



OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL



ANNUAL REPORT

2018-19

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OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

8 October 2019

The Hon Scott Morrison MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I present the Annual Report of the Office of the Official Secretary to the Governor General for the financial year ended 30 June 2019, in accordance with Section 46 of the *Public Governance, Performance and Accountability Act 2013*.

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

Yours sincerely

**Paul Singer MVO**  
Official Secretary to the Governor-General

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# OVERVIEW

CHAPTER 1



# OFFICIAL SECRETARY'S REVIEW

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## YEAR IN REVIEW

The Office of the Official Secretary to the Governor-General (the Office) is responsible for facilitating the performance of the Governor-General's role through the organisation and management of official duties, the management and maintenance of the official households and properties, and the administration of the Australian honours and awards system.

As an Office we are motivated by supporting the Governor-General to reinforce the nation's shared values, promote community cohesion, and represent our broad national interests here and overseas. We see our role as imagining new and powerful ways to enhance the impact of the Governor-General's work. We do this by using all resources available to us: our budget; our people; and the goodwill carried forward over time. In addition to the resources provided by Government, we have available the energy, drive and creativity of our team, and the public spirit and high standing of the Office.

In 2018–19, the Office supported the final year in the term of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd) as Governor-General. The Office conceptualised and managed a program of engagement and outreach for the Governor-General and Lady Cosgrove aimed at encouraging, inspiring, celebrating, listening to and uplifting everyday Australians from all walks of life. The Governor-General and Lady Cosgrove welcomed more than 59,000 guests to Government House Canberra and Admiralty House Sydney, and participated in 691 official engagements.

As the agency 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. Throughout the reporting period, significant achievements included:

### *Organisation and management of official duties*

- Facilitating the Governor-General's constitutional duties associated with the dissolving of Parliament and issuing writs for a general Federal election; and the subsequent commissioning of the Honourable Scott Morrison MP as Prime Minister and swearing-in of the Second Morrison Ministry.



- Developing an extensive program of outreach and engagement that helped the Governor-General connect with Australians across the length and breadth of our nation – with Sir Peter and Lady Cosgrove spending a quarter of their program in rural, regional and remote Australia throughout 2018–19.
- Supporting four official overseas visits by the Governor-General and Lady Cosgrove to advance Australia's interests, including: leading a senior business delegation to Europe and representing Australia at the centenary commemorations of the Battle of Hamel in France; meeting with Australian servicemen and women and Australian officials working in Iraq and Afghanistan, followed by an audience with Her Majesty The Queen in the United Kingdom and leading Australia's representation at the centenary of Armistice commemorations in Paris; attending the state funeral service for former President George H.W Bush in Washington; and following the Christchurch terror attacks in March 2019, attending a memorial service for the victims.

*Management and maintenance of the official households and properties*

- Commencing a major program of works in Sydney to preserve and protect the Kirribilli Point Battery precinct, including the historically significant Admiralty House Marine Barracks. The Office received one million dollars of Administered Capital funding at Additional Estimates in 2019 to help supplement existing funding for the project.
- At Government House in Canberra, upgrading the heating, ventilation and air conditioning systems in the main house to increase energy efficiency and environmental performance; protecting key and heritage infrastructure with new and integrated fire safety systems; and commencing a program of works to replace external lighting and end-of-life electrical cabling to improve accessibility, security and workplace health and safety (WHS).

*Administration of the Australian honours and awards system*

- Recognising, encouraging and rewarding community achievement through the Australian honours and awards system, which in 2018–19 included:
  - a 50 per cent increase in the number of Order of Australia awards compared to 2017–18;
  - the largest number of Order of Australia recipients recognised in a single list (1,127 in the Australia Day Honours list) since the Order of Australia was established in 1975; and
  - following a public awareness campaign aimed at increasing the diversity within the Order of Australia, the Queen's Birthday Honours list contained the highest ever percentage of women recipients (40 per cent).

- Continuing an ambitious program to streamline and simplify processes, including the partial digitisation of the referee and sounding processes to complement the online nomination form implemented in 2017–18. By simplifying the process to nominate, it is pleasing to note there has been a significant uplift in the numbers of nominations being received for women as well as a general increase of 47 per cent in the volume of nominations compared to 2017–18.

Throughout 2018–19, the Office has continued to contemporise its operations and balance resources to meet changing priorities. A key priority was to put our people at the heart of our culture. A new people engagement strategy was implemented to attract, develop and maintain a talented, diverse and engaged workforce. The Office’s innovation hub – the *iCottage* – was central in encouraging staff to engage in the creation of new ideas and approaches to maximise the value the Office delivers to our community.

A strong governance culture and a mature financial management framework resulted in the Office achieving a small operating surplus for 2018–19.

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## OUTLOOK FOR 2019–20

With the swearing-in of General the Honourable David Hurley AC DSC (Retd) as Australia’s 27<sup>th</sup> Governor-General on 1 July 2019, the Office will support Their Excellencies to conduct an active program of meaningful community engagement, putting them in touch with tens of thousands of Australians from diverse backgrounds.

The Office will respond to increasing cost pressures in maintaining the official properties. We will continue the major works at Admiralty House to protect and preserve the historic Kirribilli Point Battery precinct, and manage projects at Government House to restore several buildings and address issues with the condition of the exterior of the main house. The Office will place a strong focus on information and communications technology (ICT) in 2019–20 and will undertake several projects that are the ‘building blocks’ of a necessary ICT transformation.

In administering the honours and awards system, the Office will manage an increasing number of nominations for awards in the Order of Australia. An ongoing priority will be to build on the work undertaken in 2018–19 and fully digitise honours processes, including internal workflows and enhancements to the nomination, research and sounding procedures.

---

## 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 as enabled by sections 6–20 of the Act, which is administered by the Prime Minister. Prior to 1984, the Governor-General's office was part of the Department of the Prime Minister and Cabinet.

The accountable authority for the Office is the Official Secretary to the Governor-General (during 2018–19 this position was held by Mr Mark Fraser AO CVO from 1 July to 17 August 2018 and Mr Paul Singer MVO from 18 August 2018 to 30 June 2019).

The Office comprises a People and Services branch, an Honours and Awards branch, a Strategic Engagement branch and a separate Finance Team headed by a Chief Financial Officer, which all report through the Deputy Official Secretary to the Official Secretary in his capacity as Chief Executive Officer. Figure 1 shows the structure of the Office at 30 June 2019.

The Strategic Engagement branch and executive staff provide direct support to the Governor-General by planning, organising and managing a forward program of national and international engagements; advising on contextual matters, public communications and other issues; and drafting briefings, speeches and messages. The branch responds to a large volume of communications from the public, and handles visits to Government House by thousands of guests and school children each year. It manages household operations and representational activities at Government House and Admiralty House.

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

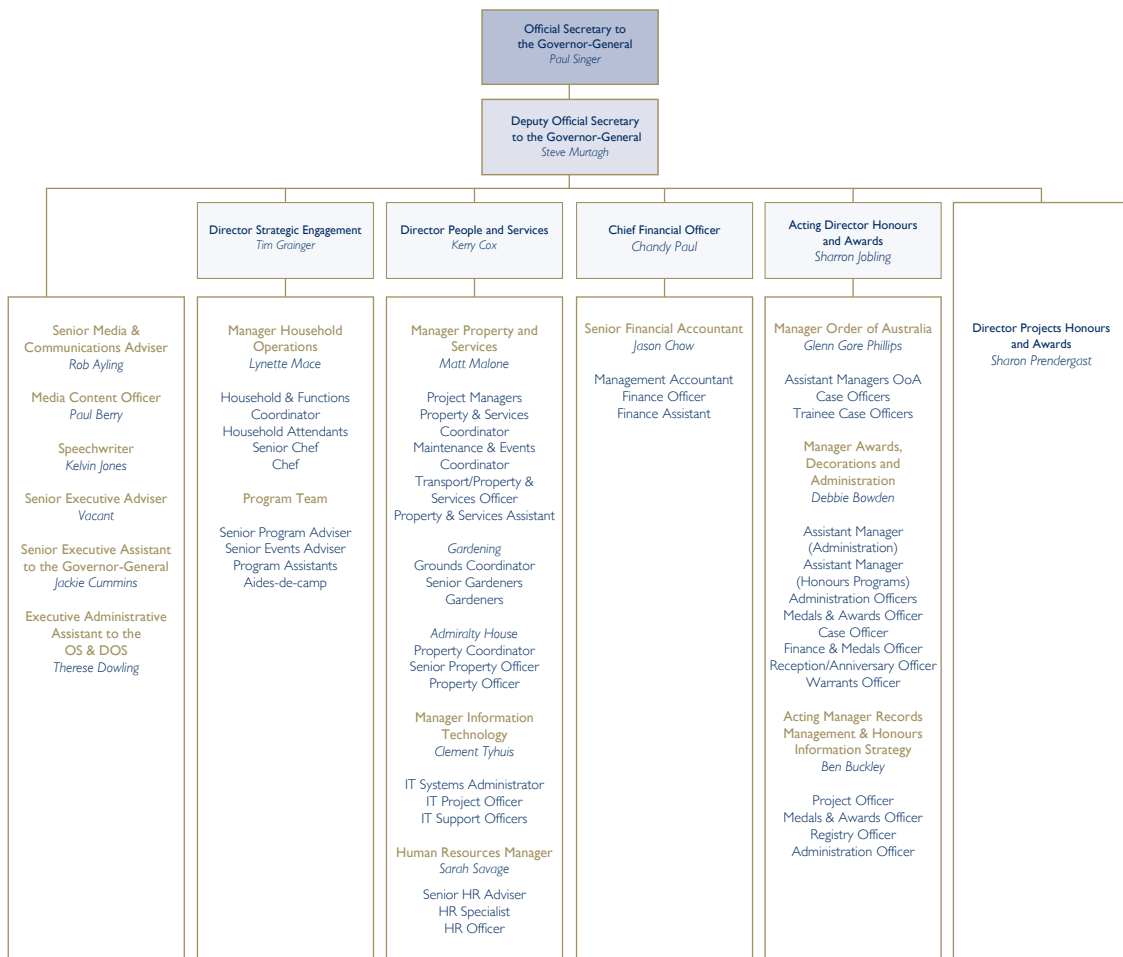
The Honours and Awards branch receives and researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The branch supports two Councils and one Committee which make recommendations to the Governor-General on honours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

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

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

The Outcome, Program and Program Components are consistent with those reported in the Office's 2018–19 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 2019



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

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

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

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 and also undertake Office reception, records management and anniversary correspondence roles.





# REPORT ON PERFORMANCE

CHAPTER 2



## ANNUAL PERFORMANCE STATEMENTS 2018–19

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### STATEMENT OF PREPARATION

I, Paul Singer, as the accountable authority of the Office of the Official Secretary to the Governor-General (OOSGG), present the 2018–19 Annual performance statements of the OOSGG as required under Section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

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



Paul Singer MVO  
Official Secretary to the Governor-General  
8 October 2019

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### PURPOSE

The purpose of the OOSGG is to provide:

- the necessary support to enable the Governor-General to perform their official duties, which are constitutional, statutory, ceremonial or community in nature. This includes the management and maintenance of the official residences at Government House in Canberra and Admiralty House in Sydney
- effective administration of the Australian honours and awards system through the Australian Honours and Awards Branch.

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 households and properties, 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 2018–19 against key performance indicators for Program 1 as identified in pages 296–297 of the 2018–19 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 2018–19  |
|--|---|--|
| <b>Component 1: Support of the Governor-General</b>  |   |  |
| <ul style="list-style-type: none"> <li>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.</li> <li>Personal support—includes providing support for Their Excellencies and hospitality services for official functions.</li> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties.</li> <li>The Governor-General is satisfied with the management of the households.</li> <li>The properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities.</li> </ul> | <ul style="list-style-type: none"> <li>The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided.</li> <li>The Governor-General has indicated a high degree of satisfaction with the management of the households.</li> <li>Property management has been in accordance with statutory and other requirements.</li> </ul> |

TABLE 1: CONT.

| Program 1.1 deliverables   | Program 1.1 key performance indicators   | Results for 2018–19  |
|--|--|--|
| <b>Component 2: Administration of the Australian Honours and Awards system</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Research and prepare nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee.</li> <li>• Provide secretariat support for the Australian honours advisory bodies.</li> <li>• Undertake the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable.</li> <li>• Procure Australian honours insignia, warrants and investiture items.</li> <li>• Facilitate the approval of, and changes to, governing instruments within the Australian honours system.</li> <li>• Provide insignia to State/ Territory Government Houses, service organisations and individuals for issue, and arrange local investitures.</li> </ul> | <ul style="list-style-type: none"> <li>• The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided.</li> <li>• Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia.</li> <li>• The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to.</li> <li>• Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements.</li> </ul> | <ul style="list-style-type: none"> <li>• The Governor-General and other stakeholders have expressed satisfaction with the administration and support provided to them.</li> <li>• All activities have complied with relevant governing instruments.</li> <li>• Medals and insignia have met design specifications, stock levels have been maintained and control processes have been followed.</li> <li>• Insignia and relevant resources have been accurately issued in a timely manner.</li> </ul> |

## OUTCOME PERFORMANCE

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

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

Feedback was regularly sought from the Governor-General on the quality of the program and the support and services provided in its execution. This feedback was reported to the Office's Management Committee and included in reports or minutes as appropriate.

Comments were also offered 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 2018–19 program of activities was broad and meaningful. It included travel throughout Australia and overseas as well as a range of community outreach functions and visits. The Governor-General and Lady Cosgrove have continued to pursue a vibrant and diverse program, again focusing on: acknowledging service; empowering Australia's youth; inclusiveness and celebrating diversity; Indigenous education, enterprise and opportunity; promoting science, innovation and investment; regional and rural engagement; and encouraging greater individual philanthropy.

The Office maintained and developed the extensive patronage and community networks through which the Governor-General promotes awareness and understanding of particular issues, causes and values. Whether geographically or thematically inspired, the Governor-General's program seeks to shine a light on those working toward an inclusive and productive society.

The Governor-General's ceremonial duties were arranged with careful focus and consideration to ensure the dignity of each occasion. Household operations ran very efficiently. Hospitality was carefully balanced with economy, and proper stewardship of the heritage properties and their contents was ensured. Work associated with broader property maintenance at Government House and Admiralty House was carried out with due consideration to custodial responsibilities, as well as the need to ensure value for money. The Office commenced important works to

protect and preserve the historic Marine Barracks and the broader Kirribilli Point Battery at Admiralty House. The first stage of this work involved the unavoidable removal of a large Moreton Bay fig tree which had self-seeded in the bank behind the barracks and had already significantly damaged the barracks' structure.

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 successful efforts to increase the volume of nominations and encourage a range of nominations which better reflect the diversity of the Australian community. The percentage of women who received awards in the Queen's Birthday Honours List was 40 per cent. This is the highest ever percentage of women recipients in the Order of Australia.

## FINANCIAL PERFORMANCE

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### OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2018–19 financial year. Departmental and Administered results are shown in the audited financial statements on pages 63–103 of this report.

Continued strong financial management resulted in the Office achieving a small operating surplus after adjusting for depreciation and amortisation expenses and the gain resulting from a non-cash transaction with the portfolio department relating to the transfer of an asset.

The Office has received an unmodified audit report from the Australian National Audit Office (ANAO) for the 2018–19 Financial Statements.

