program Components are consistent with those reported in the Office's 2017–18 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 2018



Provide direct support to the Governor-General through the strategic management, planning and implementation of the forward program of national and international engagements; including the operation of the two official residences and provision of advice on media, publicity and governance matters

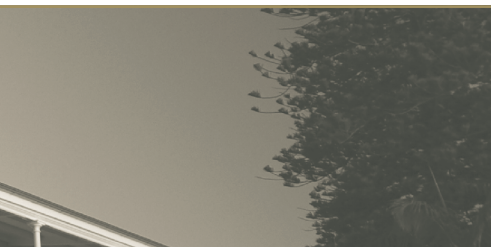
Provide support to the Governor-General and Office through the management and maintenance of the two official residences; and provision of enabling services such as human resources and information technology.

Receive and research nominations for the conferral of honours and awards on Australians who distinguish themselves in service to the community and the nation, and support the honours advisory councils that make recommendations to the Governor-General.

Responsible for Financial and Management accounting; assets; audits and audit committee support; procurement; financial governance and policy, including training, risk management and fraud control.







# REPORT ON PERFORMANCE

CHAPTER 2

## ANNUAL PERFORMANCE STATEMENT 2017–18

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### STATEMENT OF PREPARATION

I, Paul Singer, as the accountable authority of the Office of the Official Secretary to the Governor-General (OOSGG), present the 2017–18 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.



Paul Singer MVO  
Acting Official Secretary to the Governor-General  
11 October 2018

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### 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 2017–18 against key performance indicators for Program 1 as identified in the 2017–18 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 2017–18
<b>Component 1: Support of the Governor-General</b>		
<ul style="list-style-type: none"><li>Executive support—including providing advice to the Governor-General, planning, implementing and managing Their Excellencies' forward program of engagements, and liaising with representatives of governments, related authorities, and community groups.</li><li>Personal support—including providing support for Their Excellencies and hospitality services for official functions.</li><li>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.</li></ul>	<ul style="list-style-type: none"><li>The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties.</li><li>The Governor-General is satisfied with the management of the households.</li><li>The properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities.</li></ul>	<ul style="list-style-type: none"><li>The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided.</li><li>The Governor-General has indicated a high degree of satisfaction with the management of the households.</li><li>Property management has been in accordance with statutory and other requirements.</li></ul>

TABLE 1: CONT.

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2017–18
<b>Component 2: Administration of the Australian Honours and Awards system</b>		
<ul style="list-style-type: none"><li>• Research and prepare nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee.</li><li>• Provide secretariat support for the Australian honours advisory bodies.</li><li>• Undertake the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable.</li><li>• Procure Australian honours insignia, warrants and investiture items.</li><li>• Facilitate the approval of, and changes to, governing instruments within the Australian honours system.</li><li>• Provide insignia to State/Territory Government Houses, service organisations and individuals for issue, and arrange local investitures.</li></ul>	<ul style="list-style-type: none"><li>• The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided.</li><li>• Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia.</li><li>• The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to.</li><li>• Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements.</li></ul>	<ul style="list-style-type: none"><li>• The Governor-General and other stakeholders have expressed satisfaction with the administration and support provided to them.</li><li>• All activities have complied with relevant governing instruments.</li><li>• Medals and insignia have met design specifications, stock levels have been maintained and control processes have been followed.</li><li>• Insignia and relevant resources have been accurately issued in a timely manner.</li></ul>

## 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 2017–18 program of activities was broad and meaningful. It included travel throughout Australia and overseas as well as a range of community outreach functions and visits. The Governor-General and Lady Cosgrove have continued to pursue a vibrant and diverse program, again focusing on: 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.

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. Whether geographically or thematically inspired, the Governor-General's program seeks to shine 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. 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. The Office finalised a consolidated program of works at Admiralty House to address accessibility and WHS requirements, and sustain the capability and condition of the heritage property.



With regard to the Australian honours and awards system, the Office met all performance indicators. The Office has proactively contributed to the Australian Government's promotional activities to broaden awareness of the honours system, including efforts to increase nominations which better reflect the diversity of the Australian community.

## FINANCIAL PERFORMANCE

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### OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2017–18 financial year. Departmental and Administered results are shown in the audited financial statements on pages 63–101 of this report.

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

The Office has received an unqualified audit report from the Australian National Audit Office (ANAO) for the 2017–18 Financial Statements.

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### REPORT AGAINST THE 2017–18 PORTFOLIO BUDGET STATEMENTS

The Office follows the Department of Finance-issued guidance for Commonwealth entities in the preparation of its financial statements to ensure the process and associated work papers are of a high standard.

An Agency Resource Statement is included at Appendix H, Table H1 of this report. During 2017–18 the total appropriations available to the Office were \$19,897,000. This was made up of \$14,649,000 for Departmental outputs (including \$391,000 towards the Departmental Capital Budget), \$1,509,000 for Administered expenses, \$3,314,000 towards the Administered Capital Budget, and \$425,000 as Special Appropriation for the Governor-General's salary.

In addition, the Office budgeted that it would receive \$69,000 in resources free-of-charge towards audit fees of the ANAO.

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### CAPITAL WORKS BUDGET

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

In 2017–18, a number of major projects were undertaken at the properties under the Office's Property Works Program to the total value of \$3,314,474.

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## BUDGET VARIATIONS

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Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 63–101 of this report.

There were no significant changes in 2017–18.

## SIGNIFICANT CHANGES IN 2017–18

# 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 assistance 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 and insignia, warrants and investiture items.

TABLE 2: FINANCIAL  
PERFORMANCE FOR  
PROGRAM 1

	Budget Estimate 2017-18 \$ 000	Actual 2017-18 \$ 000	Variation 2017-18 \$ 000
Departmental appropriation - Cost of Components 1 and 2	10,932	11,240	(308)
Administered Appropriation	1,907	1,721	186
Expenses not requiring appropriation	2,170	2,393	(223)
<b>Total</b>	<b>15,009</b>	<b>15,354</b>	<b>(345)</b>

# PROGRAM COMPONENT 1 – SUPPORT OF THE GOVERNOR-GENERAL

Resources applied to this component are directed to:

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

Table 1 contains the performance indicators for Program Component 1 identified in the Portfolio Budget Statements and Table 3 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 2017-18 \$ 000	Actual 2017-18 \$ 000	Variation 2017-18 \$ 000
Departmental appropriation - Cost of Component 1	6,013	6,182	(169)
Administered Appropriation - Governor- General's salary	425	425	0
Administered Appropriation - Depreciation	1,717	1,838	(121)
Expenses not requiring appropriation	249	305	(56)
<b>Total</b>	<b>8,404</b>	<b>8,750</b>	<b>(346)</b>

## KEY RESULTS

### OFFICIAL ACTIVITIES OVERVIEW

The official activities which form part of Component 1 include representational events such as investitures, receptions, lunches and dinners hosted by the Governor-General. In addition to those functions, the Governor-General attended 332 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2017–18, the Governor-General participated in 946 official engagements, and welcomed 48,862 guests and visitors to Government House and Admiralty House. The Office's website ([www.gg.gov.au](http://www.gg.gov.au)) provided regular updates on the broad range of activities undertaken by the Governor-General.

TABLE 4:  
ACTIVITIES AND  
CORRESPONDENCE  
IN 2017-18

Official activities	Number	Attendees
Government House	96	5,203
Admiralty House	26	1,544
<b>Total</b>	<b>122</b>	<b>6,747</b>
Other events attended	595	
Callers	259	
Executive Council meetings	27	
School tours	472	25,134
Anniversary requests handled	14,935 <sup>a</sup>	
Items of correspondence handled	3,952 <sup>b</sup>	

Notes:

- a) Requests for messages of congratulation from Her MajestyThe Queen and the Governor-General forAustralians celebrating special birthdays or wedding anniversaries.
- b) General correspondence,exclusive of matters relating to theAustralian 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 2017-18, the Office supported the Governor-General (or those Administrators representing him) in presiding at 27 meetings of the Federal Executive Council, at which 472 agenda items were considered. Royal Assent was given to 124 pieces of legislation.

On 27 July 2017, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath of Office to the Deputy Prime Minister; Minister for Agriculture and Water Resources, and Minister for Resources and Northern Australia, the Honourable Barnaby Joyce MP.

On 27 October 2017, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oaths of Office to the Prime Minister of Australia, Minister for Agriculture and Water Resources, the Honourable Malcolm Turnbull MP, and the Minister for Resources and Northern Australia, Senator the Honourable Matthew Canavan.



On 6 December 2017, following the outcome of a ruling by the High Court of Australia, the Governor-General issued the Instrument of Appointment and the Oath of Office to the Deputy Prime Minister and Minister for Agriculture and Water Resources, the Honourable Barnaby Joyce MP, at a ceremony at Government House.

On 20 December 2017, following Prime Minister Turnbull's announcement of changes to the Ministry, the Governor-General issued Instruments of Appointment and Oaths and Affirmations of Office to 24 Ministers and Parliamentary Secretaries at a ceremony at Government House.

On 26 February 2018, the Governor-General was represented by the Administrator of the Government of the Commonwealth of Australia, Her Excellency the Honourable Linda Dessau AC, who conducted a swearing-in ceremony at Government House, and issued the Instrument of Appointment and the Oath of Office to the Deputy Prime Minister and Minister for Infrastructure and Transport, the Honourable Michael McCormack MP.

On 5 March 2018, the Governor-General hosted a ceremony at which he issued the Oaths of Office and Executive Councillor to the Minister for Veterans' Affairs and Minister for Defence Personnel, the Honourable Darren Chester MP; the Parliamentary Secretary to the Deputy Prime Minister and Minister for Infrastructure and Transport, the Honourable Keith Pitt MP; and the Parliamentary Secretary to the Minister for Trade, Tourism and Investment, Mr Mark Coulton MP.

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## 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 activity, the Governor-General presided at several military commemorations, the 50<sup>th</sup> Anniversary of the Battle of Coral and Balmoral, the 70<sup>th</sup> Anniversary of Australian Peacekeepers and Peacemakers, the 75<sup>th</sup> Anniversary of the Battle of El Alamein and the 100<sup>th</sup> Anniversaries of the Battle of Polygon Wood, and the Battle of Villers-Bretonneux.

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 these events.

- On 18 August 2017, the Governor-General delivered an address at the Vietnam Veterans' Day Remembrance Day Service in Canberra.
- On 11 November 2017, the Governor-General attended the National Remembrance Day Service at the Australian War Memorial.
- On 22 November 2017, the Governor-General met with pilots and crew and observed operations (including the C27-J Trojan aircraft) at RAAF Base Richmond.
- On 16 February 2018, the Governor-General presented three service medals and promoted four officers at a ceremony on board HMAS *Hobart* at Garden Island.
- On 16 March 2018, the Governor-General attended a ceremonial parade to consecrate the replacement Governor-General's Banner for the Number 1 Recruitment Training Unit in Wagga Wagga.
- On 21 April 2018, the Governor-General met with Australian Army Cadets participating in the Adventurous Training Awards at the Majura Training Area, outside Canberra.
- On 16 May 2018, the Governor-General attended a parade to present 1RAR with their new Queen's and Regimental Colours at Lavarack Barracks, Townsville.
- On 9 June 2018, the Governor-General attended The Trooping of The Queen's Colour Parade in Canberra.

## COMMEMORATIONS

- On 14 September 2017, at the Australian Peacekeeping Memorial Dedication and Commemoration Service in Canberra, the Governor-General delivered the commemorative address, unveiled an official plaque and laid a wreath.
- On 25 September 2017, at Menin Gate, Ypres, Belgium, the Governor-General attended the Last Post Ceremony, delivered the ode and laid a wreath.
- On 26 September 2017, at Buttes New British Cemetery, Belgium, the Governor-General viewed the Reflective Trail, attended the Australian National Commemorative Dawn Service and delivered the commemorative address for the 100<sup>th</sup> Anniversary of the Battle of Polygon Wood. In addition, the Governor-General attended a headstone rededication ceremony and visited graves of Australian Victoria Cross recipients at Tyne Cot Cemetery.
- On 21 October 2017, in El Alamein, Egypt, the Governor-General laid a wreath at the Commonwealth War Graves Australian Monument and

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## CEREMONIAL ACTIVITIES

delivered a commemorative address acknowledging the 75<sup>th</sup> Anniversary of the Battle of El Alamein. In addition, the Governor-General visited the graves of Australians at the War Cemetery and opened the Australian Exhibition at the El Alamein Military Museum.

In 2017–18, 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, official and commemorative occasions.

### INVESTITURES

The Governor-General presided at 15 investiture ceremonies for Australian honours and award recipients in 2017–18. Five general sessions held at Government House in September 2017 and May 2018 saw the presentation of 219 awards to individuals for outstanding achievement and significant contributions to the community and the nation. The awards included honours within the Order of Australia and decorations for military service in operational and peacetime activities, as well as for bravery and public service.

### OTHER CEREMONIES

- On 18 July 2017, at Government House, Canberra, the Governor-General invested the Right Honourable Sir John Key AC GNZM with the honorary insignia of the Companion of the Order of Australia for eminent service to Australia–New Zealand relations.
- On 25 July 2017, at Admiralty House, Sydney, the Governor-General invested the Honourable Julia Gillard AC with the insignia of the Companion of the Order of Australia for eminent service to the Parliament of Australia, particularly as Prime Minister, through seminal contributions to economic and social development, particularly policy reform in the areas of education, disability care, workplace relations, health, foreign affairs and the environment, and as a role model to young women.
- On 7 September 2017, at Clare Holland House, Canberra, the Governor-General invested Mrs Connie Johnson OAM with the insignia of the Medal of the Order of Australia for eminent service to people with breast cancer.
- On 15 September 2017, at Canberra Hospital, the Governor-General invested Dr Karl Alderson PSM with the insignia of the Public Service Medal for outstanding public service to justice policy and reform in the Australian Capital Territory.
- On 25 September, at the Australian Embassy, Brussels, the Governor-General invested Ms Nicola Hinder PSM with the insignia of the Public

Service Medal for outstanding public service in the area of biosecurity management. Afterwards, the Governor-General invested Ms Anneke Weemaes with the insignia of the Commendation for Brave Conduct.

- On 26 September 2017, in Zonnebeke, Belgium, the Governor-General invested Mr Francois Maekelberg OAM with the honorary insignia of the Medal of the Order of Australia for service to Australia–Belgium relations.
- On 20 November 2017, at St Vincent's Private Hospital, Sydney, the Governor-General invested Mr Michael Crouch AC with the insignia of the Companion of the Order of Australia for eminent service to the community through philanthropic contributions to youth, cultural, medical research and health care organisations, to business in the areas of manufacturing and international trade, and as a supporter of innovation and higher education.
- On 27 January 2018, at Rod Laver Arena, Melbourne, the Governor-General invested Ms Evonne Goolagong-Cawley AC MBE with the insignia of the Companion of the Order of Australia for eminent service to tennis as a player at national and international levels, as an ambassador, supporter and advocate for the health, education and wellbeing of young Indigenous people through participation in sport, and as a role model.
- On 14 June 2018, at Government House, Canberra, the Governor-General invested Lieutenant General Perry Lim Chen Yeow AO (Retd) with the honorary insignia of the Officer of the Order of Australia for distinguished service to the military relationship between Australia and Singapore through leadership, passion and strategic foresight, and in recognition of his efforts to enhance the close and long-standing defence relationship between Australia and Singapore.
- On 28 June 2018, at the Australian Embassy, Brussels, the Governor-General invested Lieutenant Colonel Freddy Declerck OAM (Retd) with the honorary insignia of the Medal of the Order of Australia for service to Australia–Belgium relations.

