



OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL



ANNUAL REPORT

2016-17

Copyright Notice

© 2017, Commonwealth of Australia

The Office of the Official Secretary to the Governor-General, on behalf of the Commonwealth of Australia, is the owner or licensee of all intellectual property rights in the material published in this document. The material contained in this document constitutes Commonwealth copyright and is intended for general use and information. Apart from any use as permitted under the *Copyright Act 1968* and those explicitly granted below, all other rights are reserved.

Unless otherwise noted, all material in this document – except the insignias for Australian Honours and Awards and any material protected by a trade mark – is licensed under a Creative Commons — Attribution 3.0 Unported — CC BY 3.0 licence.



This work must be attributed as: Commonwealth of Australia, Office of the Official Secretary to the Governor-General, *Office of the Official Secretary to the Governor-General—Annual Report 2016–17*.

Using the Commonwealth Coat of Arms

The terms of use for the Coat of Arms are available on the following website:

<http://www.itsanhonour.gov.au/coat-arms/>

Inquiries regarding the licence and any use of this work, or to obtain information about the content of this report, please contact:

Paul Singer
Deputy Official Secretary
Office of the Official Secretary to the
Governor-General
Government House
Canberra ACT 2600

Telephone: (02) 6283 3533
Facsimile: (02) 6281 3760
Email: paul.singer@gg.gov.au

Information about the activities of the Governor-General and the operations of the Office of the Official Secretary to the Governor-General is available at the following internet addresses:

Internet home page: www.gg.gov.au

Internet annual report:

<http://www.gg.gov.au/office-official-secretary-governor-general/annual-reports>

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

Printed by Elect Printing www.electprinting.com.au

Edited by Libraries Alive! (02) 6257 9177

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



OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

11 October 2017

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

Dear Prime Minister

I present the Annual Report of the Office of the Official Secretary to the Governor General for the financial year ended 30 June 2017, in accordance with Section 46 of the *Public Governance, Performance and Accountability Act 2013*.

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

Yours sincerely

Mark Fraser LVO OAM
Official Secretary to the Governor-General

CONTENTS

Chapter 1: Overview	1
Official Secretary's review	2
Chapter 2: Report on performance	9
Annual Performance Statement 2016–17	10
Outcome performance	13
Financial performance	14
Program 1—Support for the Governor-General and Official Functions	15
Program Component 1—Support of the Governor-General	16
Program Component 2—Administration of the Australian honours and awards system	36
Chapter 3: Management and accountability	43
Corporate governance	44
Management of human resources	49
Management of assets and financial processes	53
Freedom of information	57
Energy efficiency, ecologically sustainable development and environmental protection	59
Chapter 4: Financial statements	63
Appendices	107
Appendix A: The Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee	108
Appendix B: Order of Australia Awards	111
Appendix C: Australian Bravery Decorations	117
Appendix D: Defence, Meritorious and Long Service Awards	120
Appendix E: Staffing overview	121
Appendix F: Work health and safety key statistics	123
Appendix G: Consultancies	125
Appendix H: Agency resource statement	126
Appendix I: List of requirements	128

Indexes	135
Glossary, abbreviations and acronyms	136
Alphabetical index	138
Figures	
Figure 1 Organisational structure at 30 June 2017	7
Figure 2 Strategic planning framework	46
Figure F1 Mechanism of injury by costs, incapacity and claims, 2016–17	124
Tables	
Table 1 Performance indicators for Program 1	11
Table 2 Financial performance for Program 1	16
Table 3 Financial performance for Component 1 of Program 1	17
Table 4 Activities and correspondence in 2016–17	18
Table 5 Financial performance for Component 2 of Program 1	36
Table B1 The Order of Australia Awards (General Division) Australia Day 2017 and The Queen's Birthday 2017	111
Table B2 The Order of Australia Awards (General Division), The Queen's Birthday 1975 to The Queen's Birthday 2017	114
Table C1 Australian Bravery Decorations 2016–17	117
Table C2 Australian Bravery Decorations 1975 to 30 June 2017	118
Table D1 Defence, Meritorious and Long Service Awards approved during 2016–17 and total awards approved since 1975	120
Table E1 Salary range by classification at 30 June 2017	121
Table E2 Staffing profile at 30 June 2017	122
Table E3 Equal employment opportunity profile at 30 June 2017	122
Table E4 Staffing profile at 30 June 2016	123
Table F1 WHS inspections	123
Table F2 WHS training and initiatives	124
Table F3 Notifiable incidents	124
Table G1 Trends in consultancies	125
Table H1 Agency resource statement 2016–17	126
Table H2 Expenses and resources for Outcome 1	127





OVERVIEW

CHAPTER 1

OFFICIAL SECRETARY'S REVIEW

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.

However; the contemporary role of Governor-General is much more than these traditional core functions. In particular; 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 re-inforce 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 make a difference. 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 almost half of their domestic program in rural, regional and remote Australia (having now visited more than 160 separate locations since commencing in office – many places no Governor-General has ever been before).

- Engaging internationally, where this year Their Excellencies have been on hand to support our fellow Australians competing at the Olympic and Paralympic Games in Rio, conducting Australia's first ever State Visits in Latin America (Mexico, Uruguay, Argentina and Chile); representing our nation at major commemorations to mark service and sacrifice in France and Papua New Guinea; mourning the loss of national leaders in Israel, Papua New Guinea and Vanuatu, and advancing important bilateral relationships with Timor-Leste, New Zealand, Solomon Islands and Samoa (comprising close to 200 official engagements overseas in 2016-17).
- 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 making a difference: volunteers, fundraisers, mentors, carers. In addition, reaching out to the vulnerable on the margins of society, those seeking to be noticed, wanting to belong, and to find meaningful pathways.
- 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 last decade the Office has thoroughly contemporised its operations, reducing overall staffing numbers by around 20 per cent and at the same time increasing output and engagement by around a third.

This has required a complete rethink of how to increase output and reduce expenditure; looking for more effective organisational structures; consolidating contracts; workflow redesign and streamlining; moving to digital information systems; and deploying more efficient mobile technologies.

Our property team and grounds staff pride themselves on maintaining the heritage estate for the 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.

The official Houses are at once uniquely Australian and unpretentious, but befitting of their representational roles. This year, the Office has commenced a substantial program of works at Admiralty House to improve disability access, work health and safety enhancements, and to

restore functionality to back-of-house service areas. It will be back 'on-line' later in 2017.

Our enabling services staff strive to provide a suite of corporate services designed to build staff morale and engagement, provide new technologies and innovations in IT platforms, and bring the highest levels of accountability and best practices to financial management. This year the Office has rolled out an Electronic Documents and Records Management System – a significant enhancement to the way we work.

The honours and awards branch continues to work with Government to increase the representation of women and other diversity groups in honours outcomes – this year conducting a campaign in conjunction with International Women's Day. We are already beginning to see some encouraging signs of an uplift in nominations for women.

OUTLOOK FOR 2017-18

In the year ahead we will continue looking for new ways to be responsive to emerging trends and developments in the community where the Governor-General may be able to make a difference. The program of outreach and engagement will put Their Excellencies in touch with tens of thousands more Australians from diverse backgrounds.

In 2017-18 we will complete the major program of works at Admiralty House, and move on to other programmed works including replanting of the Bravery Garden, a Fire Services System Upgrade, and HVAC replacement in the Chancery.

Our household and gardening teams will strive to deliver a unique Australian guest experience for foreign dignitaries, honoured guests and the tens of thousands of visitors to the properties each year.

In relation to the Australian honours system, we are currently embarked on a major review of the nomination process to make it more user-friendly, accessible and responsive to the community at large.

With respect to ongoing budget viability the Office may seek supplementation through the Budget process in 2017-18 to ensure it is best placed to meet the emerging challenges of the decade ahead.

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 an Enabling Services branch, an Honours and Awards branch, an Executive 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 2017.

The Executive branch provides direct support to the Governor-General by planning, organising and managing a forward program of national and international engagements; advising on contextual matters, 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 Enabling 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.

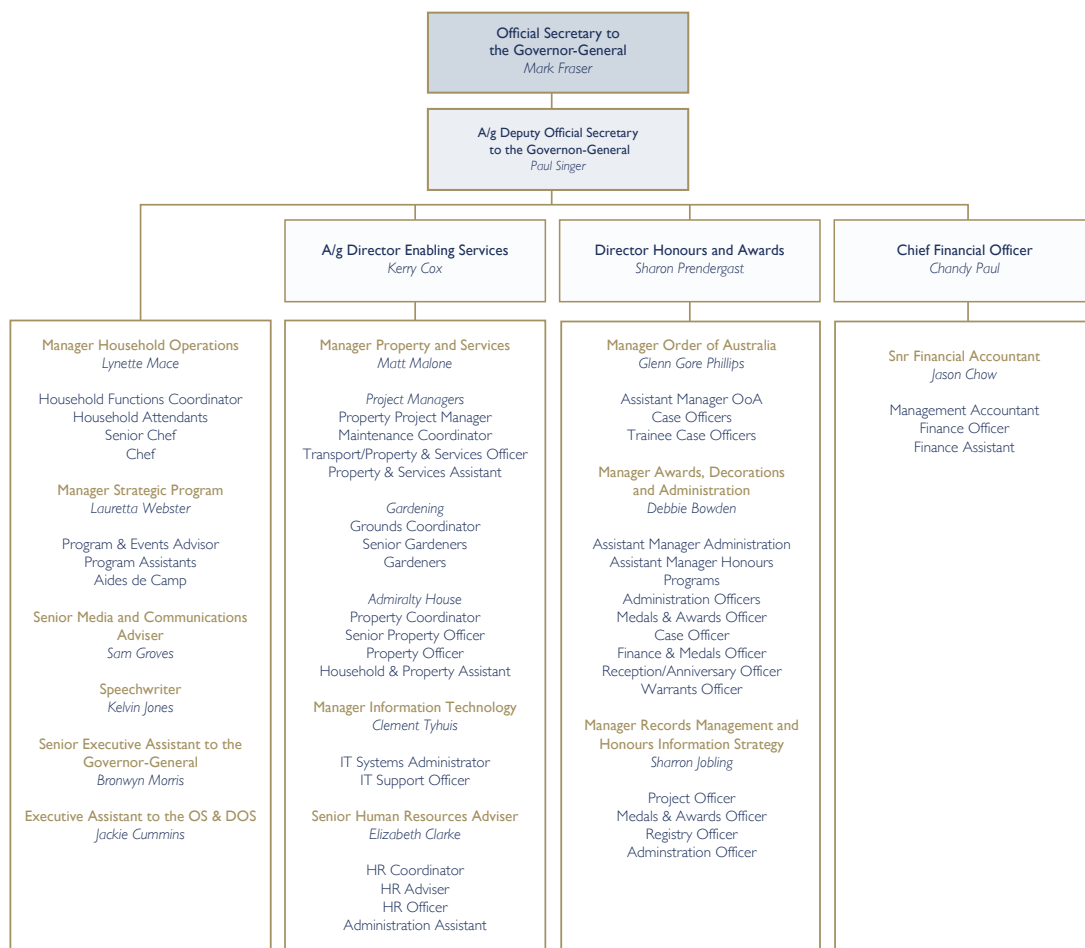
This report is structured according to the Office's outcome and program, in line with the accrual budgeting and reporting requirements for Australian Government agencies, and provides information required under

government guidelines for the preparation of annual reports. The Office's outcome and outputs are as follows:

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

This Outcome, Program and Program Components are consistent with those reported in the Office's 2016–17 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 2017



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, public communications 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 2016–17

STATEMENT OF PREPARATION

I, Mark Fraser, as the accountable authority of the Office of the Official Secretary to the Governor-General (OOSGG), present the 2016–17 Annual performance statement of the OOSGG as required under Section 39 (1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

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



Mark Fraser LVO OAM

Official Secretary to the Governor-General

11 October 2017

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 2016–17 against key performance indicators for Program 1 as identified in the 2016–17 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 2016–17
Component 1: Support of the Governor-General		
<ul style="list-style-type: none"> Executive support—includes 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. Personal support—includes providing support for Their Excellencies and hospitality services for official functions. Administrative services—includes providing governance advice and administrative services to OOSGG and managing the Governor-General's official residences, including maintenance of property, equipment and grounds. 	<ul style="list-style-type: none"> The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties. The Governor-General is satisfied with the management of the households. The properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities. 	<ul style="list-style-type: none"> The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided. The Governor-General has indicated a high degree of satisfaction with the management of the households. Property management has been in accordance with statutory and other requirements.

TABLE 1: CONT.

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2016–17
Component 2: Administration of the Australian honours and awards system		
<ul style="list-style-type: none"> • 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. • Provide secretariat support for the Australian honours advisory bodies. • Undertake the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable. • Procure Australian honours insignia, warrants and investiture items. • Facilitate the approval of, and changes to, governing instruments within the Australian honours system. • Provide insignia to State/Territory Government Houses, service organisations and individuals for issue, and arrange local investitures. 	<ul style="list-style-type: none"> • The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided. • Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia. • The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to. • Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements. 	<ul style="list-style-type: none"> • The Governor-General and other stakeholders have expressed satisfaction with the administration and support provided to them. • All activities have complied with relevant governing instruments. • Medals and insignia have met design specifications, stock levels have been maintained and control processes have been followed. • Insignia and relevant resources have been accurately issued in a timely manner.

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 2016–17 program of activities was wide-ranging and extensive. 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 pursued a vibrant and varied program. Recurring themes included acknowledging service; empowering Australia's youth; inclusiveness and celebrating diversity; Indigenous education, enterprise and opportunity; promoting science, innovation and investment; regional and rural engagement; and encouraging greater individual philanthropy.

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 commenced 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 substantially 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

OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2016–17 financial year. Departmental and Administered results are shown in the audited financial statements on pages 63–105 of this report.

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

The Office has received an unqualified audit report from the Australian National Audit Office (ANAO) for the 2016–17 Financial Statements.

The Office follows the ANAO Better Practice Guide on financial statement preparation to ensure the financial statement preparation process and work papers are of a high standard.

REPORT AGAINST THE 2016–17 PORTFOLIO BUDGET STATEMENTS

An Agency Resource Statement is included at Appendix H, Table H1 of this report. During 2016–17 the total appropriations available to the Office were \$19,213,000. This was made up of \$14,421,000 for Departmental outputs (including \$395,000 towards the Departmental Capital Budget), \$1,431,000 for Administered expenses, \$2,936,000 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 \$57,000 in resources free of charge towards audit fees of the ANAO.

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

CAPITAL WORKS BUDGET

In 2016–17 the Office continued to implement its Property Works Plan (PWP), building on formalised work programs over the last decade covering both Government House and Admiralty House properties.

In 2016–17, a number of major projects were undertaken at the properties, to the total value of \$2,846,482 (against an available budget of \$2,936,000).

BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 63–105 of this report.

SIGNIFICANT CHANGES IN 2016–17

There has been a change in accounting treatment of a long standing arrangement of an 'Allowance' program expense account to meet the costs of delivering the Governor-General's program and hospitality. Further details are provided in the section on Corporate Governance on Page 44 and in the Overview note to the 2016-17 Financial Statements on Page 80.

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

TABLE 2: FINANCIAL PERFORMANCE FOR PROGRAM 1

	Budget Estimate 2016–17 \$ 000	Actual 2016–17 \$ 000	Variation 2016–17 \$ 000
Departmental appropriation – Cost of Components 1 and 2	11,076	11,143	(67)
Administered Appropriation	2,576	2,869	(293)
Expenses not requiring appropriation	410	429	(19)
Total	14,062	14,441	(379)

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; and
- 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 2016–17 \$ 000	Actual 2016–17 \$ 000	Variation 2016–17 \$ 000
Departmental appropriation – Cost of Component 1	6,092	6,129	(37)
Administered Appropriation – Governor-General's salary	425	425	0
Administered Appropriation – Depreciation	747	1,607	(860)
Expenses not requiring appropriation	225	236	(11)
Total	7,489	8,397	(908)

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 323 events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2016–17, the Governor-General undertook 946 official engagements, and welcomed 45,593 guests and visitors to Government House and Admiralty House. The Office's website (www.gg.gov.au) provided regular updates on the broad range of activities undertaken by the Governor-General.

**TABLE 4:
ACTIVITIES AND
CORRESPONDENCE
IN 2016–17**

Official activities	Number	Attendees
Government House	114	7,075
Admiralty House	28	1,889
Total	142	8,964
Other events attended	520	
Callers	259	
Executive Council meetings	25	
School tours	434	22,665
Anniversary requests handled	14,920 ^a	
Items of correspondence handled	2969 ^b	

Notes:

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

CONSTITUTIONAL ACTIVITIES

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

During 2016–17, the Office supported the Governor-General (or the Administrator) in presiding at 25 meetings of the Federal Executive Council, at which 444 agenda items were considered. Royal Assent was given to 128 pieces of legislation.

On 19 July 2016, the Governor-General issued the Instruments of Appointment and Oaths and Affirmations of Office to the Prime Minister, the Honourable Malcolm Turnbull MP, and 40 Ministers and Parliamentary Secretaries. An additional ceremony was conducted at Government House on 28 July 2016 at which the Governor-General administered the Oath of Office to the Minister for Veterans' Affairs and Minister for Defence Personnel, the Honourable Dan Tehan MP.