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### REPORT AGAINST THE 2018–19 PORTFOLIO BUDGET STATEMENTS

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

An Agency Resource Statement is included at Appendix K, Table K1 of this report. During 2018–19 the total appropriations available to the Office were \$23,276,000. This was made up of \$17,620,000 for Departmental outputs (including \$681,000 in section 74 receipts and \$390,000 towards the Departmental Capital Budget), \$1,547,000 for Administered expenses, \$3,684,000 towards the Administered Capital Budget, and \$425,000 as Special Appropriation for the Governor-General's salary.

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

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### CAPITAL WORKS BUDGET

The total expenses and resources for Outcome 1, including Departmental expense appropriations, revenue from other sources, and Administered expense appropriations, are set out in Appendix K, Table K2.

In 2018–19, a number of major projects were undertaken at the properties under the Office's Property Works Program to the total value of \$3,519,000.

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### BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 63–103 of this report.

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### SIGNIFICANT CHANGES IN 2018–19

There were no significant changes in 2018–19.

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

The program comprises two components:

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

The objectives of this program are to:

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

TABLE 2: FINANCIAL PERFORMANCE FOR PROGRAM 1

|  | Budget<br>Estimate<br>2018–19<br>\$ 000 | Actual<br>2018–19<br>\$ 000 | Variation<br>2018–19<br>\$ 000 |
|--|---|-----------------------------|--------------------------------|
| Departmental appropriation –<br>Cost of Components 1 and 2 | 12,897                                  | 12,864                      | 33                             |
| Administered appropriation                                 | 1,945                                   | 1,886                       | 59                             |
| Expenses not requiring<br>appropriation                    | 1,679                                   | 2,542                       | (863)                          |
| <b>Total</b>   | <b>16,521</b>                           | <b>17,292</b>               | <b>(771)</b>                   |

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

Resources applied to this component are directed to:

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

Table 1 contains the performance indicators for Program Component 1 identified in the Portfolio Budget Statements and Table 3 compares the budget identified in those statements to the component's actual cost during the year.

TABLE 3: FINANCIAL PERFORMANCE FOR COMPONENT 1 OF PROGRAM 1

|  | Budget Estimate<br>2018–19<br>\$ 000 | Actual<br>2018–19<br>\$ 000 | Variation<br>2018–19<br>\$ 000 |
|--|--------------------------------------|-----------------------------|--------------------------------|
| Departmental appropriation – Cost of Component 1       | 7,093                                | 7,075                       | 18                             |
| Administered appropriation – Governor-General's salary | 425                                  | 425                         | 0                              |
| Administered appropriation – Depreciation              | 1,218                                | 1,985                       | (767)                          |
| Expenses not requiring appropriation                   | 254                                  | 307                         | (53)                           |
| <b>Total</b>   | <b>8,990</b>                         | <b>9,792</b>                | <b>(802)</b>                   |

## KEY RESULTS

### OFFICIAL ACTIVITIES OVERVIEW

The official activities which form part of Component 1 include representational events such as investitures, receptions, lunches and dinners hosted by the Governor-General. In addition to those functions, the Governor-General attended 357 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2018–19 the Governor-General participated in 691 official engagements, and welcomed 59,516 guests and visitors to Government House and Admiralty House. The Office's website ([www.gg.gov.au](http://www.gg.gov.au)) provided regular updates on the broad range of activities undertaken by the Governor-General.

TABLE 4:  
ACTIVITIES AND  
CORRESPONDENCE  
IN 2018–19

| Official activities              | Number              | Attendees    |
|----------------------------------|---------------------|--------------|
| Events hosted - Government House | 79                  | 4,373        |
| Events hosted - Admiralty House  | 34                  | 1,866        |
| Events hosted - offsite          | 13                  |              |
| <b>Total</b>                     | <b>126</b>          | <b>6,239</b> |
| Other domestic events attended   | 357                 |              |
| Credentials                      | 32                  |              |
| Overseas events attended         | 51                  |              |
| Callers                          | 99                  |              |
| Executive Council meetings       | 26                  |              |
| School tours                     | 537                 | 26,805       |
| Anniversary requests handled     | 14,927 <sup>a</sup> |              |
| Items of correspondence handled  | 3,953 <sup>b</sup>  |              |

Notes:

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

## CONSTITUTIONAL ACTIVITIES

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

During 2018–19, the Office supported the Governor-General (or those Administrators representing him) in presiding at 26 meetings of the Federal Executive Council, at which 534 agenda items were considered. Royal Assent was given to 161 pieces of legislation.

On 24 August 2018, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oaths of Office to the Prime Minister of Australia, the Honourable Scott Morrison MP and the Treasurer, the Honourable Josh Frydenberg MP.

On 27 August 2018, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oath of Office to the Minister for Home Affairs, the Honourable Peter Dutton MP.



On 28 August 2018, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and Oaths and Affirmations of Office to 22 Ministers and 11 Parliamentary Secretaries at a ceremony at Government House.

On 25 January 2019, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oath of Office to the Assistant Minister to the Deputy Prime Minister, the Honourable Andrew Gee MP.

On 2 March 2019, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oath of Office to the Minister for Defence Industry, Minister for Emergency Management and North Queensland Recovery, Senator the Honourable Linda Reynolds CSC.

On 29 May 2019, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oaths of Office to the Prime Minister of Australia, the Honourable Scott Morrison MP and Deputy Prime Minister, the Honourable Michael McCormack MP. Afterwards, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oaths and Affirmations of Office to 26 Ministers and 12 Parliamentary Secretaries at a ceremony at Government House.

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## COMMANDER-IN-CHIEF

Under section 68 of the Constitution, the Governor-General is the Commander-in-Chief of the Australian Defence Force (ADF), including the permanent force and reservists. In this role, through the Federal Executive Council, the Governor-General appoints the Chief and Vice Chief of the Defence Force, 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. In addition to attending official services to mark the Centenary of the Battle of Hamel and the Centenary of the Armistice in 2018–19, the Governor-General presided over a large number of military events in Australia and abroad.

- On 18 August 2018, the Governor-General attended a ceremony and presented Unit Citations for Gallantry to veterans of the Royal Australian Navy Helicopter Flight Vietnam, at the Australian War Memorial, Canberra.
- On 11 October 2018, the Governor-General attended the Royal Australian Navy's Fleet Reception on board HMAS *Adelaide*, at Garden Island.
- On 27 October 2018, the Governor-General attended a commissioning ceremony for HMAS *Brisbane* at Fleet Base East, Garden Island.

- On 6 November 2018, the Governor-General met with members of the Australian Defence Force's Task Group Taji-7, at the Taji Military Complex, Iraq, and members of Task Group 632 at the Baghdad Diplomatic Support Centre, Iraq.
- On 7 November 2018, the Governor-General met with Australian Defence Force personnel embedded at the NATO Headquarters and personnel on Operation Accordion, in Kabul, Afghanistan.
- On 20 November 2018, the Governor-General officially opened the 106 Field Workshop facilities at Gallipoli Barracks, Enoggera.
- On 10 December 2018, the Governor-General attended the arrival of the first Joint Strike Fighters at RAAF Base Williamtown.
- On 11 December 2018, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony at Duntroon, Canberra.
- On 13 December 2018, the Governor-General attended the Australian Defence Force Academy Graduation Parade in Canberra.
- On 1 March 2019, the Governor-General presented the new Army Banner and celebrated the Army's Birthday at the Australian War Memorial, Canberra.
- On 8 March 2019, the Governor-General presented the Gloucester Cup to HMAS *Melbourne* at Fleet Base East, Garden Island.
- On 1 June 2019, the Governor-General attended the 5RAR Consecration and Presentation of Colours at Bicentennial Park, Darwin.

The Office liaised closely with the Department of Defence, Department of Veterans' Affairs and individual military establishments to coordinate the Governor-General's involvement in these events.

## COMMEMORATIONS

- On Wednesday 4 July 2018, at Le Hamel, France, the Governor-General, attended a memorial service, delivered the commemorative address and laid a wreath to mark the Centenary of the Battle of Hamel.
- On Saturday 10 November 2018, at the Australian War Memorial in Hyde Park, London, the Governor-General delivered a commemorative address and attended a wreath-laying ceremony.
- On Sunday 11 November 2018, at the Arc de Triomphe in Paris, France, the Governor-General attended the official ceremony to mark the Centenary of the Armistice.
- On Monday 12 November 2018, at the Queant Road Cemetery, Buissy, France, the Governor-General attended a ceremonial burial for two Australian World War I soldiers.

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## CEREMONIAL ACTIVITIES

In 2018–19, 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 21 investiture ceremonies for Australian honours and award recipients, in 2018–19. Seven general sessions held at Government House (in September 2018 and April 2019) saw the presentation of 246 awards to individuals for outstanding achievement and significant contributions to the community and the nation. The awards included honours within the Order of Australia, decorations for military service in operational and peacetime activities, and those for bravery and public service.

- On 2 July 2018, at the Sir John Monash Centre in Villers-Bretonneux, France, the Governor-General invested Mr Christophe Lecourtier AO with the insignia of the honorary Officer of the Order of Australia for distinguished service to strengthening the Australia–France bilateral relationship.
- On 24 July 2018, at Government House, Canberra, the Governor-General hosted an Investiture Ceremony for Order of Australia honours and bravery decorations in recognition of the nine Australians who helped rescue a boys soccer team trapped in a flooded cave in Chang Rai, Thailand. Mr Craig Challen SC OAM and Dr Richard Harris SC OAM were both invested with the Star of Courage. Senior Constable Justin Bateman BM OAM, Leading Senior Constable Kelly Boers BM OAM, Leading Senior Constable Benjamin Cox BM OAM, Chief Petty Officer Troy Eather BM OAM, First Constable Matthew Fitzgerald BM OAM, Station Sergeant Robert James BM OAM and Leading Senior Constable Christopher Markcrow BM OAM were all invested with the Bravery Medal. In addition, all members of the rescue team were invested with the insignia of the Medal of the Order of Australia.
- On 8 August 2018, at Admiralty House, Sydney, the Governor-General invested Ms Catherine Blanchett AC with the insignia of a Companion of the Order of Australia for eminent service to the performing arts as an international stage and screen actor; through seminal contributions as director of artistic organisations, as a role model for women and young performers, and as a supporter of humanitarian and environmental causes.
- On 30 August 2018, at Canberra Hospital, the Governor-General invested Dr Barry McGowan OAM with the insignia of a Medal of the Order of Australia for service to community history.

- On 2 October 2018, at the Treasury Hotel, Perth, the Governor-General invested Ms Lucette Aldous AC with the insignia of a Companion of the Order of Australia for eminent service to the performing arts, particularly to ballet, as a principal artist at the national and international level, to dance education, and as a mentor and role model for young performers.
- On 11 November 2018, at the Australian Embassy, Paris, the Governor-General invested His Excellency Mr Edouard Philippe AO with the insignia of the honorary Officer of the Order of Australia for distinguished service in support of Australia's bilateral relations with France.
- On 12 November 2018, at the Australian Embassy, Paris, the Governor-General invested Mr Bernard Bories AM with the insignia of the honorary Member of the Order of Australia for significant service in the promotion and presentation of the Australian film industry and culture in France. Afterwards, the Governor-General invested Mr Stéphane Jacob AM with the honorary insignia of the Member of the Order of Australia for significant service in the promotion of Indigenous Australian arts and artists.
- On 12 November 2018, at the Jean and Denise Letaille Museum, Bullecourt, France, the Governor-General invested Mr Yves Tate AM with the insignia of the honorary Member of the Order of Australia for sustained service to Australia-France relations, particularly the commemoration of Australian soldiers who served in World War I. Afterwards, the Governor-General invested Mr Yves Potard OAM with the insignia of an honorary Medal of the Order of Australia for service to Australia-France relations, particularly preserving the memory of Australian World War I soldiers who fought in the battle of Pozieres. Later, the Governor-General invested Ms Therese Dheygers OAM with the insignia of an honorary Medal of the Order of Australia for service to Australia-France relations, particularly preserving the memory of Australian soldiers who served in World War I.
- On 23 November 2018, at Government House, Canberra, the Governor-General invested Warrant Officer Class One Brett Brown OAM with the insignia of a Medal of the Order of Australia for meritorious service as Regimental Sergeant Major, 11/28th Battalion, the Royal Western Australian Regiment, and 6th Battalion, the Royal Australian Regiment.
- On 12 February 2019, at Government House, Canberra, the Governor-General invested Admiral Katsutoshi Kawano AO with the insignia of an honorary Officer of the Order of Australia for distinguished service to strengthening the defence relationship between Australia and Japan through commitment, leadership and strategic foresight as Chief of Staff, Maritime Staff and Chief of Staff, Joint Staff of the Japan Self-Defense Forces.

- On 28 February 2019, at Admiralty House, Sydney, the Governor-General invested Mr David Hoare AC with the insignia of the Companion of the Order of Australia for eminent service to the finance and business sectors, to the telecommunications industry, to education, and to health and cultural organisations.
- On 1 March 2019, at Government House, Canberra, the Governor-General invested Mr Mark Fraser AO CVO with the insignia of an Officer of the Order of Australia for distinguished service to the Crown as Official Secretary to the Governor-General, and to international relations.
- On 2 May 2019, at Government House, Canberra, the Governor-General invested Admiral Mike Rogers AO USN (Retd) with the insignia of the honorary Officer of the Order of Australia for distinguished service in fostering the military relationship between Australia and the United States through exceptional leadership, passion and strategic foresight, and in recognition of his extraordinary contributions to enhancing the Australian Defence Force cyber capability.
- On 7 May 2019, at Government House, Canberra, the Governor-General invested members of Human Nature – Mr Toby Allen OAM, Mr Phil Burton OAM, Mr Andrew Tierney OAM and Mr Michael Tierney OAM – with the insignia of the Medal of the Order of Australia for their service to the performing arts as entertainers.

### 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 2018–19, seven credentials ceremonies were held at Government House for 28 Ambassadors or High Commissioners from: Lao, Iraq, Fiji, Pakistan, Saudi Arabia, Qatar, Iran, Norway, Slovenia, Hungary, Croatia, Kuwait, Panama, Portugal, Brazil, Philippines, Uruguay, Netherlands, Turkey, Japan, Cuba, Czech Republic, Slovak Republic, United States of America, South Africa, Russian Federation, United Arab Emirates and Kosovo.

Separately, seven credentials ceremonies were held for the non-resident Ambassadors of Mozambique, Mauritania, Lithuania, Malawi, Benin, Nicaragua and Belarus.

## CITIZENSHIP CEREMONIES

The Governor-General presided at five citizenship ceremonies in 2018–19:

- On 17 September 2018, at Old Parliament 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 2019, in Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony at which Australian citizenship was conferred on 26 recipients.
- On 26 January 2019, at Admiralty House, Sydney, the Governor-General hosted an Australia Day Citizenship Ceremony at which Australian citizenship was conferred on 51 recipients from 25 different countries.
- On 3 February 2019, at Albert Hall, Canberra, the Governor-General hosted a citizenship ceremony in recognition of the 70th Anniversary of Australian Citizenship, at which Australian citizenship was conferred on 70 recipients from 25 different countries.
- On 3 June 2019, at Driver Primary School, Northern Territory, the Governor-General attended a citizenship ceremony, at which Australian citizenship was conferred on 23 recipients from nine different countries.

## MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 2 July 2018, at the European Parliament in Strasbourg, France, the Governor-General met with Ms Elżbieta Bieńkowska, the European Commissioner for Internal Market, Industry, Entrepreneurship; Mr Bernd Lange MEP, the Chairman of the International Trade Committee; Ms Ulrike Muller MEP, Chair of the Delegation for Relations with Australia and New Zealand; Ms Mairead McGuinness MEP, Vice-President of the European Parliament; and Mr Vladis Dombrovskis, Vice-President for the Euro and Social Dialogue.
- On 2 July 2018, at the OECD Headquarters in Strasbourg, France, the Governor-General met with Mr Masamichi Kono, Deputy Secretary of the OECD.
- On 2 July 2018, in Paris, France, the Governor-General met with His Excellency Edouard Philippe AO, Prime Minister of France.
- On 4 July 2018, in Madrid, Spain, the Governor-General met with The King of Spain, His Majesty Felipe VI.
- On 4 July 2018, in Lisbon, Portugal, the Governor-General met His Excellency Professor Marcelo Rebelo de Sousa, President of the Portuguese Republic, and attended an official dinner.

- On 16 October 2018, at Admiralty House, Sydney, the Governor-General hosted an afternoon reception in honour of Their Royal Highnesses The Duke and Duchess of Sussex
- On 21 October 2018, at the Invictus Games in Sydney, the Governor-General met with Her Excellency Ms Kersti Kaljulaid, President of the Republic of Estonia.
- On 21 October 2018, at the Invictus Games in Sydney, the Governor-General met with His Royal Highness Prince Frederick, Crown Prince of Denmark.
- On 6 November 2018, in Baghdad, Iraq, the Governor-General met with His Excellency Dr Barham Salih, President of the Republic of Iraq.
- On 9 November 2018, at Windsor, United Kingdom, the Governor-General attended an audience with Her Majesty The Queen.
- On 11 November 2018, in Paris, France, the Governor-General, as guests of His Excellency Emmanuel Macron, President of the French Republic, attended a Centenary of Armistice Ceremony and Heads of State lunch. Senior dignitaries included:
  - Chancellor of the Federal Republic of Germany
  - Prime Minister of the French Republic
  - President of Russia
  - President of the United States of America
- On 11 November 2018, in Paris, France, the Governor-General received His Excellency Edouard Philippe AO, Prime Minister of France, and hosted an investiture ceremony at which the Prime Minister was appointed an honorary officer of the Order of Australia.
- On 18 November 2018, at Admiralty House, Sydney, the Governor-General hosted a dinner in honour of His Royal Highness The Duke of York.
- On 22 November 2018, at Admiralty House, Sydney, the Governor-General hosted a state lunch in honour of His Excellency Ram Nath Kovind, President of the Republic of India and Mrs Savita Kovind.
- On 5 December 2018, in Washington D.C., the Governor-General met with His Excellency Donald Trump, President of the United States of America, and other world leaders attending the state funeral for former President George H.W. Bush.
- On 29 March 2019, the Governor-General met with Her Excellency the Right Honourable Dame Patsy Reddy, Governor-General of New Zealand, and His Excellency Sir David Gascoigne.

## OFFICIAL OVERSEAS VISITS

In 2018–19, the Office planned and supported four overseas visits by the Governor-General.

- From 1 to 7 July 2018, the Governor-General travelled to Europe, where he made official visits to France (representing Australia at the centenary commemorations of the Battle of Hamel), and Spain and Portugal in support of bilateral interests and the Europe Australia Business Council trade mission.
- From 5 to 8 November 2018, the Governor-General travelled to the United Arab Emirates, Iraq and Afghanistan, where he met with Australian Embassy staff and Defence Force personnel. In addition, the Governor-General visited the United Kingdom, where he attended an audience with Her Majesty The Queen, and France, where he represented Australia at commemorations to mark the Centenary of Armistice.
- From 3 to 6 December 2018, the Governor-General travelled to the United States of America, where he represented Australia at the state funeral for former President George H.W Bush, and met with Australian Embassy staff.
- From 28 to 29 March 2019, the Governor-General travelled to New Zealand, where he represented Australia at a memorial service for victims of the Christchurch terror attacks.

## COMMUNITY ENGAGEMENT

Engagement with the community is an important element of the Governor-General's role, and a key consideration for the Office in planning and delivering a balanced program that reflects Australia's diversity and geographic spread. Each year, the Governor-General meets with members of the community in cities and towns – including those in regional and remote areas – across Australia.

- On 13 July 2018, in Sydney, the Governor-General attended the National NAIDOC Awards and presented the Male Indigenous Elder of the Year award.
- On 21 July 2018, in Brisbane, the Governor-General visited the Queensland Corrective Service's Helena Jones Centre.
- On 5 August 2018, at Sydney Olympic Park, the Governor-General attended the Opening Ceremony and first match of the World Wheelchair Rugby Championship
- On 10 August 2018, at Mer Island, Torres Strait, the Governor-General met with community members and laid a wreath at the grave of Eddie Koiki Mabo.



- On 11 September 2018, at Kiama High School, the Governor-General met with students and was briefed on their 'Waste Warriors' project.
- On 29 September 2018, at the Christmas Island Tea Gardens, the Governor-General attended the opening ceremony for Territory Week and participated in celebrations to mark the 60th anniversary of Christmas Island becoming an Australian Territory.
- On 8 October 2018, at Monash University, Melbourne, the Governor-General opened the Learning and Technology Building at the Clayton campus.
- On 1 November 2018, at Admiralty House, Sydney, the Governor-General hosted an afternoon tea for staff and volunteers of the Invictus Games Sydney 2018.
- On 1 December 2018, at Government House, Canberra, the Governor-General attended the Canberra Symphony Orchestra Shell Prom Concert.
- On 29 January 2019, at Griffith University, Gold Coast, the Governor-General met with staff and students working on the Malaria Vaccine Project.
- On 13 February 2019, at Regatta Point, Canberra, the Governor-General attended the annual DonateLife walk.
- On 20 February 2019, at the Tasmanian Fire Service Headquarters, Hobart, the Governor-General met with staff and volunteers and received a briefing on the Tasmanian bushfires.
- On 6 March 2019, in Cooper Pedy Town Square, the Governor-General hosted a community barbeque.
- On 28 March 2019, in Toowoomba, Queensland, the Governor-General officially opened the 155th Toowoomba Royal Show.
- On 23 April 2019, at the Sri Lankan High Commission, Canberra, the Governor-General signed the condolence book, before later attending a multi-faith service at St Christopher's Cathedral for victims of the Sri Lanka bombings.
- On 30 April 2019, at Clayton View Primary School, Koongamia, the Governor-General met with staff and students involved with Sports Challenge Australia.
- On 1 May 2019, at the National Emergency Services Memorial, Rond Terrace, Canberra, the Governor-General attended the 2019 Memorial Service for Fire and Emergency Services Personnel.
- On 2 June 2019, in Berrimah, Northern Territory, the Governor-General visited the Stringybark Alcohol and Other Drug Rehabilitation Centre.
- On 14 June 2019, at the Sydney Opera House, the Governor-General attended the State Memorial Service for the former Prime Minister of Australia, the Honourable Robert James Lee Hawke AC.

## PATRONAGES

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

At the end of the reporting period, the Governor-General and Lady Cosgrove were patrons of 197 organisations involved with health, children and families, Indigenous people, regional and rural Australia, education, the arts, defence and services, and other matters relevant to the broader Australian community.

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

- visiting residents at MercyCare's Wembley Village in Perth
- attending a farewell at Sydney Airport for the Australian Special Olympic team participating in the Abu Dhabi Summer World Games
- hosting an afternoon tea at Government House for participants of the Foundation for Rural and Regional Renewal and ABC's Heywire Youth Summit
- presenting the inaugural annual awards of the National Council of Women of Australia at Parliament House; and
- meeting with Perth-based graduates of the Clontarf Foundation's *Clontarf Academy* program for young Indigenous men.

## REGIONAL CENTRE VISITS

During 2018–19, almost a quarter of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 9 to 11 August 2018, the Governor-General travelled to the Torres Strait, and visited a range of organisations, including Queensland TAFE's Thursday Island campus, the Tagi State School, the Badu Island Arts Centre and the Thursday Island Hospital.
- On 20 August 2018, in Dubbo, New South Wales, the Governor-General met with community organisations involved in drought relief and recovery, including the Country Women's Association, Foodbank and Team Rubicon.
- From 19 to 22 September 2018, the Governor-General travelled to Darwin and the surrounding rural area, and visited education institutions including the Berry Springs Primary School, Humpty Doo Primary School and Charles Darwin University.

- From 29 September to 3 October 2018, the Governor-General travelled to Christmas Island and attended events to mark the 60th anniversary of the Island becoming part of Australia. As part of the trip, the Governor-General travelled to Broome and Perth, Western Australia, and visited Indigenous enterprises, education institutions, and health and welfare providers.
- From 18 to 20 February 2019, the Governor-General travelled to Tasmania where he visited schools in Launceston, met with major employers in Hobart and hosted a community morning tea in Geeveston to thank local organisations who assisted during the January bushfire crisis.
- On 23 February 2019, in Townsville, Queensland, the Governor-General met with ADF personnel, State Emergency Service volunteers and other organisations involved in flood response and recovery.
- From 5 to 6 March 2019, in Adelaide, the Governor-General visited the South Australian Health and Medical Research Institute, met with participants of the Port Adelaide Women's AFL Academy and hosted a lunch for patronage organisations. In addition, the Governor-General travelled to Coober Pedy, where he met with students at the Coober Pedy Area School, visited residents of the Umoona Aboriginal Community's Aged Care Facility and hosted a community barbecue.
- On 28 March 2019, in Toowoomba, Queensland, the Governor-General unveiled a plaque in honour of the 11th Lighthorse Regiment and officially opened the 155th Toowoomba Royal Show.

### OFFICIAL PROPERTIES AND COMMUNITY EVENTS

In 2018–19, the Office hosted two Open Days at Government House, Canberra, and one at Admiralty House, Sydney, offering visitors the opportunity to explore each house and its grounds, and meet with the Governor-General and Lady Cosgrove.

- On 6 October 2018, 7,550 people attended Open Day at Government House, Canberra.
- On 16 March 2019, 5,000 people attended Open Day at Government House, Canberra.
- On 4 May 2019, 3,700 people visited Open Day at Admiralty House.

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

On 23 November 2018, the Governor-General and Lady Cosgrove had planned to host the Children's Christmas Sports Fun Day, but due to inclement weather, the event was cancelled the day prior.

In total, almost 60,000 members of the public visited Government House and Admiralty House in 2018–19.

## MEDIA

The Governor-General's constitutional, statutory, ceremonial and community duties are communicated through social media, traditional media engagement and other channels managed by the communications and media team.

Key activities included:

- supporting the Governor-General by producing 170 speeches for delivery at community events around the country
- managing engagement with national, local and international media. The Office is committed to being open and works with the media to:
  - enable access to key events such as Ministerial swearing-in and investiture ceremonies
  - promote community events, including Open Days and patronage events
  - amplify program activity – especially in regional and remote areas – to promote local organisations and community efforts.
- managing the Governor-General's social media presence. The Office uses social media to reach and engage with Australians, promote program activity to a large audience, and raise awareness of the Australian honours and awards system. In 2018–19 the Office created a presence on Instagram (complementing an existing presence on Facebook)
- working with patronages to increase the recognition of their work and achievements through video messages, social media content and media coverage of events hosted or attended by the Governor-General and Lady Cosgrove
- co-ordinating the recording of the Governor-General's National Australia Day and Anzac Day televised addresses
- collaborating with the Canberra Institute of Technology to produce online broadcasts of honours and awards investiture ceremonies.

## CORRESPONDENCE

In 2018–19 the Office received and attended to 3,953 items of general correspondence. The Honours and Awards branch received more than 51,823 items of correspondence including 3,216 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 8,512 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,415 congratulatory messages on behalf of Her Majesty The Queen.

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## PROPERTY MANAGEMENT

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

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 and all property assets, the Office:

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

In 2018–19 the Office developed a Property Management Plan (PMP) which sets the annual priorities and initiatives for the management of both Official Establishments. The PMP determines the strategic direction for the Property Works Program (PWP). The PWP is a program of projects designed to deliver the outcomes of the PMP. In 2018–19 the Office continued the roll out of the PWP covering both buildings and grounds at Government House and Admiralty House. 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 property works priorities. When unforeseen works arise, as will happen with heritage properties as ageing infrastructure fails unexpectedly

or latent conditions are encountered during works, the plan is adjusted and priorities reviewed to accommodate emerging needs.

In 2018–19, a number of major projects were undertaken at the properties, to the total value of \$3,201,059 (against a total budget of \$3,684,000).

In March 2018 the Office signed a Memorandum of Understanding with the Department of the Prime Minister and Cabinet to provide grounds maintenance to Kirribilli House. This initiative intends to reduce costs compared to the commercial market through interdepartmental co-operation and leverages the Office's existing resources and systems co-located at Admiralty House. Achievements so far include improvements to the existing reticulation system, plantings of advanced tree specimens, recycling of existing perennial plants through propagation processes and a more strategic plan towards the maintenance of the grounds.

## GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2018–19 included:

- Design and installation commenced to upgrade the heating, ventilation and air conditioning systems (HVAC) to the Main House. The new systems will improve air conditioning within this heritage building with efficiency gains both financially and environmentally.
- Installation commenced for the first stage of replacement of external lighting and electrical cabling throughout the grounds. This project will improve grounds lighting generally by replacement and supplementation of existing lighting. This is a multistage project that will be delivered over several years and works will be prioritised to suit operational requirements.
- Installation activities were undertaken for the fire services upgrade project to address the deteriorating condition and obsolescence of existing fire safety systems within key buildings on the property. The project includes fire indicator panels, fire hose reels, cabling, detectors and audible warning systems.
- Garden depot administration building rectifications have been completed to address poor condition and serviceability including exterior cladding, roof and internal plumbing issues.
- Numerous minor projects were delivered, including: general heritage fabric refurbishment works, end-of-life asset and equipment replacement, general carpentry works, and replacement of general infrastructure assets (e.g. fire, hydraulic, electrical, and communication systems).
- Landscape works continued in accordance with the Landscape Management Plan for the property.

## ADMIRALTY HOUSE

The major works projects undertaken at Admiralty House during 2018–19 included:

- Design commenced for the re-stabilisation of the Kirribilli Point Battery Precinct. This project aims to protect the heritage listed Marine Barracks from damage being caused by the surrounding structures and environment.
- On-going works were undertaken for the rectification and heritage conservation of the Gatehouse building occupied by the Australian Federal Police (AFP). This project will upgrade the security building while repairing damaged internal and external heritage fabric. Works have been staged across three financial years commencing in 2017–18. These works are due for completion in 2019–20.
- Restorative works of the southern Sea Wall continued. The project spans multiple years commencing in 2017–18.
- Numerous minor projects were completed, including works such as replacement of general infrastructure assets (e.g. end-of-life air conditioning, hydraulic, fire and electrical systems), replacement of office lighting, and upgrading of the uninterrupted power supply system.
- Works to improve the gardens and landscape at Admiralty House were carried out in accordance with the works schedule and Landscape Management Plan.

## WORKS OF ART AND OTHER ITEMS

The Office is grateful to the National Gallery of Australia, the Australian Institute of Aboriginal and Torres Strait Islander Studies, 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. These working relationships are of great value to the Office and in particular the Australiana Fund has been incredibly helpful in the management of the collection's art, objects and furniture at the Official Establishments.

Some items are exchanged each year as part of an ongoing program to display a variety of Australian artworks and furniture. At 30 June 2019, paintings, pieces of furniture and art objects with a combined value of over \$20 million were on loan to the Office.