### CREDENTIALS 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 2017–18, four credentials ceremonies were held at Government House for 21 Ambassadors or High Commissioners from: Georgia, Belgium, Nigeria, Vietnam, Sudan, the European Union, Malaysia, Mauritius, Uganda,

Ghana, Lebanon, Israel, Poland, Mexico, Chile, Colombia, Bangladesh, Korea, Thailand, Italy and Zambia.

Separately, five credentials ceremonies were held for the non-resident Ambassadors of Senegal, Niger, Bolivia and Latvia, and the non-resident High Commissioner for Tanzania.

### CITIZENSHIP CEREMONIES

The Governor-General presided at three citizenship ceremonies in 2017–18:

- On 17 September 2017, at Government House, Canberra, the Governor-General hosted a citizenship ceremony in recognition of Australian Citizenship Day, at which Australian citizenship was conferred on 23 recipients.
- On 26 January 2018, in Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony, at which Australian Citizenship was conferred on 32 recipients.
- On 26 January 2018, at Admiralty House, Sydney, the Governor-General hosted an Australia Day Citizenship Ceremony at which Australian citizenship was conferred on 50 recipients.

### MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 14 August 2017, at Government House, Canberra, the Governor-General hosted a lunch for the Prime Minister of Solomon Islands, the Honourable Manasseh Damukana Sogavare MP and Madam Emmy Sogavare.
- On 15 August 2017, at Government House, Canberra, the Governor-General hosted a State Lunch in honour of the President of the Republic of Croatia, Her Excellency Kolinda Grabar-Kitarović and Mr Jakov Kitarović.
- On 6 September 2017, at Government House, Canberra, the Governor-General received the Pope of Alexandria and Patriarch of the See of Saint Mark, His Holiness Pope Tawadros II.
- On 13 October 2017, at Government House, Canberra, the Governor-General hosted a State Lunch in honour of the President of Niger, His Excellency Mr Issoufou Mahamadou.
- On 16 October, 2017, at Government House, Canberra, the Governor-General hosted a State Lunch in honour of the President of the Republic of Ireland, His Excellency Mr Michael D. Higgins and Mrs Sabina Higgins.
- On 1 November 2017, at Government House, Canberra, the Governor-General received the Chairman of the Presidency of Bosnia and Herzegovina, His Excellency Mr Dragan Čović.

- On 2 November 2017, at Government House, Canberra, the Governor-General received Their Majesties King Latsie III and Queen 'Masenate Mohato Seeiso of Lesotho.
- On 4 November 2017, at Admiralty House, Sydney, the Governor-General hosted a State Dinner for the President of the Federal Republic of Germany, His Excellency Dr Frank-Walter Steinmeier and Mrs Elke Bündenbender.
- On 2 March 2018, at Admiralty House, Sydney, the Governor-General received the Right Honourable Jacinda Ardern MP, Prime Minister of New Zealand and Mr Clarke Gayford.
- On 18 March 2018, at Admiralty House, Sydney, the Governor-General hosted a lunch for ASEAN leaders attending the 2018 Special Summit in Sydney. Senior dignitaries included:
  - ASEAN Secretary General, His Excellency Dato Lim Jock Hoi
  - the Sultan of Brunei Darussalam, His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah
  - the Prime Minister of the Kingdom of Cambodia, Samdech Akka Moha Sena Padei Techo Hun Sen
  - the President of the Republic of Indonesia, His Excellency Mr Joko Widodo
  - the Prime Minister of the Lao People's Democratic Republic, His Excellency Dr Thongloun Sisoulith
  - the Prime Minister of Malaysia, His Excellency Dato' Mohd Najib bin Tun Haji Abdul Razak
  - the State Counsellor of the Republic of the Union of Myanmar, Her Excellency Daw Aung San Suu Kyi
  - the Secretary of Foreign Affairs of the Republic of the Philippines, His Excellency the Honourable Alan Peter Cayetano
  - the Prime Minister of the Republic of Singapore, His Excellency Mr Lee Hsien Loong
  - the Prime Minister of the Kingdom of Thailand, His Excellency General Prayut Chan-o-cha
  - the Prime Minister of the Socialist Republic of Vietnam, His Excellency Mr Nguyễn Xuân Phúc.
- On 4 April 2018, the Governor-General hosted a reception in honour of Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall, during their visit to the Gold Coast for the Commonwealth Games.
- On 5 April 2018, on the Gold Coast during the Commonwealth Games, the Governor-General received the Governor-General of Papua New

Guinea, His Excellency Sir Robert Dadae GCMG and Lady Hannah Dadae.

- On 5 April 2018, on the Gold Coast, the Governor-General received the President of Fiji, His Excellency Major General Jioji Konousi Konrote OF MC (Retd) and Lady Sarote Konrote.
- On 5 April 2018, on the Gold Coast, the Governor-General hosted a dinner for the Governor-General of New Zealand, Her Excellency the Right Honourable Dame Patsy Reddy GNZM QSO DStJ and His Excellency Sir David Gascoigne KNZM CBE CStJ.
- On 2 May 2018, at Admiralty House, Sydney, the Governor-General received the President of the French Republic, His Excellency Mr Emmanuel Macron.
- On 13 June 2018, at Government House, Canberra, the Governor-General received the Prime Minister of Solomon Islands, the Honourable Rich Houenipwela MP and Madam Rachel Houenipwela.

## OFFICIAL OVERSEAS VISITS

In 2017–18, the Office planned and supported eight overseas visits by the Governor-General.

- From 30 June to 2 July 2017, the Governor-General conducted an official visit to Samoa, where he was received by the Head of State and viewed several initiatives funded through Australian Aid.
- From 19 September to 9 October 2017, the Governor-General travelled to Europe, where he met with Her Majesty The Queen, and represented Australia in Belgium at commemorations for the 100<sup>th</sup> Anniversary of the Battle of Polygon Wood. In addition, the Governor-General made official visits to Ireland and Austria, state visits to Hungary and the United Arab Emirates, and travelled to Afghanistan to meet with Australian Defence Force personnel.
- From 17 to 27 October 2017, the Governor-General travelled to the Middle East, where he made state visits to Jordan and Lebanon. In addition, the Governor-General visited Egypt to represent Australia at the 75<sup>th</sup> Anniversary of the Battle of El Alamein and travelled to Thailand to convey the condolences of the Australian Government and people of Australia at the Royal Cremation Ceremony of His Majesty King Bhumibol Adulyadej.
- From 30 January to 1 February 2018, the Governor-General travelled to Nauru as Australia's representative at the 50<sup>th</sup> Anniversary of the Republic of Nauru Independence Day Flag Raising Ceremony.
- From 22 February to 2 March 2018, the Governor-General returned to the United Arab Emirates and Iraq where he met with Australian Embassy staff and Defence Force personnel in Baghdad and Taji.

In addition, the Governor-General made an official visit to Switzerland to deliver Australia's National Statement to the High-Level Segment of the 37<sup>th</sup> session of the United Nations Human Rights Council in Geneva.

- From 10 to 14 March 2018, the Governor-General led Australia's representation at the International Solar Alliance Summit in New Delhi, India.
- From 23 to 26 May 2018, the Governor-General made a state visit to Vietnam to coincide with the 45<sup>th</sup> Anniversary of diplomatic relations between Australia and Vietnam.
- From 22 June to 30 June 2018, the Governor-General travelled to Europe, where he made official visits to Rome and the Holy See, and a state visit (at the invitation of Their Majesties the King and Queen of the Belgians) to Belgium.

## 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 that reflects Australia's diversity and geographic spread. Each year, the Governor-General meets with members of the community in cities and towns – including those in regional and remote areas – across Australia.

- On 7 July 2017, in Alice Springs, Northern Territory, the Governor-General opened the Alice Springs Show.
- On 13 August 2017, at Phillip Island, Victoria, the Governor-General met with members of the State Emergency Service and Country Fire Authority.
- On 25 August 2017, in Mandurah, West Australia, the Governor-General met with staff and residents at the Coolibah Total Caring Services Aged Care Facility.
- On 1 September 2017, in Bourke, New South Wales, the Governor-General met with staff and students at TAFE NSW's Bourke College.
- On 11 October 2017, in Adelaide, South Australia, the Governor-General visited headspace Adelaide, and met with staff and volunteers.
- On 17 November 2017, in Parramatta, New South Wales, the Governor-General met with staff and trainees of the Darcy Street Project.
- On 11 December 2017, in Westmead, New South Wales, the Governor-General visited Ronald McDonald House, and met with staff and families.
- On 19 January 2018, at the Ian Potter Foundation Technology Learning Centre, Canberra, the Governor-General attended the National Questacon Invention Convention and met with staff and delegates.



- On 18 February 2018, at All Saints Cathedral in Bathurst, New South Wales, the Governor-General attended a service of commemoration and laid a wreath to acknowledge the lives lost during the sinking of the *SS Vyner Brooke*.
- On 9 March 2018, in Adelaide, South Australia, the Governor-General attended the International Women's Day 2018 breakfast.
- From 2 to 15 April 2018, on the Gold Coast, Queensland, the Governor-General met with members of the Australian Commonwealth Games Team, and attended the Opening Ceremony and various events of the 2018 Commonwealth Games.
- On 15 May 2018, on Hamilton Island, Queensland, the Governor-General received a post-Cyclone Debbie briefing and met with members of the local community.
- On 8 June 2018, in Melbourne, Victoria, the Governor-General officially opened Vision Australia's Wicking Centre.

## PATRONAGES

Vice-regal patronage helps raise the profile and recognise the activities and achievements of an organisation.

At the end of the reporting period the Governor-General and Lady Cosgrove had accepted patronage of 204 organisations. Details of these organisations are published on the Office's website.

Engagement with these organisations saw the Governor-General and Lady Cosgrove participate in a large number of events, including hosting:

- a sporting event at Government House with Special Olympics Australia to celebrate the 50<sup>th</sup> Anniversary of Special Olympics
- a morning tea for the Australian Winter Paralympic Team in recognition of their achievements at the 2018 PyeongChang Winter Paralympic Games
- a reception for The Australian Ballet at Government House
- a reception for the Children's Cancer Institute
- an afternoon tea for the 10<sup>th</sup> Anniversary of the Australian Men's Shed Association at Admiralty House.

The Governor-General opened the new Ronald McDonald house at Westmead, attended the Surf Life Saving Club Bronze Medallions presentations in Terrigal, and visited the Meals on Wheels West Torrens Branch in South Australia.

## REGIONAL CENTRE VISITS

During 2017–18, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 5 to 7 July 2017, in Alice Springs, Northern Territory, the Governor-General attended a NAIDOC Community Day event and visited the Alice Springs Women's Shelter, and Centralian Middle School Clontarf Academy.
- From 20 to 21 July 2017, the Governor-General visited Maryborough, Bundaberg and Hervey Bay in Queensland and visited a range of community organisations.
- On 26 July 2017, in Sunbury, Victoria, the Governor-General met with students at Sunbury College, visited the local library and attended a civic reception.
- On 5 August 2017, at Main Beach, Queensland, the Governor-General attended the Australian–American Leadership Dialogue gala dinner.
- From 12 to 14 August, 2017, the Governor-General visited Phillip Island, Victoria, where he met with members of the Woolamai Beach Surf Life Saving Club and the wider Phillip Island community and visited the island's Wildlife Rehabilitation Centre.
- From 24 to 25 August 2017, in Port Augusta, South Australia, the Governor-General visited the Wadlata Outback Centre, the Davenport Aboriginal Community, the Port Augusta School of the Air, the regional Aboriginal Family Violence Centre, and met members of the community at a civic reception.
- From 25 to 26 August 2017, in Fremantle and Mandurah, Western Australia, the Governor-General attended a ceremony on board HMAS *Stirling* to present the Gloucester Cup, visited the Coolibah Total Caring Services Aged Care Facility and met members of the community at a civic reception.
- From 1 to 2 September 2017, in Bourke, New South Wales, the Governor-General visited the District Hospital, Maranguka Community Hub, and education institutions including TAFE NSW and Bourke Primary School. In addition, the Governor-General travelled to Birdsville, Queensland, where he visited the Wirrarri Centre and the Australian Inland Mission, and attended the Birdsville Race Day.
- On 3 September 2017, at Willawong, Queensland, the Governor-General addressed the congregation and presented a photo of the Former Head of State of the Independent State of Samoa, at the Congregational Christian Church of Samoa, and attended the Rosies Friends on the Street Queensland's 30<sup>th</sup> Anniversary reception at Surfers Paradise.

- From 11 to 12 November 2017, on Kangaroo Island in South Australia, the Governor-General opened the 58<sup>th</sup> Parndana Show, visited primary producers and met with residents and staff of the Kangaroo Island Health Service and Aged Care Facility.
- On 17 November 2017, at Parramatta, New South Wales, the Governor-General assisted with Parramatta Mission's lunchtime meal service, and visited the Catalysr business incubator, the Grounded Space co-working facility, and met with staff and students of the Badanami Centre for Indigenous Education.
- From 2 to 8 April, and 12 to 15 April, the Governor-General participated in a range of community events on the Gold Coast, Cairns and Townsville, Queensland, as part of the 2018 Commonwealth Games.
- From 15 to 16 May 2018, in Townsville, Queensland, the Governor-General participated in events to mark the 50th Anniversary of the Battle of Coral and Balmoral and attended a mess dinner in honour of Coral Veterans.

## OFFICIAL PROPERTIES AND COMMUNITY EVENTS

In 2017–18, the Office hosted two Open Days at Government House, Canberra, and one at Admiralty House, Sydney, offering visitors the opportunity to explore each house and its grounds, and meet with the Governor-General and Lady Cosgrove.

On 7 October 2017, an estimated 5,300 people attended Open Day at Government House, Canberra.

On 3 March 2018, an estimated 4,000 people attended Open Day at Government House, Canberra.

On 19 May 2018, an estimated 3,600 people visited Open Day at Admiralty House.

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

On 1 December 2017, Their Excellencies planned to host the Children's Christmas Sports Fun Day, but due to inclement weather, the event was cancelled the day prior.

On 25 February 2018, the Administrator, Her Excellency the Honourable Linda Dessau AC, hosted a sporting event at Government House, Canberra, to mark 50 days until the Special Olympic Games and celebrate the Special Olympics' 50th Anniversary.

In total, almost 49,000 members of the public visited Government House and Admiralty House in 2017–18.