Following Prime Minister Turnbull's announcement of changes to the Ministry, the Governor-General conducted a ceremony at Government House on 24 January 2017 at which five newly appointed Ministers and Parliamentary Secretaries were sworn in.

On Tuesday 30 August 2016, the Governor-General opened the First Session of the Forty-Fifth Commonwealth Parliament and addressed the Parliament.

On 23 May 2017, the Governor-General received the Address-in-Reply from the Speaker of the House of Representatives at Government House.

COMMANDER-IN-CHIEF

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

As Commander-in-Chief, the Governor-General has an important ceremonial role to play, attending military parades, graduation ceremonies, and presenting colours and honours to ADF units. During a year of significant commemorative activity, including the 50th anniversary of the Battle of Long Tan and the 75th anniversaries of the Fall of Singapore, Bombing of Darwin, Battle of the Coral Sea and the New Guinea Campaign, the Governor-General presided at several military commemorations. The Office liaised closely with the Department of Defence, Department of Veterans' Affairs and individual military

establishments to coordinate the Governor-General's involvement in such events, including:

- On 29 July 2016, visited the Australian P3 Orion detachment involved in Exercise RIMPAC and HMAS *Canberra* to meet with the ship's company and embarked forces.
- On 12 September 2016, at RAAF Base Amberley, attended a ceremony to invest 5 Flight with their Meritorious Unit Citation.
- On 9 November 2016, at RAAF Base East Sale, Victoria, attended a Combat Survival Training School Consecration Ceremony and presented the Governor-General's Banner.
- On 25 November 2016, at HMAS *Cerberus*, Victoria, attended a Navy Ceremonial Divisions Parade.
- On 31 May 2017, on Anzac Parade, Canberra, attended the National Boer War Memorial dedication ceremony.
- On 10 June 2017, in Canberra, attended the Queen's Birthday Parade.
- On 16 June 2017, at Mount Isa, Queensland, visited Reserve Unit Delta Company 51 Battalion Far North Regiment.

COMMEMORATIONS

- On 18 August 2016, at the Australian War Memorial, attended a 'stand-to' service to mark the 50th anniversary of the Battle of Long Tan, delivered an address and laid a wreath. Afterwards, the Governor-General attended a Vietnam Veteran's Remembrance Service at the Australian Vietnam Forces National Memorial. Later, at Gallipoli Barracks, Brisbane, Sir Peter attended the 50th anniversary commemorative parade.
- On 15 February 2017, at the Australian Ex-Prisoners of War Memorial, Ballarat, attended the commemoration of the 75th anniversary of the Fall of Singapore.
- On 19 February 2017, at the Darwin War Memorial, attended the commemorative service for the 75th anniversary of the Bombing of Darwin and laid a wreath.
- On Anzac Day 2017, at Bomana War Cemetery, Port Moresby, laid a wreath and delivered a commemorative address acknowledging the 75th anniversary of the Kokoda Campaign. Afterwards, at the Isurava Memorial, the Governor-General attended an Anzac Day ceremony where he delivered an address and laid a wreath. Then, at the Memorial to Australian Soldiers, Kokoda, the Governor-General attended a local ceremony where he laid a wreath.
- On 1 May 2017, in Townsville, attended a Dawn Service to commemorate the 75th anniversary of the Battle of the Coral Sea, followed by a memorial service at sea on board HMAS *Choules*.

CEREMONIAL ACTIVITIES

In 2016–17, 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 17 investiture ceremonies for Australian honours and award recipients in 2016–17. Four general sessions held at Government House in September 2016 and April 2017 saw the presentation of 190 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 4 July 2016, at Government House, Perth, the Governor-General invested Her Excellency the Honourable Kerry Sanderson AC with the insignia of the Companion of the Order of Australia for eminent service to the people of Western Australia, to the promotion of international investment, scientific research and export opportunities, and through roles with maritime, mining, emergency management and not-for-profit organisations.
- On 5 September 2016, in Canberra, the Governor-General invested His Excellency the Honourable Hieu Van Le AC with the insignia of the Companion of the Order of Australia for service to the people of South Australia, to the development of cultural and economic links with Australia's near neighbours, to the advancement of multicultural inclusion, and as a supporter of the arts and education.
- On 12 September 2016, at RAAF Base, Amberley, the Governor-General invested 5 Flight with their Meritorious Unit Citation.
- On 31 October 2016, at Government House, Melbourne, the Governor-General invested Mr Tony Beddison AC with the insignia of the Companion of the Order of Australia for eminent service to the community through leading roles with national and international charitable organisations, as an advocate for corporate social responsibility, philanthropy and business innovation, to children's health, and to business.

- On 8 November 2016, in Canberra, the Governor-General invested recipients of the Long Tan awards. Later that afternoon, during a separate ceremony, the Governor-General invested 36 and 37 Squadrons with their Meritorious Unit Citations.
- On 21 November 2016, in Sydney, the Governor-General invested Mrs Roslyn Packer AC with the insignia of the Companion of the Order of Australia for eminent service to the community as a leading benefactor and patron, particularly to health care, medical research and social welfare groups, and to the visual and performing arts through philanthropic contributions.
- On 6 December 2016, in Melbourne, the Governor-General invested the Chilean Minister for Mining, Minister Aurora Williams AM, with the insignia of the Honorary Member of the Order of Australia.
- On 26 January 2017 on Rod Laver Arena in Melbourne, the Governor-General invested Mr Rod Laver AC MBE with the insignia of the Companion of the Order of Australia for eminent service to tennis as a player, representative and mentor; at the national and international level, and as a role model for young sportsmen and women.
- On 19 February 2017, at Government House, Darwin, the Governor-General invested His Honour the Honourable John Hardy AO with the insignia of the Officer of the Order of Australia.
- On 27 February 2017, in Canberra, the Governor-General invested General Tom Middendorp AO, Chief of Defence of the Netherlands, with the insignia of an Honorary Officer of the Order of Australia.
- On 1 April 2017, in Sydney, the Governor-General invested the Honourable Robert Ellicott AC QC with the insignia of the Companion of the Order of Australia for eminent service to the Parliament of Australia, particularly as Attorney-General, to legal practice and innovative policy development, to advancements in global trade law, and to the international arbitration of sporting disputes.
- On 1 June 2017, in Wellington, the Governor-General, invested His Excellency Peter Woolcott AO with the insignia of the Officer of the Order of Australia.

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 2016–17, four credentials ceremonies were held at Government House for 19 Ambassadors or High Commissioners from: Germany, Netherlands, Singapore, Myanmar, Russia, Finland, Switzerland, Denmark, Ireland, Austria,

Jordan, Ecuador, South Africa, Afghanistan, Bosnia and Herzegovina, Cyprus, Indonesia, Nepal and France.

Separately, two credentials ceremonies were held for the non-resident Ambassador of Bhutan and the non-resident High Commissioner for Rwanda.

CITIZENSHIP CEREMONIES

The Governor-General presided at three citizenship ceremonies in 2016–17:

- On 17 September 2016, at Government House Canberra, the Governor-General hosted a citizenship ceremony in recognition of Australian Citizenship Day, at which Australian citizenship was conferred on 31 recipients.
- On 26 January 2017, in Melbourne, the Governor-General attended a citizenship ceremony in recognition of Australia Day, at which Australian citizenship was conferred on 101 recipients.
- On 22 April 2017, during a visit to Brisbane, the Governor-General attended a citizenship ceremony at which Australian citizenship was conferred on 27 recipients.

MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 19 July 2016, at Admiralty House, the Governor-General hosted a dinner for the Vice President of the United States of America, the Honorable Joseph R. Biden Jr.
- On 13 October 2016, the Governor-General received the Prime Minister of Singapore, His Excellency Lee Hsien Loong and Mrs Lee Hsien Loong at Government House.
- On 1 November 2016, formal hospitality was offered at Government House when the Governor-General hosted a State Lunch in honour of Their Majesties King Willem-Alexander and Queen Máxima of the Netherlands.
- On 10 November 2016, the Governor-General received the President of Hungary, His Excellency Mr János Áder.
- On 23 November 2016, at Government House, the Governor-General hosted a State Lunch in honour of Their Majesties King Abdullah and Queen Rania of the Hashemite Kingdom of Jordan.
- On 22 February 2017, at Admiralty House, the Governor-General received the Prime Minister of the State of Israel, His Excellency Benjamin Netanyahu.

- On 26 February 2017, formal hospitality was offered at Admiralty House when the Governor-General hosted a State Lunch in honour of the President of the Republic of Indonesia, His Excellency Mr Joko Widodo and Her Excellency Mrs Hj Iriana Joko Widodo.
- On 23 March 2017, at Government House, the Governor-General hosted a lunch in honour of the visit to Australia by the Vice President of the Argentine Republic, Ms Marta Gabriella Michetti.
- Also on 23 March 2017, the Governor-General received the Premier of the State Council of the People's Republic of China, His Excellency Li Keqiang and Madame Cheng Hong.
- On 3 April 2017, at Government House, the Governor-General hosted a State Lunch in honour of the President of the Islamic Republic of Afghanistan, His Excellency Dr Mohammad Ashraf Ghani.
- On 7 April 2017, formal hospitality was offered at Government House when the Governor-General hosted a State Lunch in honour of the President of the Republic of Nauru, His Excellency the Honourable Baron Divavesi Waqa MP and Madame Louise Waqa.
- On 22 April 2017, at Admiralty House, the Governor-General hosted a lunch reception in honour of the Vice President of the United States of America, the Honorable Michael R. Pence.
- On 25 May 2017, formal hospitality was offered at Government House when the Governor-General hosted a State Lunch in honour of the President of the Democratic Socialist Republic of Sri Lanka, His Excellency Maithripala Sirisena.
- On 7 June 2017, at Admiralty House, the Governor-General hosted a lunch in honour of His Royal Highness Prince Henry of Wales KCVO during his visit to officially launch the 2018 Sydney Invictus Games.

OFFICIAL OVERSEAS VISITS

In 2016–17, the Office planned and supported ten overseas visits by the Governor-General:

- From 11 to 16 July 2016, the Governor-General conducted an official visit to France where he led Australia's representation at the Bastille Day parade, at which Australia was acknowledged as the 'Country of Honour'.
- From 30 July to 31 August 2016, the Governor-General made the first visit to Latin America by an Australian Governor-General. From 30 July to 2 August 2016, the Governor-General travelled to Mexico on a State Visit to coincide with the 50th anniversary of bilateral relations. From Mexico, the Governor-General travelled to Brazil from 2 to 7 August 2016, where, as Patron of the Australian Olympic Committee, he led Australia's representation at the Rio 2016 Olympic Games.

and addressed the Australian Olympic Team. Throughout the visit, the Governor-General supported Australian athletes competing in the Games. After Brazil, the Governor-General made State Visits to Uruguay, Argentina and Chile.

- From 6 to 8 September 2016, the Governor-General led Australia's representation at the Rio Paralympics. As Patron of the Australian Paralympic Committee, he addressed the Australian Paralympic Team and attended a dinner with Australian athletes, before attending the Opening Ceremony and supporting Australians competing at the Games.
- From 29 September to 3 October 2016, the Governor-General travelled to Israel following the death of the former President of the State of Israel, Mr Shimon Peres. His Excellency conveyed the condolences of the Government and people of Australia to Israeli President Reuven Rivlin and Prime Minister Benjamin Netanyahu.
- On 24 February 2017, the Governor-General travelled to Port Moresby to attend the funeral of the Governor-General of Papua New Guinea, the late Sir Michael Ogio GCMG CBE.
- From 24 to 26 April 2017, the Governor-General returned to Papua New Guinea to represent the people of Australia at Anzac Day commemorations coinciding with the 75th anniversary of World War II. On Anzac Day, the Governor-General delivered the commemorative address at the Bomana War Cemetery Dawn Service, followed by services at the Isurava Memorial and in Kokoda.
- From 19 to 20 May 2017, the Governor-General travelled to Dili to attend the inauguration ceremony for President-elect of the Democratic Republic of Timor-Leste, Francisco Guterres Lu-Olo, and the 15th anniversary of independence celebrations.
- From 31 May to 3 June 2017, the Governor-General made a State Visit to New Zealand. The visit focused on the bilateral relationship and included visits to Wellington, Auckland, Christchurch, Kaikoura following the 2016 earthquake as well as visiting Stewart Island.
- From 20 to 21 June, the Governor-General travelled to Vanuatu following the death of the President of the Republic of Vanuatu, the late Womtelo Reverend Baldwin Lonsdale, and attended his State Funeral.
- From 28 to 30 June, the Governor-General conducted an Official Visit to Solomon Islands to lead Australia's representation at ceremonies to mark the completion of the Regional Assistance Mission Solomon Islands (RAMSI). The Governor-General attended the unveiling of the RAMSI monument and delivered an address on behalf of RAMSI leaders at the official closing ceremony.

COMMUNITY ENGAGEMENT

Engagement with the community is an important element of the Governor-General's role and a key consideration for the Office in planning and delivering a balanced program. The Governor-General meets with members of the community in cities, regions and rural and remote locations throughout Australia. The following list provides examples of the diversity and reach of the Governor-General's community engagement during 2016–17:

- On 5 July 2016, in Kalgoorlie, as guests of the Chief Executive Officer, Country Arts WA, Mrs Jessica Machin, visited the Tjuma Pulka NAIDOC week markets at the Goldfields Arts Centre.
- On 23 August 2016, in Toowoomba, as guests of Director, Ms Kate Venables, visited the Refugee and Migrant Support Centre.
- On 24 August 2016, at Sydney International Airport, attended a welcome home ceremony for the 2016 Australian Olympic Team on their return from Rio. Then on 28 August, at Admiralty House, hosted a welcome home reception for the team and supporters.
- On 5 September 2016, in Cooma, as guests of Centre Coordinator, Ms Caroline Bamblett, visited Yalbillinga Boori Day Care Centre.
- On 19 October 2016, at Launceston Civic Square, as guests of Coordinator, Children and Community Programs, Anglicare, Ms Sharon Dutton, viewed the Anti-Poverty Week Speak-up Challenge.
- On 3 February 2017, on the eve of World Cancer Day, in Darlinghurst, as guests of the Executive Director, Professor John Mattick AO, visited the Garvan Institute of Medical Research. Afterwards, in Kensington, visited the Children's Cancer Institute at Sydney Children's Hospital. Later, in Camperdown, as guests of the Chief Executive Officer, Ms Eileen Hannagan, visited the Chris O'Brien Lifehouse.
- On 20 February 2017, in the Tiwi Islands, as guests of Mr Gibson Farmer Ilortaminni, visited the Nguui Medical Clinic and Calvary Aged Care Facility.
- On 1 March 2017, in Canberra, as guests of President of the 'Gift of Life', Mr David O'Leary, officiated at the start of Gift of Life's DonateLife Walk, outside the National Library of Australia.
- On 3 March 2017, at the Melbourne Shrine of Remembrance, attended the annual presentation ceremony for the 2017 John Monash Scholars.
- On 11 April 2017, in the Bega Valley Shire, as guests of Manager, Children, Families and Ageing, Bega Valley Shire Council, Ms Kristina Brenner, visited the Eden Child Care Centre, then as guests of Elder of the Yuin and Monaro nations, Pastor Oswald Cruse AM MBE, and his son, Mr Benjamin John Cruse, viewed part of the Bundian Way.

- On 16 May 2017, at Exmouth District High School, as guests of Principal, Mr Raymond Denholm, attended a morning tea with Exmouth District Youth Groups.
- On 7 June 2017, at Admiralty House, hosted a launch for the 2018 Sydney Invictus Games and a reception for the Australian Invictus Games Squad participating in the 2017 Games in Toronto, Canada.

PATRONAGES

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

At the end of the reporting period the Governor-General and Lady Cosgrove had accepted patronage of 201 organisations. Details are published on the Office's website. Engagement with these organisations included: hosting a reception at Admiralty House where representatives from Special Olympics Australia welcomed home members and athletes of the Australian 2016 Olympic Team; delivering meals to clients in Canberra on National Meals on Wheels Day; and visiting Rosies Friends on the Street Youth Outreach Service. The Governor-General and Lady Cosgrove also visited a number of Men's Sheds, Ronald McDonald Houses and various Royal Flying Doctor Service sites across Australia.

REGIONAL CENTRE VISITS

During 2016-17, close to half of the domestic events attended by the Governor-General were in regional, rural and remote locations, including:

- From 4 to 5 July 2016, during a visit to Kalgoorlie-Boulder, visited the Royal Flying Doctor Service, the KCGM Super Pit and Foodbank.
- From 22 to 23 August 2016, visited Roma, Mitchell, Muckadilla and Toowoomba in regional Queensland. The program focused on engagement with community organisations in the education, social services and industry sectors.
- From 15 to 16 September 2016, during a visit to Mildura, visited Sunraysia Mallee Ethnic Communities Council, Mallee District Aboriginal Services and Murray River Salt.
- On 10 October 2016, visited Burpengary State School and laid a floral tribute at the Burpengary War Memorial before visiting the Sandgate Men's Shed.
- From 18 to 19 October 2016, visited Burnie, Devonport and Launceston in Tasmania. The program focused on Anti-Poverty Week activities and included visits to schools and local support organisations including Mission Australia and the Autism Specific Early Learning and Care Centre.