## PROGRAM COMPONENT 2 – ADMINISTRATION OF THE HONOURS AND AWARDS SYSTEM

Resources applied to this component are directed to:

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

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

**TABLE 5: FINANCIAL  
PERFORMANCE FOR  
COMPONENT 2 OF  
PROGRAM 1**

|   | Budget<br>Estimate<br>2018–19<br>\$ 000 | Actual<br>2018–19<br>\$ 000 | Variation<br>2018–19<br>\$ 000 |
|---|---|-----------------------------|--------------------------------|
| Departmental appropriation -<br>Cost of Component 2   | 5,804                                   | 5,789                       | 15                             |
| Administered appropriation -<br>Acquisition of Australian honours<br>medals/insignia, warrants and<br>investiture items | 1,520                                   | 1,461                       | 59                             |
| Expenses not requiring<br>appropriation   | 207                                     | 251                         | (44)                           |
| <b>Total</b>  | <b>7,531</b>                            | <b>7,501</b>                | <b>30</b>                      |



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## HONOURS AND AWARDS OVERVIEW

Australia's distinctive honours system began in 1975 with the creation of the Order of Australia, the Australian Bravery Decorations and the National Medal, to recognise service to the nation or humanity. Since then, additional awards have been created including a range of meritorious, gallantry and distinguished awards, the National Police Service Medal, and the National Emergency Medal (NEM).

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

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

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

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

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

The Branch researches each nomination received, and consults with nominators and referees where appropriate to develop the documentation that is presented to the relevant honours advisory body for consideration.

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

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

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

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

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

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

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## KEY RESULTS

### NOMINATIONS, AWARDS AND INVESTITURES

There was a significant increase in the number of nominations made in the Order of Australia during 2018–19. A total of 2,909 nominations were submitted to the Council for the Order of Australia, a 47 per cent increase over 2017–18. The Australia Day Honours List 2019 was the largest since the Order of Australia was established in 1975 with 1,127 recipients recognised for their contributions and service. A 50 per cent increase in the number of awards over the year was recorded.

The Council met twice in 2018–19 to consider the nominations and other matters. Of nominations submitted, 2,129 resulted in appointments or awards which were approved by the Governor-General. Eighty-eight per cent of Order of Australia nominations were processed and presented to Council meetings within 18 months of receipt in the branch.

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

In 2018–19, the branch researched 307 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 183 (60 per cent) resulted in awards which were approved by the Governor-General. Ninety-seven per cent of researched nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 619 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, 2,650 National Police Service Medals were approved and dispatched to the relevant organisations.

Additionally, in 2018–19, 141 National Emergency Medals (98 for sustained service and 43 for significant service) were approved. The total number of nominations considered for the NEM was 280. The National Emergency Medal Committee considered a number of matters out of session in April 2019.

The Governor-General approved 8,028 National Medals, which recognise 15 years or more of diligent and efficient service in uniformed occupations involving elements of personal risk in order to protect the community. This number included 3,078 clasps, which were awarded for additional periods of service and attached to the original medal. These awards are administered by the branch and approved by the Governor-General, but they are conferred internally by the relevant organisations. All of the long service and occupation-based awards were processed within two months of receipt.

Eleven non-Australian citizens were recognised by honorary awards in the Order of Australia during 2018–19, nine in the General Division and two in the Military Division.

Tables showing the number of nominations considered and awards conferred for the Order of Australia and the Australian Bravery Decorations in 2018–19, 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.

Twenty-one investiture ceremonies for recipients of Australian awards were held in 2018–19.

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 2018–19. 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 2018–19 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**

The Constitution of the Order of Australia (Number of Appointments in the General Division) Ordinance 2019 made on 29 March 2019 maintained the current quotas, with the exception of the Member of the Order of Australia (AM), which was increased to 605 in a calendar year. There remains no annual quota on the Medal of the Order of Australia (OAM).

The branch has continued to support a campaign to attain better diversity in Order of Australia nominations received, beginning with a focus on gender balance. The branch has supported initiatives of the Department of the Prime Minister and Cabinet on the same topic, and has initiated an outreach program to state and territory governments to establish a sustainable gender balance of nominations. The Queen's Birthday honours list 2019 contained the highest ever percentage of women recipients in the Order of Australia. The Governor-General continues to refer to the honours system generally, and the need for greater diversity of recipients, in his many community engagements.

The branch continues to plan and support the take-up and transfer of documentation and processes to an Electronic Document Records Management System, a project begun in 2016–17. The Office participated in the National Archives of Australia Check-up 2018 and received a maturity score of 4.3, 1.2 above the Australian Government average of 3.1. This reflects our commitment to records management and to improving and refining our processes in line with the Digital Continuity 2020 Policy.

The branch has implemented further recommendations made following an internal review of honours policies and processes. In December 2018 an updated sounding process was implemented with documentation despatched by email. Use of the new nomination form continues to contribute to the increased volume of nominations. Other initiatives expected to be implemented involve the further development of IT systems to handle enhanced automation, better reporting, and the production of smarter documents for deliberative bodies to assist their consideration of a greater volume of nominations.





# MANAGEMENT & ACCOUNTABILITY

CHAPTER 3



## CORPORATE GOVERNANCE

The Official Secretary, in his role as Chief Executive Officer and accountable authority, is accountable for the efficient, effective, economical and ethical use of resources and the achievement of the highest possible performance from the Office. The Office's Management Committee assists the Official Secretary to meet his statutory responsibilities under the *Governor-General Act 1974* and the *Public Governance, Performance and Accountability Act 2013*. The Office recognises the need for a high level of accountability and monitors compliance with the Commonwealth Resource Management Framework and finance law. There were no instances of significant non-compliance with finance law during 2018–19.

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

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### COMMITTEES

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

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

The Management Committee comprises the Official Secretary as Chief Executive Officer; the Deputy Official Secretary as Deputy Chief Executive Officer; the Directors of the People and Services, Honours and Awards, and the Strategic Engagement 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 oversight, control and compliance frameworks and performance and financial accountability. The Audit Committee comprises an independent external Chair; an independent external member and the Deputy Official Secretary.



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

The membership of the WCC comprises:

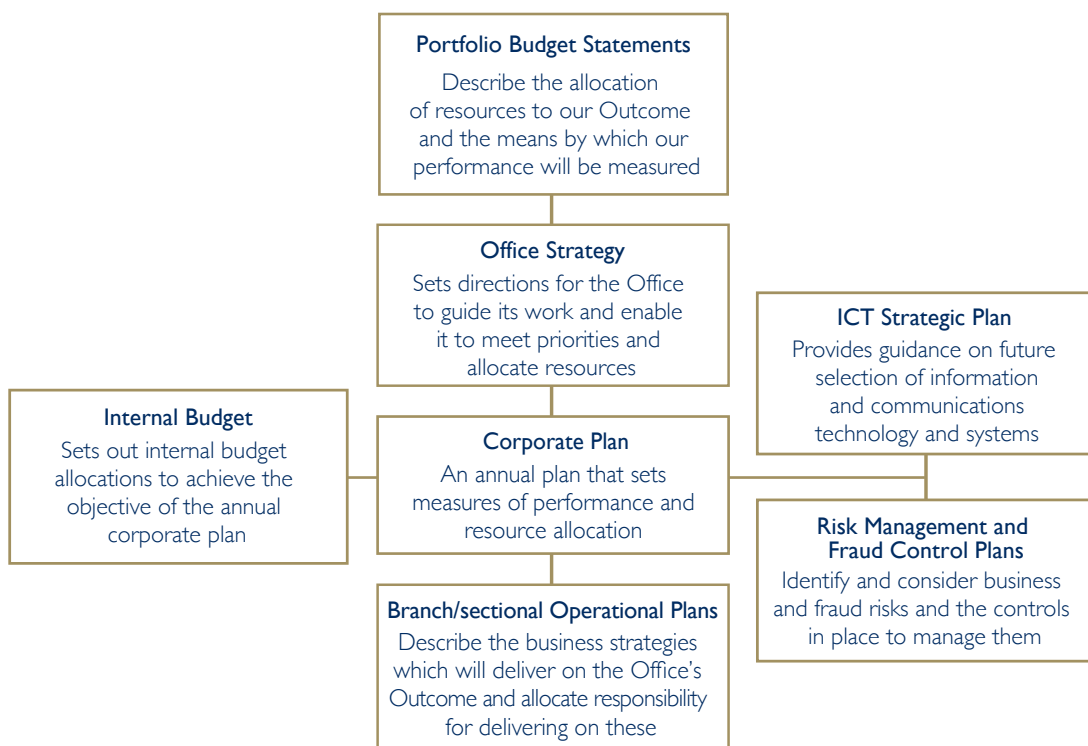
- the Official Secretary or nominee
- one other management representative
- five employee representatives
- one union workplace delegate
- one union official.

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

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

STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



**CORPORATE PLAN**

The Office's Corporate Plan 2018–19 is both a statement of its corporate vision, strategy and objectives, and a business plan. It aims to bring together planning and other strategic and operational activities and to articulate the linkages between them. It is a four-year rolling plan, updated annually, which distils the Office's objectives into a high-level action plan for the current year.

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## RISK MANAGEMENT FRAMEWORK

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

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

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

The Office continued to participate in Comcover's risk benchmarking program, which measures the effectiveness of agencies' risk management frameworks, practices and systems against a set of key result areas. The Office's result for 2018–19 was a maturity level of Advanced, which reflects the Office's high level of maturity and competence in this field.

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## FRAUD CONTROL FRAMEWORK

The Office maintains a comprehensive Fraud Risk Assessment and Fraud Control Plan and has embedded fraud prevention, detection, investigation, reporting and data collection procedures and processes. The Fraud Control Plan is regularly reviewed and updated, with the Office being fully committed to complying with the Commonwealth Fraud Control Framework to minimise the incidence of fraud through the development, implementation and regular review of a range of fraud prevention and detection strategies.

There were no known incidents of fraud in 2018–19.

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## SECURITY FRAMEWORK

The Office worked closely with the Department of Home Affairs and the Australian Federal Police to identify issues and act on advice in managing the physical security environments at Government House and Admiralty House. New capabilities and revised physical security protocols have been continually implemented and refined where necessary. Cyber security issues were managed in accordance with Australian Signals Directorate guidance. The Office's maturity in relation to the requirements of the Protective Security Policy Framework (PSPF) has been reviewed with recommendations to be actioned in 2019–20 where appropriate.

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## AUDIT ACTIVITIES

The Office operates under a five-year internal audit plan which is updated on a regular basis through input from the Office's Audit Committee. The audits are prioritised in response to changing operational and strategic requirements that take into account the Office's risk profile.

During 2018–19 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 2018–19, RSM conducted the following reviews in accordance with the agreed audit program:

- travel and allowances
- credit cards.

In 2018–19, McN undertook the following review in accordance with the agreed audit program:

- performance metrics.

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## EXTERNAL SCRUTINY

On 3 October 2019, the ANAO provided an unmodified audit opinion on the Office's 2018–19 financial statements.

The Office was not the subject of any agency-specific audits by the Auditor-General's Office, or investigations or reviews by a parliamentary committee or the Commonwealth Ombudsman during 2018–19.

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## BUSINESS CONTINUITY

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

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## ETHICAL STANDARDS

Standards of appropriate behaviour for staff 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. This continues until 2021 under a further determination. The Code of Conduct reflects the Australian Public Service Code of Conduct and Values as set out in the *Public Service Act 1999*. Our values are core to building and maintaining a safe, positive and inclusive culture of high performance and leadership. All staff are required to comply with the Code of Conduct including to at all times behave in a way that upholds the values, integrity and reputation of the Office.

In 2018 staff of the Office voted to continue the terms of the 2015–18 Enterprise Agreement for a further three years. On 12 September 2018, the Australian Public Service Commissioner approved the Office's remuneration proposal and Determination 2018/01. This Determination applies in addition to the Enterprise Agreement 2015–2018.

The Determination provides staff with increases to their existing salaries, to the effect of six per cent over three years, while maintaining the terms and conditions under the Enterprise Agreement 2015–18. The Enterprise Agreement is accessible on the Office's intranet.

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

The Office's procurement policy and guidelines establish clear standards of ethical behaviour for all staff responsible for procurement.

## MANAGEMENT OF HUMAN RESOURCES

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### KEY ACHIEVEMENTS

People are at the heart of the Office and in 2018–19 the Office increased the investment for our people through a newly established human resources line of business, which works collaboratively to drive an inclusive and safe culture. The key focus during 2018–19 was 'Engagement and culture', with key achievements and initiatives during the year including:

- a revised people engagement strategy designed to attract, develop and maintain a talented and diverse workforce including securing a mutual partnership with local government and other government agencies
- building an inclusive workforce and increasing awareness of Aboriginal and Torres Strait Islander culture through internal initiatives
- delivering health and wellbeing initiatives, including early intervention return to work, flexible working arrangements, exit interview strategy and holistic wellbeing programs
- actively supporting operations of the Office through workforce planning activities to help identify workforce aspirations and requirements to manage the workforce of today and capabilities for the future
- providing ongoing leadership coaching to ensure the Office has the right capabilities to address short and long term strategic business objectives
- continuing commitment to our talent pipeline through Australian School-based Apprenticeships (ASBA) and Trainee programs
- engaging a health and wellbeing specialist to review the WHS policies, procedures, and practices within the Office

- promoting a learning culture through pro-actively working with staff on appropriate development and training opportunities
- continuing the Office's commitment to reward and recognise staff achievement through Australia Day Achievement Awards and internal acknowledgement.

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## KEY MANAGEMENT PERSONNEL REMUNERATION

The following information relates to the Key Management Personnel (KMP) of the Office consistent with the disclosure requirements of the PGPA Rule 2014 (PGPA Rule). During 2018-19, the Office did not have any officials requiring disclosures under the senior executives and other highly paid staff categories.

The Office has two KMP positions, which were occupied by three officers during 2018-19. The remuneration of the Official Secretary is determined by the Remuneration Tribunal. Further information on the Tribunal can be found at [www.remtribunal.gov.au](http://www.remtribunal.gov.au). The Deputy Official Secretary's remuneration was determined in accordance with section 34 of the Enterprise Agreement. Since 2016-17, the Office has published information about the remuneration of its executives on the Office website. This information provides transparency of remuneration of senior executives and other highly paid officials of Commonwealth entities and companies. Information relating to KMP remuneration is set out in Appendix E.

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## REMUNERATION ARRANGEMENTS

At 30 June 2019, the Office remunerated 83 employees: 79 employees were covered by the Enterprise Agreement (including 4 casual employees), one by the Remuneration Tribunal, one by an Australian Workplace Agreement and two by an Individual Flexibility Arrangement (IFA). No employees received performance pay in 2018-19.

The classification range that applies to employees under the Enterprise Agreement is set out in Appendix G.

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## STAFFING CHANGES AND STATISTICS

In 2018-19 the average staffing level (ASL) for the Office was 80.45. The Office is actively managing and monitoring the workforce analytics and reporting to identify any emerging issues to ensure allocated ASL is achieved to meet current business demands.

The Office continues to make informed staffing decisions in line with our strategic and operational goals. Our natural attrition has provided us with the opportunity to ensure we have the right people in the right place, with the right capabilities at the right time.

During the year there were 9 cessations and 10 commencements.

Detailed staffing demographic information in accordance with workplace diversity principles is at Appendix G.

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## DEVELOPING STAFF

The Office is committed to providing opportunities for young Australians to develop their skills and experience and prepare for the future. The Office provides opportunities for recent school leavers and school-aged students to undertake apprenticeships and work experience placements in office administration, horticulture and property and services.

The Office continues to support an internal tailored trainee mentoring program that provides structured training and development over a two-year period to prepare trainees for careers within public or private sectors.