## 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 2017–18 financial year, the Unit worked closely with event and community stakeholders, including many of the 204 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 and 75th anniversary commemorations of Australia's involvement in the Second World War:

Events, engagements and content that attracted significant traditional and social media coverage during the last 12 months included:

- a bilateral visit to Samoa, at which the Governor-General and Lady Cosgrove officially opened projects funded through Australian Aid
- the investiture of an honorary Companion in the Order of Australia for former New Zealand Prime Minister Sir John Key AC
- the investiture of the appointment of Companion in the Order of Australia for Australia's former Prime Minister the Honourable Julia Gillard AC
- a congratulatory social media message to Australian athletes competing at the 2017 Crossfit Games in Wisconsin, USA
- leading the 2017 National Vietnam Veterans' Day commemoration in Canberra
- in collaboration with the Canberra Institute of Technology, the online live broadcasting of Australian honours and awards investiture ceremonies at Government House
- officially dedicating the Australian Peacekeeping Memorial in Canberra on the 70<sup>th</sup> anniversary of Australian peacekeeping operations
- on Citizenship Day, presiding over a citizenship ceremony at Government House
- meeting Her Majesty The Queen at Balmoral Castle, Scotland
- bilateral visits to Europe and the Middle East, coinciding with the 100<sup>th</sup> anniversary commemoration of the Battle of Polygon Wood in Belgium
- visits to Australian Defence Force personnel undertaking mentoring and training missions in Afghanistan and Iraq
- bilateral visits to Jordan, Egypt and Lebanon, coinciding with the 75<sup>th</sup> anniversary of the Battle of El Alamein

- swearing-in of Government Ministers and Parliamentary Secretaries
- the annual Governor-General's XI women's cricket match against England's Women's Cricket Team
- providing assent to the Marriage Amendment (Definition and Religious Freedoms) Bill 2017 at Government House
- the Governor-General's 2018 National Australia Day Address, which profiled Australian honours recipients and encouraged a greater diversity of nominations for awards in the Order of Australia
- in Rod Laver Arena at the Australian Open, investing former Australian tennis champion Ms Evonne Goolagong-Cawley AC as a Companion in the Order of Australia
- delivering Australia's National Statement during Australia's first session as a United Nations Human Rights Council member in Geneva, Switzerland
- continuing an International Women's Day campaign to encourage more diverse nominations for Australian honours and awards
- a bilateral visit to India where the Governor-General delivered Australia's National Statement as a member of the International Solar Alliance
- attending the 2018 Commonwealth Games in Queensland, coinciding with the Royal Visit by Their Royal Highnesses The Prince of Wales and The Duchess of Cornwall
- the 2018 National Anzac Day Address, which focused on the sacrifice and service of soldiers and nurses from regional and country towns around Australia
- a visit to Townsville marking the 50<sup>th</sup> anniversary of the Battle of Coral and Balmoral, and presenting 1st Battalion The Royal Australian Regiment's (1RAR) Unit Citation for Gallantry
- the Governor-General's official visit to Italy and the Holy See, where he and Lady Cosgrove met His Holiness Pope Francis
- the Governor-General's State Visit to Belgium, where he and Lady Cosgrove participated in a significant First World War commemoration along the Flanders coastline.

In the past 12 months, the Unit supported the Governor-General in the production of 194 speeches, which included speeches to the United Nations Human Rights Council, at the Centenary Commemoration of the Battle of Hamel, a Citizenship Day address, and speeches at rural and regional shows and graduation ceremonies. A selection is published on the Governor-General's website ([www.gg.gov.au](http://www.gg.gov.au)).

The Unit produced written, audio, and video messages for organisations celebrating or commemorating major events or milestones, and co-ordinated the recording of the Governor-General's National Australia Day and Anzac Day televised addresses. The Unit continued to coordinate

'School Skype Sessions' that connect the Governor-General to students, primarily in regional and remote Australia, to answer civics questions.

The Unit continued to collaborate with the Canberra Institute of Technology (CIT) to produce live online broadcasts of honours and awards investiture ceremonies. Working with CIT, the Unit sought to enhance the production value of the live broadcasts, including through the introduction of recipient interviews. The online broadcast – via [www.gg.gov.au](http://www.gg.gov.au), YouTube, and the Governor-General's Facebook page – allows for even more people, in Australia and around the world, to view their family members and friends being honoured at these important ceremonies. The broadcast of the 2017 Spring Investitures and 2018 Autumn Investitures had more than 7,000 views (totalling more than 44,700 minutes viewed).

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

- a visit to Alice Springs that coincided with NAIDOC Week and the official opening of the 2017 Alice Springs Show
- community visits to Fraser Coast and Bundaberg, Phillip Island, Port Augusta, Kangaroo Island and Mandurah
- a community visit to Bourke and Birdsville that coincided with the 135<sup>th</sup> Birdsville Races Carnival
- a visit to Terrigal that coincided with the presentation of Surf Life Saving bronze medallions to women who were volunteer lifesavers during the Second World War
- a visit to Bathurst where the Governor-General attended a commemorative service for nurses and recorded his 2018 National Anzac Day message
- a visit to Longreach and Winton that coincided with the official re-opening of the Waltzing Matilda Centre
- a visit to Hamilton Island and the Great Barrier Reef that coincided with the International Year of the Reef
- a visit to Townsville that coincided with commemoration of the 50<sup>th</sup> anniversary of the Battle of Coral and Balmoral and presentation of Regimental Colours to 1RAR and a Unit Gallantry Citation for actions in the battle.

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 2018, the page had more than 18,500 followers and made 327 posts in the financial year. The Facebook page provides the Office with an increased capacity to communicate with more Australians about the work of the Governor-General. The official website continued to be the Office's primary form of communicating with the public online and was regularly updated with content highlighting the Governor-General's community engagement.

### CORRESPONDENCE

In 2017–18 the Office received and attended to 3,952 items of general correspondence. The Honours and Awards branch received more than 46,500 items of correspondence including 2,797 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 8,483 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,452 congratulatory messages on behalf of Her Majesty The Queen.

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### PROPERTY MANAGEMENT

The Office manages two heritage properties in accordance with the legislative framework for environmental and heritage matters including the *National Environment Protection Council Act 1994* and the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The properties comprise 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 2017–18, 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 to provide advice as appropriate
- prepares and reviews as required its Heritage Strategy to provide guidance on how it should manage the two properties. The Heritage Strategy can be viewed at [www.gg.gov.au](http://www.gg.gov.au)
- maintains detailed Heritage Management Plans, to 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 as required with the Department of the Environment on how best to undertake heritage assessments, prepare management plans, and protect the values of the Australian Government's heritage properties
- seeks approval from the Minister responsible for heritage matters, as required by the EPBC Act, where works have, or are likely to have, a significant impact on heritage issues.

In 2017–18 the Office continued the roll out of the Property Works Plan (PWP) covering both buildings and grounds at Government House and Admiralty House. 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 works priorities. When unforeseen works arise, as will happen with heritage properties as ageing infrastructure fails unexpectedly or latent conditions are encountered during works, the plan is adjusted and priorities reviewed to accommodate emerging needs.

In 2017–18, a number of major projects were undertaken at the properties, to the total value of \$3,314,474 (against a total budget of \$3,314,000).

In March 2018 the Office signed a Memorandum of Understanding with the Department of the Prime Minister and Cabinet to provide grounds maintenance to Kirribilli House. This initiative intends to reduce costs through interdepartmental co-operation and leverages the Office's existing resources and systems co-located at Admiralty House.

## GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2017–18 included:

- Replacement of the heating, ventilation and air conditioning (HVAC) systems in the Chancery including basement modules was completed and a Building Management System was introduced.
- Design activities were undertaken for the first stage of replacement of external lighting and electrical cabling throughout the grounds. This project will improve grounds lighting generally by replacement and supplementation of existing lighting. This is a multistage project that will be delivered over several years and works will be prioritised to suit operational requirements.



- Design activities were undertaken for the fire services upgrade project to address the deteriorating condition and obsolescence of existing fire safety systems within key buildings on the property. The project includes fire indicator panels, fire hose reels, cabling, detectors and audible warning systems.
- Garden depot administration building rectifications have been commenced to address poor condition and serviceability including exterior cladding, roof and internal plumbing issues.
- Numerous minor projects were delivered including: general heritage fabric refurbishment works, end-of-life asset and equipment replacement, site documentation, general carpentry works, and replacement of general infrastructure assets (e.g. fire, hydraulic, electrical, and communication systems).
- Landscape works continued in accordance with the Landscape Management Plan for the property.

### ADMIRALTY HOUSE

The major works projects undertaken at Admiralty House during 2017–18 included:

- Reconfiguration of the ground floor of Admiralty House to locate all public bathrooms near the front entry with the inclusion of an accessible facility was completed. Non-compliant services and base infrastructure systems were replaced or rectified including: upgrade of end-of-life assets and equipment; replacement of failing infrastructure and services, communications and electrical wiring; removal of asbestos; and rectification of general building degradation issues.
- Commencement of works for the rectification and heritage conservation of the Gatehouse building occupied by the Australian Federal Police (AFP). This project will repair damaged internal and external heritage fabric and integrates with security works undertaken on behalf of the Department of Home Affairs (formerly Attorney-General's Department). Works have been staged across two financial years commencing in 2017–18.
- Urgent restorative works of the southern Sea Wall. The project spans multiple years commencing in 2017–18.
- Numerous minor projects were completed 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 was carried out in accordance with the works schedule and Landscape Management Plan.

### • SECURITY

The Office worked closely with the Department of Home Affairs and the Australian Federal Police to identify issues and act on advice in managing the physical security environments at Government House and Admiralty House. New capabilities and revised physical security protocols were introduced over the year. Cyber security issues were managed in accordance with Australian Signals Directorate guidance.

### WORKS OF ART AND OTHER ITEMS

The Office is grateful to the National Gallery of Australia, the Australiana 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 2018, 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 2017-18 \$ 000	Actual 2017-18 \$ 000	Variation 2017-18 \$ 000
Departmental appropriation - Cost of Component 2	4,919	5,058	(139)
Administered Appropriation - Acquisition of Australian honours medals/insignia, warrants and investiture items	1,482	1,296	186
Expenses not requiring appropriation	204	250	(46)
<b>Total</b>	<b>6,605</b>	<b>6,604</b>	<b>1</b>

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, 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 generally processed in order of receipt, although if a nominee is gravely ill or of an advanced age, processing may be expedited.

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

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

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

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

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

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## KEY RESULTS

### NOMINATIONS, AWARDS AND INVESTITURES

The total number of nominations researched and/or prepared by the branch for 2017–18 was 18,188, a 15 per cent increase over 2017–18.

The overall number included 1,976 nominations submitted to the Council for the Order of Australia, a 2.1 per cent increase over 2016–17. The Council met twice in 2017–18 to consider the nominations and other matters. Of nominations submitted, 1,420 resulted in appointments or awards which were approved by the Governor-General. Eighty-eight per cent of Order of Australia nominations were processed and presented to Council meetings within 18 months of receipt in the branch.

On the recommendation of the Minister for Defence, the Governor-General approved 56 appointments and awards in the Military Division of the Order of Australia.

In 2017–18, the branch researched 227 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 89 resulted in awards which were approved by the Governor-General. Ninety-six per cent of researched nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 955 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, 4,549 National Police Service Medals were approved and dispatched to the relevant organisations.

Additionally, in 2017–18, 113 National Emergency Medals (74 for sustained service and 39 for significant service) were approved. The total number of nominations considered for the National Emergency Medal was 557. Ninety-nine per cent of nominations and applications were processed in a timely manner. The National Emergency Medal Committee considered a number of matters out of session in July 2017 and December 2017.

The Governor-General approved 9,860 National Medals, which recognise 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 3,971 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. All of the long service and occupation-based awards were processed within two months of receipt.

Eight non-Australian citizens were recognised by honorary awards in the Order of Australia during 2017–18.

Tables showing the number of nominations considered and awards conferred for the Order of Australia and the Australian Bravery Decorations in 2017–18, 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.

Fifteen investiture ceremonies for recipients of Australian awards were held in 2017–18.

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 2017–18. 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 2017–18 a small number of Australian citizens were approved by the Governor-General to accept and wear foreign awards that were not listed on the Schedule.

## **OTHER BUSINESS**

Amendments made to the Constitution of the Order of Australia in April 2018 allow the Governor-General, by Ordinance and on the Government's advice, to set annual quotas for appointments to the Order of Australia. The changes ensure an ongoing efficient mechanism that enables the quotas to be varied in response to changing circumstances in Australia. The Ordinance subsequently made on 19 April 2018 maintained the current quotas, with the exception of the Member of the Order of Australia (AM), which was increased by 25 in a calendar year. (The current quota is now 365.) There remains no annual quota on the Medal (OAM).

The branch has continued to support a campaign to attain better diversity in Order of Australia nominations received, beginning with a focus on gender balance. On International Women's Day 2018, the Governor-General and Lady Cosgrove featured the nomination of women for the Order of Australia, participating in a number of engagements on that day. The branch has supported initiatives of the Department of the Prime Minister and Cabinet on the same topic, and has initiated an outreach program to state and territory governments to establish a sustainable gender balance of nominations. The Governor-General continues to refer to the honours system generally, and the need for greater diversity of recipients, in his many community engagements. The Queen's Birthday honours list contained the highest number of awards for women since the honours system began in 1975.

The branch continues to plan and support the take-up and transfer of documentation and processes to an Electronic Document Records Management System, a project begun 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 has also begun the implementation of recommendations made following an internal review of honours policies and processes. In January 2018 a fully-functioned online nomination form for the Order of Australia was launched, with the aim of making the process of submitting a nomination as accessible and free of obstacles as possible, without compromising the need to positively identify nominees, or the confidentiality and integrity of the process. Use of the new nomination form has contributed to an increase in the volume of nominations received of over 80 per cent in the period January to June 2018, compared to the average volume received in the same period over the last five years. Other initiatives being implemented from the review involve the further development of IT systems to handle enhanced automation, better reporting, and the production of smarter documents for deliberative bodies, to assist their consideration of a greater volume of nominations.

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.pmc.gov.au/government/its-honour](http://www.pmc.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 and monitors compliance with the Commonwealth Resource Management Framework and finance law. There were no instances of significant non-compliance with finance law during 2017–18.

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 People & Services branch manages the official properties and coordinates physical and cyber security services.

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### COMMITTEES

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

- Management Committee (including the Property Sub-Committee and Information Technology 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 Director Strategic Engagement; the Director People & Services; the Director Honours; 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 People & Services 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.

The Information Technology Sub-Committee was established in 2017–18 in response to the growing and complex information technology needs of the Office necessitated by the Office's current operating environment. Membership includes the Deputy Official Secretary as the chairperson, Director People & Services, Chief Financial Officer and the IT Manager. Responsibilities of the committee include developing the IT strategic plan, prioritising projects, and overseeing the delivery and progress of the IT program in accordance with the IT strategic plan.

STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



CORPORATE PLAN

The Office's Corporate Plan 2017–18 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 to articulate the linkages between them. It is a four-year rolling plan, updated annually, which distils the Office's objectives into a high-level action plan for the current year.

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## 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 the Governor-General 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 2017–18 was a maturity level of Advanced, which reflects the Office's high level of maturity and competence in this field.

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## 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 is regularly reviewed and updated, 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 2017–18.

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## SECURITY FRAMEWORK

The Office continued to work closely with the Department of Home Affairs and the Australian Federal Police to identify issues and receive advice on security, in order to manage effectively the physical security environments at Government House and Admiralty House.

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## AUDIT ACTIVITIES

During 2017–18 the engagement of RSM and McGrathNicol (McN) for the provision of internal audit services continued.

RSM were contracted to provide internal audit services comprising control and compliance testing and reviews. In 2017–18, RSM conducted the following reviews in accordance with the agreed audit program:

- budget process review
- fringe benefits tax (FBT) compliance.

In 2017–18, McN undertook the following review in accordance with the agreed audit program:

- data migration to Records Manager.

On 10 October 2018, the ANAO provided an unqualified audit opinion on the Office's 2017–18 financial statements.

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## EXTERNAL SCRUTINY

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 2017–18.

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## BUSINESS CONTINUITY

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

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## ETHICAL STANDARDS

Standards of appropriate behaviour for employees of the Office are set out in the Office's Code of Conduct and Workplace Behaviours Policy, which were endorsed in the Enterprise Agreement 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 issued by the Department of Finance. The AAIs are cross-referenced to relevant parts of the Act to ensure that 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

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### 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 2017–18 included:

- a targeted recruitment process for Program Unit officers
- increased staff awareness of Indigenous culture through NAIDOC Week and Reconciliation Week celebrations, welcome to country, flag raising ceremonies and cultural activities
- increased awareness of LGBTI and support for our LGBTI staff through a presentation for all staff members
- continued development of the Health and Wellbeing Program including influenza vaccinations, ergonomic awareness, strength and mobility sessions, mental health and targeted health promotion activities
- conducting a staff survey to seek feedback on innovative ways to deliver our outcomes and contribute to a healthy working environment. Flowing on from the survey, regular collaborative sessions are held for staff to put forward ideas and discuss how they can be implemented. These sessions are opportunities to reflect on how best to deliver on our core mission.
- restructuring within the Program Unit that resulted in reallocation of tasking and position classifications as well as establishment of a Strategic Engagement branch. Enabling Services branch was renamed to People and Services branch to better reflect the focus of the branch.
- successful audit of our Rehabilitation Management System.