- On 9 November 2016, visited Sale in regional Victoria to view the Specialist School and the Elderly Citizens Village, and attended a community reception.
- From 28 to 29 January 2017, undertook a visit to Tamworth and presented the Golden Guitar Award at the 45th Country Music Awards.
- On 15 February 2017, visited Ballarat to attend the commemoration of the 75th anniversary of Fall of Singapore.
- From 18 to 21 February 2017, visited Darwin and the Tiwi Islands. The program in Darwin centred on the 75th anniversary of the Bombing of Darwin and engagements with local organisations. The Tiwi Islands program included visits to the Nguiu Medical Clinic, the Tiwi Design Art Centre and Calvary Aged Care Centre.
- From 24 to 26 March 2017, visited Hidden Vale, Aratula, Warwick, Stanthorpe, Inglewood and Goondiwindi in regional Queensland. Program elements included the opening of the Hidden Vale UQ Wildlife Centre, opening of the 150th Warwick Annual Show, re-opening of the Stanthorpe Civic Centre, as well as engagements with local community organisations including the Lions Club, PCYC and Kaloma Home for the Aged.
- On 31 March 2017, visited Hamilton Island in the aftermath of Tropical Cyclone Debbie, followed by visits to Proserpine and Bowen to meet with those involved in recovery efforts.
- From 10 to 11 April 2017, visited Tathra, Eden, Pambula, Bega and Merimbula on the South Coast of NSW. The program included visits to Imlay House at Pambula, the Bega Regional Learning Centre and the Eden Child Care Centre.
- From 12 to 13 May 2017, visited Campbell Town, Swansea, Bicheno and Orford in regional Tasmania, and attended the national Tidy Towns awards dinner.
- From 15 to 17 May 2017, visited Exmouth. The program incorporated the first-ever visit to a Floating Production and Storage Offtake facility by a Governor-General.
- From 16 to 17 June 2017, visited Mount Isa and Cloncurry to engage with School of the Air students and to open the Cloncurry District Show.

OFFICIAL PROPERTIES AND COMMUNITY EVENTS

An Open Day was hosted at Government House on 24 September 2016, with an estimated 4,500 people attending.

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

An Open Day was hosted at Admiralty House on 19 November 2016, with approximately 2,000 visitors.

On 3 December 2016, at Government House, Their Excellencies hosted a Christmas Sports Fun Day for over 1,200 students of primary schools in the Australian Capital Territory and surrounding region.

On 18 February 2017, the Canberra Symphony Orchestra launched its 2017 season with a Prom Concert in the grounds of Government House, with approximately 3,500 guests attending.

Altogether, more than 45,000 members of the public, from school children to representatives of community organisations, visited the properties in 2016–17.

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 2016–17 financial year, the Unit worked closely with event and community stakeholders, including many of the 201 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 and engagements that attracted significant media coverage during the last 12 months included:

- Leading Australia's representation at the Bastille Day parade, at which Australia was acknowledged as the 'Country of Honour'.
- Bilateral visits to Latin America countries – the first ever by an Australian Governor-General – coinciding with Australia's participation at the 2016 Rio Olympic Games and Paralympic Games.
- The launch of Google's 'Government House Expedition' virtual tour at Nichols Point Primary School in Victoria.
- Representing Australia at State Funerals for the former President of Israel, Shimon Peres; Governor-General of Papua New Guinea, Sir Michael Ogio GCMG CBE; and President of Vanuatu, His Excellency Womtelo Reverend Baldwin Lonsdale.
- The calling of a double-dissolution election, swearing-in of Government Ministers and Parliamentary Secretaries, and opening of the 45th Parliament of Australia.

- The second Governor-General's XI women's cricket match against the South African Women's Cricket Team.
- The Governor-General's National Australia Day Address, which was filmed during a visit to Wilkins Aerodrome in the Australian Antarctic Territory.
- The 75th anniversary of the Bombing of Darwin commemoration at which the Governor-General met World War II veterans.
- An International Women's Day campaign to encourage more nominations of women for Australian honours and awards.
- The Governor-General's visit to the Queensland communities of Hamilton Island, Proserpine and Bowen which were affected by Cyclone Debbie.
- Commemorating Anzac Day at Kokoda, Isurava and Bomana War Cemetery in Papua New Guinea to mark the 75th anniversary of the New Guinea Campaign, and recording of the National Anzac Day Address at Bomana Cemetery.
- The 75th anniversary commemoration of the Battle of the Coral Sea on board HMAS *Choules*.
- A visit by His Royal Highness Prince Harry to join the Governor-General for the launch of the 2018 Invictus Games.
- An official visit to the Solomon Islands for the completion of the Regional Assistance Mission Solomon Islands, at which the Governor-General provided an address on behalf of leaders of nations that contributed to the mission.

In the past 12 months, the Unit supported the Governor-General in the production of 203 speeches, including for the 50th anniversary Vietnam Veterans' Remembrance Service, Citizenship Day Ceremonies and graduation addresses at various universities and colleges. A selection is published on the Governor-General's website (www.gg.gov.au). The Unit produced written 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.

In an Office first, the Unit commenced 'School Skype Sessions' that connect the Governor-General to students, primarily in regional and remote Australia, studying civics and citizenship. The sessions provide an opportunity for the Governor-General to speak on his role and responsibilities and to answer student questions about his work. As of June 2017, the Governor-General had connected with 20 schools across the country.

The Unit continued to collaborate with the Canberra Institute of Technology to produce live online broadcasts of honours and awards investiture ceremonies. This service – via www.gg.gov.au 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 2016 Spring Investitures and 2017 Autumn Investitures had nearly 5000 views (totalling more than 30,000 minutes viewed).

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

- Visits to Perth and Kalgoorlie, coinciding with NAIDOC Week.
- Community visits to Roma, Mitchell, Muckadilla, and Toowoomba.
- Visits to Cowra and Woodstock, coinciding with the 70th Woodstock Memorial Show opening.
- Community visits to Launceston, Bernie and Devonport coinciding with Anti-Poverty Week.
- A visit to Sale, Victoria.
- Visit to Tamworth coinciding with the 45th Country Music Awards of Australia.
- Community visit to the Tiwi Islands.
- Visits to Warwick, coinciding with the 150th Annual Show, Goondiwindi, Stanthorpe, Inglewood and Aratula.
- A visit to the South Coast of New South Wales, including Bega, Tathra, Pambula and Eden where the Governor-General visited the Bundian Way with Pastor Oswald Cruse AM MBE.
- As patron of Keep Australia Beautiful, a visit to Bicheno for the announcement of the 2017 Tidy Towns Award.
- A visit to Exmouth, which included the first-ever visit by a Governor-General to an offshore floating processing facility.
- A visit to Cloncurry, coinciding with the town's 150th anniversary, and Mount Isa.

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 2017, the page had more than 14,000 followers and made 204 posts with an average audience reach of nearly 20,000 users. 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. The Office also updated the website to include a 'special events' page to replace the home page for events of national significance, anniversaries or commemorations. This page was first used on International Women's Day as part of the Governor-General's campaign to increase nominations of women for honours in the Order of Australia.

CORRESPONDENCE

In 2016–17 the Office received and attended to 2,969 items of general correspondence. The Honours and Awards Branch received more than 42,000 items of correspondence including 2,121 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 8,489 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,431 congratulatory messages on behalf of Her Majesty The Queen.

PROPERTY MANAGEMENT

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

During 2016–17, 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 regularly reviews its Heritage Strategy to provide guidance on how it should manage the two properties. The Heritage Strategy can be viewed at www.gg.gov.au;
- maintains detailed Heritage Management Plans, which meet the EPBC Act requirements, for the residences and associated landscapes;
- consults with the National Capital Authority before undertaking works at Government House that fall within the Authority's legislative responsibilities;
- consults as required with the Department of the Environment and the Australian Heritage Council on how best to undertake heritage assessments, prepare management plans, and protect the values of the Australian Government's heritage properties; and
- seeks approval from the Minister responsible for heritage matters, as required by the EPBC Act, where works have, or are likely to have, a significant impact on heritage issues.

In 2016–17 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 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 2016–17, a number of major projects were undertaken at the properties, to the total value of \$2,846,481 (against a total budget of \$2,936,000).

GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2016–17 included:

- Completion of the works to refurbish two of the outlying buildings on site that house Australian Federal Police Protective Services. This project repaired damaged heritage external fabric, including rotten timbers, corroded gutters and downpipes, leaking roof structure, redundant cabling, cracked render and brickwork, damp ingress, issues of bird proofing, and it refurbished the degraded interior fabric.
- Commencement of detailed design for the replacement of the heating, ventilation and air conditioning system in the Chancery building. This system is beyond its end-of-life resulting in a number of ongoing maintenance and service delivery issues. Full replacement of the system is planned for financial year 2017–18.
- Commencement of planning and design for the rectification of soft landscaping for the Bravery Garden. This included liaison with the original architect to ensure that the refurbishment of the plantings maintained the intended concept for the garden. Completion is planned for financial year 2017–18.
- Commencement of initial planning and scope investigation for fire systems and for lighting and wiring systems across the property. Works are scheduled over the next two financial years.
- Numerous minor projects including works such as: general fabric and reactive works, end-of-life asset and equipment replacement, site documentation, general carpentry works, 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, with a focus on improving sustainability where possible.

ADMIRALTY HOUSE

The major works projects undertaken at Admiralty House during 2016–17 included:

- Completion of the resurfacing of the main driveway, addressing slip hazards and accessibility issues.
- Completion of works to rectify and replace failed site drainage and stormwater assets.
- Commencement of a program of works that brings together a number of rectification projects. These include: provision of accessible bathrooms and access to the first floor; code-compliant mechanical exhaust

systems; 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. Works are scheduled for completion in financial year 2017–18.

- Commencement of planning and scope investigation for the rectification and heritage conservation of the Gatehouse building occupied by the AFP. This project will repair damaged internal and external heritage fabric. Works will be staged across two financial years commencing 2017–18.
- Numerous minor projects including works such as replacement of general infrastructure assets (e.g. end-of-life air conditioning, hydraulic, fire and electrical systems), replacement of weather-damaged wharf timbers, and rectifying storage facilities issues.
- Work to improve the gardens and landscape at Admiralty House in accordance with the works schedule and Landscape Management Plan overseen by heritage landscape consultants.

SECURITY

The Office worked closely with the Attorney-General's Department 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 (ASD) 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 2017, 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; and
- 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 2016–17 \$ 000	Actual 2016–17 \$ 000	Variation 2016–17 \$ 000
Departmental appropriation – Cost of Component 2	4,984	5,014	(30)
Administered Appropriation – Acquisition of Australian honours medals/insignia, warrants and investiture items	1,404	837	567
Expenses not requiring appropriation	185	193	(8)
Total	6,573	6,044	529

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

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

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

KEY RESULTS

NOMINATIONS, AWARDS AND INVESTITURES

The total number of nominations researched and/or prepared by the Branch for 2016–17 was 15,870.

The overall number included 1,935 nominations submitted to the Council for the Order of Australia, a 21 per cent increase over 2015–16. The Council met twice in 2016–17 to consider the nominations and other matters. Of nominations submitted, 1,396 resulted in appointments or awards which were approved by the Governor-General (19 per cent increase over 2015–16). Eighty-nine 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 51 appointments and awards in the Military Division of the Order of Australia.

In 2016–17, the Branch researched 320 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 199 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 585 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, 4,129 National Police Service Medals were approved and dispatched to the relevant organisations.

Additionally, in 2016–17, 156 National Emergency Medals (132 for sustained service and 24 for significant service) were approved. The total number of nominations considered for the National Emergency Medal was 210 and 99% of nominations and applications were processed in a timely manner. The National Emergency Medal Committee considered a number of matters out of session in December 2016 and January 2017.

The Governor-General approved 8,632 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 4,103 clasps, which were awarded for additional periods of service and attached to the original medal. These awards are administered by the Branch and approved by the Governor-General, but they are conferred internally by the relevant organisations. Ninety-eight per cent of long service and occupation-based awards were processed within two months of receipt.

In September 2016, Her Majesty The Queen approved amendments to the Constitution of the Order of Australia which allowed permanent residents (as defined in the *Australian Citizenship Act 2007*) to be considered by the Council for the Order for honorary award or appointment in the General Division. The Prime Minister would continue to consider nominations of non-citizens who are not permanent residents for honorary awards in the General Division, and the Defence Minister continues to make recommendations for honorary awards in the Military Division. Under these new arrangements, the Council made its first recommendations for honorary awards in the Queen's Birthday 2017 honours list.

Eight non-Australian citizens were recognised by honorary awards in the Order of Australia during 2016–17.

Tables showing the number of nominations considered and awards conferred for the Order of Australia and the Australian Bravery Decorations in 2016–17, 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.

Seventeen investiture ceremonies for recipients of Australian awards were held in 2016–17.

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 2016–17. 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 2016–17 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 September 2016 increased the annual quotas for the three levels of the Order. The increases took into account growth in Australia's population since the quotas were last revised in 2003. The increases were as follows: Companion (AC) 30 to 35; Officer (AO) 125 to 140; Member (AM) 300 to 340. There remains no annual quota on the Medal (OAM).

In October 2016 the Office published *The Australian Honours and Awards Branch – Report 2012–16*. The report was a recommendation of the Council for the Order of Australia, and included material addressing all elements of the Australian honours system administered by the Branch. The report contains detailed statistics focusing on the Order of Australia, and is intended to be a resource for the community. It is available on the Governor-General's website, www.gg.gov.au. A further report is planned to cover the next five years (2017–2021).

The Branch has also supported a campaign to address the gender imbalance in Order of Australia nominations received. On International Women's Day 2017, the Governor-General and Lady Cosgrove launched a campaign to nominate a woman on that day, and special post-cards were distributed, with the assistance of UN Women, to facilitate the campaign. The Branch has supported initiatives of the Department of the Prime Minister and Cabinet on the same topic, and the Governor-General has referred to the honours system generally, and the need for greater diversity of recipients, in his many community engagements.

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

In late 2016 and early 2017 the Branch collaborated with the Royal Australian Mint in the design of a commemorative set of coins: *'Legends of Anzacs'*. The coins depict images of Australian and Imperial British military medals, and the Branch provided permission for reproduction of the images, as well as advising on the appropriate use of the images. The coins were distributed through a number of media publications around Anzac Day 2017, and are available through the Royal Australian Mint's shop.

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 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.

In August 2017 legal advice was sought from the Australian Government Solicitor (AGS) on the status under the PGPA Act 2013 of a long standing arrangement of an 'Allowance' program expense account to meet the costs of delivering the Governor-General's official program and hospitality. The independent legal advice was sought from the AGS in consultation with the Department of Finance (DoF) in accordance with the Legal Services Directions.

The advice received from the AGS indicated that funds allocated to the 'Allowance' program expense account continued to be 'relevant money' under the PGPA Act 2013. Spending such Commonwealth funds constituted an inadvertent breach under Section 83 of the Constitution as amounts standing to the credit of the bank accounts, including any interest earned, were likely not covered by a current appropriation at the time they were spent. Further information on this matter, and the remedial action taken by the Office, is provided in the 'Overview Note' in the Financial Statements section of this report.

This matter has been reported as a significant non-compliance with finance law and reported as such to the responsible Minister in accordance with the requirements of Resource Management Guide 214 issued by DoF.

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 Enabling Services Branch also manages the official properties and coordinates physical and cyber security services.

COMMITTEES

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

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

The Management Committee comprises the Official Secretary as Chief Executive Officer; the Deputy Official Secretary as Deputy Chief Executive Officer; the Directors of the Enabling Services and Honours and Awards Branches; and the Chief Financial Officer. The group meets monthly and considers strategic issues affecting the Office, including any emerging or ongoing risks, and monitors the delivery of performance outcomes for the Office.