In 2018–19 the Office provided the following opportunities:

- three school-based work experience placements within horticulture, business and property and services
- two Australian School-based Apprenticeships
- two internal traineeships in the office traineeship program. The trainees subsequently secured contracts as Case Officers within the Office.

The Office is committed to a learning culture to support our people to reach their full potential and to enable us to successfully deliver on our strategy.

The Office introduced the strategy-on-a-page initiative in early 2019. To identify business priorities the Office strategy will be developed annually at the beginning of each calendar year, in consultation with the leadership team. Individual business areas have developed their own strategies to directly support the overall Office strategy. These strategies provide the framework for each staff member to prepare an individual performance agreement that links directly to the team strategy.

The performance framework ensures individual performance is actively managed, leading to continual improvements in meeting the Office's performance objectives. Regular feedback discussions are undertaken to ensure the productivity of all staff is maximised while simultaneously enhancing their engagement and supporting an inclusive workplace.

The Office recognises the need to engage staff in a variety of ways to bring in specialised skills to enable us to build a flexible and agile workforce to manage scalable operations as needed. It is essential for the Office to integrate temporary staff into the performance support framework to ensure a consistent management approach with all staff.

Learning and development is a shared responsibility. Employees, managers and the Office play a key role in ensuring staff have the capabilities required to meet expectations.

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## WORKPLACE HEALTH AND SAFETY OVERVIEW

### WORKPLACE HEALTH AND SAFETY STRUCTURE AND OVERSIGHT

The Office continues to focus on providing a safe and healthy work environment and actively promotes work practices that are safe, and ensure the health, safety and wellbeing of all staff.

The Office policies and procedures are fundamental to the Office's commitment to work health and safety and ensure that it takes 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 or near misses.

Workplace health and safety CWHS statistics are presented at Appendix J.

### HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

In exercising a commitment to ensuring the health and wellbeing of its staff, and consistent with the legislative obligations of the WHS Act, the Office implements effective prevention strategies, such as:

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

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

Following participation in the Comcare Outreach Program, the Office engaged a WHS advisor from Comcare Australia for six months to provide specialist advice and support on WHS policies, procedures and practices and identify any work-related health and safety risks within the Office environment. The engagement assisted the Office to strengthen the WHS strategy for all employees, visitors and contractors and to promote



and maintain a safe workplace and work environment. The Office aims to transform the working environment to an inclusive wellbeing culture and for health and safety to be at the forefront of all work practices and decisions.

The Work Health and Safety Committee meets every three months in accordance with the WHS regulations to discuss workplace inspections and other WHS matters.

Employee and workplace health monitoring procedures include regular inspections of the grounds and property, workplace assessments conducted for all staff on commencement and personal protective equipment provided where required.

The Office actively encourages the utilisation and awareness of the Employee Assistance Program (EAP) counselling service available to employees and their immediate families.

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**

All recommendations from the Comcare Outreach Program and WHS adviser engagement have been accepted and are being implemented.

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

The Office has ensured that all mandatory training has been undertaken. Employees across the Office attended various sessions and presentations on mental health first aid, chemical training, mindfulness, health and safety representative (HSR) training, fire warden training, first aid and cardiopulmonary resuscitation training, and flexibility and stretching sessions. WHS training statistics are presented at Appendix J, Table J2.

The Office has implemented a return to work, early intervention and rehabilitation program.

Annual testing and tagging of all electrical equipment has been completed, and regular restocking and checking of first aid kits and defibrillators is undertaken.

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## DISABILITY REPORTING

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

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

# MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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## ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$154.4 million (2017–18: \$141.6 million).

As at 30 June 2019, administered non-financial assets comprised:

- \$148.6m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.615m of infrastructure, plant and equipment
- \$1.850m 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 2019, Departmental assets comprised:

- \$1.673m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$554,000 of intangibles representing ordinary software
- \$33,000 of inventories
- \$99,000 of other non-financial assets, representing pre-payments made by the Office

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

The management of assets is governed by the Accountable Authority Instruction (AAI) on managing public property and the Office's Asset Management Policy. These policies cover the proper stewardship of assets throughout the asset lifecycle, including the purchasing, stocktaking, impairment and disposal of assets. These policies are regularly communicated to staff through compulsory training and are available online.

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## PURCHASING

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

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

A range of positions within the Office have delegated responsibility for the exercise of powers under the PGPA Act. A position-based electronic purchasing workflow system is used for approval of purchase orders to be raised. Branch Directors and Section Managers 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 small business participation in the Australian Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.

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, AAIs and tendering processes.

The Office actively engages with Indigenous enterprises (in accordance with Commonwealth Indigenous Procurement Policy) and SME 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.

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## CONSULTANTS

The Office engages consultants on an ad hoc basis to provide professional and specialist services for building works and architectural services, administrative projects, information technology support and systems development, and to facilitate organisational change and management reforms for which the Office does not have the available capacity 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 2018–19, 18 new consultancy contracts were entered into involving total actual expenditure of \$297,159. In addition, 4 ongoing consultancy contracts were active during the period, involving total actual expenditure of \$78,305. This information is also contained in Appendix H, Table H1.

Expenditure on consultancy contracts over the three most recent financial years is presented at Appendix H, Table H2: Trends in consultancies.

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

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## LEGAL SERVICES EXPENDITURE

In accordance with the requirements of the Legal Services Directions 2017, the Office reports that total expenditure on external legal services in 2018–19 was \$11,957.55 (including GST).

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## COMPETITIVE TENDERING AND CONTRACTING

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

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## AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2018–19 that did not provide for the Auditor-General to have access to the contractor's premises.

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## EXEMPT CONTRACTS

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

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## ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research during 2018–19.

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## DISCRETIONARY GRANTS

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

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## INFORMATION TECHNOLOGY

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

Strategic objectives achieved in 2018–19 included:

- the preparation of a new website to be launched on 1 July 2019 to coincide with the commencement of the new Governor-General. The new site utilises GovCMS the whole-of-government web hosting and development platform
- continued development of the Events Management System and the ongoing digitisation of processes used to manage the Governor-General's program
- the continuing digital transformation of the Australian honours and awards system. Specific achievements include implementation of automated emailing of stakeholders in the nomination process and increasing use of online forms to accept responses to requests for information
- continued upgrades to the Office's fundamental ICT infrastructure, such as commencement of a Windows 10 standard operating environment rollout as well as rolling updates to the Office's computer hardware, other software environment and network infrastructure.

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

## FREEDOM OF INFORMATION

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

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

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

Optional information is published under the following headings:

### **Our priorities**

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

### **Our finances**

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

### **Our lists**

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

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

*Daily program of official engagements*

### **Speeches**

*Copies of selected speeches given by the Governor-General*

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

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

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## FOI PROCEDURES AND INITIAL CONTACT POINT

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

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

However, Section 6A of the FOI Act provides:

*6A Official Secretary to the Governor-General*

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

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

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

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

The Official Secretary to the Governor-General  
Government House  
Canberra ACT 2600  
Facsimile: (02) 6260 5967  
Email: [FOI.IPS@gg.gov.au](mailto:FOI.IPS@gg.gov.au)

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

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## CHARGES

The Office's policy on levying charges under FOI regulations is that, where applicable, charges should be imposed for processing FOI requests.

However, charges may be reduced or not imposed, if the Official Secretary is satisfied that an appropriate reason to do so exists. If access is approved, the Official Secretary will provide copies of documents after the Office receives payment of any charges that apply.

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### FOI APPLICATIONS IN 2018-19

During 2018-19, four FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

- one was denied under section 6A of the Act
- three were requests that did not relate to documents in possession of the agency and therefore the FOI Act did not apply.

## ENERGY EFFICIENCY, ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

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

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

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### TRANSPORT AND MACHINERY

While the Office's overall greenhouse gas emissions continue to fall there was a 7% increase in these emissions from transport and machinery in 2018-19. Much of this is due to an increase in vehicle usage and much of that increase was "one-off" in nature and related to increased road travel for specialised vehicle repairs and in preparation for the transition to Governor-General Hurley taking office on 1 July 2019. The Office also purchased an additional petrol powered vehicle at Admiralty House to assist with Kirribilli House grounds maintenance.

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### POWER CONSUMPTION AND GREENHOUSE EMISSIONS

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

The Office's total electrical power consumption continues to fall year-on-year and has reduced by nine per cent compared to last financial year. As a result of these efficiencies the Office's total greenhouse gas emissions have reduced by five per cent compared to last financial year. Importantly the Office absorbs over 200 tonnes of CO<sub>2</sub> per year through the trees and vegetation on site.



The Office provides staff office accommodation at both properties for staff travelling between properties and continues to deliver a range of initiatives aimed at improving energy efficiency. Automated air-conditioning controls are in place in large central office areas to switch off air-conditioning outside normal working hours. 'Setback' controls in spaces with low occupancy (initially introduced in 2013–14 and with an additional installation in 2017–18) allow the 'relaxation' of temperatures when spaces are not in use and continue to provide energy savings. The Office also has automated power-down of the computerised desktop systems outside normal working hours to minimise energy usage.

The Office elects to use five per cent Greenpower (this percentage of green energy is optional under an existing whole-of-government procurement arrangement for electricity). The five per cent use for 2018–19 was less than last financial year due to the reduction in electricity use across both sites.

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 spaces.

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## RESOURCE EFFICIENCY AND WASTE

All employees are encouraged to consider ways to minimise printing. Computers are automatically programmed to print double-sided. The Office recycles printing paper where printer capability allows.

In 2018–19 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 and develop a culture that has sound recycling practices.

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 across both sites
- ensuring low green waste removal (only 90m<sup>3</sup> over the year across both sites) 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
- participating in St. Vincent de Paul's container returns with several collection bins located within Government House
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

## WATER CONSUMPTION

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

The Office worked within the guidelines issued by the National Capital Authority to extract water from Lake Burley Griffin for watering gardens and lawns at Government House. All of the managed landscape (which accounts for 40 per cent of the total property area) at Government House is serviced by drawing water from the lake. During 2018–19, the Office continued to closely manage its water consumption and, in similar climatic conditions to 2017–18, had a decrease of one per cent. The Office used less than 85 per cent of the total water allocation.

TABLE 6:  
ENVIRONMENTAL  
PERFORMANCE  
SUMMARY 2017–18  
AND 2018–19

| Indicator   | 2017–18 | 2018–19  |
|---|---------|----------|
| <b>Electricity consumption (both properties)</b>  |         |          |
| Total electricity consumption (kWh)   | 943,588 | 862,196  |
| Green power purchased (kWh)   | 45.3    | 44.1     |
| <b>Transport and machinery (both properties)</b>  |         |          |
| Total number of fleet vehicles  | 7       | 7        |
| Total unleaded petrol consumption - fleet vehicles and garden machinery (litres)                        | 5,618   | 5,780.49 |
| Total diesel consumption - fleet vehicles and garden machinery (litres)                                 | 6,068   | 6,680    |
| Fleet vehicles total distance travelled (kilometres)  | 48,973  | 57,916   |
| Total direct greenhouse emissions of vehicle and machinery fuel consumption (tonnes CO <sub>2</sub> -e) | 31.01   | 33.15    |
| <b>Greenhouse emissions (both properties)</b>   |         |          |
| Total greenhouse emissions (tonnes CO <sub>2</sub> -e)  | 984.8   | 933.75   |
| Total greenhouse emissions per full-time equivalent (tonnes CO <sub>2</sub> -e/FTE)                     | 12.30   | 11.67    |
| <b>Greenhouse absorption (both properties)</b>  |         |          |
| Total greenhouse absorption (tonnes CO <sub>2</sub> -e)   | >200    | >200     |
| <b>Resource efficiency and waste (both properties)</b>  |         |          |
| Total green waste removal (m <sup>3</sup> )   | 45      | 90       |
| Total waste recycled (tonnes)   | 8.59    | 11.69    |
| Lake water abstraction (Government House) ML  | 72.88*  | 72.18*   |
| Total AH Domestic Water kL  |         | 3962     |
| Total GH Domestic Water kL  |         | 2824     |

\* Total licence is 86ML







# FINANCIAL STATEMENTS

CHAPTER 4

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## INDEPENDENT AUDITOR'S REPORT

### To the Prime Minister

#### Opinion

In my opinion, the financial statements of the Office of the Official Secretary to the Governor-General (the Entity) for the year ended 30 June 2019:

- (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 Entity as at 30 June 2019 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following statements as at 30 June 2019 and for the year then ended:

- Statement by the Official Secretary to the Governor-General and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, 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 Entity 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* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. 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 Entity, the Official Secretary to the Governor-General is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the 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 of financial statements that are free from material misstatement, whether due to fraud or error.

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

In preparing the financial statements, the Official Secretary to the Governor-General is responsible for assessing the ability of the Entity 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, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

**Auditor's responsibilities for the audit of the financial statements**

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

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

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

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

Australian National Audit Office



Rahul Tejani  
Audit Principal  
Delegate of the Auditor-General

Canberra  
3 October 2019



**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 2019 comply with subsection 42(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act), and are based on properly maintained financial records as per subsection 41 (2) of the PGPA Act.

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

Signed



**Paul Singer MVO**  
Official Secretary to the Governor-General  
3 October 2019

Signed



**Chandy Paul**  
Chief Financial Officer  
3 October 2019

**Office of the Official Secretary to the Governor-General**  
**Statement of Comprehensive Income**  
*for the period ended 30 June 2019*

|   | Notes | 2019<br>\$          | 2018<br>\$          | Original Budget<br>\$ |
|---|-------|---------------------|---------------------|-----------------------|
| <b>NET COST OF SERVICES</b>   |       |                     |                     |                       |
| <b>Expenses</b>   |       |                     |                     |                       |
| Employee benefits   | 1A    | 8,577,112           | 8,063,307           | 7,702,000             |
| Suppliers   | 1B    | 4,361,854           | 3,249,107           | 4,606,000             |
| Depreciation and amortisation   | 5     | 482,515             | 470,682             | 392,000               |
| Disposal of non-financial assets  | 1C    | -                   | 12,970              | -                     |
| Other Expenses  | 1D    | 184,406             | -                   | -                     |
| <b>Total expenses</b>   |       | <b>13,605,887</b>   | <b>11,796,066</b>   | <b>12,700,000</b>     |
| <b>Own-Source Income</b>  |       |                     |                     |                       |
| <b>Own-source revenue</b>   |       |                     |                     |                       |
| Miscellaneous receipts  | 2     | 384,409             | 460,193             | -                     |
| <b>Total own-source revenue</b>   |       | <b>384,409</b>      | <b>460,193</b>      | <b>-</b>              |
| <b>Gains</b>  |       |                     |                     |                       |
| Gains from sale of assets   | 1C    | 9,376               | -                   | -                     |
| Resources received free of charge   | 2     | 271,000             | 72,000              | 69,000                |
| <b>Total gains</b>  |       | <b>280,376</b>      | <b>72,000</b>       | <b>69,000</b>         |
| <b>Total own-source income</b>  |       | <b>664,785</b>      | <b>532,193</b>      | <b>69,000</b>         |
| <b>Net cost of services</b>   |       | <b>(12,941,102)</b> | <b>(11,263,873)</b> | <b>(12,631,000)</b>   |
| <b>Revenue from Government</b>  |       |                     |                     |                       |
| Departmental annual appropriations  |       | 12,897,000          | 10,932,000          | 12,239,000            |
| <b>Surplus (Deficit) attributable to the Australian Government</b>              |       | <b>(44,102)</b>     | <b>(331,873)</b>    | <b>(392,000)</b>      |
| <b>OTHER COMPREHENSIVE INCOME</b>   |       |                     |                     |                       |
| <b>Items not subject to subsequent reclassification to net cost of services</b> |       |                     |                     |                       |
| Changes in asset revaluation surplus  | 5     | 62,943              | -                   | -                     |
| <b>Total other comprehensive income</b>   |       | <b>62,943</b>       | <b>-</b>            | <b>-</b>              |
| <b>Total comprehensive income (loss)</b>  |       | <b>18,841</b>       | <b>(331,873)</b>    | <b>(392,000)</b>      |