The Governor-General presented several staff with 2018 Australia Day Achievement Medallions in recognition of their work toward the Office's objectives. Medallions were presented to: Kelvin Jones, who provided sustained commitment, creativity and expertise as the Governor-General's speechwriter; Craig Breen, for exceptional and reliable service as the Government House Maintenance Coordinator; and the Finance Team who made an exceptional contribution to the Office for their ongoing commitment to high levels of accountability and corporate governance.

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### SENIOR EXECUTIVE REMUNERATION

The Office has two senior executive service equivalent officer positions. To avoid the disclosure of personal information, the remuneration level of these positions has not been included. The remuneration of the Official Secretary is determined by the Remuneration Tribunal. Information on senior executive remuneration is now also published on the Office's website.

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## 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 2018, the current enterprise agreement covered 90 staff (including ten casual staff). One staff member was covered by an Australian Workplace Agreement and two staff members were covered by an Individual Flexibility Arrangement (IFA).

The Office does not have performance-based pay arrangements. The salary ranges of Office employees by classification structure are set out in Appendix E.

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## STAFFING CHANGES AND STATISTICS

In 2017-2018, the average staffing level (ASL) for the Office was 82.61 (includes 3.29 casuals due to a change in calculation method). During the year there were nine cessations and six 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.

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## DEVELOPING STAFF

The Office's performance support framework provides a vehicle to set work priorities, assess employee performance, provide feedback, and identify training and development needs. To complement this, the Office has a learning and development framework to deliver opportunities aimed at improving staff skills and job knowledge and providing for personal growth 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 very high 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, chainsaw operation, chemical compliance, first aid, and mandatory ethics, behaviours, procurement, fraud, risk and security training for all staff.

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## 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 one horticulture apprenticeship.



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## WORKPLACE HEALTH AND SAFETY OVERVIEW

### WORKPLACE HEALTH AND SAFETY STRUCTURE AND OVERSIGHT

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

The Office's policies and procedures are a fundamental part of 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 employees. The Office communicates and consults with employees to increase awareness of their obligations under the *Work Health and Safety Act 2011* (WHS Act) to take all reasonable steps to ensure the safety of themselves and others and report hazards, accidents, incidents or near misses.

Workplace health and safety statistics are presented in Appendix F.

### 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 WHS Act, 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 WHS Act, 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 annual audit of our Rehabilitation Management System is conducted.

WHS policy and guidelines are developed, regularly reviewed and updated in consultation with all staff to reflect WHS legislation and best practice. Comprehensive WHS information is available on the Office intranet including a hazard and incident notification flow chart and appropriate forms.

The Work 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.

A free and confidential Employee Assistance Program counselling service (EAP) is available.

An active health and wellbeing program includes influenza vaccinations, health brochures and guest speakers covering a range of topics.

WHS inductions are completed for all new employees.

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

Recommendations from a WHS framework audit and gap analysis have been implemented.

WHS policy, guidelines and procedures are regularly reviewed in consultation with all staff and are updated and available on the Office intranet.

Employees attended sessions on: managing fatigue and sleep, posture, flexibility and stretching information. HSR, fire and evacuation, Smarttrain chemical training, and first aid training was undertaken by relevant employees. Various mental health presentations were conducted and attended by employees from across the Office. WHS training statistics are presented in Table F2.

Annual testing and tagging of all electrical equipment has been completed.

First aid kits and defibrillators are regularly checked and restocked.

A rehabilitation audit showed a high degree of compliance with obligations.

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## 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](http://www.apsc.gov.au). From 2010–11, departments and agencies have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been superseded 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, biannual 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](http://www.dss.gov.au).

# MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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## ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$141.8 million (2016–17: \$138.4 million).

As at 30 June 2018, administered non-financial assets comprised:

- \$136.3m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.5m of infrastructure, plant and equipment
- \$1.8m of inventories being medals held by the Office and to be issued under the Australian honours and awards system.

The Office continued to deliver its Property Works Plan (PWP) under the revised Administered Capital Budget (ACB) to preserve the current functionality of the Commonwealth-listed heritage properties under its control, in accordance with statutory obligations and heritage requirements. Further information is provided under 'Property management' in the 'Report on performance'.

As at 30 June 2018, Departmental assets comprised:

- \$1.477m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.382m of intangibles representing ordinary software
- \$0.038m of inventories
- \$0.071m of other non-financial assets, representing pre-payments made
- \$0.133m in work-in-progress representing capital works undertaken on behalf of the Attorney General's Department.

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.

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## 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 commitment to pay on time to agreed terms and to seek opportunities to reduce the payment time. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.<sup>1</sup>

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## 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 2017–18, the Office incurred total actual expenditure of \$263,038 (including GST) on consultancies. The Office entered into eleven new consultancy contracts during the year with six ongoing consultancies active during 2017–18. Expenditure on consultancy contracts over the four most recent financial years is presented at Appendix G, Table G1: 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](http://www.tenders.gov.au).

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## LEGAL SERVICES EXPENDITURE

In accordance with the requirements of the Legal Services Directions 2017, the Office reports that total expenditure on external legal services in 2017–18 was \$32,837.42 (including GST).

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## 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.

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## AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2017–18 that did not provide for the Auditor-General to have access to the contractor's premises.

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## 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*.

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## ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research during 2017–18.

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## DISCRETIONARY GRANTS

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

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## INFORMATION TECHNOLOGY

The Office's outcomes continued to be supported by improvements to the security, reliability and functionality of its Information and Communications (ICT) infrastructure as outlined in the draft ICT Strategic Plan 2018–2023.

Strategic objectives achieved in 2017–2018 included:

- new technology to support the role of the Governor-General, such as the continuing deployment of a new Events Management System and the ongoing digitisation of processes used to manage the Governor-General's program
- the continuing digital transformation of the Australian Honours System. This included the redevelopment of the online nomination process to enable broader access by the community. Furthermore the Australian Honours Secretariat continues to become more efficient due to ongoing digitisation of workflows when processing nominations.
- the continuing digital transformation of Office operations, such as progressing the implementation of a new unified communications system to replace end of life systems
- continued upgrades to the Office's fundamental ICT infrastructure. These included rolling updates to the Office's computer hardware, software environment and network infrastructure.

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

## FREEDOM OF INFORMATION

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

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

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

Optional information is published under the following headings:

### **Our priorities**

*This includes a link to relevant sections of the website and the Annual Report*

### **Our finances**

*This includes links to the Financial Statements contained within the Annual Report and the Portfolio Budget Statements*

### **Our lists**

*This includes a link to the Senate File List, Agency Contracts and Honours Lists*

### **Governor-General's Program**

*Daily program of official engagements*

### **Speeches**

*Copies of selected 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.

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## 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*

*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.*

*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](mailto:FOI.IPS@gg.gov.au)*

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

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## 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.



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## FOI APPLICATIONS IN 2017-18

During 2017-18, 11 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

- two were provided access to the requested documents
- two were denied under section 6A of the Act
- seven 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

The Office reports on ecological sustainability performance in accordance with s 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

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

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## TRANSPORT AND MACHINERY

The Office continues to reduce greenhouse gas emissions from transport and machinery. Greenhouse gas emissions from these sources have dropped by 5.9 per cent compared to last financial year.

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## POWER CONSUMPTION AND GREENHOUSE EMISSIONS

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

The Office's total electrical power consumption continues to fall year-on-year and has reduced 8 per cent compared to last financial year. As a result of these efficiencies the Office's total greenhouse gas emissions have reduced by 8 per cent compared to last financial year and are now less than 1 tonne of CO<sub>2</sub> equivalent. Importantly the Office absorbs over 20 tonnes of CO<sub>2</sub> per year through the trees on site and is as such a net absorber of CO<sub>2</sub> by a significant margin.

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## RESOURCE EFFICIENCY AND WASTE

The Office provides staff office accommodation at both properties for staff travelling between properties and continues to deliver a range of initiatives aimed at improving energy efficiency. Automated air-conditioning controls are in place in large central office areas to switch off air-conditioning outside normal working hours. 'Setback' controls in spaces with low occupancy (initially introduced in 2013–14 and with an additional installation in 2017–18) allow the 'relaxation' of temperatures when spaces are not in use and continue to provide energy savings. 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 5 per cent Greenpower (this percentage of green energy is optional under an existing whole-of-government procurement arrangement for electricity).

The Office continues to focus on the progressive retrofitting of energy-efficient light globes, and water-efficient plumbing fittings and fixtures where practical in both houses and office space.

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.

In 2017–18 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 occupied 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 (only 45m<sup>3</sup> over the year) due to re-use of compostable material
- continued use of a soil sieve at Government House, to enable on-site manufacture of high quality compost, with savings on materials handling and costs. In 2017–18 all green waste from the site was recycled on site.
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

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 2017–18, the Office continued to closely manage its water consumption but saw an increase of 21 per cent due to a warmer than usual summer season. This is less than 85 per cent of the total water allocation.

TABLE 6:  
ENVIRONMENTAL  
PERFORMANCE  
SUMMARY 2016-17  
AND 2017-18

Indicator	2017-18	2016-17
<b>Electricity consumption (both properties)</b>		
Total electricity consumption (kWh)	943,588	1,025,915
Green power purchased (kWh)	45.3	49.2
<b>Transport and machinery (both properties)</b>		
Total number of fleet vehicles	7	6
Total unleaded petrol consumption - fleet vehicles and garden machinery (litres)	5,618	4,817
Total diesel consumption - fleet vehicles and garden machinery (litres)	6,068	7,431
Fleet vehicles total distance travelled (kilometres)	48,973	47,527
Total direct greenhouse emissions of vehicle and machinery fuel consumption (tonnes CO <sub>2</sub> -e)	31.01	32.93
<b>Greenhouse emissions (both properties)</b>		
Total greenhouse emissions (tonnes CO <sub>2</sub> -e)	984.8	1066.7
Total greenhouse emissions per full-time equivalent (tonnes CO <sub>2</sub> -e/FTE)	12.30	12.85
<b>Greenhouse absorption (both properties)</b>		
Total greenhouse absorption (tonnes CO <sub>2</sub> -e)	>20	>20
<b>Resource efficiency and waste (both properties)</b>		
Total green waste removal (m <sup>3</sup> )	45	75
Total waste recycled (tonnes)	8.59	7.59
Lake water abstraction (Government House) ML note total license is 86ML	72.88	60.07





# FINANCIAL STATEMENTS

CHAPTER 4

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## INDEPENDENT AUDITOR'S REPORT

To the Prime Minister

### Opinion

In my opinion, the financial statements of the Office of the Official Secretary to the Governor-General for the year ended 30 June 2018:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements 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 2018 and its financial performance and cash flows for the year then ended.

The financial statements of the Office of the Official Secretary to the Governor-General, which I have audited, comprise the following statements as at 30 June 2018 and for the year then ended:

- 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 Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to and forming part of the financial statements, comprising an Overview Note and other explanatory information.

### Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Office of the Official Secretary to the Governor-General in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* to the extent that they are not in conflict with the *Auditor-General Act 1997* (the Code). I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Office of the Official Secretary to the Governor-General, 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 – Reduced Disclosure Requirements and the rules made under that Act. The Official Secretary to the Governor-General is also responsible for such internal control as the Official Secretary to the Governor-General 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.

In preparing the financial statements, the Official Secretary to the Governor-General is responsible for assessing the Office of the Official Secretary to the Governor-General's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other

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19 National Circuit BARTON ACT  
Phone (02) 6203 7300 Fax (02) 6203 7777

reason. The Official Secretary to the Governor-General is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Rahul Tejani  
Acting Executive Director  
Delegate of the Auditor-General  
Canberra  
10 October 2018



**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 2018 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



**Paul Singer**  
A/g Official Secretary to the Governor-General  
10 October 2018

Signed



**Chandy Paul**  
Chief Financial Officer  
10 October 2018

**Office of the Official Secretary to the Governor-General**  
**Statement of Comprehensive Income**  
*for the period ended 30 June 2018*

	Notes	2018 \$	2017 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	1A	8,063,307	7,678,571	7,583,000
Suppliers	1B	3,249,107	3,536,096	3,418,000
Depreciation and amortisation	5	470,682	360,597	384,000
Disposal of non-financial assets	1C	12,970	(3,114)	-
<b>Total expenses</b>		<b>11,796,066</b>	<b>11,572,150</b>	<b>11,385,000</b>
<b>Own-Source Income</b>				
<b>Own-source revenue</b>				
Miscellaneous receipts	2	460,193	130,228	-
<b>Total own-source revenue</b>		<b>460,193</b>	<b>130,228</b>	<b>-</b>
<b>Gains</b>				
Resources received free of charge	2	72,000	72,000	69,000
<b>Total gains</b>		<b>72,000</b>	<b>72,000</b>	<b>69,000</b>
<b>Total own-source income</b>		<b>532,193</b>	<b>202,228</b>	<b>69,000</b>
<b>Net cost of services</b>		<b>(11,263,873)</b>	<b>(11,369,922)</b>	<b>(11,316,000)</b>
<b>Revenue from Government</b>				
Departmental annual appropriations		10,932,000	11,076,347	10,932,000
<b>Surplus (Deficit) attributable to the Australian Government</b>		<b>(331,873)</b>	<b>(293,575)</b>	<b>(384,000)</b>
<b>Total comprehensive income (loss)</b>		<b>(331,873)</b>	<b>(293,575)</b>	<b>(384,000)</b>

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 2018*

<b>Explanations of major variances<sup>1</sup></b>	<b>Affected line items (and statement)</b>
<p><u>Employees</u></p> <p>Employee expenses exceeded budget by \$480k due to a marked increase in operating activities including processing of nominations, necessitating hiring more casual staff to keep up with the operational tempo.</p> <p>Employee expenses in the cash flow statement also exceeded budget by \$396k as a result of the above.</p>	<p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)</i></p>
<p><u>Suppliers paid</u></p> <p>Supplier expenses were under budget by \$169k predominantly due to careful management of budget to offset increases in travel and employee costs. This was achieved through the reprioritisation of projects taking into account a risk based approach.</p>	<p><i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position)</i></p>
<p><u>Depreciation expense</u></p> <p>Depreciation expenses were over budget by \$86k as a result of multiple new assets being purchased during the financial year. There were additions of multiple furniture items, computer hardware, garden equipment, office equipment, as well as a passenger vehicle.</p>	<p><i>Depreciation and amortisation (Statement of Comprehensive Income), Property, plant and equipment (Statement of Financial Position)</i></p>
<p><u>Own source revenue</u></p> <p>Own source revenue is predominantly related to a \$150k supplementation from Prime Minister and Cabinet (PM&amp;C) to assist in meeting the overseas travel commitments undertaken by the Governor-General who represents Australia at significant occasions overseas. There was also \$182k of income recognised in relation to a memorandum of understanding with PM&amp;C to maintain the grounds at Kirribilli House; and \$133k in relation to a memorandum of understanding with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House.</p>	<p><i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i></p>