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

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

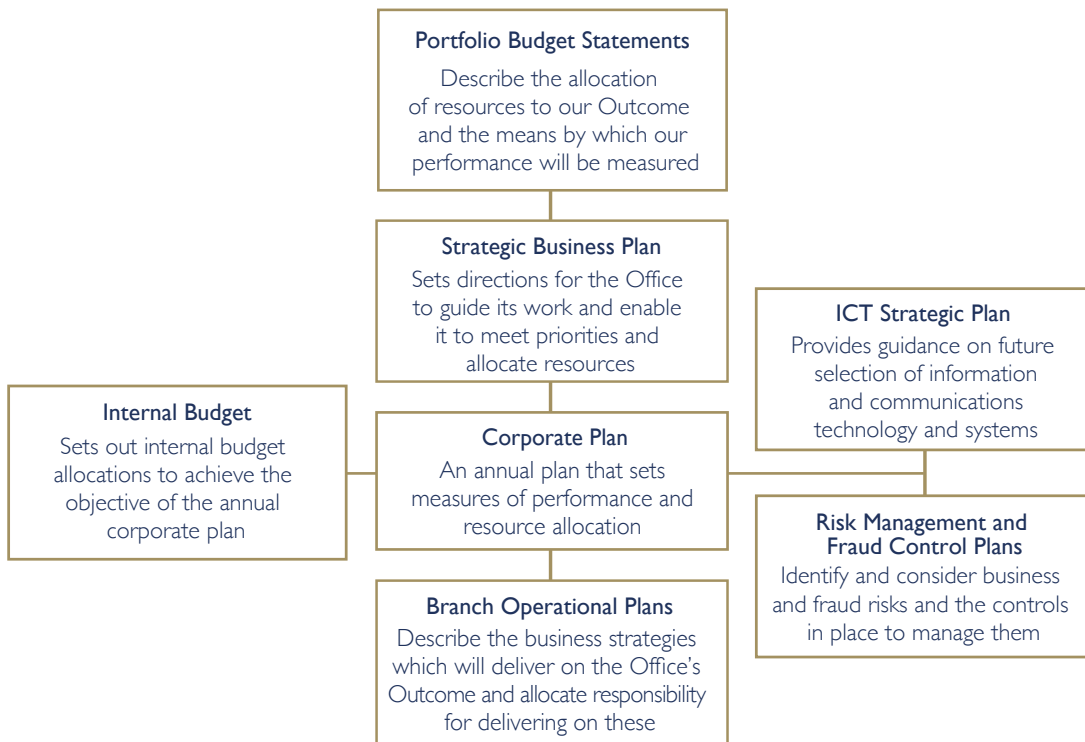
The membership of the WCC comprises:

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

The Work Health and Safety Committee is chaired by the Director of the Enabling 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.

STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



CORPORATE PLAN

The Office's Corporate Plan 2016–17 is both a statement of its corporate vision, strategy and objectives, and a business plan. It aims to bring together planning and other strategic and operational activities and articulate the linkages between them. It is a four-year rolling plan, updated annually, which distils the Office's objectives into a high-level action plan for the current year.

RISK MANAGEMENT FRAMEWORK

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

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

- support for the Governor-General;
- managing internal and external events;
- advising 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; and
- 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 2016–17 was a maturity level of Advanced, which reflects the Office's high level of maturity and competence in this field.

FRAUD CONTROL FRAMEWORK

The Office maintains a comprehensive Fraud Risk Assessment and Fraud Control Plan and has embedded fraud prevention, detection, investigation, reporting and data collection procedures and processes. The Fraud Control Plan was reviewed and updated in March 2017, 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 2016–17.

SECURITY FRAMEWORK

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

AUDIT ACTIVITIES

During 2016–17 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 2016–17, RSM conducted the following reviews in accordance with the agreed audit program:

- procurement and purchasing;
- accounting controls;

- travel and allowances;
- credit cards, Cabcharge and fuel cards; and
- payables workflow controls.

McN were contracted to provide internal audit services for performance and efficiency audits. In 2016–17, McN undertook the following reviews in accordance with the agreed audit program:

- HR payroll controls;
- Communications and speech writing;
- Business continuity plans including disaster recovery;
- Property program; and
- Honours and Awards.

EXTERNAL SCRUTINY

In September 2017, the ANAO provided an unqualified audit opinion on the Office's 2016–17 financial statements. The Office was not the subject of any agency-specific audits by the Auditor-General's Office, nor investigations or reviews by a parliamentary committee or the Commonwealth Ombudsman during 2016–17.

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.

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 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

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 2016–17 included:

- A targeted recruitment process for trainee case officers and administrative staff.
- Increased staff awareness of Indigenous culture through NAIDOC Week and Reconciliation Week celebrations, welcome to country, flag raising ceremonies and Indigenous guest speakers and cultural activities.
- Successful completion of Certificate IV Indigenous Leadership Training undertaken by two Indigenous staff. This was a career development opportunity aimed at Indigenous employees and was facilitated by the Australian Indigenous Leadership Centre.
- Continued development of the Health and Wellbeing Program including influenza vaccinations, ergonomic awareness, strength and mobility sessions, and targeted health promotion activities.
- Implementation of an early intervention scheme to support staff in managing minor injuries/incidents, reduce the office's workers' compensation claims and improve the health and wellbeing of employees.
- Restructure within the Enabling Services Branch and Program unit that resulted in reallocation of tasking and position classifications.
- Publication of the Corporate Plan.

The Governor-General presented several staff with 2017 Australia Day Achievement Medallions in recognition of their work toward the Office's objectives. Medallions were presented to Government House chefs, Jane Booth and Corporal Peter Janes, who made an exceptional contribution to the Office's outcomes in 2016 by having a dedicated and professional approach to all catering requirements; and the Records Management Team who made an exceptional contribution to the Office in the development and implementation of the Electronic Document Record Management System.

SENIOR EXECUTIVE REMUNERATION

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

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 2017, the current enterprise agreement covered 90 staff (including seven casual staff). One staff member was covered by an Australian Workplace Agreement and three staff members were covered by an Individual Flexibility Arrangement (IFA). The Office does not have performance-based pay arrangements. The salary ranges of Office employees by classification structure are set out in Appendix E.

STAFFING CHANGES AND STATISTICS

In 2016–17, the Average Staffing Level for the Office was 78.60. During the year there were seven cessations and five commencements.

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

DEVELOPING STAFF

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

The Office has in place a very successful Trainee Case Officer Program which provides structured training and development over a two-year period to prepare trainees for careers in the Office and the wider public sector. To date, the trainee program has a 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, working at heights, manual handling, asbestos, chemical compliance, first aid, leadership communication training for middle and senior managers, and mandatory ethics, behaviours, procurement, fraud, risk and security training for all staff. Two Indigenous staff successfully completed an Indigenous leadership training program.

TRAINEESHIPS, APPRENTICESHIPS AND WORK EXPERIENCE

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

WORKPLACE HEALTH AND SAFETY OVERVIEW

WORKPLACE HEALTH AND SAFETY STRUCTURE AND OVERSIGHT

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

The Office's policies and procedures are a fundamental part of 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.

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

- Comprehensive WHS information is available on the Office intranet including a hazard and incident notification flow chart and appropriate forms.
- The Health and Safety Committee meets regularly and Health and Safety Representatives (HSRs) have the appropriate level of training and undertake regular refresher training.
- Employee and workplace health monitoring procedures include regular inspections of the grounds and property, workplace assessments are conducted for all staff on commencement and personal protective equipment is provided where required.
- An active health and wellbeing program includes influenza vaccinations, health brochures and guest speakers 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.
- Audiometric testing was conducted for employees that regularly use hearing protection.
- WHS policy, guidelines and procedures are regularly reviewed in consultation with all staff and are updated and available on the Office intranet.
- Psychologically Healthy Workplace training was completed by a number of employees.
- Attendance by employees at sessions covering safe ergonomic set-up and work practices, posture checks and posture and flexibility stretching information.
- HSR, fire and evacuation, Smarttrain chemical training, first aid, working at heights and asbestos training was undertaken by relevant employees.
- 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.

DISABILITY REPORTING

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

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020, which sets out a ten-year national policy framework to improve lives of people with disability, promote participation and create a more inclusive society. A high level, 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.

MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$138.4 million (2015–16: \$130.7 million).

As at 30 June 2017, administered non-financial assets comprised:

- \$133.3m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House.
- \$1.6m of infrastructure, plant and equipment.
- \$1.6m 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 2017, Departmental assets comprised:

- \$1.430m of infrastructure, plant and equipment primarily relating to gardening and information technology.
- \$0.418m of intangibles representing ordinary software.
- \$0.088m of other non-financial assets, representing pre-payments made.

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

The management of assets is governed by the Accountable Authority Instruction (AAI) on Managing Public Property and the Office's Asset

Management Policy. These policies cover the proper stewardship of assets throughout the asset lifecycle, including the purchasing, stocktaking, impairment and disposal of assets. These policies are regularly communicated to staff through compulsory training and are available online.

PURCHASING

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

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

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 2016–17, the Office incurred total actual expenditure of \$406,882 (including GST) on consultancies. The Office entered into ten new consultancy contracts during the year with five ongoing consultancies active during 2016–17. 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.

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 2016–17 was \$9,329 (including GST).

COMPETITIVE TENDERING AND CONTRACTING

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

AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2016–17 that did not provide for the Auditor-General to have access to the contractor's premises.

EXEMPT CONTRACTS

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

ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research during 2016–17.

DISCRETIONARY GRANTS

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

INFORMATION TECHNOLOGY

The Office continued to improve the security, reliability and functionality of its information and communications (ICT) infrastructure through a range of initiatives in 2016–17:

- The Office continued development and deployment of its Electronic Documents Records Management System project. The new system with new record keeping policies and procedures are designed to enable the Office to better manage its existing and future records.
- The Office continued a major upgrade of its server and storage infrastructure. The IT hardware had been replaced in the 2015–16 period and many of the operating and database systems that reside on that hardware have now been upgraded to current versions. The renewed systems provide the Office with increased capacity to meet current and future needs.
- The Office has continued to improve its ICT security posture by implementing further components of the Australian Signals Directorate's (ASD) 35 strategies to mitigate targeted cyber intrusions.
- An external audit was conducted on how the Office is meeting the top four mitigation strategies. Recommendations from the audit are being implemented.
- The Office is also addressing the new Essential 8 ASD recommendations.
- A regular replacement and upgrade program of ICT equipment including desktop computers, laptops, printers and multifunction print devices continued throughout the year.
- ICT support was provided to several visiting dignitaries and delegations.

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

FREEDOM OF INFORMATION

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

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.

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*

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

CHARGES

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

FOI APPLICATIONS IN 2016–17

During 2016–17, 22 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

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

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

ENERGY EFFICIENCY, ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

The Office reports annually under the Energy Efficiency in Government Operations (EEGO) Policy on our energy use and progress towards the specified intensity targets. Likewise, under s 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), the Office reports on sustainability performance.

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

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

TRANSPORT AND MACHINERY

Since 2015–16, use of unleaded petrol (ULP) for garden machinery has increased by 16 per cent, due to programmed events during the heavier growth seasons requiring more machinery usage. In the same period, diesel fuel consumption for garden machinery and vehicles decreased by 12 per cent.

PASSENGER VEHICLE FLEET

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

During 2016-17 the Office's fleet comprised a total of seven vehicles (six departmental pool vehicles and one event vehicle). In the financial year, the fleet consumed 4,818 litres of fuel, at a cost of \$6,368, and travelled a total of 47,527 kilometres.

GREENHOUSE EMISSIONS

Based on the Office's energy consumption (for full site use) and the vehicle fleet operations, 1,095 tonnes of CO₂ were produced in 2016-17.

RESOURCE EFFICIENCY AND WASTE

During 2016-17 the Office complied with the Australian Government ICT Sustainability Plan 2010-2015. All employees are encouraged to consider ways to minimise printing.

Computers are automatically programmed to print double-sided. The Office recycles printing paper where printer capability allows.

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

In 2016-17 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 75m³ 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
- Regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

All of the above enabled the Office to divert 7.59 tonnes of waste to recycling during 2016–17.

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 2016–17, the Office continued to closely manage its water consumption, as evidenced by the use of only 60.07ML of its total 86 ML authorised lake water allocation for the year (slightly more than last year's 58.5 ML due to seasonal differences between years).

OFFICE ENERGY USE

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

Timed automated air-conditioning controls are in place in large central office areas to switch air-conditioning off outside normal working hours. 'Setback' controls in spaces with low occupancy (introduced in 2013–14) allow the 'relaxation' of temperatures when buildings 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 five 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. The Office's total office tenant light power consumption was 148,758 kilowatt hours, which equates to 6,750 megajoules per person during 2016–17 which is within the Government target of 7,500MJ per person. The total Office Central Services megajoule consumption for 2016–17 was 319MJ/m² (within the Government target of 400MJ/m² per annum).





FINANCIAL STATEMENTS

CHAPTER 4

Table of Contents

Audit Report	65
Statement by Officers	67
Statement of Comprehensive Income	68
Budgetary Explanation - Statement of Comprehensive Income	69
Statement of Financial Position	70
Budgetary Explanation - Statement of Financial Position	71
Statement of Changes in Equity	73
Cash Flow Statement	74
Administered Schedule of Comprehensive Income	75
Administered Schedule of Assets and Liabilities	76
Budgetary Explanation - Schedule of Administered Items	77
Administered Reconciliation Schedule	78
Administered Cash Flow Statement	79
Overview Note: Summary of Significant Accounting Policies	80
Note 1: Expenses	84
Note 2: Gains	85
Note 3: Fair Value Measurement	86
Note 4: Financial Assets	87
Note 5: Non-Financial Assets	88
Note 6: Payables	90
Note 7: Provisions	91
Note 8: Key Management Personnel Remuneration	92
Note 9: Related Party Disclosures	93
Note 10: Financial Instruments	94
Note 11: Administered - Expenses	95
Note 12: Administered - Fair Value Measurement	96
Note 13: Administered - Financial Assets	97
Note 14: Administered - Non-Financial Assets	98
Note 15: Administered - Inventories	99
Note 16: Administered - Payables	100
Note 17: Administered - Financial Instruments	101
Note 18: Appropriations	102



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 2017:

- (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 2017 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 2017 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 comprising a Summary of Significant Accounting Policies 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 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.

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

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



Clea Lewis
Executive Director
Delegate of the Auditor-General
Canberra
6 October 2017

**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 2017 comply with subsection 42(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act), and are based on properly maintained financial records as per Subsection 41 (2) of the PGPA Act.

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

Signed



Mark Fraser

Official Secretary to the Governor-General
6 October 2017

Signed



Chandy Paul

Chief Financial Officer
6 October 2017

Office of the Official Secretary to the Governor-General
Statement of Comprehensive Income
for the period ended 30 June 2017

	Notes	2017 \$	2016 \$	Original Budget ¹ \$
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	7,678,571	7,914,380	7,659,000
Suppliers	1B	3,536,096	3,251,367	3,478,000
Depreciation and amortisation	5	360,597	415,519	353,000
Disposal of non-financial assets	1C	(3,114)	8,462	-
Total expenses		11,572,150	11,589,728	11,490,000
Own-Source Income				
Own-source revenue				
Miscellaneous receipts		130,228	33,051	-
Total own-source revenue		130,228	33,051	-
Gains				
Resources received free of charge	2	72,000	69,000	57,000
Total gains		72,000	69,000	57,000
Total own-source income		202,228	102,051	57,000
Net cost of services		(11,369,922)	(11,487,677)	(11,433,000)
Revenue from Government				
Departmental annual appropriations		11,076,347	11,225,368	11,080,000
Surplus (Deficit) attributable to the Australian Government		(293,575)	(262,309)	(353,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus	5	-	318,427	-
Total other comprehensive income		-	318,427	-
Total comprehensive income (loss)		(293,575)	56,117	(353,000)

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)).

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

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

for the period ended 30 June 2017

Explanations of major variances¹	Affected line items (and statement)
<u>Suppliers paid</u>	
Supplier expenses exceeded budget by \$58k predominantly due to increases in costs associated with maintaining the two heritage properties; and overseas travel expenses associated with travel undertaken at the request of the government. This increase is partially offset by a decrease in contractor and professional fees. The cash used increased by \$422k as a result of the increase in the expenses above.	<i>Suppliers expense (Statement of Comprehensive Income), Operating cash used - suppliers (Cash Flow Statement)</i>
<u>Own source revenue</u>	
Own source revenue was over budget predominantly due to a one-off \$100k funding from Prime Minister and Cabinet to assist in meeting the overseas travel commitments undertaken by the Governor-General at the request of the Prime Minister during the financial year.	<i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i>

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

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

Office of the Official Secretary to the Governor-General
Statement of Financial Position
as at 30 June 2017

	Notes	2017 \$	2016 \$	2015 ¹ \$	Original Budget ² \$
ASSETS					
Financial Assets					
Cash and cash equivalents	10	1,354,221	1,288,281	1,623,345	496,000
Trade and other receivables	4	2,840,822	3,015,797	2,646,906	2,428,000
Total financial assets		4,195,043	4,304,078	4,270,251	2,924,000
Non-Financial Assets					
Plant and equipment	5	1,430,446	1,349,864	991,741	1,044,000
Intangibles	5	417,872	346,097	189,637	216,000
Inventories		39,582	41,073	47,188	-
Prepayments		88,395	9,637	12,746	23,000
Total non-financial assets		1,976,295	1,746,671	1,241,312	1,283,000
Total assets		6,171,338	6,050,749	5,511,563	4,207,000
LIABILITIES					
Payables					
Suppliers	6A	382,361	378,121	237,590	171,000
Other payables	6B	621,331	570,350	889,625	185,000
Total payables		1,003,692	948,471	1,127,215	356,000
Provisions					
Employee provisions	7	2,017,887	2,053,942	1,788,130	1,843,000
Total provisions		2,017,887	2,053,942	1,788,130	1,843,000
Total liabilities		3,021,579	3,002,413	2,915,345	2,199,000
Net assets		3,149,759	3,048,336	2,596,218	2,008,000
EQUITY					
Contributed equity		1,840,095	1,445,095	1,049,095	1,841,000
Reserves		557,664	557,664	239,239	239,000
Retained surplus (accumulated deficit)		752,000	1,045,575	1,307,884	(72,000)
Total equity		3,149,759	3,048,334	2,596,218	2,008,000

1. This column is the start of the earliest comparative period to which the entity applies the change as per paragraph 10(f) of AASB 101 Presentation of Financial Statements. Refer note 1.2 in Overview Note for further details.

2. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)).

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

Explanations of major variances¹	Affected line items (and statement)
Cash and cash equivalents	
The increase in the cash balance is a result of consolidating the \$1.1m 'Allowance' cash balances into the Departmental books following legal advice from the Australian Government Solicitor. The budget was formed prior to the Office obtaining this legal advice.	<i>Cash and cash equivalents (Statement of Financial Position), Retained earnings (Statement of Changes in Equity), Cash received - Operating activities (Cash Flow Statement)</i>
Trade and other receivables	
The increase is predominantly due to less appropriation drawn down against original budget bringing a favourable budget variance.	<i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement)</i>
There was also an increase of \$638k in relation to s74 receipts when compared to budget. The budget was set based on net GST paid of \$315k.	<i>Trade and other receivables (Statement of Financial Position), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to OPA (Cash Flow Statement)</i>
Non-financial assets	
The favourable variance is predominantly due to an increase in the fair value of property, plant and equipment as a result of the 2015-16 revaluation. The fair value increment amounted to \$318k. There were also additions of computer software amounting to \$183k relating to the electronic document records management system (EDRMS).	<i>Non-financial assets (Statement of Financial Position), Other comprehensive income (Statement of Comprehensive Income)</i>
The 2016-17 original budget was formed in April/May 2016 prior to the 2016 June year end revaluation exercise and did not include the most current fair value of assets.	
Total cash used from investing activities exceeded budget by \$121k as a result of the implementation of the EDRMS which was funded from OOSGG's own source appropriations.	<i>Property, plant and equipment, Contributed equity (Statement of Financial Position), Contribution by owners (Statement of Changes of Equity), Investing cash used (Cash Flow Statement)</i>
Payables	
There was an increase of approximately \$211k in suppliers payable at year end as a result of robust year end procedures requiring all suppliers to submit outstanding invoices.	<i>Payables (Statement of Financial Position), Operating cash used (Cash Flow Statement)</i>
The Office consolidated the 'Allowance' cash balances following legal advice from the Australian Government Solicitor, and recognised \$565k as a liability to be returned to the Consolidated Revenue Fund as Administered receipts.	<i>Other Payables (Statement of Financial Position), Retained earnings (Statement of Changes in Equity)</i>

Provisions

The increase is due to more employees becoming longer serving resulting in an increase in the probability of taking leave. The budget is set based on prior year final budget outcome therefore accrued leave during the year has effected an increase in the provision balance.

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

The increase is partially offset by a rise in the 10 year Commonwealth bond rate from 2% at time of budget to 2.6% at financial year end. This brought about a drop in the present value factor from 1 to 0.954 thus causing a decrease against the provision.

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

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

Office of the Official Secretary to the Governor-General
Statement of Changes in Equity
for the period ended 30 June 2017

	Retained earnings		Asset revaluation surplus			Contributed equity/capital		Total equity		Original Budget							
	2017	2016	Original Budget ¹	2017	2016	Original Budget ¹	2017	2016									
	\$	\$	\$	\$	\$	\$	\$	\$	\$								
Opening balance	1,045,575	610,366	281,000	764,575	272%	557,664	239,239	239,000	318,664	133%	1,445,095	1,049,695	1,446,000			1,928,700	2,192,000
Balance carried forward from previous period																	
Adjustment for errors ²		667,518															667,518
Adjusted opening balance	1,045,575	1,307,884	281,000			557,664	239,239	239,000			1,445,095	1,049,695	1,446,000			3,048,334	2,192,000
Comprehensive income																	
Other comprehensive income																	
Deficit for the period	(294,575)	(262,309)	(353,000)	59,425	-17%	-	318,425	-									
Total comprehensive income	(294,575)	(262,309)	(353,000)	59,425	-17%	-	318,425	-									
Department capital budget																	
Total transactions with owners																	
Closing balance as at 30 June	752,000	1,045,575	(72,000)	824,000	-11.44%	557,664	557,664	239,000	318,664	133%	1,840,095	1,445,695	1,841,000			3,149,759	2,229,000
Closing balance attributable to the Australian Government	752,000	1,045,575	(72,000)	824,000	-11.44%	557,664	557,664	239,000	318,664	133%	1,840,095	1,445,695	1,841,000			3,149,759	2,229,000

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.

Other Distributions to Owners

The Financial Reporting Rule 2015 require that distributions to owners be debited to contributed equity unless it is in the nature of a dividend.

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2016-17 are provided

2. Refer note 1.2 in Overview Note for further details.

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

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

	Notes	2017 \$	2016 \$	Original Budget' \$
OPERATING ACTIVITIES				
Cash received				
Appropriations		12,123,669	11,560,326	11,366,000
GST received		350,139	206,098	-
Other		160,702	33,051	-
Total cash received		12,634,510	11,799,475	11,366,000
Cash used				
Employees		(7,663,645)	(8,001,851)	(7,630,000)
Suppliers		(3,843,076)	(3,347,970)	(3,421,000)
Section 74 receipts transferred to OPA ²		(953,175)	(700,445)	(315,000)
Total cash used		(12,459,896)	(12,050,266)	(11,366,000)
Net cash from operating activities		174,614	(250,791)	-
INVESTING ACTIVITIES				
Cash received				
Proceeds from sales of property, plant and equipment		6,056	14,366	-
Total cash received		6,056	14,366	-
Cash used				
Purchase of property, plant and equipment		(515,899)	(634,503)	(395,000)
Total cash used		(515,899)	(634,503)	(395,000)
Net cash used by investing activities		(509,842)	(620,137)	(395,000)
FINANCING ACTIVITIES				
Cash received				
Contributed equity		401,168	535,864	395,000
Total cash received		401,168	535,864	395,000
Net cash from financing activities		401,168	535,864	395,000
Net increase (decrease) in cash held		65,940	(335,064)	-
Cash and cash equivalents at the beginning of the reporting period		1,288,281	1,623,345	496,000
Cash and cash equivalents at the end of the reporting period		1,354,221	1,288,281	496,000

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2016-17 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

2. Refer note 1.2 in Overview Note for further details.

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 2017

	Notes	2017 \$	2016 \$	Original Budget ¹ \$
NET COST OF SERVICES				
Expenses				
Suppliers	11	876,392	1,198,292	1,431,000
Governor-General's salary		425,000	425,000	425,000
Depreciation and amortisation	14	1,607,324	790,023	747,000
Write-down and impairment of assets		(10,630)	30,412	-
Total expenses		2,898,086	2,443,727	2,603,000
Income				
Revenue				
Non-taxation revenue				
Sale of goods - external parties		28,672	30,361	27,000
Total non-taxation revenue		28,672	30,361	27,000
Total revenue		28,672	30,361	27,000
Gains				
Other gains		-	-	-
Total Gains		-	-	-
Total income		28,672	30,361	27,000
Net cost of services		(2,869,414)	(2,413,366)	(2,576,000)
Deficit		(2,869,414)	(2,413,366)	(2,576,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve	14	5,840,000	34,417,528	-
Total other comprehensive income		5,840,000	34,417,528	-
Total comprehensive income (loss)		2,970,586	32,004,162	(2,576,000)

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)).

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

Office of the Official Secretary to the Governor-General
Administered Schedule of Assets and Liabilities
as at 30 June 2017

	Notes	2017 \$	2016 \$	Original Budget ¹ \$
ASSETS				
Financial assets				
Cash and cash equivalents		556	521	1,000
Receivables	13	97,021	84,248	19,000
Total financial assets		97,577	84,769	20,000
Non-financial assets				
Land and buildings	14	133,288,725	126,161,392	93,224,000
Property, plant and equipment	14	1,606,667	1,654,842	2,283,000
Inventories	15	1,613,694	1,060,583	971,000
Total non-financial assets		136,509,086	128,876,817	96,478,000
Total assets administered on behalf of Government		136,606,663	128,961,586	96,498,000
LIABILITIES				
Payables				
Suppliers	16	102,769	38,138	-
Total payables		102,769	38,138	-
Total liabilities administered on behalf of Government		102,769	38,138	-
Net assets		136,503,894	128,923,448	96,498,000

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)).

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

Office of the Official Secretary to the Governor-General
Schedules of Administered Items Budget Variance Commentary
for the period ended 30 June 2017

Explanations of major variances¹	Affected line items (and schedule)
Suppliers	
The financial statements recognise the cost of medal inventory as an expense once the medal is awarded and issued. The budget recognises supplier expense as the total cash funding available to the Office for medals and other related purchases. The variance of \$555k represents fewer medals awarded and issued during the financial year compared to actual purchases.	<i>Supplier expense (Administered Schedule of Comprehensive Income), Inventory (Administered Schedule of Assets and Liabilities)</i>
Unfavourable variance of suppliers payable is due to the timing of larger invoices received for payment during end of financial year. The budget was formed at the beginning of the financial year where year end invoices are not yet known.	<i>Suppliers Payable (Administered Schedule of Financial Position)</i>
Other comprehensive income	
Other comprehensive income of \$5.840m is related to an increase in the fair value of the land at Government House and Admiralty House as a result of the 2016-17 desk-top revaluation.	<i>Other comprehensive income (Administered Schedule of Comprehensive Income), Property, plant and equipment (Administered Schedule of Assets and Liabilities)</i>
Non-Financial Assets	
The favourable variance is predominantly due to a significant increase in the fair value of the land as a result of the 2016-17 and 2015-16 revaluation. The land revaluation increment of Admiralty House and Government House amounted to \$5.840m in 2016-17 and \$32m in 2015-16. The budget was formed prior to the 2015-16 year end revaluation exercise and does not include the current fair value of assets.	<i>Non-financial assets (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i>
Depreciation and amortisation expenses increased by \$859k as a result of the fair value increment of buildings and infrastructure, plant and equipment during the 2015-16 revaluation exercise. There was also \$2m of asset additions at the end of the 2015-16 year, subsequent to forming the budget, which contributed to the increase in depreciation and amortisation expenses.	<i>Depreciation and amortisation expense (Administered Schedule of Other Comprehensive Income), Property, plant and equipment (Administered Schedule of Assets and Liabilities)</i>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> • the variance between budget and actual is greater than 10%; and • the variance between budget and actual is greater than 1% of the relevant category (Income, Expenses and Equity totals); or • an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity. 	

Administered Reconciliation Schedule for the Office of the Official Secretary to the Governor-General		
	2017	2016
	\$	\$
Opening assets less liabilities as at 1 July	128,923,448	92,750,410
Adjusted opening administered assets less administered liabilities	128,923,448	92,750,410
Net cost of services		
Income	28,672	30,361
Expenses		
Payments to entities other than corporate Commonwealth entities	(2,898,086)	(2,443,727)
Other comprehensive income:		
Revaluations transferred to reserves	5,840,000	34,417,528
Transfers to/from the Australian Government:		
Annual Appropriations	4,582,231	4,043,689
Special Appropriations	425,000	425,000
Appropriation transfers to Official Public Account:		
Transfers to OPA	(397,371)	(299,813)
Transfer of assets from Departmental	-	-
Closing assets less liabilities as at 30 June	136,503,894	128,923,448

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

	2017 \$	2016 \$	Original Budget ¹ \$
OPERATING ACTIVITIES			
Cash received			
Sales of goods and rendering of services	28,673	49,644	27,000
Total cash received	28,673	49,644	27,000
Cash used			
Suppliers	(1,354,242)	(1,367,911)	(1,431,000)
Personal benefits	(425,000)	(425,000)	(425,000)
Net GST paid	(12,774)	(84,071)	-
Other	-	-	-
Total cash used	(1,792,016)	(1,876,982)	(1,856,000)
Net cash flows used by operating activities	(1,763,343)	(1,827,338)	(1,829,000)
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment	(2,846,482)	(2,341,634)	(2,936,000)
Total cash used	(2,846,482)	(2,341,634)	(2,936,000)
Net cash flows used by investing activities	(2,846,482)	(2,341,634)	(2,936,000)
Net decrease in cash held	(4,609,825)	(4,168,972)	(4,765,000)
Cash and cash equivalents at the beginning of the reporting period	521	617	1,000
Cash from Official Public Account:			
- Appropriations ²	5,007,231	4,468,689	4,792,000
Total cash from official public account	5,007,752	4,469,306	4,793,000
Cash to Official Public Account for:			
- Appropriations	(397,371)	(299,813)	(27,000)
Total cash to official public account	(397,371)	(299,813)	(27,000)
Cash and cash equivalents at the end of the reporting period	556	521	1,000

1. The entity's original budgeted financial statement that was first presented to Parliament in respect of the reporting period (i.e. from the Office's 2016-17 Portfolio Budget Statements (PBS)). Major variances between the actual and original budgeted amounts for 2016-17 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

2. Appropriations include \$2,787,202 Administered Capital Budget (ACB) (2016: \$2,313,699).

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; and
- Provides for depreciation of assets used in connection with the provision of services to the Governor-General.

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

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

1.2 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The Financial Statements have been prepared in accordance with:

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

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

Since shortly after Federation there has existed an enactment whereby the Commonwealth contributed an ‘Allowance’ towards meeting the costs of delivering the Governor-General’s official program and hospitality. Types of expenditure that the ‘Allowance’ could be used for were agreed in 1952 at a meeting held in London, between the then Prime Minister Menzies and Sir William Slim. The amount as appropriated by the parliament of the day was deemed to have been ‘expensed’ by the Commonwealth at the time it was made payable to the Governor-General. An official bank account in the nature of a program expense account was established at the Commonwealth Bank to separately manage these funds as appropriated.

When the OOSGG was established in 1985, all amounts relating to the Allowance were rolled into the baseline departmental appropriation of this entity. In line with the above longstanding arrangements, each year the OOSGG allocated funds from its departmental appropriation to the program expense account towards meeting costs involved in running the Governor-General’s official program and hospitality. It was at this point that the funds were deemed to have been expensed by the Commonwealth and recorded as such in the OOSGG’s financial statements. Special purpose audits were also undertaken regularly by the ANAO since the 1950s to provide an assurance that the expenditure from these allocations to the program expense account was in accordance with the agreement and guidelines, and also to report on any weaknesses in internal controls.

Legal advice was sought in 2001 confirming that funds constituting the Governor-General’s Allowance were no longer ‘public monies’ within the meaning of that term in the FMA Act 1997. Accordingly monies relating to the Allowance program expense account continued to be maintained in bank accounts in a combination of on-call and interest-earning term deposits.

In August 2017 legal advice was sought on the status of such an arrangement under the PGPA Act 2013. This advice was sought from the Australian Government Solicitor (AGS) in consultation with the Department of Finance (DoF) in accordance with the Legal Services Directions. The advice subsequently received from the AGS indicated that the funds allocated to the ‘Allowance’ program expense account continued to be ‘relevant money’ under the PGPA Act 2013. As a consequence spending such Commonwealth funds would constitute a breach under Section 83 of the Constitution as amounts standing to the credit of the bank accounts, including any interest earned, were likely not covered by a current appropriation at the time they were spent.

In line with the AGS advice, these existing arrangements were terminated effective 1 July 2017. The relevant monies reflecting repealed appropriation and interest earned required to be swept back to the Consolidated Revenue Fund (CRF) were agreed with the DoF and reflected as a liability in the balance sheet as at 30 June 2017. The remaining balances for the program expense account were also consolidated into the OOSGG Departmental account as at 30 June 2017.