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

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

*for the period ended 30 June 2019*

| <b>Explanations of major variances<sup>1</sup></b>   | <b>Affected line items (and statement)</b>  |
|--|---|
| <p><u>Employee expenses</u></p> <p>Employee expenses exceeded budget by \$875k (11%) due to a marked increase in operating activities including processing of nominations for honours and awards, necessitating hiring more casual staff to keep up with the increase in operations during the year. \$230k of the total increase is attributed to a significant drop in the bond rate from 2.60% to 1.30% affecting long service leave expense.</p> <p>Employee expenses in the cash flow statement exceeded budget by \$600k as a result of the above.</p>   | <p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)</i></p> |
| <p><u>Supplier expenses</u></p> <p>Supplier expenses were under budget by \$244k (5.3%) predominantly due to careful management of budget to offset increases in contractor and employee costs resulting from an increase in nominations. This was achieved through the reprioritisation of projects taking into account a risk based approach.</p>  | <p><i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position)</i></p>  |
| <p><u>Depreciation and amortisation expense</u></p> <p>Depreciation expenses were over budget by \$90k (22.9%) as a result of new assets being purchased during the financial year, including multiple furniture items, computer hardware, garden equipment, and office equipment.</p>   | <p><i>Depreciation and amortisation (Statement of Comprehensive Income), Property, plant and equipment (Statement of Financial Position)</i></p>  |
| <p><u>Other expenses</u></p> <p>The \$184k is related to completed works transferred out to Administered assets in relation to the gatehouse at Admiralty House consistent with the memorandum of understanding with the Attorney-General's Department. This amount was not budgeted for during the 2018-19 budget process.</p>  | <p><i>Other expenses (Statement of Comprehensive Income), Buildings (Statement of Financial Position)</i></p>   |
| <p><u>Own source revenue</u></p> <p>Own source revenue is predominantly related to \$167k of income recognised in relation to a memorandum of understanding with the Department of Prime Minister and Cabinet (PM&amp;C) to maintain the grounds at Kirribilli House; and \$184k in relation to a memorandum of understanding with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House.</p> <p>Resources received free of charge exceeded budget by \$196k (284%) due to the value of a power generator asset being transferred to the Office from PM&amp;C.</p> | <p><i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i></p>  |
| <p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul>   |   |

**Office of the Official Secretary to the Governor-General**  
**Statement of Financial Position**  
*as at 30 June 2019*

|  | Notes | 2019<br>\$       | 2018<br>\$       | Original Budget<br>\$ |
|--|-------|------------------|------------------|-----------------------|
| <b>ASSETS</b>                          |       |                  |                  |                       |
| <b>Financial Assets</b>                |       |                  |                  |                       |
| Cash and cash equivalents              | 10    | 147,805          | 148,881          | 241,000               |
| Trade and other receivables            | 4     | 4,048,224        | 3,694,910        | 2,410,000             |
| <b>Total financial assets</b>          |       | <b>4,196,029</b> | <b>3,843,791</b> | <b>2,651,000</b>      |
| <b>Non-Financial Assets</b>            |       |                  |                  |                       |
| Buildings                              | 5     | -                | 133,197          | -                     |
| Plant and equipment                    | 5     | 1,673,022        | 1,476,610        | 1,450,000             |
| Intangibles                            | 5     | 553,691          | 382,489          | 853,000               |
| Inventories                            |       | 33,105           | 38,275           | -                     |
| Prepayments                            |       | 99,418           | 70,784           | 89,000                |
| <b>Total non-financial assets</b>      |       | <b>2,359,236</b> | <b>2,101,355</b> | <b>2,392,000</b>      |
| <b>Total assets</b>                    |       | <b>6,555,265</b> | <b>5,945,146</b> | <b>5,043,000</b>      |
| <b>LIABILITIES</b>                     |       |                  |                  |                       |
| <b>Payables</b>                        |       |                  |                  |                       |
| Suppliers                              | 6A    | 607,966          | 364,120          | 502,000               |
| Other payables                         | 6B    | 57,874           | 246,185          | 86,000                |
| <b>Total payables</b>                  |       | <b>665,840</b>   | <b>610,305</b>   | <b>588,000</b>        |
| <b>Provisions</b>                      |       |                  |                  |                       |
| Employee provisions                    | 7     | 2,404,893        | 2,125,955        | 2,018,000             |
| <b>Total provisions</b>                |       | <b>2,404,893</b> | <b>2,125,955</b> | <b>2,018,000</b>      |
| <b>Total liabilities</b>               |       | <b>3,070,733</b> | <b>2,736,260</b> | <b>2,606,000</b>      |
| <b>Net assets</b>                      |       | <b>3,484,532</b> | <b>3,208,886</b> | <b>2,437,000</b>      |
| <b>EQUITY</b>                          |       |                  |                  |                       |
| Contributed equity                     |       | 2,621,095        | 2,231,095        | 2,622,000             |
| Asset revaluation reserve              |       | 620,609          | 557,664          | 558,000               |
| Retained surplus (accumulated deficit) |       | 242,828          | 420,127          | (743,000)             |
| <b>Total equity</b>                    |       | <b>3,484,532</b> | <b>3,208,886</b> | <b>2,437,000</b>      |

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

**Office of the Official Secretary to the Governor-General**  
**Statement of Financial Position Budget Variance Commentary**  
*for the period ended 30 June 2019*

| <b>Explanations of major variances<sup>1</sup></b>   | <b>Affected line items (and statement)</b>  |
|--|---|
| <p><u>Trade and other receivables</u></p> <p>The higher receivable balance of \$1.64m (64%) against budget is predominantly related to a higher appropriations receivable balance resulting from Section 74 receipts (\$1.1M) during the financial year.</p> <p>The Office also received \$658k of additional funding during MYEFO of which was not fully drawn down at year end.</p>  | <p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to OPA (Cash Flow Statement)</i></p> |
| <p><u>Plant and equipment</u></p> <p>Plant and equipment exceeded budget by \$223k (15.3%) primarily due to a power generator amounting to \$196k being transferred to the Office from PM&amp;C. There was also a revaluation increment of \$62k resulting from the 2018-19 asset revaluation, partially offset by depreciation expenses during the year.</p>  | <p><i>Other comprehensive income (Statement of Comprehensive Income), Non-financial assets (Statement of Financial Position), Revaluation reserve (Statement of Financial Position), Investing cash used (Cash Flow Statement)</i></p>  |
| <p><u>Intangibles</u></p> <p>Intangible assets were under budget due to the Honours Online Nomination System not yet being completed as at year end.</p>   | <p><i>Non-financial assets (Statement of Financial Position), Investing cash used (Cash Flow Statement)</i></p>   |
| <p><u>Payables</u></p> <p>Total payables exceeded budget by \$78k (13.2%) predominantly as a result of outstanding invoices received subsequent to the final payment run on 28 June 2019.</p>  | <p><i>Payables (Statement of Financial Position), Operating cash used (Cash Flow Statement)</i></p>   |
| <p><u>Provisions</u></p> <p>Employee provisions exceeded budget by \$387k (19%) due to a significant drop in the bond rate from 2.60% to 1.30% contributing to a \$230k increase in the present value balance.</p> <p>In addition, more employees becoming longer serving contributed to an increase in the probability of taking long service leave and as a result a higher liability balance.</p>   | <p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)</i></p>  |
| <p>1. Variances are considered to be ‘major’ based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader’s understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul> |   |

Office of the Official Secretary to the Governor-General  
Statement of Changes in Equity  
for the period ended 30 June 2019

|  | Retained earnings |                  |                              | Asset revaluation surplus |                |                              | Contributed equity/capital |                  |                              | Total equity     |                  | Original Budget  |
|--|-------------------|------------------|------------------------------|---------------------------|----------------|------------------------------|----------------------------|------------------|------------------------------|------------------|------------------|------------------|
|  | 2019              | 2018             | Original Budget <sup>1</sup> | 2019                      | 2018           | Original Budget <sup>1</sup> | 2019                       | 2018             | Original Budget <sup>1</sup> | 2019             | 2018             |                  |
|  | \$                | \$               | \$                           | \$                        | \$             | \$                           | \$                         | \$               | \$                           | \$               | \$               |                  |
| <b>Opening balance</b>   | <b>420,127</b>    | <b>752,000</b>   | <b>(351,000)</b>             | <b>557,664</b>            | <b>557,664</b> | <b>558,000</b>               | <b>2,231,095</b>           | <b>1,840,095</b> | <b>2,232,000</b>             | <b>3,208,886</b> | <b>3,149,759</b> | <b>2,439,000</b> |
| Balance carried forward from previous period                     |                   |                  |                              |                           |                |                              |                            |                  |                              |                  |                  |                  |
| Adjusted opening balance   | 420,127           | 752,000          | (351,000)                    | 557,664                   | 557,664        | 558,000                      | 2,231,095                  | 1,840,095        | 2,232,000                    | 3,208,886        | 3,149,759        | 2,439,000        |
| <b>Comprehensive income</b>                                      |                   |                  |                              |                           |                |                              |                            |                  |                              |                  |                  |                  |
| Other comprehensive income                                       |                   |                  |                              |                           |                |                              |                            |                  |                              |                  |                  |                  |
| Deficit for the period   | (44,102)          | (331,873)        | (392,000)                    | 62,945                    | -              | -                            |                            |                  |                              |                  |                  |                  |
| <b>Total comprehensive income</b>                                | <b>(44,102)</b>   | <b>(331,873)</b> | <b>(392,000)</b>             | <b>62,945</b>             | <b>-</b>       | <b>-</b>                     |                            |                  |                              |                  |                  |                  |
| Department capital budget  |                   |                  |                              |                           |                |                              |                            |                  |                              |                  |                  |                  |
| Other - transfer of assets to administered <sup>1</sup>          | (133,197)         | -                | -                            | -                         | -              | -                            | 390,000                    | 391,000          | 390,000                      | 390,000          | 391,000          | 390,000          |
| <b>Total transactions with owners</b>                            | <b>(133,197)</b>  | <b>-</b>         | <b>-</b>                     | <b>-</b>                  | <b>-</b>       | <b>-</b>                     | <b>390,000</b>             | <b>391,000</b>   | <b>390,000</b>               | <b>256,803</b>   | <b>391,000</b>   | <b>390,000</b>   |
| <b>Closing balance as at 30 June</b>                             | <b>242,828</b>    | <b>420,127</b>   | <b>(743,000)</b>             | <b>620,609</b>            | <b>557,664</b> | <b>558,000</b>               | <b>2,621,095</b>           | <b>2,231,095</b> | <b>2,622,000</b>             | <b>3,484,532</b> | <b>3,208,886</b> | <b>2,437,000</b> |
| <b>Closing balance attributable to the Australian Government</b> | <b>242,828</b>    | <b>420,127</b>   | <b>(743,000)</b>             | <b>620,609</b>            | <b>557,664</b> | <b>558,000</b>               | <b>2,621,095</b>           | <b>2,231,095</b> | <b>2,622,000</b>             | <b>3,484,532</b> | <b>3,208,886</b> | <b>2,437,000</b> |

Equity injections

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

Major variances between the actual and original budgeted amounts for 2018-19 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

1. Relates to completed works transferred out to Administered assets in relation to a memorandum of understanding with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House. The amount relates to the component of funding which was recognised as revenue in the 2017-18 financial year.

Office of the Official Secretary to the Governor-General

CASH FLOW STATEMENT

for the period ended 30 June 2019

|   | 2019                | 2018                | Original Budget     |
|---|---------------------|---------------------|---------------------|
|   | \$                  | \$                  | \$                  |
| <b>OPERATING ACTIVITIES</b>   |                     |                     |                     |
| <b>Cash received</b>  |                     |                     |                     |
| Appropriations  | 13,755,283          | 12,086,992          | 12,309,000          |
| GST received  | 437,245             | 242,369             | -                   |
| Other   | 219,725             | 465,877             | -                   |
| <b>Total cash received</b>  | <b>14,412,253</b>   | <b>12,795,238</b>   | <b>12,309,000</b>   |
| <b>Cash used</b>  |                     |                     |                     |
| Employees   | (8,302,392)         | (7,950,328)         | (7,702,000)         |
| Suppliers   | (4,692,881)         | (3,856,990)         | (4,537,000)         |
| Section 74 receipts transferred to OPA <sup>1</sup>                 | (1,101,857)         | (2,035,861)         | -                   |
| <b>Total cash used</b>  | <b>(14,097,130)</b> | <b>(13,843,179)</b> | <b>(12,239,000)</b> |
| <b>Net cash from operating activities</b>                           | <b>315,123</b>      | <b>(1,047,941)</b>  | <b>70,000</b>       |
| <b>INVESTING ACTIVITIES</b>   |                     |                     |                     |
| <b>Cash received</b>  |                     |                     |                     |
| Proceeds from sales of property, plant and equipment                | 9,375               | 23,437              | -                   |
| <b>Total cash received</b>  | <b>9,375</b>        | <b>23,437</b>       | <b>-</b>            |
| <b>Cash used</b>  |                     |                     |                     |
| Purchase of property, plant and equipment                           | (591,185)           | (651,068)           | (460,000)           |
| <b>Total cash used</b>  | <b>(591,185)</b>    | <b>(651,068)</b>    | <b>(460,000)</b>    |
| <b>Net cash used by investing activities</b>                        | <b>(581,810)</b>    | <b>(627,631)</b>    | <b>(460,000)</b>    |
| <b>FINANCING ACTIVITIES</b>   |                     |                     |                     |
| <b>Cash received</b>  |                     |                     |                     |
| Contributed equity  | 265,611             | 470,233             | 390,000             |
| <b>Total cash received</b>  | <b>265,611</b>      | <b>470,233</b>      | <b>390,000</b>      |
| <b>Net cash from financing activities</b>                           | <b>265,611</b>      | <b>470,233</b>      | <b>390,000</b>      |
| <b>Net increase (decrease) in cash held</b>                         | <b>(1,076)</b>      | <b>(1,205,339)</b>  | <b>-</b>            |
| Cash and cash equivalents at the beginning of the reporting period  | 148,881             | 1,354,220           | 241,000             |
| <b>Cash and cash equivalents at the end of the reporting period</b> | <b>147,805</b>      | <b>148,881</b>      | <b>241,000</b>      |

Major variances between the actual and original budgeted amounts for 2018-19 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