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 2018*

	Notes	2018 \$	2017 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial Assets</b>				
Cash and cash equivalents	10	148,881	1,354,221	148,000
Trade and other receivables	4	3,694,910	2,840,822	3,077,000
<b>Total financial assets</b>		<b>3,843,791</b>	<b>4,195,043</b>	<b>3,225,000</b>
<b>Non-Financial Assets</b>				
Buildings	5	133,197	-	-
Plant and equipment	5	1,476,610	1,430,446	1,379,000
Intangibles	5	382,489	417,872	366,000
Inventories		38,275	39,582	-
Prepayments		70,784	88,395	-
<b>Total non-financial assets</b>		<b>2,101,355</b>	<b>1,976,295</b>	<b>1,745,000</b>
<b>Total assets</b>		<b>5,945,146</b>	<b>6,171,338</b>	<b>4,970,000</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	6A	364,120	382,361	262,000
Other payables	6B	246,185	621,331	171,000
<b>Total payables</b>		<b>610,305</b>	<b>1,003,692</b>	<b>433,000</b>
<b>Provisions</b>				
Employee provisions	7	2,125,955	2,017,887	2,140,000
<b>Total provisions</b>		<b>2,125,955</b>	<b>2,017,887</b>	<b>2,140,000</b>
<b>Total liabilities</b>		<b>2,736,260</b>	<b>3,021,579</b>	<b>2,573,000</b>
<b>Net assets</b>		<b>3,208,886</b>	<b>3,149,759</b>	<b>2,397,000</b>
<b>EQUITY</b>				
Contributed equity		2,231,095	1,840,095	2,232,000
Asset revaluation reserve		557,664	557,664	558,000
Retained surplus (accumulated deficit)		420,127	752,000	(393,000)
<b>Total equity</b>		<b>3,208,886</b>	<b>3,149,759</b>	<b>2,397,000</b>

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 2018*

<b>Explanations of major variances<sup>1</sup></b>	<b>Affected line items (and statement)</b>
<p><u>Trade and other receivables</u></p> <p>The increase in the receivable balance is predominantly a result of a higher appropriations receivable balance resulting from an increase in Section 74 receipts during the financial year. The consolidation of the Governor-General's 'Allowance' following legal advice from the Australian Government Solicitor at the end of 2016-17 financial year resulted in \$549k of additional Section 74 receipts being swept back up to the Official Public Account during the 2017-18 financial year.</p>	<p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to OPA (Cash Flow Statement)</i></p>
<p><u>Non-financial assets</u></p> <p>Non-financial assets exceeded budget by \$356k as a result of asset purchases amounting to \$518k partially offset by depreciation expense. Asset purchases during the financial year predominantly comprise of motor vehicle, furniture, garden equipment, office equipment and computer hardware. There was also \$133k of work-in-progress in relation to works undertaken relating to the gatehouse at Admiralty House.</p> <p>In addition, \$38k of inventory was brought onto the books after the budget was formed; and \$70k of prepayments were made during the financial year which was not budgeted for.</p> <p>Total cash used from investing activities amounted to \$651k as a result of the asset purchases.</p>	<p><i>Non-financial assets (Statement of Financial Position), Contributed equity (Statement of Financial Position), Investing cash used (Cash Flow Statement)</i></p>
<p><u>Payables</u></p> <p>Total payables exceeded budget by \$177k predominantly as a result of income received in advance. The Office entered into a memorandum of understanding with the Attorney General's department during the financial year to undertake works relating to the gatehouse at Admiralty House. The balance of this income not yet spent at 30 June 2018 was approximately \$184k.</p>	<p><i>Payables (Statement of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 1% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• 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.</li> </ul>	

Office of the Official Secretary to the Governor-General  
Statement of Changes in Equity  
for the period ended 30 June 2018

	Retained earnings				Asset revaluation surplus				Contributed equity/capital				Total equity			
	2018	2017	Original Budget <sup>1</sup>	Variance	2018	2017	Original Budget <sup>1</sup>	Variance	2018	2017	Original Budget <sup>1</sup>	Variance	2018	2017	Original Budget	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Opening balance</b>	752,000	1,045,575	(9,000)	761,000	-84,56%	557,664	557,664	558,000	(336)	0%	1,840,095	1,445,095	1,841,000	(903)	0%	3,149,759
Balance carried forward from previous period																2,390,000
<b>Adjusted opening balance</b>	752,000	1,045,575	(9,000)	761,000	-84,56%	557,664	557,664	558,000	(336)	0%	1,840,095	1,445,095	1,841,000	(903)	0%	3,149,759
																2,390,000
<b>Comprehensive income</b>																
Other comprehensive income																
Deficit for the period	(331,873)	(293,575)	(384,000)	52,127	-14%	-	-	-	-	-	-	-	-	-	-	(384,000)
<b>Total comprehensive income</b>	(331,873)	(293,575)	(384,000)	52,127	-14%	-	-	-	-	-	-	-	-	-	-	(384,000)
Department capital budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total transactions with owners</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Closing balance as at 30 June</b>	420,127	752,000	(393,000)	813,127	-207%	557,664	557,664	558,000	(336)	0%	2,231,095	1,840,095	2,232,000	(903)	0%	3,208,886
																2,397,000
<b>Closing balance attributable to the Australian Government</b>	420,127	752,000	(393,000)	813,127	-207%	557,664	557,664	558,000	(336)	0%	2,231,095	1,840,095	2,232,000	(903)	0%	3,208,886
																2,397,000

*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.

Major variances between the actual and original budgeted amounts for 2017-18 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**

	2018 \$	2017 \$	Original Budget \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	12,086,992	12,123,669	11,278,000
GST received	242,369	350,139	-
Other	465,877	160,702	-
<b>Total cash received</b>	<b>12,795,238</b>	<b>12,634,510</b>	<b>11,278,000</b>
<b>Cash used</b>			
Employees	(7,950,328)	(7,663,645)	(7,554,000)
Suppliers	(3,856,990)	(3,843,076)	(3,724,000)
Section 74 receipts transferred to OPA <sup>1</sup>	(2,035,861)	(953,175)	-
<b>Total cash used</b>	<b>(13,843,179)</b>	<b>(12,459,896)</b>	<b>(11,278,000)</b>
<b>Net cash from operating activities</b>	<b>(1,047,941)</b>	<b>174,614</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment	23,437	6,056	-
<b>Total cash received</b>	<b>23,437</b>	<b>6,056</b>	<b>-</b>
<b>Cash used</b>			
Purchase of property, plant and equipment	(651,068)	(515,899)	(391,000)
<b>Total cash used</b>	<b>(651,068)</b>	<b>(515,899)</b>	<b>(391,000)</b>
<b>Net cash used by investing activities</b>	<b>(627,631)</b>	<b>(509,843)</b>	<b>(391,000)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity	470,233	401,168	391,000
<b>Total cash received</b>	<b>470,233</b>	<b>401,168</b>	<b>391,000</b>
<b>Net cash from financing activities</b>	<b>470,233</b>	<b>401,168</b>	<b>391,000</b>
<b>Net increase (decrease) in cash held</b>	<b>(1,205,339)</b>	<b>65,939</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	1,354,220	1,288,281	148,000
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>148,881</b>	<b>1,354,220</b>	<b>148,000</b>

1. Includes \$549k transferred to the Official Public Account as a result of the consolidation of the 'Allowance' program expense account.

Major variances between the actual and original budgeted amounts for 2017-18 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 2018*

	Notes	2018 \$	2017 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Suppliers	11	1,310,410	876,392	1,509,000
Governor-General's salary		425,000	425,000	425,000
Depreciation and amortisation	14	1,837,809	1,607,324	1,717,000
Write-down and impairment of assets		15,792	(10,630)	-
<b>Total expenses</b>		<b>3,589,011</b>	<b>2,898,086</b>	<b>3,651,000</b>
<b>Income</b>				
<b>Revenue</b>				
<b>Non-taxation revenue</b>				
Sale of goods - external parties		30,622	28,672	27,000
<b>Total non-taxation revenue</b>		<b>30,622</b>	<b>28,672</b>	<b>27,000</b>
<b>Total income</b>		<b>30,622</b>	<b>28,672</b>	<b>27,000</b>
<b>Net cost of services</b>		<b>(3,558,389)</b>	<b>(2,869,414)</b>	<b>(3,624,000)</b>
<b>Deficit</b>		<b>(3,558,389)</b>	<b>(2,869,414)</b>	<b>(3,624,000)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation reserve	14	1,500,000	5,840,000	-
<b>Total other comprehensive income</b>		<b>1,500,000</b>	<b>5,840,000</b>	<b>-</b>
<b>Total comprehensive income (loss)</b>		<b>(2,058,389)</b>	<b>2,970,586</b>	<b>(3,624,000)</b>

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 2018*

	Notes	2018 \$	2017 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents		500	556	1,000
Receivables	13	91,275	97,021	84,000
<b>Total financial assets</b>		<b>91,775</b>	<b>97,577</b>	<b>85,000</b>
<b>Non-financial assets</b>				
Land and buildings	14	136,322,502	133,288,725	128,023,000
Property, plant and equipment	14	1,540,782	1,606,667	2,657,000
Inventories	15	1,805,493	1,613,694	1,111,000
<b>Total non-financial assets</b>		<b>139,668,777</b>	<b>136,509,086</b>	<b>131,791,000</b>
<b>Total assets administered on behalf of Government</b>		<b>139,760,552</b>	<b>136,606,663</b>	<b>131,876,000</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	16	209,484	102,769	38,000
<b>Total payables</b>		<b>209,484</b>	<b>102,769</b>	<b>38,000</b>
<b>Total liabilities administered on behalf of Government</b>		<b>209,484</b>	<b>102,769</b>	<b>38,000</b>
<b>Net assets</b>		<b>139,551,068</b>	<b>136,503,894</b>	<b>131,838,000</b>

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 2018*

Explanations of major variances <sup>1</sup>	Affected line items (and schedule)
<p><u>Suppliers</u></p> <p>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 under budget variance of \$199k represents fewer medals awarded and issued during the financial year compared to actual purchases.</p> <p>The unfavourable budget variance of \$171k relating to suppliers payable is due to the timing of larger invoices received for payment during the end of financial year. The budget was formed at the beginning of the financial year where year-end invoices are not yet known.</p>	<p><i>Supplier expense (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)</i></p> <p><i>Suppliers Payable (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p><u>Other comprehensive income</u></p> <p>Other comprehensive income of \$1.5m is related to an increase in the fair value of land at Admiralty House as a result of the 2017-18 independent desk-top revaluation. The budget does not include fair value movements.</p>	<p><i>Other comprehensive income (Administered Schedule of Comprehensive Income), Property, plant and equipment (Administered Schedule of Assets and Liabilities)</i></p>
<p><u>Non-Financial Assets</u></p> <p>The favourable variance of \$8.3m relating to land and buildings is predominantly due to an increase in the fair value of land as a result of the 2017-18 and 2016-17 revaluations. The land revaluation increments of Admiralty House and Government House amounted to \$1.5m in 2017-18 and \$5.84m in 2016-17. The 2017-18 budget was formed prior to the 2016-17 year end revaluation exercise and does not include the fair value increments for 2017-18 as well as 2016-17. There was also work-in-progress capitalisation as at 30 June partially offset by depreciation expenses during the financial year.</p> <p>The budget variance for property, plant and equipment is due to a misclassification between inventories and property, plant and equipment within the budget.</p> <p>Inventory is above budget by \$694k as a result of more medals stock being purchased. This increase is to accommodate the increase in nominations during the financial year as a result of the Office streamlining its nomination process to operate via an online platform.</p>	<p><i>Non-financial assets (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i></p> <p><i>Inventories (Administered Schedule of Assets and Liabilities), Operating cash received (Cash Flow Statement)</i></p>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 1% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• 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.</li> </ul>	

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

	2018	2017
	\$	\$
<b>Opening assets less liabilities as at 1 July</b>	<b>136,503,894</b>	128,923,448
<b>Adjusted opening administered assets less administered liabilities</b>	<b>136,503,894</b>	128,923,448
<b>Net cost of services</b>		
Income	30,622	28,672
Expenses		
Payments to entities other than corporate Commonwealth entities	(3,589,011)	(2,898,086)
<b>Other comprehensive income:</b>		
Revaluations transferred to reserves	1,500,000	5,840,000
<b>Transfers to/from the Australian Government:</b>		
Annual Appropriations	5,152,601	4,582,231
Special Appropriations	425,000	425,000
Appropriation transfers to Official Public Account:		
Transfers to OPA	(472,038)	(397,371)
<b>Closing assets less liabilities as at 30 June</b>	<b>139,551,068</b>	136,503,894

**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.

**Office of the Official Secretary to the Governor-General  
ADMINISTERED CASH FLOW STATEMENT**

*for the period ended 30 June 2017*

	2018 \$	2017 \$	Original Budget \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Sales of goods and rendering of services	30,622	28,673	27,000
<b>Total cash received</b>	<b>30,622</b>	<b>28,673</b>	<b>27,000</b>
<b>Cash used</b>			
Suppliers	(1,402,514)	(1,354,242)	(1,611,000)
Governor-General's salary	(425,000)	(425,000)	(425,000)
Net GST paid	5,746	(12,774)	-
<b>Total cash used</b>	<b>(1,821,768)</b>	<b>(1,792,016)</b>	<b>(2,036,000)</b>
<b>Net cash flows used by operating activities</b>	<b>(1,791,146)</b>	<b>(1,763,343)</b>	<b>(2,009,000)</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of property, plant and equipment	(3,314,473)	(2,846,482)	(3,214,000)
<b>Total cash used</b>	<b>(3,314,473)</b>	<b>(2,846,482)</b>	<b>(3,214,000)</b>
<b>Net cash flows used by investing activities</b>	<b>(3,314,473)</b>	<b>(2,846,482)</b>	<b>(3,214,000)</b>
<b>Net decrease in cash held</b>	<b>(5,105,619)</b>	<b>(4,609,825)</b>	<b>(5,223,000)</b>
Cash and cash equivalents at the beginning of the reporting period	556	521	1,000
Cash from Official Public Account:			
- Appropriations <sup>1</sup>	5,577,601	5,007,231	5,243,000
<b>Total cash from official public account</b>	<b>5,578,157</b>	<b>5,007,752</b>	<b>5,244,000</b>
Cash to Official Public Account for:			
- Appropriations	(472,038)	(397,371)	(20,000)
<b>Total cash to official public account</b>	<b>(472,038)</b>	<b>(397,371)</b>	<b>(20,000)</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>500</b>	<b>556</b>	<b>1,000</b>

1. Appropriations include \$3,216,343 Administered Capital Budget (ACB) (2017: \$2,787,202).

Major variances between the actual and original budgeted amounts for 2017-18 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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



## 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;
- Provides for depreciation of assets used in connection with the provision of services to the Governor-General; and
- Manages and maintains the official household and property.

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 2017; and
- b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements 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.

### 1.3 Significant Accounting Judgements and Estimates

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 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.

## 1.5 Cash

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

## 1.6 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.

## 1.7 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

	2018	2017
	\$	\$
<b>Note 1A: Employee Benefits</b>		
Wages and salaries	6,106,014	5,888,464
Superannuation:		
Defined contribution plans	628,238	600,424
Defined benefit plans	568,263	553,166
Leave and other entitlements	760,792	636,517
<b>Total employee benefits</b>	<b>8,063,307</b>	<b>7,678,571</b>

Accounting policies for employee related expenses is contained in Note 7.