Accordingly, the following adjustments as per Table 1 have been made against the relevant accounts in each of the respective periods, including adjusting prior period comparatives and presenting an additional third balance sheet consistent with the requirements of paragraph 42 of *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*:

Table 1

Statement	Line Item Affected	Amount	Effect
2015:			
Statement of Financial Position	Cash and cash equivalents	\$1,127,746	Increase
Statement of Financial Position	Trade and other receivables	\$8,407	Increase
Statement of Financial Position	Inventories	\$47,188	Increase
Statement of Financial Position	Suppliers	\$12,473	Increase
Statement of Financial Position	Other payables	\$503,350	Increase
Statement of Financial Position	Retained surplus (accumulated deficit)	\$667,518	Increase
2016:			
Statement of Financial Position	Cash and cash equivalents	\$1,140,147	Increase

Statement	Line Item Affected	Amount	Effect
Statement of Financial Position	Trade and other receivables	\$6,707	Increase
Statement of Financial Position	Inventories	\$41,073	Increase
Statement of Financial Position	Suppliers	\$49,908	Decrease
Statement of Financial Position	Other payables	\$537,358	Increase
Statement of Financial Position	Retained surplus (accumulated deficit)	\$700,474	Increase
Statement of Comprehensive Income	Suppliers	\$2,463	Decrease
Statement of Comprehensive Income	Miscellaneous receipts	\$30,494	Increase

1.3 Significant Accounting Judgements and Estimates

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

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

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

1.4 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

	2017	2016
	\$	\$
Note 1A: Employee Benefits		
Wages and salaries	5,888,464	5,811,971
Superannuation:		
Defined contribution plans	600,424	593,362
Defined benefit plans	553,166	623,185
Leave and other entitlements	636,517	885,862
Total employee benefits	7,678,571	7,914,380

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

Note 1B: Suppliers

Goods and services		
Consultants and contractors	225,660	271,013
Travel	435,576	370,777
IT services	401,657	367,027
Property maintenance	1,110,451	904,141
Professional fees	304,148	352,238
Printing, consumables and general	228,431	201,960
Household and hospitality	298,369	279,023
Other	171,917	150,321
Total goods and services supplied or rendered	3,176,209	2,896,500
Goods and services are made up of:		
Provision of goods	418,231	362,636
Rendering of services	2,757,978	2,533,864
Total goods and services supplied or rendered	3,176,209	2,896,500
Other suppliers		
Workers compensation expenses	359,887	354,867
Total other suppliers	359,887	354,867
Total suppliers	3,536,096	3,251,367

Note 1C: Disposal of non-financial assets

Property plant and equipment:		
Proceeds from sale of property, plant and equipment	(6,058)	(14,369)
Carrying value of assets sold	2,944	22,831
Total disposal of non-financial assets	(3,114)	8,462

Note 2: Gains

	2017	2016
	\$	\$
Note 2: Other Gains		
Resources received free of charge	<u>72,000</u>	<u>69,000</u>
Total other gains	<u>72,000</u>	<u>69,000</u>

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.

Note 3: Fair Value Measurements

Note 3: Fair Value Measurements

	Fair value measurements at the end of the reporting period	
	2017	2016
	\$	\$
Non-financial assets		
Other property, plant and equipment	1,430,446	1,349,864
Total non-financial assets	1,430,446	1,349,864
Total fair value measurements of assets in the statement of financial position	1,430,446	1,349,864

Note 4: Financial Assets

	2017	2016
	\$	\$
Note 4: Trade and Other Receivables		
Appropriations receivable	2,701,273	2,801,588
Trade receivables	43,524	73,998
GST receivable from the Australian Taxation Office	96,025	140,211
Total goods and services receivables	2,840,822	3,015,797

Credit terms for goods and services were within 30 days (2016: 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 (2016-17)

	Buildings	Other property, plant & equipment	Computer software purchased	Total
	\$	\$	\$	\$
As at 1 July 2016				
Gross book value	-	1,349,864	346,097	1,695,961
Accumulated depreciation and impairment	-	-	-	-
Total as at 1 July 2016	-	1,349,864	346,097	1,695,961
Additions:				
Asset Purchases	-	373,057	143,341	516,398
Depreciation/Amortisation expense	-	(289,031)	(71,566)	(360,597)
Other movements	-	(500)	-	(500)
Disposals:				
Other disposals- Gross book value of disposed assets	-	(3,871)	-	(3,871)
Other disposals- Accumulated depreciation of disposed assets	-	927	-	927
Total as at 30 June 2017	-	1,430,446	417,872	1,848,318
Total as at 30 June 2017 represented by:				
Gross book value	-	1,718,550	489,438	2,207,988
Accumulated depreciation and impairment	-	(288,104)	(71,566)	(359,670)
Total as at 30 June 2017	-	1,430,446	417,872	1,848,318

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

Contractual commitments relating to non-financial assets amounted to **\$151,988** (2016: \$125,451).

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:

	2017	2016
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 2017. 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 (2016: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2017.

Note 6: Payables

	2017	2016
	\$	\$
Note 6A: Suppliers		
Trade creditors and accruals	<u>382,361</u>	<u>378,121</u>
Total suppliers	<u>382,361</u>	<u>378,121</u>

Supplier payables are settled within 30 days.

Note 6B: Other Payables		
Salaries and wages	48,214	23,217
Superannuation	8,967	4,690
Transfers to the Consolidated Revenue Fund	564,625	537,358
Other	<u>(475)</u>	<u>5,085</u>
Total other payables	<u>621,331</u>	<u>570,350</u>

Note 7: Provisions

	2017	2016
	\$	\$
Note 7: Employee Provisions		
Leave	<u>2,017,887</u>	<u>2,053,942</u>
Total employee provisions	<u>2,017,887</u>	<u>2,053,942</u>
Employee provisions are expected to be settled in:		
No more than 12 months	951,593	927,901
More than 12 months	<u>1,066,294</u>	<u>1,126,041</u>
Total employee provisions	<u>2,017,887</u>	<u>2,053,942</u>

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 2017 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:

	2017	2016
	\$	\$
Short-term employee benefits:		
Salary	<u>507,017</u>	<u>523,173</u>
Total short-term employee benefits	<u>507,017</u>	<u>523,173</u>
Post-employment benefits:		
Superannuation	<u>73,525</u>	<u>83,226</u>
Total post-employment benefits	<u>73,525</u>	<u>83,226</u>
Other long-term benefits:		
Annual leave	<u>39,156</u>	<u>40,752</u>
Long-service leave	<u>12,766</u>	<u>13,287</u>
Total other long-term employee benefits	<u>51,922</u>	<u>54,039</u>
Total key management personnel remuneration expenses	<u>632,464</u>	<u>660,438</u>

The total number of key management personnel that are included above is 3 (2016:2). 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

	2017	2016
	\$	\$
Note 10: Categories of Financial Instruments		
Financial Assets		
Held-to-maturity investments:		
Term deposits	600,000	1,025,000
Total held-to-maturity investments	<u>600,000</u>	<u>1,025,000</u>
Loans & Receivables:		
Cash & Equivalents	754,221	263,281
Trade and other receivables	43,524	73,998
Total loans and receivables	<u>797,745</u>	<u>337,279</u>
Total financial assets¹	<u>1,397,745</u>	<u>1,362,279</u>
Financial Liabilities		
At amortised cost:		
Suppliers and other payables	381,886	383,206
Total financial liabilities¹	<u>381,886</u>	<u>383,206</u>

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

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

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		
	2017	2016
	\$	\$
Note 11: Suppliers		
Goods and services		
Cost of Medals	745,890	1,065,436
Other	130,502	132,856
Total goods and services	876,392	1,198,292
Goods and services are made up of:		
Provision of goods	782,139	1,063,484
Rendering of services	94,253	134,808
Total goods and services	876,392	1,198,292

Note 12: Administered - Fair Value Measurements

Note 12: Fair Value Measurements

	Fair value measurements	
	2017	2016
	\$	\$
Non-financial assets		
Land	100,500,000	94,660,000
Buildings	32,788,725	31,501,392
Other property, plant and equipment	1,606,667	1,654,842
Total non-financial assets	134,895,392	127,816,234
Total fair value measurements of assets in the statement of financial position	134,895,392	127,816,234

Note 13: Administered - Financial Assets		
	2017	2016
	\$	\$
FINANCIAL ASSETS		
<u>Note 13: Trade and Other Receivables</u>		
Goods and services receivables in connection with:		
Trade receivables	97,021	84,248
GST receivable from the Australian Taxation Office	-	-
Total Trade and other receivables	<u>97,021</u>	<u>84,248</u>
Credit terms were net 30 days (2016: 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 Property, Plant and Equipment (2016-17)

	Land \$	Buildings \$	Total land and buildings \$	Infrastructure plant and equipment \$	Total \$
As at 1 July 2016					
Gross book value	94,660,000	31,501,392	126,161,392	1,654,842	127,816,234
Accumulated depreciation and impairment	-	-	-	-	-
Total as at 1 July 2016	94,660,000	31,501,392	126,161,392	1,654,842	127,816,234
Revaluations recognised in other comprehensive income	5,840,000	-	5,840,000	-	5,840,000
Additions:					
Work in progress	-	1,414,408	1,414,408	-	1,414,408
Assets	-	1,423,729	1,423,729	8,345	1,432,074
Depreciation	-	(1,550,804)	(1,550,804)	(56,520)	(1,607,324)
Other movements:					
Reclassification	-	-	-	-	-
Disposals:					
Gross book value of disposed assets	-	-	-	-	-
Accumulated depreciation of disposed assets	-	-	-	-	-
Total as at 30 June 2017	100,500,000	32,788,725	133,288,725	1,606,667	134,895,392
Total as at 30 June 2017 represented by:					
Gross book value	100,500,000	34,339,529	134,839,529	1,663,187	136,502,716
Accumulated depreciation and impairment	-	(1,550,804)	(1,550,804)	(56,520)	(1,607,324)
Total as at 30 June 2017	100,500,000	32,788,725	133,288,725	1,606,667	134,895,392

Revaluations of non-financial assets

A revaluation of land at Government House and Admiralty House was conducted as at 30 June 2017 by an independent valuer, Asset Valuation Solutions Pty Ltd, 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 \$1,792,684 (2016: \$650,229).

Buildings

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

Note 15: Administered - Inventories

	2017	2016
	\$	\$
Note 15: Inventories		
Inventories held for distribution	<u>1,613,694</u>	1,060,583
Total inventories	<u>1,613,694</u>	<u>1,060,583</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

	2017	2016
	\$	\$
Note 16: Suppliers		
Trade creditors and accruals	<u>102,769</u>	<u>38,138</u>
Total suppliers	<u>102,769</u>	<u>38,138</u>

Creditor payables are settled within 30 days.

Note 17: Administered – Financial Instruments

	2017	2016
	\$	\$
Note 17: Categories of Financial Instruments		
Financial Assets		
Loans and receivables:		
Cash and cash equivalents	556	521
Trade and other receivables	97,021	84,248
Total loans and receivables¹	<u>97,577</u>	<u>84,769</u>
Financial Liabilities		
At amortised cost:		
Suppliers	102,769	38,138
Total financial liabilities¹	<u>102,769</u>	<u>38,138</u>

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)

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

Notes:

1. Reduced by \$3,653 section 51 relating to Govlink 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

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

Notes:

1. Reduced by \$7,632 section 51 relating to PSSAP savings.
2. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1. They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
3. Section 74 receipts

Note 18: Appropriations -cont'd

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

Authority	2017	2016
	\$	\$
DEPARTMENTAL		
Appropriation Act (No 1) 2015-16 ¹	-	3,919,282
Appropriation Act (No 1) 2015-16 DCB	-	170,587
Appropriation Act (No 1) 2016-17 ²	3,891,075	-
Appropriation Act (No 1) 2016-17 DCB	164,419	-
Total	4,055,494	4,089,869
ADMINISTERED		
Appropriation Act (No 1) 2014-15	2,933	2,933
Appropriation Act (No 1) 2015-16	5,249	13,598
GST Increase to Appropriations 2015-16	-	43,271
Refunds of Receipts (s77 PGPA) 2015-16	-	9,909
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2015-16	2,366	30,301
GST Increase to Appropriations 2016-17	57,438	-
Refunds of Receipts (s77 PGPA) 2016-17	9,934	-
Appropriation Act (No 1) 2016-17	23,648	-
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2016-17	176,733	-
Total	278,301	100,012

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

Authority	Type	Purpose	2017	2016
			\$	\$
Governor General Act 1974	Limited	Governor-General	425,000	425,000
Appropriation applied			2017	2016
			\$	\$
			425,000	425,000

Notes:

1. Includes \$537,358 of relevant money in cash at bank to be returned to the Consolidated Revenue Fund.
2. Includes \$564,625 of relevant money in cash at bank to be returned to the Consolidated Revenue Fund.





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 2017

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

CHANCELLOR OF THE ORDER

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

SECRETARY OF THE ORDER

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

COUNCIL FOR THE ORDER OF AUSTRALIA

MEMBERS - NOMINATED BY THE AUSTRALIAN GOVERNMENT

Air Chief Marshal Sir Angus Houston AK AFC (Retd) (Chair)
Mr Philip Bacon AM (Deputy Chair)
Ms Elizabeth Broderick AO
Ms Tracey Hayes
The Honourable Shane Stone AC QC
Professor Mathew Vadas AO
Mr Bernard Wright AO

MEMBERS - NOMINATED BY STATE AND TERRITORY GOVERNMENTS

Vacant	(New South Wales)
Vacant	(Victoria)
Ms Filly Morgan	(Queensland)
Vacant	(South Australia)
Mr Robert Kennedy	(Western Australia)
Mr Greg Johannes	(Tasmania)
Mr Scott Samson	(Northern Territory)
Ms Kathy Leigh	(Australian Capital Territory)

MEMBERS – EX-OFFICIO

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

Air Chief Marshal Mark Binskin AC
Chief of the Defence Force

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

AUSTRALIAN BRAVERY DECORATIONS

AS AT 30 JUNE 2017

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

SECRETARY

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

AUSTRALIAN BRAVERY DECORATIONS COUNCIL

MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

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

MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

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

MEMBERS – EX-OFFICIO

Mr Brendan Sargeant
Acting Secretary, Department of Defence

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

**NATIONAL
EMERGENCY MEDAL
COMMITTEE**

AS AT 30 JUNE 2017

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

**MEMBERS – NOMINATED BY THE AUSTRALIAN
GOVERNMENT**

The Honourable Fran Bailey (Chair)
Mr Jeffrey Cree AFSM

MEMBERS – EX-OFFICIO

Mr Mark Croweller AFSM
First Assistant Secretary/Director-General
Emergency Management Australia
Attorney-General's Department

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

APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2017 AND THE QUEEN'S BIRTHDAY 2017

Category		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
							AM	OAM
Architecture	M	9	7	77.8	0	1	3	3
	F	2	1	50	0	0	1	0
Arts	M	57	45	78.9	0	6	15	24
	F	45	39	86.7	1	0	18	20
Building & Construction	M	5	3	60	0	0	2	1
	F	0	0	0	0	0	0	0
Business & Commerce	M	54	40	74.1	1	12	13	14
	F	10	10	100	0	4	4	2
Community - Multicultural Affairs	M	35	23	65.7	0	1	4	18
	F	14	7	50	0	0	1	6
Community	M	562	365	64.9	2	16	49	298
	F	308	228	74	0	6	30	192
Conservation & the Environment	M	24	18	75	0	0	6	12
	F	14	11	78.6	0	0	3	8
Dentistry	M	7	4	57.1	0	1	3	0
	F	3	2	66.7	0	1	1	0
Disabled	M	13	11	84.6	0	1	3	7
	F	6	6	100	0	0	0	6
Education	M	54	37	68.5	4	6	12	15
	F	38	30	78.9	0	6	11	13
Engineering	M	11	8	72.7	0	2	4	2
	F	1	1	100	0	0	0	1
Industrial Relations	M	4	3	75	0	0	1	2

TABLE B1 CONT.

Category		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
							AM	OAM
	F	0	0	0	0	0	0	0
Information Technology	M	3	1	33.3	0	0	1	0
	F	0	0	0	0	0	0	0
International Relations	M	20	10	50	0	0	5	5
	F	8	4	50	0	1	1	2
Law	M	31	24	77.4	3	4	15	2
	F	7	4	57.1	0	0	3	1
Library & Related Occupations	M	3	3	100	0	0	3	0
	F	1	1	100	0	0	1	0
Local Government	M	32	26	81.2	1	0	2	23
	F	15	12	80	0	0	1	11
Media	M	26	19	73.1	0	1	8	10
	F	3	3	100	0	0	1	2
Medicine	M	136	107	78.7	3	19	39	46
	F	47	35	74.5	1	10	10	14
Mining	M	5	2	40	0	1	1	0
	F	2	0	0	0	0	0	0
Parliament & Politics	M	19	10	52.6	1	1	5	3
	F	5	5	100	2	0	3	0
Primary Industry	M	12	7	58.3	1	0	1	5
	F	4	3	75	0	0	2	1
Public Service	M	17	14	82.3	0	5	5	4
	F	6	5	83.3	2	0	2	1
Public Service (Federal)	M	14	4	28.6	1	1	1	1
	F	3	0	0	0	0	0	0

TABLE B1 CONT.