1. Includes \$167k arising from the memorandum of understanding with PM&C to maintain the grounds at Kirribilli House.

| <b>Office of the Official Secretary to the Governor-General</b>                 |       |                    |                    |                          |
|---|-------|--------------------|--------------------|--------------------------|
| <b>Administered Schedule of Comprehensive Income</b>                            |       |                    |                    |                          |
| <i>for the year ended 30 June 2019</i>  |       |                    |                    |                          |
|   | Notes | 2019<br>\$         | 2018<br>\$         | Original<br>Budget<br>\$ |
| <b>NET COST OF SERVICES</b>   |       |                    |                    |                          |
| <b>Expenses</b>   |       |                    |                    |                          |
| Suppliers   | 11    | 1,499,285          | 1,310,410          | 1,547,000                |
| Governor-General's salary   |       | 425,000            | 425,000            | 425,000                  |
| Depreciation and amortisation   | 14    | 1,984,959          | 1,837,809          | 1,218,000                |
| Write-down and impairment of assets   |       | (170)              | 15,792             | -                        |
| <b>Total expenses</b>   |       | <b>3,909,074</b>   | <b>3,589,011</b>   | <b>3,190,000</b>         |
| <b>Income</b>   |       |                    |                    |                          |
| <b>Revenue</b>  |       |                    |                    |                          |
| <b>Non-taxation revenue</b>   |       |                    |                    |                          |
| Sale of goods - external parties  |       | 37,735             | 30,622             | 27,000                   |
| <b>Total non-taxation revenue</b>   |       | <b>37,735</b>      | <b>30,622</b>      | <b>27,000</b>            |
| <b>Total income</b>   |       | <b>37,735</b>      | <b>30,622</b>      | <b>27,000</b>            |
| <b>Net cost of services</b>   |       | <b>(3,871,339)</b> | <b>(3,558,389)</b> | <b>(3,163,000)</b>       |
| <b>Deficit</b>  |       | <b>(3,871,339)</b> | <b>(3,558,389)</b> | <b>(3,163,000)</b>       |
| <b>OTHER COMPREHENSIVE INCOME</b>   |       |                    |                    |                          |
| <b>Items not subject to subsequent reclassification to net cost of services</b> |       |                    |                    |                          |
| Changes in asset revaluation reserve  | 14    | 10,829,081         | 1,500,000          | -                        |
| <b>Total other comprehensive income</b>   |       | <b>10,829,081</b>  | <b>1,500,000</b>   | <b>-</b>                 |
| <b>Total comprehensive income (loss)</b>  |       | <b>6,957,742</b>   | <b>(2,058,389)</b> | <b>(3,163,000)</b>       |

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



| <b>Office of the Official Secretary to the Governor-General</b>          |              |                    |                    |                    |
|--|--------------|--------------------|--------------------|--------------------|
| <b>Administered Schedule of Assets and Liabilities</b>                   |              |                    |                    |                    |
| <i>as at 30 June 2019</i>  |              |                    |                    |                    |
|  | <b>Notes</b> | <b>2019</b>        | <b>2018</b>        | <b>Original</b>    |
|  |              | <b>\$</b>          | <b>\$</b>          | <b>Budget</b>      |
|  |              |                    |                    | <b>\$</b>          |
| <b>ASSETS</b>  |              |                    |                    |                    |
| <b>Financial assets</b>  |              |                    |                    |                    |
| Cash and cash equivalents  |              | 872                | 500                | 1,000              |
| Receivables  | 13           | 86,908             | 91,275             | 97,000             |
| <b>Total financial assets</b>  |              | <b>87,780</b>      | <b>91,775</b>      | <b>98,000</b>      |
| <b>Non-financial assets</b>  |              |                    |                    |                    |
| Land and buildings   | 14           | 148,608,628        | 136,322,502        | 135,472,000        |
| Property, plant and equipment  | 14           | 1,615,090          | 1,540,782          | 2,486,000          |
| Inventories  | 15           | 1,850,469          | 1,805,493          | 1,614,000          |
| <b>Total non-financial assets</b>  |              | <b>152,074,187</b> | <b>139,668,777</b> | <b>139,572,000</b> |
| <b>Total assets administered on behalf of Government</b>                 |              | <b>152,161,967</b> | <b>139,760,552</b> | <b>139,670,000</b> |
| <b>LIABILITIES</b>   |              |                    |                    |                    |
| <b>Payables</b>  |              |                    |                    |                    |
| Suppliers  | 16           | 159,641            | 209,484            | 102,000            |
| <b>Total payables</b>  |              | <b>159,641</b>     | <b>209,484</b>     | <b>102,000</b>     |
| <b>Total liabilities administered on behalf of Government</b>            |              | <b>159,641</b>     | <b>209,484</b>     | <b>102,000</b>     |
| <b>Net assets</b>  |              | <b>152,002,326</b> | <b>139,551,068</b> | <b>139,568,000</b> |
| This schedule should be read in conjunction with the accompanying notes. |              |                    |                    |                    |

**Office of the Official Secretary to the Governor-General**  
**Schedules of Administered Items Budget Variance Commentary**  
*for the period ended 30 June 2019*

| <b>Explanations of major variances<sup>1</sup></b>   | <b>Affected line items (and schedule)</b>  |
|--|--|
| <p><u>Depreciation and amortisation</u></p> <p>Depreciation and amortisation exceeded budget because the 2018-19 budget was formed prior to the end of last financial year and as such did not include additions and WIP capitalisation from the time of budget to year end.</p>   | <p><i>Depreciation and amortisation (Administered Schedule of Comprehensive Income), Property, plant and equipment (Administered Schedule of Assets and Liabilities)</i></p> |
| <p><u>Other comprehensive income</u></p> <p>Other comprehensive income of \$10.83m is related to an increase in the fair value of buildings (\$10.79m), property, plant and equipment (\$0.04m) as a result of the 2018-19 asset revaluation conducted by Jones Lang LaSalle Australia Pty Limited (JLL). The budget does not include fair value movements.</p>  | <p><i>Other comprehensive income (Administered Schedule of Comprehensive Income), Property, plant and equipment (Administered Schedule of Assets and Liabilities)</i></p>    |
| <p><u>Non-Financial Assets</u></p> <p>The favourable variance of \$12.50m (8.9%) in total non-financial assets is predominantly related to an increase in the fair value of buildings, property, plant and equipment amounting to \$10.83m as a result of the revaluation conducted by JLL.</p> <p>There were also additions which amounted to \$3.52m (\$3.43m relating to buildings and \$0.09m relating to infrastructure, plant and equipment) partially offset by depreciation expense of \$1.99m.</p>  | <p><i>Non-financial assets (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i></p>       |
| <p><u>Suppliers</u></p> <p>Total payables exceeded budget by \$58k (56.8%) predominantly as a result of outstanding invoices received subsequent to the final payment run on 28 June 2019.</p>   | <p><i>Payables (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)</i></p>  |
| <p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul> |  |

| <b>Administered Reconciliation Schedule for the Office of the Official Secretary to the Governor-General</b>  |                    |             |
|---|--------------------|-------------|
|   | 2019               | 2018        |
|   | \$                 | \$          |
| <b>Opening assets less liabilities as at 1 July</b>   | <b>139,551,068</b> | 136,503,894 |
| <b>Adjusted opening administered assets less administered liabilities</b>   | <b>139,551,068</b> | 136,503,894 |
| <b>Net cost of services</b>   |                    |             |
| Income  | 37,736             | 30,622      |
| Expenses  |                    |             |
| Payments to entities other than corporate Commonwealth entities   | (3,909,074)        | (3,589,011) |
| <b>Other comprehensive income:</b>  |                    |             |
| Revaluations transferred to reserves  | 10,826,729         | 1,500,000   |
| <b>Transfers to/from the Australian Government:</b>   |                    |             |
| Annual Appropriations   | 5,220,896          | 5,152,601   |
| Special Appropriations  | 425,000            | 425,000     |
| Appropriation transfers to Official Public Account:   |                    |             |
| Transfers to OPA  | (467,633)          | (472,038)   |
| Transfer of assets from Departmental <sup>1</sup>   | 317,604            | -           |
| <b>Closing assets less liabilities as at 30 June</b>  | <b>152,002,326</b> | 139,551,068 |
| <b><i>Administered Cash Transfers to and from the Official Public Account</i></b>   |                    |             |
| 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. |                    |             |
| 1. Comprise of 2017-18 component (\$133k) transferred through Equity and 2018-19 component (\$184k) transferred through Statement of Comprehensive Income.  |                    |             |

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

for the period ended 30 June 2019

|   | 2019<br>\$         | 2018<br>\$         | Original Budget<br>\$ |
|---|--------------------|--------------------|-----------------------|
| <b>OPERATING ACTIVITIES</b>   |                    |                    |                       |
| <b>Cash received</b>  |                    |                    |                       |
| Sales of goods and rendering of services                            | 37,794             | 30,622             | 27,000                |
| Net GST received  | 4,308              | 5,746              | -                     |
| <b>Total cash received</b>  | <b>42,102</b>      | <b>36,368</b>      | <b>27,000</b>         |
| <b>Cash used</b>  |                    |                    |                       |
| Suppliers   | (1,593,934)        | (1,402,514)        | (1,547,000)           |
| Governor-General's salary   | (425,000)          | (425,000)          | (425,000)             |
| <b>Total cash used</b>  | <b>(2,018,934)</b> | <b>(1,827,514)</b> | <b>(1,972,000)</b>    |
| <b>Net cash flows used by operating activities</b>                  | <b>(1,976,832)</b> | <b>(1,791,146)</b> | <b>(1,945,000)</b>    |
| <b>INVESTING ACTIVITIES</b>   |                    |                    |                       |
| <b>Cash used</b>  |                    |                    |                       |
| Purchase of property, plant and equipment                           | (3,201,057)        | (3,314,473)        | (2,684,000)           |
| <b>Total cash used</b>  | <b>(3,201,057)</b> | <b>(3,314,473)</b> | <b>(2,684,000)</b>    |
| <b>Net cash flows used by investing activities</b>                  | <b>(3,201,057)</b> | <b>(3,314,473)</b> | <b>(2,684,000)</b>    |
| <b>Net decrease in cash held</b>                                    | <b>(5,177,889)</b> | <b>(5,105,619)</b> | <b>(4,629,000)</b>    |
| Cash and cash equivalents at the beginning of the reporting period  | 500                | 556                | 1,000                 |
| Cash from Official Public Account:                                  |                    |                    |                       |
| - Appropriations <sup>1</sup>                                       | 5,645,895          | 5,577,601          | 4,656,000             |
| <b>Total cash from official public account</b>                      | <b>5,646,395</b>   | <b>5,578,157</b>   | <b>4,657,000</b>      |
| Cash to Official Public Account for:                                |                    |                    |                       |
| - Appropriations  | (467,634)          | (472,038)          | (27,000)              |
| <b>Total cash to official public account</b>                        | <b>(467,634)</b>   | <b>(472,038)</b>   | <b>(27,000)</b>       |
| <b>Cash and cash equivalents at the end of the reporting period</b> | <b>872</b>         | <b>500</b>         | <b>1,000</b>          |

Major variances between the actual and original budgeted amounts for 2018-19 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

1. Appropriations include \$3,234,238 Administered Capital Budget (ACB) (2018: \$3,216,343).

## Overview Note: Summary of Significant Accounting Policies

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

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

The Office is structured to meet the following outcome:

#### *Outcome 1*

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

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

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

- Component 1 - Support of the Governor-General; and
- Component 2 - Administration of the Australian Honours and Awards System.

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

- Pays the salary of the Governor-General;
- Purchases goods and services in connection with the administration of the Australian Honours and Awards System;
- Provides for depreciation of assets used in connection with the provision of services to the Governor-General; and
- Manages and maintains the official household and property.

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

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

### 1.2 Basis of Preparation of the Financial Statements

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

The Financial Statements have been prepared in accordance with:

- a) Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR); and
- b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

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

### 1.3 Significant Accounting Judgements and Estimates

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

All new and revised accounting standards that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on the entity's financial statements.

#### 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**

|                                   | 2019             | 2018             |
|-----------------------------------|------------------|------------------|
|                                   | \$               | \$               |
| <b>Note 1A: Employee Benefits</b> |                  |                  |
| Wages and salaries                | 6,369,712        | 6,106,014        |
| Superannuation:                   |                  |                  |
| Defined contribution plans        | 653,128          | 628,238          |
| Defined benefit plans             | 533,202          | 568,263          |
| Leave and other entitlements      | 1,021,070        | 760,792          |
| <b>Total employee benefits</b>    | <b>8,577,112</b> | <b>8,063,307</b> |

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

**Note 1B: Suppliers**

**Goods and services**

|  |                  |                  |
|--|------------------|------------------|
| Consultants and contractors <sup>1</sup>             | 837,502          | 237,148          |
| Travel   | 357,627          | 484,761          |
| IT services  | 436,798          | 345,125          |
| Property maintenance                                 | 1,431,391        | 1,024,034        |
| Professional fees                                    | 331,485          | 351,102          |
| Printing, consumables and general                    | 265,841          | 198,708          |
| Household and hospitality                            | 314,670          | 267,924          |
| Other  | 159,197          | 113,629          |
| <b>Total goods and services supplied or rendered</b> | <b>4,134,511</b> | <b>3,022,431</b> |

**Goods and services are made up of:**

|  |                  |                  |
|--|------------------|------------------|
| Provision of goods                                   | 670,885          | 462,044          |
| Rendering of services                                | 3,463,626        | 2,560,387        |
| <b>Total goods and services supplied or rendered</b> | <b>4,134,511</b> | <b>3,022,431</b> |

**Other suppliers**

|                               |                  |                  |
|-------------------------------|------------------|------------------|
| Workers compensation expenses | 227,343          | 226,676          |
| <b>Total other suppliers</b>  | <b>227,343</b>   | <b>226,676</b>   |
| <b>Total suppliers</b>        | <b>4,361,854</b> | <b>3,249,107</b> |

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

**Property plant and equipment:**

|   |                |               |
|---|----------------|---------------|
| Proceeds from sale of property, plant and equipment | (9,376)        | (23,439)      |
| Carrying value of assets sold                       | -              | 36,409        |
| <b>Total disposal of non-financial assets</b>       | <b>(9,376)</b> | <b>12,970</b> |

**Note 1D: Other Expenses**

|   |                |          |
|---|----------------|----------|
| Transfer of externally funded assets to Administered <sup>2</sup> | 184,406        | -        |
| <b>Total other expenses</b>                                       | <b>184,406</b> | <b>-</b> |

1. The increase is predominantly due to a marked increase in operating activities including processing of nominations for honours and awards, necessitating hiring more contractors to keep up with the increase in operations during the year.

2. This amount is related to completed works transferred out to Administered assets in relation to a memorandum of understanding with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House.

**Note 2: Own-Source Revenue**

|  | 2019                  | 2018                  |
|--|-----------------------|-----------------------|
|  | \$                    | \$                    |
| <b>Note 2: Other Revenue</b>                   |                       |                       |
| Resources received free of charge              | <u>271,000</u>        | <u>72,000</u>         |
| <b>Total resources received free of charge</b> | <b><u>271,000</u></b> | <b><u>72,000</u></b>  |
| One-off supplementation funding from PM&C      | -                     | 150,000               |
| Other <sup>1</sup>                             | <u>384,409</u>        | <u>310,193</u>        |
| <b>Total miscellaneous receipts</b>            | <b><u>384,409</u></b> | <b><u>460,193</u></b> |
| <b>Total other revenue</b>                     | <b><u>655,409</u></b> | <b><u>532,193</u></b> |

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

Resources received free of charge comprise of ANAO audit fees and a power generator contributed to the Office by the Department of Prime Minister and Cabinet (PM&C) amounting to \$196k.

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

1. Predominantly relates to revenue arising from the memoranda of understanding with PM&C to maintain the grounds at Kirribilli House (\$167k), and with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House (\$184k).