## Note 1B: Suppliers

### Goods and services

Consultants and contractors	237,148	225,660
Travel	484,761	435,576
IT services	345,125	401,657
Property maintenance	1,024,034	1,110,451
Professional fees	351,102	304,148
Printing, consumables and general	198,708	228,431
Household and hospitality	267,924	298,369
Other	113,629	171,917
<b>Total goods and services supplied or rendered</b>	<b>3,022,431</b>	<b>3,176,209</b>

### Goods and services are made up of:

Provision of goods	462,044	418,231
Rendering of services	2,560,387	2,757,978
<b>Total goods and services supplied or rendered</b>	<b>3,022,431</b>	<b>3,176,209</b>

### Other suppliers

Workers compensation expenses	226,676	359,887
<b>Total other suppliers</b>	<b>226,676</b>	<b>359,887</b>
<b>Total suppliers</b>	<b>3,249,107</b>	<b>3,536,096</b>

## Note 1C: Disposal of non-financial assets

### Property plant and equipment:

Proceeds from sale of property, plant and equipment	(23,439)	(6,058)
Carrying value of assets sold	36,409	2,944
<b>Total disposal of non-financial assets</b>	<b>12,970</b>	<b>(3,114)</b>

## Note 2: Own-Source Revenue

	2018	2017
	\$	\$
<b>Note 2: Other Revenue</b>		
Resources received free of charge	72,000	72,000
<b>Total resources received free of charge</b>	<b>72,000</b>	<b>72,000</b>
One-off supplementation funding from PM&C	150,000	100,000
Other <sup>1</sup>	310,193	30,228
<b>Total miscellaneous receipts</b>	<b>460,193</b>	<b>130,228</b>
<b>Total other revenue</b>	<b>532,193</b>	<b>202,228</b>

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

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.

1. Mainly relates to revenue arising from the memoranda of understanding with PM&C to maintain the grounds at Kirribilli House (\$182k), and with the AGD to undertake works relating to the gatehouse at Admiralty House (\$133k). The prior year amount essentially relates to interest revenue on deposits which have been subsequently returned to Departmental of Finance following consolidation of the 'Allowance' program expense account.



### Note 3: Fair Value Measurements

#### Note 3: Fair Value Measurements

	Fair value measurements at the end of the reporting period	
	2018	2017
	\$	\$
<b>Non-financial assets</b>		
Other property, plant and equipment	1,476,610	1,430,446
<b>Total non-financial assets</b>	<b>1,476,610</b>	<b>1,430,446</b>
<b>Total fair value measurements of assets in the statement of financial position</b>	<b>1,476,610</b>	<b>1,430,446</b>

In accordance with AASB 13 the fair value of property, plant and equipment has been taken to be the market price of similar assets as determined by an independent valuer. The last revaluation was undertaken at 30 June 2016.

#### Note 4: Financial Assets

	2018	2017
	\$	\$
<b>Note 4: Trade and Other Receivables</b>		
Appropriations receivable	3,502,910	2,701,273
Trade receivables	37,840	43,524
GST receivable from the Australian Taxation Office	154,160	96,025
<b>Total goods and services receivables</b>	<b>3,694,910</b>	<b>2,840,822</b>

Credit terms for goods and services were within 30 days (2017: 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 5: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2017-18)**

	Buildings	Other property, plant & equipment	Computer software purchased	Total
	\$	\$	\$	\$
<b>As at 1 July 2017</b>				
Gross book value	-	1,718,550	489,438	2,207,988
Accumulated depreciation and impairment	-	(288,104)	(71,566)	(359,670)
<b>Total as at 1 July 2017</b>	-	1,430,446	417,872	1,848,318
Additions:				
Work in progress	133,197	-	-	133,197
Asset Purchases	-	448,378	69,492	517,871
Depreciation/Amortisation expense	-	(365,807)	(104,875)	(470,682)
Other movements		(555)	-	(555)
Disposals:				
Other disposals- Gross book value of disposed assets	-	(58,641)	-	(58,641)
Other disposals- Accumulated depreciation of disposed assets	-	22,788	-	22,788
<b>Total as at 30 June 2018</b>	133,197	1,476,609	382,489	1,992,296
<b>Total as at 30 June 2018 represented by:</b>				
Gross book value	133,197	2,108,289	558,930	2,800,416
Accumulated depreciation and impairment	-	(631,679)	(176,441)	(808,120)
<b>Total as at 30 June 2018</b>	133,197	1,476,610	382,489	1,992,296

**Revaluations of non-financial assets**

Consistent with the Office's asset policy, the last revaluation was undertaken in June 2016.

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

Contractual commitments relating to non-financial assets amounted to \$79,831 (2017: \$151,988) GST inclusive.

## 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:

	2018	2017
Buildings on freehold land	2 to 98 years	2 to 98 years
Plant and equipment	1 to 78 years	1 to 78 years
Furniture and fittings, fine arts and antiques	1 to 191 years	1 to 191 years
Motor vehicles	2 to 15 years	2 to 15 years
Ceremonial motor vehicles	41 years	41 years
Computer hardware	1 to 6 years	1 to 6 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 2018. 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 (2017: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2018.

## Note 6: Payables

	2018	2017
	\$	\$
<b>Note 6A: Suppliers</b>		
Trade creditors and accruals	364,120	382,361
<b>Total suppliers</b>	<b>364,120</b>	<b>382,361</b>

Supplier payables are settled within 30 days.

## Note 6B: Other Payables

Salaries and wages	52,882	48,214
Superannuation	9,210	8,967
Transfers to the Consolidated Revenue Fund	-	564,625
Other	184,093	(475)
<b>Total other payables</b>	<b>246,185</b>	<b>621,331</b>

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

Financial liabilities arising from payables amounted to **\$652,597** (2017: \$381,886). Refer to Note 10.

## Note 7: Provisions

	2018	2017
	\$	\$
<b>Note 7: Employee Provisions</b>		
Leave	2,125,955	2,017,887
<b>Total employee provisions</b>	<b>2,125,955</b>	<b>2,017,887</b>
Employee provisions are expected to be settled in:		
No more than 12 months	997,703	951,593
More than 12 months	1,128,252	1,066,294
<b>Total employee provisions</b>	<b>2,125,955</b>	<b>2,017,887</b>

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 2018 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: Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of the entity. The Office has determined the key management personnel to be the Official Secretary and the Deputy Official Secretary. Key management personnel remuneration is reported in the table below:

	2018 \$	2017 \$
<b>Short-term employee benefits:</b>		
Salary	<u>514,953</u>	<u>507,017</u>
<b>Total short-term employee benefits</b>	<u>514,953</u>	<u>507,017</u>
<b>Post-employment benefits:</b>		
Superannuation	<u>74,073</u>	<u>73,525</u>
<b>Total post-employment benefits</b>	<u>74,073</u>	<u>73,525</u>
<b>Other long-term benefits:</b>		
Annual leave	<u>39,518</u>	<u>39,156</u>
Long-service leave	<u>12,884</u>	<u>12,766</u>
<b>Total other long-term employee benefits</b>	<u>52,402</u>	<u>51,922</u>
<b>Total key management personnel remuneration expenses</b>	<u>641,428</u>	<u>632,464</u>

The total number of key management personnel that are included above is 2 (2017:3). The variance from prior year is due to a transitional period where one key management personnel retired and another acted in the role.

## Note 9: Related Party Disclosures

### **Related party relationships:**

The Office is an Australian Government controlled entity. Related parties to this entity are Key Management Personnel (KMP) and other Australian Government entities. The Office has assessed the KMP to include the Official Secretary and the Deputy Official Secretary.

### **Transactions with related parties:**

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the Office, it has been determined that there are no related party transactions to be separately disclosed.



**Note 10: Financial Instruments**

	2018	2017
	\$	\$
<b>Note 10: Categories of Financial Instruments</b>		
<b>Financial Assets</b>		
Held-to-maturity investments:		
Term deposits	-	600,000
Total held-to-maturity investments	-	600,000
Loans & Receivables:		
Cash & Equivalents	148,881	754,221
Trade and other receivables	37,840	43,524
Total loans and receivables	186,721	797,745
<b>Total financial assets</b>	<b>186,721</b>	<b>1,397,745</b>
<b>Financial Liabilities</b>		
At amortised cost:		
Suppliers and other payables	548,213	381,886
<b>Total financial liabilities</b>	<b>548,213</b>	<b>381,886</b>

The net fair values of the financial assets and liabilities are at their carrying amounts.

**Financial assets**

The Office classifies its financial assets as held-to maturity investments and 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.

Held-to-maturity investments and 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 or held-to-maturity investments 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 have been received (and irrespective of having been invoiced).

**Note 11: Administered - Expenses**

	2018	2017
	\$	\$
<b>Note 11: Suppliers</b>		
<b>Goods and services</b>		
Cost of Medals	1,210,381	745,890
Other	100,029	130,502
<b>Total goods and services</b>	<b>1,310,410</b>	<b>876,392</b>
<b>Goods and services are made up of:</b>		
Provision of goods	1,213,107	782,139
Rendering of services	97,302	94,253
<b>Total goods and services</b>	<b>1,310,410</b>	<b>876,392</b>

## Note 12: Administered - Fair Value Measurements

### Note 12: Fair Value Measurements

	Fair value measurements	
	2018	2017
	\$	\$
<b>Non-financial assets</b>		
Land	<b>102,000,000</b>	100,500,000
Buildings	<b>34,322,502</b>	32,788,725
Other property, plant and equipment	<b>1,540,782</b>	1,606,667
<b>Total non-financial assets</b>	<b>137,863,284</b>	134,895,392
<b>Total fair value measurements of assets in the statement of financial position</b>	<b>137,863,284</b>	134,895,392

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.

**Note 13: Administered - Financial Assets**

<b>2018</b>	<b>2017</b>
<b>\$</b>	<b>\$</b>

**FINANCIAL ASSETS**

**Note 13: Trade and Other Receivables**

**Goods and services receivables in connection with:**

Trade receivables	<u>91,275</u>	<u>97,021</u>
<b>Total Trade and other receivables</b>	<b><u>91,275</u></b>	<b><u>97,021</u></b>

Credit terms were net 30 days (2017: 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 14 – Reconciliation of the Opening and Closing Balances of Land, Buildings and Infrastructure, Plant and Equipment (2017-18)**

	Land \$	Buildings \$	Total land and buildings \$	Infrastructure plant and equipment \$	Total \$
<b>As at 1 July 2017</b>					
Gross book value	100,500,000	34,339,528	134,839,528	1,663,187	136,502,715
Accumulated depreciation and impairment	-	(1,550,804)	(1,550,804)	(56,520)	(1,607,324)
<b>Total as at 1 July 2017</b>	<b>100,500,000</b>	<b>32,788,724</b>	<b>133,288,724</b>	<b>1,606,667</b>	<b>134,895,391</b>
Revaluations recognised in other comprehensive income	1,500,000	-	1,500,000	-	1,500,000
Additions:					
Work in progress <sup>1</sup>	-	(1,199,487)	(1,199,487)	-	(1,199,487)
Assets	-	4,513,961	4,513,961	-	4,513,961
Depreciation	-	(1,780,696)	(1,780,696)	(57,113)	(1,837,809)
Disposals:					
Gross book value of disposed assets	-	-	-	(9,195)	(9,195)
Accumulated depreciation of disposed assets	-	-	-	423	423
<b>Total as at 30 June 2018</b>	<b>102,000,000</b>	<b>34,322,502</b>	<b>136,322,502</b>	<b>1,540,782</b>	<b>137,863,284</b>
<b>Total as at 30 June 2018 represented by:</b>					
Gross book value	102,000,000	37,654,002	139,654,002	1,653,992	141,307,994
Accumulated depreciation and impairment	-	(3,331,500)	(3,331,500)	(113,210)	(3,444,710)
<b>Total as at 30 June 2018</b>	<b>102,000,000</b>	<b>34,322,502</b>	<b>136,322,502</b>	<b>1,540,782</b>	<b>137,863,284</b>

**Revaluations of non-financial assets**

A revaluation of land at Government House and Admiralty House was conducted as at 30 June 2018 by an independent valuer, Jones Lang LaSalle Australia Pty Limited, in accordance with the revaluation policy stated at Note 5.

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

Contractual commitments relating to non-financial assets amounted to \$383,955 (2017: \$1,792,684) GST inclusive.

**Buildings**

Capital improvements to the Office's official establishments are undertaken from the Office's Administered Capital Budget.

1. Represents a reduction in the work-in-progress (WIP) balance during the financial year as a result of capitalisation.

**Note 15: Administered - Inventories**

	2018	2017
	\$	\$
<b>Note 15: Inventories</b>		
Inventories held for distribution	<u>1,805,493</u>	1,613,694
<b>Total inventories</b>	<u>1,805,493</u>	<u>1,613,694</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		
	2018	2017
	\$	\$
<b>Note 16: Suppliers</b>		
Trade creditors and accruals	209,484	102,769
<b>Total suppliers</b>	<b>209,484</b>	<b>102,769</b>
Creditor payables are settled within 30 days.		

**Note 17: Administered - Financial Instruments**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>Note 17: Categories of Financial Instruments</b>		
<b>Financial Assets</b>		
<b>Loans and receivables:</b>		
Cash and cash equivalents	<b>500</b>	556
Trade and other receivables	<b>91,275</b>	97,021
<b>Total loans and receivables<sup>1</sup></b>	<b>91,775</b>	97,577
<b>Financial Liabilities</b>		
<b>At amortised cost:</b>		
Suppliers	<b>209,484</b>	102,769
<b>Total financial liabilities<sup>1</sup></b>	<b>209,484</b>	102,769

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 18: Appropriations**

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

	2018 Appropriations				Appropriation applied in 2018 (current and prior years)	Variance <sup>3</sup> \$
	<i>Appropriation Act</i>	<i>PGPA Act</i>				
	Annual appropriation \$	Adjustments to appropriation <sup>2</sup> \$	Total appropriation \$			
DEPARTMENTAL						
	Ordinary annual services	10,932,000	1,778,917	12,710,917	(11,830,048)	880,869
	Capital budget <sup>1</sup>	391,000		391,000	(470,233)	(79,233)
Total departmental		11,323,000	1,778,917	13,101,917	(12,300,281)	801,636
ADMINISTERED						
	Ordinary annual services					
	Administered items	1,509,000		1,509,000	(1,514,058)	(5,058)
Capital Budget <sup>1</sup>	3,314,000		3,314,000	(3,216,343)	97,657	
Total administered		4,823,000		4,823,000	(4,730,401)	92,599

**Notes:**

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1 and Act 3. They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
2. Section 74 receipts. Includes \$549k transferred to the Official Public Account as a result of the consolidation of the Governor-General's Allowance, and \$150k of one-off supplementation funding from PM&C. Also includes \$500k of receipts from PM&C and the Attorney General Department for projects undertaken on their behalf.
3. The favourable variance of \$880k, regarding Ordinary annual services, is predominantly a result of the additional section 74 receipts received during the financial year as explained in footnote 2 above.