Category		Number of nominations	Total awarded	% Awarded	Award levels			
					AC	AO	AM	OAM
Religion	M	19	8	42.1	0	1	4	3
	F	6	2	33.3	0	1	0	1
Science, Technological Developments, R&D	M	31	29	93.5	2	12	12	3
	F	4	3	75	0	2	1	0
Sport	M	114	96	84.2	0	2	8	86
	F	45	41	91.1	0	0	5	36
Surveying & Mapping	M	2	2	100	0	0	1	1
	F	0	0	0	0	0	0	0
Tourism & Hospitality	M	4	2	50	0	0	2	0
	F	2	2	100	0	0	2	0
Transport	M	11	11	100	1	3	3	4
	F	1	1	100	0	0	0	1
Veterinary Science	M	0	0	0	0	0	0	0
	F	1	1	100	0	0	1	0
Total	M	1,334	939	70.4	20	96	231	592
	F	601	457	76	6	31	102	318
		1,935	1,396	72.1	26	127	333	910

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 2017

Category		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
								AM	OAM
Architecture	M	248	158	63.7	0	2	30	95	31
	F	18	11	61.1	0	0	1	7	3
Arts	M	1,805	1,122	62.2	0	24	144	445	509
	F	1,144	738	64.5	1	11	57	237	432
Building & Construction	M	208	119	57.2	0	2	8	65	44
	F	5	4	80.0	0	0	0	3	1
Business & Commerce	M	2,132	1,181	55.4	2	42	244	604	289
	F	184	115	62.5	0	3	23	56	33
Community - Multicultural Affairs	M	1,341	639	47.6	0	0	19	101	519
	F	409	244	59.7	0	0	0	24	220
Community	M	17,833	8,596	48.2	1	38	194	1,193	7,170
	F	9,749	5,548	56.9	0	15	133	680	4,720
Conservation & the Environment	M	704	491	69.7	0	1	32	164	294
	F	330	220	66.7	0	0	13	49	158
Dentistry	M	250	141	56.4	0	0	11	82	48
	F	16	11	68.7	0	0	1	5	5
Disabled	M	636	391	61.5	0	0	5	99	287
	F	659	434	65.9	0	0	8	72	354
Education	M	1,855	1,053	56.8	1	27	164	465	396
	F	915	566	61.9	0	5	51	225	285
Engineering	M	356	229	64.3	0	3	38	131	57
	F	6	6	100	0	0	1	4	1

TABLE B2 CONT

Category		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
								AM	OAM
Industrial Relations	M	344	220	63.9	0	5	20	109	86
	F	27	23	85.2	0	0	3	9	11
Information Technology	M	36	21	58.3	0	0	4	13	4
	F	11	9	81.8	0	0	1	5	3
International Relations	M	367	182	49.6	0	3	24	79	76
	F	216	131	60.6	0	2	16	49	64
Law	M	768	439	57.2	1	53	120	204	61
	F	109	74	67.9	0	8	20	31	15
Library & Related Occupations	M	36	22	61.1	0	0	2	11	9
	F	51	33	64.7	0	0	1	15	17
Local Government	M	1,694	861	50.8	0	1	7	163	690
	F	290	166	57.2	0	0	3	32	131
Media	M	633	339	53.5	0	5	29	139	166
	F	109	64	58.7	0	0	10	28	26
Medicine	M	3,403	1,841	54.1	0	40	291	898	612
	F	1,127	713	63.3	0	11	75	274	353
Mining	M	142	85	59.9	0	4	23	41	17
	F	7	3	42.9	0	0	0	2	1
Parliament & Politics	M	590	324	54.9	2	37	98	131	56
	F	87	52	59.8	1	3	14	22	12
Primary Industry	M	1,162	733	63.1	0	2	45	301	385

TABLE B2 CONT

Category		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
								AM	OAM
Public Service	F	65	49	75.4	0	0	2	14	33
	M	1,988	926	46.6	7	62	248	363	246
Religion	F	315	150	47.6	2	11	18	46	73
	M	652	349	53.5	0	6	21	112	210
Science, Technological Developments, R&D	F	92	49	53.3	0	0	2	12	35
	M	769	481	62.5	1	30	134	243	73
Sport	F	94	75	79.8	0	5	23	31	16
	M	3,507	2,023	57.7	0	4	38	309	1,672
Surveying & Mapping	F	977	660	67.5	0	0	7	67	586
	M	39	24	61.5	0	0	0	8	16
Tourism & Hospitality	F	1	1	100	0	0	0	0	1
	M	211	119	56.4	0	0	11	42	66
Transport	F	43	25	58.1	0	0	1	9	15
	M	424	204	48.1	0	5	23	76	100
Veterinary Science	F	23	15	65.2	0	0	2	3	10
	M	105	71	67.6	0	0	9	32	30
Total	F	13	11	84.6	0	0	2	4	5
	M	44,238	23,384	52.9	15	396	2,036	6,718	14,219
	F	17,092	10,200	59.7	4	74	488	2,015	7,619
		61,330	33,584	54.8	19	470	2,524	8,733	21,838

* 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 2016-17

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels	
								GBC	
Interception of armed offender	35	20	57	0	0	7	3	2(10)	*
Rescue from animal attack	7	7	100	0	0	1	6		*
Rescue from armed offender	15	14	93	0	4	8	2		*
Rescue from electrical hazard	0	0		0	0	0	0		
Rescue from explosive hazard	29	41	141	0	6	7	5	3(23)	**
Rescue from fire - aircraft	2	2	100	0	0	2	0		
Rescue from fire - building	40	32	80	0	0	8	14	2(10)	*
Rescue from fire - bushfire	10	2	20	0	0	1	1		*
Rescue from fire - motor vehicle	37	26	70	0	0	3	8	3(15)	*
Rescue from fire - other	2	2	100	0	0	0	2		•
Rescue from gases, toxic fumes etc.	1	0		0	0	0	0		
Rescue from heights, cliffs	0	0		0	0	0	0		*
Rescue from holes, wells or mines	0	0		0	0	0	0		*
Rescue from inland waters	16	10	63	0	0	1	9		*
Rescue from other situation	50	12	24	0	0	0	5	1(7)	*
Rescue from path of oncoming vehicle	6	4	67	0	0	2	2		

TABLE C1 CONT

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels	
								GBC	
Rescue from water - other	3	0		0	0	0	0		
Rescue from water - sea	56	23	41	0	2	8	10	1(3)	*
Rescue from water - submerged vehicle	11	4	36	0	0	0	0	1(4)	*
TOTAL	320	199	63	0	12	48	67	13(72)	*

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 2017

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels	
								GBC	
Interception of armed offender	822	430	52%	1	9	146	228	11(46)	*
Rescue from animal attack	201	121	60%	0	14	50	51	1(6)	*
Rescue from armed offender	917	510	56%	0	42	189	184	14(95)	*
Rescue from electrical hazard	90	38	42%	1	1	13	23		
Rescue from explosive hazard	326	252	77%	2	17	62	58	12(113)	*

TABLE C2 CONTD

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	Award levels	
								GBC	
Rescue from fire - aircraft	82	46	56%	0	3	33	10		
Rescue from fire - building	1,213	591	49%	0	12	186	344	9(49)	*
Rescue from fire - bushfire	535	162	30%	0	2	22	33	11(105)	*
Rescue from fire - motor vehicle	835	528	63%	0	22	173	266	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		
Rescue from heights, cliffs	179	81	45%	0	3	24	37	4(17)	*
Rescue from holes, wells or mines	179	106	59%	1	2	22	15	7(66)	*
Rescue from inland waters	966	459	48%	0	1	80	209	33(169)	*
Rescue from other situation	839	159	19%	0	3	33	88	8(35)	*
Rescue from path of oncoming vehicle	116	56	48%	0	1	28	27		
Rescue from water - other	65	10	15%	0	0	1	9		
Rescue from water - sea	1,564	728	47%	0	19	171	349	40(189)	*
Rescue from water - submerged vehicle	208	101	49%	0	0	9	63	8(29)	*
TOTAL	9,293	4,488	48%	5	160	1,291	2,021	174(1,011)	*

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 2017 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2016 – 30 June 2017	Total awards approved to 30 June 2017
Victoria Cross for Australia		4
Companion of the Order of Australia (Military Division)		27
Officer of the Order of Australia (Military Division)	3	265
Member of the Order of Australia (Military Division)	26	1,175
Medal of the Order of Australia (Military Division)	22	1,236
Star of Gallantry		6
Medal for Gallantry		66
Commendation for Gallantry		64
Unit Citation for Gallantry		4
Distinguished Service Cross	9	91
Distinguished Service Medal	9	174
Commendations for Distinguished Service	23	424
Meritorious Unit Citation		28
Conspicuous Service Cross	52	1,037
Conspicuous Service Medal	52	1,189
Nursing Service Cross		29
Public Service Medal	71	2,335
Australian Police Medal	68	1,765
Australian Fire Service Medal	58	1,394
Ambulance Service Medal	29	363
Emergency Services Medal	27	459
Australian Antarctic Medal		93
Civilian Service Medal 1939–1945	13	6,987
Police Overseas Service Medal/Clasp	157	5,345
Humanitarian Overseas Service Medal/Clasp	14	3,290
National Police Service Medal	4,129	33,567
National Emergency Medal/Clasp	156	15,180

Award	Awards approved 1 July 2016 – 30 June 2017	Total awards approved to 30 June 2017
Champion Shots Medal	3	70
National Medal/Clasp	8,632	227,983
80th Anniversary Armistice Remembrance Medal		71
Australian Sports Medal		18,000
Centenary Medal		15,843
Total awards	13,553	338,564

Notes:

- 372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 711,520. Due to a change in administration arrangements these awards are no longer processed by the Secretariat
- 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 2017.

TABLE E1: SALARY RANGE BY CLASSIFICATION AT 30 JUNE 2017

Classification	Salary range
Government House Officer	
Level 1	\$44,474 – \$54,742
Level 2	\$51,004 – \$59,765
Level 3	\$57,664 – \$69,788
Level 4	\$65,180 – \$70,745
Level 5	\$72,702 – \$77,070
Level 6	\$78,523 – \$90,143
Level 7 and Level 8*	\$100,347 and above

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

The figures in the following tables show the number of employees occupying positions at 30 June 2017. Staffing profiles at 30 June 2017 and at 30 June 2016 are shown in Tables E2 and E4; the Office's equal employment opportunity profile at 30 June 2017 is shown in Table E3.

TABLE E2: 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
Total	37	39	4	3	80	3	83

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

TABLE E3: EQUAL EMPLOYMENT OPPORTUNITY PROFILE AT 30 JUNE 2017

Profile	Total
Female	45
Male	45
Aboriginal	3
Torres Strait Islander	–
Culturally and linguistically diverse (CALD) ^a	9
Culturally and linguistically diverse (CALD) ^b	7
People with disabilities	–

a) Culturally and linguistically diverse, overseas born.

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

TABLE E4: STAFFING PROFILE AT 30 JUNE 2016

Classification	Full-time		Part-time		Canberra	Sydney	Total
	F	M	F	M			
Statutory Officer	–	1	–	–	1	–	1
SES Equivalent Officer	–	1	–	–	1	–	1
Government House Officer							
Level 8	1	2	–	–	3	–	3
Level 7	5	4	–	1	10	–	10
Level 6	4	6	–	–	10	–	10
Level 5	10	4	1	1	15	1	16
Level 4	5	4	2	1	12	–	12
Level 3	8	6	–	–	14	–	14
Level 2	–	7	–	–	6	1	7
Level 1	2	4	1	–	6	1	7
Total	35	39	4	3	78	3	81

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

APPENDIX F: WORKPLACE HEALTH AND SAFETY KEY STATISTICS

TABLE F1: WHS INSPECTIONS

WHS inspections conducted	% of sites covered	Number or % of substandard conditions identified	Number or % of substandard conditions corrected	Average time taken to complete corrections
33	100	0	0	n/a

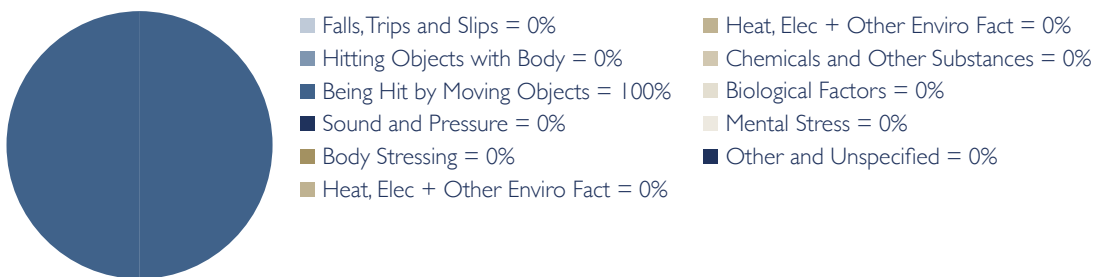
TABLE F2: WHS TRAINING AND INITIATIVES

Types of WHS training undertaken	Number of staff required to attend training	% of staff that undertook training
First aid training	17	100
Manual handling training	29	96
Emergency warden training	23	100
Asbestos training	11	100
Working safely at heights training	12	100
Smarttrain chemical application training	2	50
WHS induction	6	100
Health & well-being activities	Optional	40

TABLE F3: NOTIFIABLE INCIDENTS

Notifiable incidents	2016–17	2015–16	2014–15	2013–14
Deaths	0	0	0	0
Dangerous occurrences	0	0	0	0
Serious personal injury	0	0	0	0
Incapacity	1	1	4	1

FIGURE F1: MECHANISM OF INJURY BY COSTS, INCAPACITY AND CLAIMS 2016–17



APPENDIX G: CONSULTANCIES

TABLE G1: TRENDS IN CONSULTANCIES

Consultancies	2013–14	2014–15	2015–16	2016–17
Number of existing consultancies	4	5	1	5
Number of new consultancies	19	17	16	10
Total consultancies	23	22	17	15
Total expenditure (including GST)	\$383,477	\$183,766	\$180,489	\$406,882

APPENDIX H: AGENCY RESOURCE STATEMENT

TABLE H1: AGENCY RESOURCE STATEMENT 2016-17

		Available for 2016-17 \$'000 (a)	Payments made 2016-17 \$'000 (b)	Balance remaining 2016-17 \$'000 (a) – (b)
Ordinary Annual Services				
Departmental appropriation ¹		14,421	11,572	2,849
Additional S74 Receipts		0	619	-619
Total		14,421	12,191	2,230
Administered expenses²				
Outcome I		4,367	4,203	
Total		4,367	4,203	
Total ordinary annual services	A	18,788	16,394	
Salary to the Governor-General: Governor-General Act 1974		425	425	
Total special appropriations excluding special accounts	B	425	425	
Total resourcing and payments (A+B)		19,213	16,819	

1. This includes Prior Year departmental appropriation and s74 relevant agency receipts. Includes an amount of \$0.395m in 2016-17 for the Departmental Capital Budget.

2. Includes an amount of \$2.936m in 2016-17 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* 2016-17 \$'000 (a)	Actual Expenses 2016-17 \$'000 (b)	Variation 2016-17 \$'000 (a) – (b)
Program 1: Support for the Governor-General and Official Activities			
Administered expenses			
Ordinary Annual Services (Appropriation Bill No. 1) ¹	4,367	3,723	644
Special appropriations	425	425	0
Total Administered expenses	4,792	4,148	644
Departmental expenses			
Departmental appropriation ²	11,076	11,143	-67
Expenses not requiring appropriation in the Budget year	410	429	-19
Total Departmental expenses	11,486	11,572	-86
Total for Program 1	16,278	15,720	558
Average Staffing Level (number)	76	79	-3

* Full year budget, including any subsequent adjustments made in 2016-17 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
2. Departmental appropriation combines "Ordinary annual services (Appropriation Bill No 1)" excluding \$0.395m for Departmental Capital Budget and "Revenue from independent sources (s74)"

APPENDIX I: LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g) Letter of transmittal			
17AI	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
17AD(h) Aids to access			
17AJ(a)	ii–iii	Table of contents.	Mandatory
17AJ(b)	138	Alphabetical index.	Mandatory
17AJ(c)	136	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	128	List of requirements.	Mandatory
17AJ(e)	inside front cover	Details of contact officer.	Mandatory
17AJ(f)	inside front cover	Entity's website address.	Mandatory
17AJ(g)	inside front cover	Electronic address of report.	Mandatory
17AD(a) Review by accountable authority			
17AD(a)	2–7	A review by the accountable authority of the entity.	Mandatory
17AD(b) Overview of the entity			
17AE(1)(a)(i)	5–7	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	7	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	6	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	10	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments - mandatory

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			
<i>Annual performance Statements</i>			
I7AD(c)(i); I6F	10–12	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)	14–17	A discussion and analysis of the entity's financial performance.	Mandatory
I7AF(1)(b)	126–127	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			
<i>Corporate Governance</i>			
I7AG(2)(a)	i, 47	Information on compliance with section 10 (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 non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory
External Scrutiny			
17AG(3)	48	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	48	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
Management of Human Resources			
17AG(4)(a)	49–53	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	121–123	<p>Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:</p> <ul style="list-style-type: none"> • Statistics on staffing classification level; • Statistics on full-time employees; • Statistics on part-time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous. 	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	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(c)(ii)	121	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	50, 52	A description of non-salary benefits provided to employees	Mandatory
17AG(4)(d)(i)	Not applicable	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	Not applicable	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	Not applicable	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	Not applicable	Information on aggregate amount of performance payments.	If applicable, Mandatory
Assets Management			
17AG(5)	53–56	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory
Purchasing			
17AG(6)	54	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
Consultants			
17AG(7)(a)	55	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
17AG(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