Note 18: Appropriations - cont'd

	2017 Appropriations				Appropriation applied in 2017 (current and prior years)	Variance
	<i>Appropriation Act</i>	<i>PGPA Act</i>	Total appropriation			
	Annual appropriation	Adjustment to appropriation <sup>3</sup>		\$		
<b>DEPARTMENTAL</b>						
Ordinary annual services <sup>1</sup>	11,076,347	619,461	11,695,808	(11,789,955)	(94,147)	
Capital budget <sup>2</sup>	395,000		395,000	(401,168)	(6,168)	
<b>Total departmental</b>	11,471,347	619,461	12,090,808	(12,191,123)	(100,315)	
<b>ADMINISTERED</b>						
Ordinary annual services						
Administered items	1,431,000		1,431,000	(1,415,700)	15,300	
Capital budget <sup>2</sup>	2,936,000		2,936,000	(2,787,202)	148,798	
<b>Total administered</b>	4,367,000		4,367,000	(4,202,902)	164,098	

Notes:

1. Reduced by \$3,653 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. Section 74 receipts.

**Note 18: Appropriations -cont'd**

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

Authority	2018 \$	2017 \$
<b>DEPARTMENTAL</b>		
Appropriation Act (No 1) 2016-17		2,536,854
Appropriation Act (No 1) 2016-17 DCB		164,419
Appropriation Act (No 1) 2016-17 Unspent Cash		1,354,221
Appropriation Act (No 1) 2017-18	3,417,724	-
Appropriation Act (No 1) 2017-18 DCB	85,186	-
Appropriation Act (No 1) 2017-18 Unspent Cash	148,881	
<b>Total</b>	<b>3,651,791</b>	<b>4,055,494</b>
<b>ADMINISTERED</b>		
Appropriation Act (No 1) 2014-15	-	2,933
Appropriation Act (No 1) 2015-16	5,249	5,249
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2015-16	2,366	2,366
Appropriation Act (No 1) 2016-17	10,872	23,648
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2016-17	99,691	176,733
Appropriation Act (No 1) 2017-18	7,718	-
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2017-18	74,699	-
Appropriation Act 3 - Capital Budget (DCB) - Non Operating 2017-18	100,000	-
<b>Total</b>	<b>300,595</b>	<b>210,929</b>

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

Authority	Type	Purpose	Appropriation applied 2018 \$	2017 \$
Governor-General Act 1974 - s3 Salary of Governor-General	Limited	Governor-General	425,000	425,000
Public Governance, Performance and Accountability Act 2013 - Section 77	Refund Provision	Repayments by the Commonwealth	-	66
<b>Total special appropriations applied</b>			<b>425,000</b>	<b>425,066</b>





# 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 2018

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

The Honourable Shane Stone AC QC (Chair)  
Mr Philip Bacon AM (Deputy Chair)  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Gabrielle Trainor AO  
Professor Mathew Vadas AO  
Mr Bernard Wright AO

### MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

Mr Michael Miller RFD	(New South Wales)
Mr Jeremi Moule	(Victoria)
Ms Filly Morgan	(Queensland)
Ms Carolyn Sladden	(South Australia)
Mr Robert Kennedy	(Western Australia)
Vacant	(Tasmania)
Ms Angela Boland	(Northern Territory)
Ms Kathy Leigh	(Australian Capital Territory)

*MEMBERS – EX OFFICIO*

Senator the Honourable Mathias Cormann  
Vice-President of the Federal Executive Council

Air Chief Marshal Mark Binskin AC  
Chief of the Defence Force

Ms Stephanie Foster PSM  
Deputy Secretary Governance  
Department of the Prime Minister and Cabinet

AUSTRALIAN  
BRAVERY  
DECORATIONS

**AS AT 30 JUNE 2018**

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)  
Ms Teresa Hart PSM  
Wing Commander Nick Hobson DFC AFC (Retd)  
Major Bryan Smith OAM (Retd)

*MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS*

Mr John Trevillian AM	(New South Wales)
Mr Jeremi Moule	(Victoria)
Mr Tim Herbert	(Queensland)
Vacant	(South Australia)
Vacant	(Western Australia)
Vacant	(Tasmania)
Superintendent Sean Parnell OAM	(Northern Territory)
Mr Dominic Lane AFSM	(Australian Capital Territory)

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NATIONAL  
EMERGENCY MEDAL  
COMMITTEE

***MEMBERS – EX OFFICIO***

Mr Richard Oliver  
Department of Defence

Mr Gerard Martin  
Acting First Assistant Secretary  
Government Division  
Department of the Prime Minister and Cabinet

***AS AT 30 JUNE 2018***

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  
Ms Andrea Heath

***MEMBERS – EX OFFICIO***

Mr Robert Cameron OAM  
Acting First Assistant Secretary/Director-General  
Emergency Management Australia  
Attorney-General's Department

Mr Gerard Martin  
Acting First Assistant Secretary  
Government Division  
Department of the Prime Minister and Cabinet



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**COUNCIL FOR  
THE ORDER  
OF AUSTRALIA  
ATTENDANCE**

**MEMBERS ATTENDING THE AUSTRALIA DAY 2018  
MEETING (AUGUST 2017)**

Air Chief Marshal Sir Angus Houston AK AFC (Retd) (Chairman)  
Mr Phillip Bacon AM (Deputy Chairman)  
Professor Mathew Vadas AO  
Mr Bernard Wright AO  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Kathy Leigh (represented by Ms Natalie Howson during periods of absence)  
Mr Michael Miller RFD  
Mr Scott Samson  
Ms Filly Morgan  
Mr Rik Morris  
Ms Fiona Birkett (representing Mr Johannes)  
Mr Jeremi Moule  
Mr Robert Kennedy  
Senator the Hon George Brandis (represented by Senator the Hon James McGrath during periods of absence)  
Mr Peter Rush (representing Ms Kelly)

**MEMBERS ATTENDING THE QUEEN'S BIRTHDAY 2018  
MEETING (FEBRUARY 2018)**

Mr Phillip Bacon AM (Chaired meeting as Deputy Chairman)  
Professor Mathew Vadas AO  
Mr Bernard Wright AO  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Kathy Leigh (represented by Ms Natalie Howson during periods of absence)  
Mr Michael Miller RFD  
Ms Angela Boland  
Ms Filly Morgan  
Ms Carolyn Sladden (representing Mr Morris)  
Ms Fiona Birkett (representing Mr Johannes)  
Mr Joshua Puls (representing Mr Moule)  
Mr Robert Kennedy  
Senator the Hon Mathias Cormann (represented by Senator the Hon James McGrath during periods of absence)  
Air Chief Marshal Mark Binskin AC  
Ms Stephanie Foster PSM

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AUSTRALIAN  
BRAVERY  
DECORATIONS  
COUNCIL  
ATTENDANCE

**MEMBERS ATTENDING THE MEETING HELD ON  
23 NOVEMBER 2017**

Dr Penny Flett AO (Chair)  
Wing Commander Nick Hobson DFC AFC (Retd)  
Mr Dominic Lane AFSM  
Mr John Trevillian AM  
Ms Libby Gregoric  
Ms Kathryn Andrews  
Ms Carolyn Sladden  
Mr Simon Hiscock  
Mr Richard Oliver  
Ms Philippa Lynch PSM

**MEMBERS ATTENDING THE MEETING HELD ON  
17 MAY 2018**

Dr Penny Flett AO (Chair)  
Wing Commander Nick Hobson DFC AFC (Retd)  
Ms Teresa Hart PSM  
Mr Dominic Lane AFSM  
Mr John Trevillian AM  
Ms Libby Gregoric  
Mr Robert Kennedy  
Ms Carolyn Sladden  
Ms Fiona Birkett MVO  
Mr Gerard Martin

# APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2018 AND THE QUEEN’S BIRTHDAY 2018

		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
Category							AM	OAM
Architecture	M	10	9	90	0	2	4	3
	F	0	0	0	0	0	0	0
Arts	M	54	40	74.1	0	4	13	23
	F	42	36	85.7	2	5	9	20
Building & Construction	M	14	10	71.4	0	0	2	8
	F	1	1	100	0	1	0	0
Business & Commerce	M	54	24	44.4	0	8	8	8
	F	27	17	63	0	8	3	6
Community – Multicultural Affairs	M	38	24	63.2	0	1	1	22
	F	19	11	57.9	0	0	0	11
Community	M	537	352	65.5	1	10	62	279
	F	308	244	79.2	0	10	45	189
Conservation & the Environment	M	26	21	80.8	0	0	8	13
	F	19	12	63.2	0	0	2	10
Dentistry	M	9	8	88.9	0	1	3	4
	F	0	0	0	0	0	0	0
Disabled	M	12	10	83.3	0	1	3	6
	F	11	10	90.9	0	1	2	7
Education	M	59	40	67.8	1	4	14	21
	F	44	31	70.5	1	5	12	13
Engineering	M	21	13	61.9	1	1	7	4
	F	3	2	66.7	1	0	1	0

TABLE B1: CONT.

		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
Category							AM	OAM
Industrial Relations	M	2	2	100	0	1	0	1
	F	0	0	0	0	0	0	0
Information Technology	M	6	3	50	0	1	0	2
	F	0	0	0	0	0	0	0
International Relations	M	19	15	78.9	0	5	3	7
	F	9	5	55.6	0	2	1	2
Law	M	32	19	59.4	0	2	13	4
	F	11	9	81.8	1	4	3	1
Library & Related Occupations	M	2	2	100	0	0	1	1
	F	1	0	0	0	0	0	0
Local Government	M	21	13	61.9	0	0	2	11
	F	13	7	53.8	0	0	2	5
Media	M	15	10	66.7	0	1	2	7
	F	5	4	80	1	0	1	2
Medicine	M	163	126	77.3	6	21	54	45
	F	51	40	78.4	1	9	15	15
Mining	M	4	3	75	0	1	2	0
	F	1	1	100	0	0	1	0
Parliament & Politics	M	15	12	80	0	1	5	6
	F	6	5	83.3	0	2	3	0
Primary Industry	M	26	24	92.3	0	3	11	10
	F	2	2	100	0	0	0	2

		Award levels						
Category		Number of nominations	Total awarded	% Awarded	AC	AO	AM	OAM
Public Service	M	13	7	53.8	0	0	4	3
	F	2	2	100	0	0	2	0
Public Service (Federal)	M	7	5	71.4	0	2	1	2
	F	4	3	75	0	2		1
Religion	M	17	9	52.9	0	0	2	7
	F	8	7	87.5	0	0	1	6
Science, Technological Developments, R&D	M	32	26	81.3	5	6	10	5
	F	7	6	85.7	2	2	1	1
Sport	M	94	73	77.7	0	1	6	66
	F	56	48	85.7	3	5	10	30
Surveying & Mapping	M	1	1	100	0	1	0	0
	F	0	0	0	0	0	0	0
Tourism & Hospitality	M	8	5	62.5	0	0	3	2
	F	0	0	0	0	0	0	0
Transport	M	10	6	60	0	1	2	3
	F	0	0	0	0	0	0	0
Veterinary Science	M	4	3	75	0	0	1	2
	F	1	1	100	0	0	1	0
Total	M	1,325	915	69.1	14	79	247	575
	F	651	505	77.6	12	56	115	322
		1,976	1,420	71.9	26	135	362	897

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 2018**

Category		Number of nominations considered*	Total awarded	% Awarded	AK/ AD	AC	AO	Award levels	
								AM	OAM
Architecture	M	258	167	64.7	0	2	32	99	34
	F	18	11	61.1	0	0	1	7	3
Arts	M	1,859	1,162	62.5	0	24	148	458	532
	F	1,186	774	65.3	1	13	62	246	452
Building & Construction	M	222	129	58.1	0	2	8	67	52
	F	6	5	83.3	0	0	1	3	1
Business & Commerce	M	2,186	1,205	55.1	2	42	252	612	297
	F	211	132	62.6	0	3	31	59	39
Community – Multicultural Affairs	M	1,379	663	48.1	0	0	20	102	541
	F	428	255	59.6	0	0	0	24	231
Community	M	18,370	8,948	48.7	1	39	204	1,255	7,449
	F	10,057	5,792	57.6	0	15	143	725	4,909
Conservation & the Environment	M	730	512	70.1	0	1	32	172	307
	F	349	232	66.5	0	0	13	51	168
Dentistry	M	259	149	57.5	0	0	12	85	52
	F	16	11	68.8	0	0	1	5	5
Disabled	M	648	401	61.9	0	0	6	102	293
	F	670	444	66.3	0	0	9	74	361
Education	M	1,914	1,093	57.1	1	28	168	479	417
	F	959	597	62.3	0	6	56	237	298
Engineering	M	377	242	64.2	0	4	39	138	61
	F	9	8	88.9	0	1	1	5	1
Industrial Relations	M	346	222	64.2	0	5	21	109	87
	F	27	23	85.2	0	0	3	9	11

		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
Category								AM	OAM
Information Technology	M	42	24	57.1	0	0	5	13	6
	F	11	9	81.8	0	0	1	5	3
International Relations	M	386	197	51	0	3	29	82	83
	F	225	136	60.4	0	2	18	50	66
Law	M	800	458	57.3	1	53	122	217	65
	F	120	83	69.2	0	9	24	34	16
Library & Related Occupations	M	38	24	63.2	0	0	2	12	10
	F	52	33	63.5	0	0	1	15	17
Local Government	M	1,715	874	51	0	1	7	165	701
	F	303	173	57.1	0	0	3	34	136
Media	M	648	349	53.9	0	5	30	141	173
	F	114	68	59.6	0	1	10	29	28
Medicine	M	3,566	1,967	55.2	0	46	312	952	657
	F	1,178	753	63.9	0	12	84	289	368
Mining	M	146	88	60.3	0	4	24	43	17
	F	8	4	50	0	0	0	3	1
Parliament & Politics	M	605	336	55.5	2	37	99	136	62
	F	93	57	61.3	1	3	16	25	12
Primary Industry	M	1,188	757	63.7	0	2	48	312	395
	F	67	51	76.1	0	0	2	14	35
Public Service	M	2,008	938	46.7	7	62	250	368	251
	F	320	155	48.4	2	11	20	48	74
Religion	M	669	358	53.5	0	6	21	114	217
	F	100	56	56	0	0	2	13	41

TABLE B2: CONT.

		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
Category								AM	OAM
Science, Technological Developments, R&D	M	801	507	63.3	1	35	140	253	78
	F	101	81	80.2	0	7	25	32	17
Sport	M	3,601	2,096	58.2	0	4	39	315	1,738
	F	1,033	708	68.5	0	3	12	77	616
Surveying & Mapping	M	40	25	62.5	0	0	1	8	16
	F	1	1	100	0	0	0	0	1
Tourism & Hospitality	M	219	124	56.6	0	0	11	45	68
	F	43	25	58.1	0	0	1	9	15
Transport	M	434	210	48.4	0	5	24	78	103
	F	23	15	65.2	0	0	2	3	10
Veterinary Science	M	109	74	67.9	0	0	9	33	32
	F	14	12	85.7	0	0	2	5	5
Total	M	45,563	24,299	53.3	15	410	2,115	6,965	14,794
	F	17,743	10,705	60.3	4	86	544	2,133	7,941
		63,306	35,004	55.3	19	496	2,659	9,095	22,735

\* 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: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2017-18

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels	
								GBC	
Interception of armed offender	89	31	35	0	1	9	13	3(8)*	
Rescue from animal attack	5	2	40	0	0	2	0	0	
Rescue from armed offender	6	6	100	0	0	2	1	1(3)*	
Rescue from electrical hazard	0	0	0	0	0	0	0	0	
Rescue from explosive hazard	66	2	3	0	0	1	0	1(1)	**
Rescue from fire – aircraft	2	0	0	0	0	0	0	0	
Rescue from fire – building	7	6	86	0	0	2	4	0	
Rescue from fire – bushfire	3	4	133	0	0	0	3	1(1)*	
Rescue from fire – motor vehicle	7	6	86	0	0	5	1	0	
Rescue from fire – other	0	0	0	0	0	0	0	0	
Rescue from gases, toxic fumes etc.	0	0	0	0	0	0	0	0	
Rescue from heights, cliffs	2	2	100	0	1	0	1	0	
Rescue from holes, wells or mines	0	0	0	0	0	0	0	0	
Rescue from inland waters	7	8	114	0	0	4	4	0	
Rescue from other situation	18	11	67	0	0	5	6	0	
Rescue from path of oncoming vehicle	3	2	67	0	0	2	0	0	

TABLE C1: CONT.

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	Award levels	
							CBC	GBC
Rescue from water – other	1	0	0	0	0	0	0	0
Rescue from water – sea	10	8	80	0	0	2	6	0
Rescue from water – submerged vehicle	1	1	100	0	0	0	1	0
<b>TOTAL</b>	<b>227</b>	<b>89</b>	<b>39</b>	<b>0</b>	<b>2</b>	<b>34</b>	<b>40</b>	<b>6(13)*</b>

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

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

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

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

TABLE C2: AUSTRALIAN BRAVERY DECORATIONS 1975 TO 30 JUNE 2018

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels
								GBC
Interception of armed offender	911	461	51	1	10	155	241	14(54) *
Rescue from animal attack	206	123	59	0	14	52	51	1(6) *
Rescue from armed offender	923	516	56	0	42	191	185	15(98) *
Rescue from electrical hazard	90	38	42	1	1	13	23	0
Rescue from explosive hazard	392	254	64	2	17	63	58	13(114) *
Rescue from fire – aircraft	84	46	55	0	3	33	10	0
Rescue from fire – building	1,220	597	49	0	12	188	348	9(49) *
Rescue from fire – bushfire	538	166	43	0	2	22	36	12(106) *
Rescue from fire – motor vehicle	842	534	63	0	22	178	267	14(67) *
Rescue from fire – other	113	79	70	0	7	30	17	2(25) *
Rescue from gases, toxic fumes etc.	43	31	72	0	2	19	10	0
Rescue from heights, cliffs	181	83	46	0	4	24	38	4(17) *
Rescue from holes, wells or mines	179	106	59	1	2	22	15	7(66) *
Rescue from inland waters	973	467	48	0	1	84	213	33(169) *
Rescue from other situation	857	170	20	0	3	38	94	8(35) *
Rescue from path of oncoming vehicle	119	58	49	0	1	30	27	0

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels
								GBC
Rescue from water – other	66	10	15	0	0	1	9	0
Rescue from water – sea	1,574	736	47	0	19	173	355	40(189) *
Rescue from water – submerged vehicle	209	102	49	0	0	9	64	8(29) *
<b>TOTAL</b>	<b>9,520</b>	<b>4,577</b>	<b>48</b>	<b>5</b>	<b>162</b>	<b>1,325</b>	<b>2,061</b>	<b>180(1,024) *</b>

CV = Cross of Valour, SC = Star of Courage, BM = Bravery Medal,  
CBC = Commendation of 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 2018 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2017 – 30 June 2018	Total awards approved to 30 June 2018
Victoria Cross for Australia		4
Companion of the Order of Australia (Military Division)		27
Officer of the Order of Australia (Military Division)	6	271
Member of the Order of Australia (Military Division)	22	1,197
Medal of the Order of Australia (Military Division)	28	1,264
Star of Gallantry	1	7
Medal for Gallantry		66
Commendation for Gallantry	1	65
Unit Citation for Gallantry	2	6
Distinguished Service Cross	4	95
Distinguished Service Medal	13	187
Commendations for Distinguished Service	24	448
Meritorious Unit Citation		28
Conspicuous Service Cross	48	1,085
Conspicuous Service Medal	57	1,246
Nursing Service Cross		29
Public Service Medal	84	2,419
Australian Police Medal	71	1,836
Australian Fire Service Medal	61	1,455
Ambulance Service Medal	24	387
Emergency Services Medal	18	477
Australian Corrections Medal	13	13
Australian Antarctic Medal	4	97
Civilian Service Medal 1939–1945	10	6,997
Police Overseas Service Medal/Clasp	511	5,856

Award	Awards approved 1 July 2017 – 30 June 2018	Total awards approved to 30 June 2018
Humanitarian Overseas Service Medal/Clasp	6	3,296
National Police Service Medal	4,549	38,116
National Emergency Medal/Clasp	113	15,293
Champion Shots Medal	3	73
National Medal/Clasp	9860	237,843
80th Anniversary Armistice Remembrance Medal		71
Australian Sports Medal		18,000
Centenary Medal		15,843
<b>Total awards</b>	<b>15,533</b>	<b>354,097</b>

Notes:

1. 372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 727,053. Due to a change in administration arrangements these awards are no longer processed by the Secretariat
2. There may be some anomalies when comparing with previous years due to corrections relating to people previously unaccounted for, and amendments in the number of people qualified to receive the awards

## APPENDIX E: STAFFING OVERVIEW

Table E1 provides information on the salary ranges available under the Office's enterprise agreement or through an individual Australian workplace agreement or individual flexibility contract as at 30 June 2018.

TABLE E1: SALARY RANGE BY CLASSIFICATION AT 30 JUNE 2018

Classification Government House Officer	Salary range
Level 1	\$44,919 – \$55,290
Level 2	\$51,515 – \$60,363
Level 3	\$58,241 – \$70,486
Level 4	\$65,832 – \$71,453
Level 5	\$73,430 – \$77,841
Level 6	\$79,309 – \$91,045
Level 7 and Level 8*	\$101,351 and above

Asterix: 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 2018. Staffing profiles at 30 June 2018 and at 30 June 2017 are shown in Tables E2 and E4; the Office's equal employment opportunity profile at 30 June 2018 is shown in Table E3.

TABLE E2: STAFFING PROFILE AT 30 JUNE 2018

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	2	2	–	–	4	–	4
Level 7	5	5	–	–	10	–	10
Level 6	6	7	–	–	13	–	13
Level 5	10	5	1	1	16	1	17
Level 4	4	4	2	–	10	–	10
Level 3	5	6	2	–	13	–	13
Level 2	–	6	–	–	5	1	6
Level 1	2	3	–	–	4	1	5
<b>Total</b>	<b>34</b>	<b>40</b>	<b>5</b>	<b>1</b>	<b>77</b>	<b>3</b>	<b>80</b>

Note: Includes all substantive staff employed under the *Governor-General Act 1974* on long-term and 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 2018

Profile	Total
Female	44
Male	46
Aboriginal	2
Torres Strait Islander	–
Culturally and linguistically diverse (CALD) <sup>a</sup>	11
Culturally and linguistically diverse (CALD) <sup>b</sup>	7
People with disabilities	1

a) Culturally and linguistically diverse, overseas born.

b) Culturally and linguistically diverse, first-generation Australian (born in Australia).

Note: Includes casual employees.



TABLE E4: STAFFING PROFILE AT 30 JUNE 2017

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	2	1	–	–	3	–	3
Level 7	6	4	–	1	11	–	11
Level 6	4	7	–	–	11	–	11
Level 5	10	5	1	1	16	1	17
Level 4	4	3	3	1	11	–	11
Level 3	9	6	–	–	15	–	15
Level 2	–	7	–	–	6	1	7
Level 1	2	4	–	–	5	1	6
<b>Total</b>	<b>37</b>	<b>39</b>	<b>4</b>	<b>3</b>	<b>80</b>	<b>3</b>	<b>83</b>

Note: Includes all substantive staff employed under the *Governor-General Act 1974* on long-term and 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
First aid training	18	100
Fire safety training	79	90
Emergency warden training	21	100
HSR refresher training	3	100
Chainsaw Operation Course	2	100
Smarttrain chemical application training	3	100
WHS induction	8	100
Health & well-being activities	Optional	40

TABLE F3: NOTIFIABLE INCIDENTS

Notifiable incidents	2017–18	2016–17	2015–16	2014–15
Deaths	0	0	0	0
Dangerous occurrences	0	0	0	0
Serious personal injury	0	0	0	0
Incapacity	0	1	1	4

# APPENDIX G: CONSULTANCIES

TABLE G1: TRENDS IN CONSULTANCIES

Consultancies	2014-15	2015-16	2016-17	2017-18
Number of existing consultancies	5	1	5	6
Number of new consultancies	17	16	10	11
Total consultancies	22	17	15	17
Total expenditure (incl GST)	\$183,766	\$180,489	\$406,882	\$263,038

## APPENDIX H: AGENCY RESOURCE STATEMENT

TABLE H1: AGENCY RESOURCE STATEMENT 2017-18

		Available for 2017-18 \$'000 (a)	Payments made 2017-18 \$'000 (b)	Balance remaining 2017-18 \$'000 (a) – (b)
<b>Ordinary Annual Services</b>				
Departmental appropriation <sup>1</sup>		14,649	10,521	4,128
Additional S74 Receipts		1,779	1,779	0
Total		16,428	12,300	4,128
<b>Administered expenses<sup>2</sup></b>				
Outcome I		4,823	4,730	
Total		4,823	4,730	
<b>Total ordinary annual services</b>	<b>A</b>	<b>21,251</b>	<b>17,030</b>	
Salary to the Governor-General: Governor-General Act 1974		425	425	
<b>Total special appropriations excluding special accounts</b>	<b>B</b>	<b>425</b>	<b>425</b>	
<b>Total resourcing and payments (A+B)</b>		<b>21,676</b>	<b>17,455</b>	

1. This includes prior year departmental appropriations and s74 relevant agency receipts. Includes an amount of \$0.391m in 2017-18 for the Departmental Capital Budget.
2. Includes an amount of \$3.314m in 2017-18 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* 2017-18 \$'000 (a)	Actual Expenses 2017-18 \$'000 (b)	Variation 2017-18 \$'000 (a) – (b)
<b>Program 1: Support for the Governor-General and Official Activities</b>			
<b>Administered expenses</b>			
Ordinary Annual Services (Appropriation Bill No. 1) <sup>1</sup>	4,823	4,625	198
Special appropriations	425	425	0
<b>Total Administered expenses</b>	<b>5,248</b>	<b>5,050</b>	<b>198</b>
<b>Departmental expenses</b>			
Departmental appropriation <sup>2</sup>	10,932	11,240	-308
Expenses not requiring appropriation in the Budget year	453	556	-103
<b>Total Departmental expenses</b>	<b>11,385</b>	<b>11,796</b>	<b>-411</b>
<b>Total for Program 1</b>	<b>16,633</b>	<b>16,846</b>	<b>-213</b>
<b>Average Staffing Level (number)<sup>3</sup></b>	<b>76</b>	<b>83</b>	<b>-7</b>

\* Full year budget, including any subsequent adjustments made in 2017-18 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 \$0.391m for Departmental Capital Budget and "Revenue from independent sources (s74)"
3. The variance is due to a change in calculation method for ASL to include casual staff

## APPENDIX I: LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
<b>I7AD(g)</b>	<b>Letter of transmittal</b>		
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
<b>I7AD(h)</b>	<b>Aids to access</b>		
I7AJ(a)	ii–iii	Table of contents.	Mandatory
I7AJ(b)	I38	Alphabetical index.	Mandatory
I7AJ(c)	I36–I37	Glossary of abbreviations and acronyms.	Mandatory
I7AJ(d)	I28–I33	List of requirements.	Mandatory
I7AJ(e)	<i>Inside front cover</i>	Details of contact officer.	Mandatory
I7AJ(f)	<i>Inside front cover</i>	Entity's website address.	Mandatory
I7AJ(g)	<i>Inside front cover</i>	Electronic address of report.	Mandatory
<b>I7AD(a)</b>	<b>Review by accountable authority</b>		
I7AD(a)	2–7	A review by the accountable authority of the entity.	Mandatory
<b>I7AD(b)</b>	<b>Overview of the entity</b>		
I7AE(I)(a)(i)	5–7	A description of the role and functions of the entity.	Mandatory
I7AE(I)(a)(ii)	7	A description of the organisational structure of the entity.	Mandatory
I7AE(I)(a)(iii)	6	A description of the outcomes and programmes administered by the entity.	Mandatory
I7AE(I)(a)(iv)	10	A description of the purposes of the entity as included in corporate plan.	Mandatory
I7AE(I)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
I7AE(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
I7AD(c)	Report on the Performance of the entity		
Annual performance Statements			
I7AD(c)(i); I6F	I0-I2	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section I6F of the Rule.	Mandatory
I7AD(c)(ii) Report on Financial Performance			
I7AF(1)(a)	I4–I5	A discussion and analysis of the entity’s financial performance.	Mandatory
I7AF(1)(b)	I26–I27	A table summarising the total resources and total payments of the entity.	Mandatory
I7AF(2)	Not applicable	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.
I7AD(d)	Management and Accountability		
Corporate Governance			
I7AG(2)(a)	i, 47	Information on compliance with section I0 (fraud systems)	Mandatory
I7AG(2)(b)(i)	i	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
I7AG(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
I7AG(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

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(c)	44–48	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	44	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
<b>External Scrutiny</b>			
17AG(3)	48	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	Not applicable	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)	48	Information on any reports on operations of the entity by the Auditor General (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
<b>Management of Human Resources</b>			
17AG(4)(a)	49, 50	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	122–123	<p>Statistics on the entity's APS employees on an ongoing and nonongoing basis; including the following:</p> <ul style="list-style-type: none"> <li>Statistics on staffing classification level</li> <li>Statistics on fulltime employees</li> <li>Statistics on parttime employees</li> <li>Statistics on gender</li> <li>Statistics on staff location</li> <li>Statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	50	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)	49–50	Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory

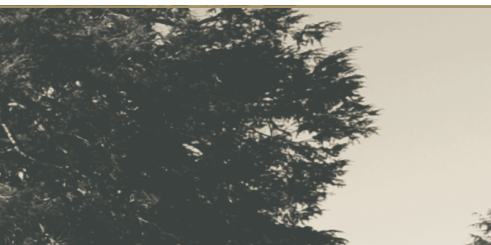


PGPA Rule Reference	Part of Report	Description	Requirement
I7AG(4)(c)(ii)	121	The salary ranges available for APS employees by classification level.	Mandatory
I7AG(4)(c)(iii)	49	A description of nonsalary benefits provided to employees.	Mandatory
I7AG(4)(d)(i)	50	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
I7AG(4)(d)(ii)	Not applicable	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
I7AG(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
I7AG(4)(d)(iv)	Not applicable	Information on aggregate amount of performance payments.	If applicable, Mandatory
<b>Assets Management</b>			
I7AG(5)	53–54	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
<b>Purchasing</b>			
I7AG(6)	54-55	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
<b>Consultants</b>			
I7AG(7)(a)	55, 125	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)	55	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)	55	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

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7)(d)	55	A statement that “ <i>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.</i> ”	Mandatory
<b>Australian National Audit Office Access Clauses</b>			
17AG(8)	55	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
<b>Exempt contracts</b>			
17AG(9)	55	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
<b>Small business</b>			
17AG(10)(a)	54	A statement that “[ <i>Name of entity</i> ] 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)	54	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 “[ <i>Name of entity</i> ] 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

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Financial Statements</b>			
17AD(e)	63–101	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<b>17AD(f)</b>	<b>Other Mandatory Information</b>		
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)	55	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	56	A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory
17AH(1)(c)	53	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	57	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
	11, 33, 34, 59–61	<i>Environment Protection and Biodiversity Conservation Act 1999</i>	
	55, 57–59	<i>Freedom of Information Act 1982, 55</i>	
	33	<i>National Environment Protection Council Act 1994</i>	
	51–52, 124	<i>Work Health and Safety Act 2011</i>	





# INDEXES

CHAPTER 6

## GLOSSARY, ABBREVIATIONS AND ACRONYMS

IRAR	1st Battalion The Royal Australian Regiment
AAIs	Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, and control over, each Commonwealth entity's operations. An accountable authority can issue written instructions about any matter relating to the finance law that all officials of the entity must adhere to. These are referred to as accountable authority instructions (AAIs)
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
AFP	Australian Federal Police
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
CIT	Canberra Institute of Technology
CPRs	The Commonwealth Procurement Rules, 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
departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in the production of its outputs
EAP	Employee Assistance Program
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
FOI Act	Freedom of Information Act 1982
gazetted 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
IT, ICT	Information technology, 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
LGBTI	lesbian, gay, bisexual, transgender; intersex
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	Public Governance, Performance and Accountability Act 2013
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
Retd	Retired (used after the name of a retired armed forces officer)
SMEs	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	Work Health and Safety Act 2011

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