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7)(c)	54	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
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
Australian National Audit Office Access Clauses			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
Exempt contracts			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
Small business			
17AG(10)(a)	54	A statement that “[<i>Name of entity</i>] supports small business participation in the Commonwealth Government procurement market. <i>Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.</i> ”	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. <i>The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.</i> ”	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Financial Statements			
I7AD(e)	63–104	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
I7AD(f) Other Mandatory Information			
I7AH(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
I7AH(1)(a)(ii)	55	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
I7AH(1)(b)	55	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
I7AH(1)(c)	52–53	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
I7AH(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
I7AH(1)(e)	Not applicable	Correction of material errors in previous annual report	If applicable, mandatory
I7AH(2)		Information required by other legislation	Mandatory
	32, 33, 59–61	<i>Environment Protection and Biodiversity Conservation Act 1999</i>	
	55, 57–59	<i>Freedom of Information Act 1982, 55</i>	
	32	<i>National Environment Protection Council Act 1994</i>	
	51–52, 123–124	<i>Work Health and Safety Act 2011</i>	





INDEXES

CHAPTER 6

GLOSSARY, ABBREVIATIONS AND ACRONYMS

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

FOI Act	<i>Freedom of Information Act 1982</i>
gazettal regulations	Rules, officially approved and published in the Commonwealth of Australia Special Notices Gazette, which set out service and actions that may qualify citizens for various award types
General Division of the Order of Australia	That section of awards in the Order of Australia through which community members may be recognised
Government House	The Governor-General's official residence at Yarralumla in Canberra
GST	goods and services tax
heritage property	A property with particular aesthetic, historic, scientific, social or other values, listed on the Commonwealth Heritage List
HR	human resources
HSR	Health and Safety Representatives
ICT	information and communications technology
IFA	Individual Flexibility Arrangement
IPS	Information Publication Scheme
insignia	A symbol or token of status or office; in this context medals and documents associated with an office, honour or award
investiture	Ceremony at which the Governor-General presents Australian honours and awards
long service awards	Awards made in recognition of long, diligent or efficient service, usually in uniformed service occupations
meritorious awards	Awards for which the recipient is assessed as having gone above and beyond normal expectations
NEM	National Emergency Medal
NPSM	National Police Service Medal
official activities	Constitutional, statutory, ceremonial and public duties undertaken by the Governor-General in carrying out the role
OOSGG	Office of the Official Secretary to the Governor-General
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
post nominals	Letters placed after the name of a person to indicate that s/he holds a position, educational degree, accreditation, office, or honour
PWP	Property Works Plan
RAP	Reconciliation Action Plan
SME	small and medium sized enterprises
State Visit	A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state
WCC	Workplace Consultative Committee
WHS	work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i>

ALPHABETICAL INDEX

A

abbreviations, 136

Accountable Authority Instructions (AAIs), 48, 53, 54

activities *see* official activities

address, *inside front cover*

FOI matters, 58

Admiralty House, Kirribilli

events and visits, 18, 28–29

management and maintenance, 3–4, 13, 14, 32–33, 34

security management, 35, 47

works of art and other items, 35

advertising and market research, 55

agency resource statement, 126–127

air conditioning, 61

Allowance' program expense account, 44

anniversary requests handled, 18, 32

annual performance statement, 10–12 *see also* financial management and performance; Program and Program Components 1 and 2

Anzac Day commemorations, 20, 25, 30, 41

apprenticeships, 50

artworks, 35

asset management, 53–56

Attorney-General's Department, 35, 47

Audit Committee, 45

Auditor-General *see* Australian National Audit Office

audits

independent auditor's report, 48, 65–66

internal audit arrangements, 47–48

of security arrangements, 56

AusTender, 55

Australia Day Achievement Medallions, 49

Australia Day Address, 30

Australia Day Awards, 111 *see also* Order of Australia

Australian Bravery Decorations

awards, 39, 117–119

nominations, 32, 39

overview, 37–38

Australian Bravery Decorations Council, 37, 38, 109–110

Australian citizens accepting foreign awards, 40

Australian citizenship ceremonies, 23

Australian Defence Force

appointments, commissions and ceremonies, 19–20, 21, 22, 30

Commander-in-Chief role and activities, 5, 19–20

Order of Australia Military Division, 37

Order of Australia Military Division awards, 37, 39, 120–121

Australian Federal Police, 35, 47

on-site accommodation, 34, 35

Australian Government Solicitor, 44

Australian Heritage Council, 33

The Australian Honours and Awards Branch – Report 2012–16, 40

Australian Honours and Awards System

administration *see* Honours and Awards branch; Program Component 2

councils and committees, 37, 108–110

diversity encouraged in nominations, 4, 32, 41

nomination process review, 4

nominations, awards and investitures, 21, 37–40, 111–121

official register of recipients, 41

overview, 37–38

promotion of, 14, 38

see also Australian Bravery Decorations; Defence, meritorious and long service awards; Order of Australia

- Australian National Audit Office
 access clauses, 55
 audit report, 48, 65–66
- Australian Packaging Covenant Action Plan, 60
- Australian Public Service Code of Conduct and Values, 48
- Australian School-based Apprenticeship program, 50
- Australian Signals Directorate strategies, 56
- Australian War Memorial, 35
- Australian Workplace Agreements, 50
- Australiana Fund, 28, 35
- awards (national) *see* Australian Honours and Awards System
- awards (staff achievements), 49
- B**
- Booth, Jane, 49
- Branch Directors, 44, 54
- bravery awards *see* Australian Bravery Decorations
- broadcasting, 32
- budget *see* financial management and performance
- business continuity, 48
- business support systems *see* information and communications technology
- C**
- Canberra Institute of Technology, 31
- Canberra Symphony Orchestra Prom Concert, 29
- capital works budget, 14, 53 *see also* Property Works Plan
- ceremonial activities, 13, 21–22 *see also* visits by Governor-General
- Chief Executive Officer, 5 *see also* Office of the Official Secretary to the Governor-General
- Chief Finance Officer, 44
- Christmas Sports Fun Day, 29
- citizenship ceremonies, 23
- Code of Conduct and Workplace Behaviours Policy, 48, 49
- coins, commemorative, 41
- Comcover risk benchmarking program, 47
- Commander-in-Chief role and activities, 5, 19–20
- committees
 awards, 37, 108–110
 Office, 45
- Commonwealth Fraud Control Framework, 47
- Commonwealth Heritage List, 32
- Commonwealth Indigenous Procurement Policy, 54
- Commonwealth Ombudsman, 48
- Commonwealth Procurement Rules*, 54
- communication and information
 correspondence, 18
 media, 29–32
 website, 32
- Communications and Media Unit, 29
- community engagement, 2–3, 13, 18, 26–28 *see also* patronage of organisations; visits by Governor-General
- competitive tendering and contracting, 55
- congratulatory messages, 18, 32
- constitutional activities, 18–19
- consultants, 54–55, 125
- contact officer, *inside front cover*
 FOI matters, 58
- corporate governance, 44–48
- corporate plan, 46
- correspondence handled, 18, 32
- Council for the Order of Australia, 37, 38, 40, 108–109 *see also* Order of Australia
- credentials ceremonies, 22–23

D

- Defence, meritorious and long service awards, 37, 39, 120–121
- Defence Force appointments, commissions and ceremonies, 19–20, 21, 22, 30
- Defence Minister, 37, 39
- Department of Defence, 19
- Department of Foreign Affairs and Trade, 22
- Department of Parliamentary Services, 35
- Department of the Environment, 33
- Department of the Prime Minister and Cabinet, 5, 38, 41
- Department of Veterans' Affairs, 19
- Deputy Official Secretary's role, 7, 44
- disability reporting, 52–53
- discretionary grants, 55
- diversity groups
 - in honours outcomes, 4, 32, 41
 - Office staff, 122

E

- ecologically sustainable development principles, 32–33, 59–61
- efficiencies, 3
- Electronic Documents Records Management System, 4, 41, 49, 56
- emails (correspondence) see correspondence handled
- emergency services awards and medals see Australian Bravery Decorations; National Emergency Medal
- Enabling Services branch, 5, 7, 44
- energy consumption, 59–60, 61
- enterprise agreement, 50
- Environment Protection and Biodiversity Conservation Act 1999*, 32, 33, 59
- environmental performance, 59–61
- ethical standards, 48

- events see ceremonial activities; constitutional activities; credentials ceremonies; receptions and community events

- Executive branch, 5
- Executive Council meetings, 18, 19
- exempt contracts, 55
- expenses and resources for outcome, 126–127
- external scrutiny, 48

F

- Facebook page, 32
- Federal Executive Council, 18, 19
- finance law non-compliance, 44
- Finance Team, 5
- financial management and performance, 14–17, 36, 44
 - agency resource statement, 126–127
 - budget viability outlook, 4
- financial statements, 63–104
- foreign awards for Australian citizens, 40
- foreign citizens, honorary awards in the Order of Australia, 40
- fraud control, i, 47
- freedom of information, 57–59
- Freedom of Information Act 1982*, 55, 57–59
- fuel consumption, 59–60
- furniture, 35

G

- gardens
 - Landscape Management Plans, 34
 - planning, design and maintenance, 4, 34, 35
 - tours of, 28
 - water consumption, 61
- glossary, 136
- Government House, Yarralumla
 - events and visits, 2, 5, 18, 28–29

management and maintenance, 4, 13, 14, 32–34
security management, 35, 47
works of art and other items, 35

Governor-General Act 1974, 5, 44

Governor-General's role, 2, 5, 19, 37 *see also*
ceremonial activities; community engagement;
constitutional activities; patronage of organisations;
visits by Governor-General

grants, discretionary, 55

greenhouse emissions, 60

Greenpower; 61

H

heads of mission credentials ceremonies, 22–23

heads of state, heads of government and other
dignitaries

meetings with/visits by, 23–24

Health and Safety Committee, 45, 52 *see also*
workplace health and safety

heritage strategy, 3, 32–33, 53 *see also* property
management

Honours and Awards branch, 5, 7, 32, 37–41 *see also*
Australian Honours and Awards System; Program
Component 2

human resources management, 49–53 *see also* staff

I

independent auditor's report, 48, 65–66

Indigenous Australian culture, 49

Indigenous enterprises' participation in procurement,
54

Individual Flexibility Arrangement, 50

information and communications technology, 56, 60
records management system, 49, 56
strategic plan, 46

Information Publication Scheme, 57

injury mechanism, 124

Instruments of Appointment, 19

internal audit arrangements, 47–48

international visits *see* visits by Governor-General
International Women's Day 2017, 4, 32, 41

Internet address, *inside front cover*; *see also* website

investitures, 21, 31, 40

J

Janes, Peter, 49

K

key performance indicators, 11–12 *see also* Program
and Program Components 1 and 2

L

Landscape Management Plan, 34, 35 *see also* gardens

legal advice on 'Allowance' program, 44

legal services expenditure, 55

'Legends of Anzacs' coins, 41

legislation receiving Royal Assent, 19

letter of transmittal, i

letters (correspondence) *see* correspondence handled

letters of credence *see* credentials ceremonies

long service and occupational awards *see* Defence,
meritorious and long service awards

M

Management Committee, 44, 45

market research, 55

McGrathNicol, 47

media engagement and coverage, 29–32

meritorious service awards *see* Defence, meritorious
and long service awards

Minister for Defence, 37, 39

Ministry swearing-in ceremonies, 19

N

National Capital Authority, 33, 61
National Disability Strategy, 53
National Emergency Medal, 37, 39, 110
National Emergency Medal Committee, 37, 39, 110
National Environment Protection Council Act 1994, 32
National Gallery of Australia, 35
National Medal and clasps, 39
National Police Service Medal, 37, 39
nominations for honours and awards see Australian Honours and Awards System
non-citizens nominated for awards, 39, 40
notifiable incidents, 124

O

Oaths and Affirmations of Office, 19
office accommodation, 61
Office of the Official Secretary to the Governor-General
branches, 5 see also *specific branches*: Enabling Services branch; Executive branch; Honours and Awards branch
committees, 45
Deputy Official Secretary's role, 7, 44
establishment and role, 5–6
management see corporate governance; financial management and performance; human resources management
Official Secretary's review, 2–7
Official Secretary's role, 2, 44
outcome and program, 6
overview of Office, 5–7
performance statement, 10–12 see also *Program and Program Components 1 and 2*
purpose, 10
strategic and business plans, 46–47

official activities (overview), 2–4 see also ceremonial activities; constitutional activities; investitures; visits by Governor-General
official properties see Admiralty House, Kirribilli; Government House, Yarralumla
Ombudsman, 48
Open Days, 28–29
opening of Parliament, 19
operating result, 14
Order of Australia, 40
awards, 38, 40, 111–116
Constitution amendments, 39, 40
Council, 37, 38, 40, 108–109
investitures, 21, 31, 40
Military Division, 37, 39, 120–121 see also Defence, meritorious and long service awards
nominations, 32, 38–40
office-bearers, 37
overview, 37–38
quotas, 40
organisational structure, 7
outcome and program, 6
annual performance statement, 10–12
financial performance, 14–17, 36
outcome performance (summary), 13–14
performance report (details) see *under Program and Program Components 1 and 2*
performance results against KPIs, 11–12
resources for outcome, 126–127
outlook for 2017–18, 4
outreach and engagement see community engagement
overseas visitors see heads of state, heads of government and other dignitaries
overseas visits see visits by Governor-General
overview of Office see *under Office of the Official Secretary to the Governor-General*

P

- paintings, 35
- Parliament, opening of, 19
- parliamentary committee reviews, 48
- patronage of organisations, 13, 27, 29
- performance management and support (staff), 50
- performance pay, 50
- performance report
 - annual performance statement, 10–12
 - report on performance (details) see Program and Program Components 1 and 2
- permanent residents' eligibility for honours, 39
- plans and planning
 - landscape works at official properties, 34, 35
 - property maintenance, 14, 33, 53
 - strategic and business plans, 46–47
- police awards and medals see National Police Service Medal
- Portfolio Budget Statements, 6, 14, 46
- Prime Minister
 - Instrument of Appointment and Oath of Office, 19
 - role in respect of honours, 39
 - role in respect of Office, 5
- procurement, 48, 54, 56
- Program 1, Support for the Governor-General and Official Functions, 6, 10
 - financial performance, 16–17
 - objectives, 15
 - performance indicators, 11–12
 - resources for outcome, 126–127
- Program Component 1: Support of the Governor-General, 6, 10
 - financial performance, 17
 - performance indicators, 11
 - key results, 18–35
 - objectives, 16
 - overview, 5
- Program Component 2: Administration of the Australian Honours and Awards System, 6, 10
 - financial performance, 36
 - performance indicators, 12
 - key results, 38–41
 - objectives, 36
 - see also Australian Honours and Awards System; Honours and Awards Branch
- property management, 3, 32–35 see also Admiralty House, Kirribilli; Government House, Yarralumla; heritage strategy
- Property Works Plan, 14, 33, 53
- Public Governance, Performance and Accountability Act 2013*, 44, 48, 54, 55
- Public Service Act 1999*, 48
- purchasing, 48, 54, 56
- purpose, 10

Q

- Queen's Birthday honours, 111–116 see also Order of Australia

R

- receptions and community events see community engagement; heads of state, heads of government and other dignitaries; visits by Governor-General
- Reconciliation Week, 49
- records management system, 4, 41, 49, 56
- Records Management Team, 49
- recruitment, 49
- recycling, 60–61
- remuneration arrangements
 - Governor-General's salary, 14, 17
 - senior executives, 49
 - staff, 50, 121
- resources for Outcome, 126–127
- Risk Management Framework, 47
- roles

Deputy Official Secretary, 7, 44
Governor-General, 2, 5, 19, 37
Official Secretary, 2, 44
Prime Minister; in respect of Office and honours,
5, 39
Royal Assent to legislation, 19
Royal Australian Mint, 41
Royal visits, 24, 30
RSM, 47
rural, regional and remote Australia, visits to, 3, 26–28,
31

S

School Skype Sessions, 30
school visits, 2, 18, 29
security management, 35, 47, 56
senior executives, 7
 remuneration, 49
senior management committees, 45
small business participation in procurement, 54
social media, 3, 32
speeches by Governor-General, 30
staff
 average staffing level, 50
 awards and recognition, 49
 awareness of Indigenous culture, 49
 consultative arrangements, 45
 diversity, 122
 employment arrangements, 50
 health and safety, 45, 51–52, 123–124
 numbers and profile, 3, 121–123
 performance management and support, 50
 recruitment, 49
 remuneration, 49–50
 training, 49, 50, 51
state visits see heads of state, heads of government
and other dignitaries; Royal visits; visits by Governor-
General

strategic and business plans, 46–47
Sustained Service awards see National Emergency
Medal
swearing-in ceremonies, 19

T

training, 49, 50, 51
transport and machinery, 59–60

V

vehicle fleet, 60
Vietnam War commemorations, 19, 20, 30
visits by Governor-General
 Defence forces/ceremonies, 20
 overseas, 3, 24–25, 29–30
 regional centres in Australia, 3, 26–28, 32
 see *also* community engagement
visits to vice-regal properties, 18, 28–29

W

waste management, 60–61
water consumption, 61
website, 32
women, nominations for honours, 4, 32, 41
work experience placements, 50
Work Health and Safety Committee, 45, 52
workforce see staff
Workplace Consultative Committee, 45
workplace health and safety, 45, 51–52, 123–124
works of art and other items, 35
World War I commemorations, 20, 30, 41
World War II commemorations, 19–20, 30

Y

year in review, 2–4 see *also* outcome and program