**Note 3: Fair Value Measurements**

**Note 3: Fair Value Measurements**

|   | Fair value measurements<br>at the end of the reporting period |                  |
|---|---|------------------|
|   | 2019  | 2018             |
|   | \$  | \$               |
| <b>Non-financial assets</b>   |   |                  |
| Other property, plant and equipment   | 1,673,022   | 1,476,610        |
| <b>Total non-financial assets</b>   | <b>1,673,022</b>  | <b>1,476,610</b> |
| <b>Total fair value measurements of assets in the statement of financial position</b> | <b>1,673,022</b>  | <b>1,476,610</b> |

In accordance with AASB 13 the fair value of property, plant and equipment (PPE) has been taken to be the market price of similar assets as determined by an independent valuer. A revaluation was undertaken as at 30 June 2019 which resulted in an increment of \$63k in the fair value of PPE.

**Note 4: Financial Assets**

|  | 2019             | 2018             |
|--|------------------|------------------|
|  | \$               | \$               |
| <b>Note 4: Trade and Other Receivables</b>         |                  |                  |
| Appropriations receivable                          | 3,870,874        | 3,502,910        |
| Other receivables                                  | 18,118           | 37,840           |
| GST receivable from the Australian Taxation Office | 159,232          | 154,160          |
| <b>Total goods and services receivables</b>        | <b>4,048,224</b> | <b>3,694,910</b> |

Credit terms for goods and services were within 30 days (2018: 30 days).

Loans and Receivables

Trade receivables, loans and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

**Note 5: Non-Financial Assets**

**Note 5: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2018-19)**

|  | Buildings<br>\$ | Other property,<br>plant &<br>equipment<br>\$ | Computer<br>software<br>purchased<br>\$ | Total<br>\$      |
|--|-----------------|---|---|------------------|
| <b>As at 1 July 2018</b>                                       |                 |   |   |                  |
| Gross book value   | 133,197         | 2,108,289                                     | 558,930                                 | 2,800,416        |
| Accumulated depreciation and impairment                        | -               | (631,679)                                     | (176,441)                               | (808,120)        |
| <b>Total as at 1 July 2018</b>                                 | <b>133,197</b>  | <b>1,476,610</b>                              | <b>382,489</b>                          | <b>1,992,296</b> |
| Additions:   |                 |   |   |                  |
| Asset Purchases <sup>1</sup>                                   | -               | 506,879                                       | 280,307                                 | 787,186          |
| Revaluations recognised in other comprehensive income          | -               | 62,943  | -                                       | 62,943           |
| Depreciation/Amortisation expense                              | -               | (373,410)                                     | (109,105)                               | (482,515)        |
| Other movements - transfer to Administered assets <sup>2</sup> | (133,197)       | -   | -                                       | (133,197)        |
| <b>Total as at 30 June 2019</b>                                | <b>-</b>        | <b>1,673,022</b>                              | <b>553,691</b>                          | <b>2,226,713</b> |
| <b>Total as at 30 June 2019 represented by:</b>                |                 |   |   |                  |
| Gross book value   | -               | 1,683,555                                     | 839,237                                 | 2,522,792        |
| Accumulated depreciation and impairment                        | -               | (10,533)                                      | (285,546)                               | (296,079)        |
| <b>Total as at 30 June 2019</b>                                | <b>-</b>        | <b>1,673,022</b>                              | <b>553,691</b>                          | <b>2,226,713</b> |

**Revaluations of non-financial assets**

Consistent with the Office's asset policy, a revaluation was undertaken as at 30 June 2019 which resulted in an increment of \$63k in the fair value of PPE.

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

Contractual commitments relating to non-financial assets amounted to **\$301,311** (2018: \$79,831) GST inclusive.

- Purchases of PPE comprise of a power generator valued at \$196k transferred to the Office from the Department of Prime Minister and Cabinet.
- Relates to completed works transferred out to Administered assets in relation to a memorandum of understanding with the Attorney-General's Department to undertake works relating to the gatehouse at Admiralty House.

**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:

|  | <u>2019</u>    | <u>2018</u>    |
|--|----------------|----------------|
| Buildings on freehold land                     | 1 to 116 years | 2 to 98 years  |
| Plant and equipment                            | 1 to 57 years  | 1 to 78 years  |
| Furniture and fittings, fine arts and antiques | 3 to 185 years | 1 to 191 years |
| Motor vehicles                                 | 2 to 14 years  | 2 to 15 years  |
| Ceremonial motor vehicles                      | 35 years       | 41 years       |
| Computer hardware                              | 1 to 4 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 2019. 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 (2018: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2019.

**Note 6: Payables**

|                              | 2019           | 2018           |
|------------------------------|----------------|----------------|
|                              | \$             | \$             |
| <b>Note 6A: Suppliers</b>    |                |                |
| Trade creditors and accruals | <u>607,966</u> | <u>364,120</u> |
| <b>Total suppliers</b>       | <u>607,966</u> | <u>364,120</u> |

Supplier payables are settled within 20 days.

|                                |               |                |
|--------------------------------|---------------|----------------|
| <b>Note 6B: Other Payables</b> |               |                |
| Salaries and wages             | 49,195        | 52,882         |
| Superannuation                 | 8,679         | 9,210          |
| Other                          | -             | 184,093        |
| <b>Total other payables</b>    | <u>57,874</u> | <u>246,185</u> |

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

Financial liabilities arising from payables amounted to **\$607,966** (2018: \$548,213). Refer to Note 10.

**Note 7: Provisions**

|  | 2019             | 2018             |
|--|------------------|------------------|
|  | \$               | \$               |
| <b>Note 7: Employee Provisions</b>                 |                  |                  |
| Leave  | 2,404,893        | 2,125,955        |
| <b>Total employee provisions</b>                   | <b>2,404,893</b> | <b>2,125,955</b> |
| Employee provisions are expected to be settled in: |                  |                  |
| No more than 12 months                             | 1,121,989        | 997,703          |
| More than 12 months                                | 1,282,904        | 1,128,252        |
| <b>Total employee provisions</b>                   | <b>2,404,893</b> | <b>2,125,955</b> |

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

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

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

**Leave**

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

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

The liability for long service leave as at 30 June 2019 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:

|   | 2019           | 2018           |
|---|----------------|----------------|
|   | \$             | \$             |
| <b>Short-term employee benefits:</b>                        |                |                |
| Salary  | 526,112        | 514,953        |
| Annual leave  | 40,335         | 39,518         |
| <b>Total short-term employee benefits</b>                   | <u>566,447</u> | <u>554,470</u> |
| <b>Post-employment benefits:</b>                            |                |                |
| Superannuation  | 56,785         | 74,073         |
| <b>Total post-employment benefits</b>                       | <u>56,785</u>  | <u>74,073</u>  |
| <b>Other long-term benefits:</b>                            |                |                |
| Long-service leave  | 13,151         | 12,884         |
| <b>Total other long-term employee benefits</b>              | <u>13,151</u>  | <u>12,884</u>  |
| <b>Total key management personnel remuneration expenses</b> | <u>636,383</u> | <u>641,428</u> |

The total number of key management personnel that are included above is 3 (2018:2). The variance from prior year is due to a transitional arrangement resulting from one key management personnel departing.

### 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**

|  |      |      |
|--|------|------|
|  | 2019 | 2018 |
|  | \$   | \$   |

**Note 10: Categories of Financial Instruments**

**Financial Assets under AASB 139**

Loans and receivables:

|                                    |          |                |
|------------------------------------|----------|----------------|
| Cash and cash equivalents          | -        | 148,881        |
| Trade and other receivables        | -        | 37,840         |
| <b>Total loans and receivables</b> | <b>-</b> | <b>186,721</b> |

**Financial Assets under AASB 9**

Financial assets at amortised cost

Loans and receivables:

|   |                |          |
|---|----------------|----------|
| Cash and cash equivalents                       | 147,805        | -        |
| Trade and other receivables                     | 18,118         | -        |
| <b>Total financial assets at amortised cost</b> | <b>165,923</b> | <b>-</b> |

|                               |                |                |
|-------------------------------|----------------|----------------|
| <b>Total financial assets</b> | <b>165,923</b> | <b>186,721</b> |
|-------------------------------|----------------|----------------|

**Financial Liabilities**

Financial liabilities measured at amortised cost:

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Suppliers and other payables       | 607,966        | 548,213        |
| <b>Total financial liabilities</b> | <b>607,966</b> | <b>548,213</b> |

**Classification of financial assets on the date of initial application of AASB 9**

| Financial assets class        | Note | AASB 139<br>original<br>classification | AASB 9 new<br>classification | AASB 139<br>carrying<br>amount at 1<br>July 2018 | AASB 9<br>carrying<br>amount at 1<br>July 2018 |
|-------------------------------|------|--|------------------------------|--|--|
| Cash and cash equivalents     | 10   | Loans and<br>receivables               | Amortised cost               | 148,881  | 148,881  |
| Trade and other receivables   | 4    | Loans and<br>receivables               | Amortised cost               | 37,840   | 37,840   |
| <b>Total financial assets</b> |      |  |                              | <b>186,721</b>                                   | <b>186,721</b>                                 |

**Reconciliation of carrying amounts of financial assets on the date of initial application of AASB 9**

| Financial assets class                    | AASB 139<br>carrying amount<br>at 30 June 2018 | Reclassifica-<br>tion | Remeasure-<br>ment | AASB 9<br>carrying<br>amount at 1<br>July 2018 |
|---|--|-----------------------|--------------------|--|
| <b>Financial assets at amortised cost</b> |  |                       |                    |  |
| Loans and receivables:                    |  |                       |                    |  |
| Cash and cash equivalents                 | 148,881  | -                     | -                  | 148,881  |
| Trade and other receivables               | 37,840   | -                     | -                  | 37,840   |
| <b>Total amortised cost</b>               | <b>186,721</b>                                 | <b>-</b>              | <b>-</b>           | <b>186,721</b>                                 |

The Office derived no interest income from financial assets in either the current and prior year.

**Financial assets**

With the implementation of AASB 9 *Financial Instruments* for the first time in 2019, the entity classifies its financial assets as financial assets measured at amortised cost. The classification depends on both the entity's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

**Financial Assets at Amortised Cost**

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows; and
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

**Effective Interest Method**

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

**Impairment of Financial Assets**

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach which measures the loss allowance based on an amount equal to lifetime expected credit losses where risk has significantly increased, or an amount equal to 12-month expected credit losses if risk has not increased.

The simplified approach for trade, contract and lease receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

**Financial liabilities**

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

**Financial Liabilities at Amortised Cost**

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**

|   | 2019                    | 2018                    |
|---|-------------------------|-------------------------|
|   | \$                      | \$                      |
| <b>Note 11: Suppliers</b>                 |                         |                         |
| <b>Goods and services</b>                 |                         |                         |
| Cost of Medals                            | 1,379,758               | 1,210,381               |
| Other                                     | <u>119,527</u>          | <u>100,029</u>          |
| <b>Total goods and services</b>           | <b><u>1,499,285</u></b> | <b><u>1,310,410</u></b> |
| <b>Goods and services are made up of:</b> |                         |                         |
| Provision of goods                        | 1,374,072               | 1,213,107               |
| Rendering of services                     | <u>125,213</u>          | <u>97,303</u>           |
| <b>Total goods and services</b>           | <b><u>1,499,285</u></b> | <b><u>1,310,410</u></b> |

**Note 12: Administered - Fair Value Measurements**

**Note 12: Fair Value Measurements**

|   | Fair value measurements |                    |
|---|-------------------------|--------------------|
|   | 2019                    | 2018               |
|   | \$                      | \$                 |
| <b>Non-financial assets</b>   |                         |                    |
| Land  | 102,000,000             | 102,000,000        |
| Buildings   | 46,608,628              | 34,322,502         |
| Other property, plant and equipment   | 1,615,089               | 1,540,782          |
| <b>Total non-financial assets</b>   | <b>150,223,717</b>      | <b>137,863,284</b> |
| <b>Total fair value measurements of assets in the statement of financial position</b> | <b>150,223,717</b>      | <b>137,863,284</b> |

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.

A revaluation was undertaken as at 30 June 2019 which resulted in an increment of \$10.79m in the fair value of buildings and \$0.04m in the fair value of PPE.

| <b>Note 13: Administered - Financial Assets</b>                          |               |               |
|--|---------------|---------------|
|  | <b>2019</b>   | 2018          |
|  | \$            | \$            |
| <b>FINANCIAL ASSETS</b>  |               |               |
| <b>Note 13: Trade and Other Receivables</b>                              |               |               |
| <b>Goods and services receivables in connection with:</b>                |               |               |
| Trade receivables  | <u>86,908</u> | <u>91,275</u> |
| <b>Total Trade and other receivables</b>                                 | <u>86,908</u> | <u>91,275</u> |
| Credit terms for goods and services were within 30 days (2018: 30 days). |               |               |

Note 14: Administered - Non-Financial Assets

Note 14 – Reconciliation of the Opening and Closing Balances of Land, Buildings and Infrastructure, Plant and Equipment (2018-19)

|   | Land<br>\$         | Buildings<br>\$   | Total land and<br>buildings<br>\$ | Infrastructure<br>plant and<br>equipment<br>\$ | Total<br>\$        |
|---|--------------------|-------------------|-----------------------------------|--|--------------------|
| <b>As at 1 July 2018</b>                              |                    |                   |                                   |  |                    |
| Gross book value                                      | 102,000,000        | 37,654,002        | 139,654,002                       | 1,653,992                                      | 141,307,994        |
| Accumulated depreciation and impairment               | -                  | (3,331,500)       | (3,331,500)                       | (113,210)                                      | (3,444,710)        |
| <b>Total as at 1 July 2018</b>                        | <b>102,000,000</b> | <b>34,322,502</b> | <b>136,322,502</b>                | <b>1,540,782</b>                               | <b>137,863,284</b> |
| Revaluations recognised in other comprehensive income | -                  | 10,785,086        | 10,785,086                        | 43,995   | 10,829,081         |
| Additions:  |                    |                   |                                   |  |                    |
| Work in progress                                      | -                  | 987,634           | 987,634                           | -  | 987,634            |
| Assets  | -                  | 2,440,804         | 2,440,804                         | 90,224   | 2,531,028          |
| Depreciation  | -                  | (1,927,398)       | (1,927,398)                       | (57,561)                                       | (1,984,959)        |
| Other movements:                                      |                    |                   |                                   |  |                    |
| Other:  | -                  | -                 | -                                 | (2,351)  | (2,351)            |
| <b>Total as at 30 June 2019</b>                       | <b>102,000,000</b> | <b>46,608,628</b> | <b>148,608,628</b>                | <b>1,615,089</b>                               | <b>150,223,717</b> |
| <b>Total as at 30 June 2019 represented by:</b>       |                    |                   |                                   |  |                    |
| Gross book value                                      | 102,000,000        | 46,608,628        | 148,608,628                       | 1,615,366                                      | 150,223,994        |
| Accumulated depreciation and impairment               | -                  | -                 | -                                 | (277)  | (277)              |
| <b>Total as at 30 June 2019</b>                       | <b>102,000,000</b> | <b>46,608,628</b> | <b>148,608,628</b>                | <b>1,615,089</b>                               | <b>150,223,717</b> |

**Revaluations of non-financial assets**

A revaluation at Government House and Admiralty House was conducted as at 30 June 2019 by an independent valuer, Jones Lang LaSalle Australia Pty Limited, in accordance with the revaluation policy stated at Note 5. The revaluation resulted in an increment of \$10.79m in the fair value of buildings and \$0.04m in the fair value of PPE.

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

Contractual commitments relating to non-financial assets amounted to **\$1,095,669** (2018: \$383,955) GST inclusive.

**Buildings**

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

| <b>Note 15: Administered - Inventories</b> |                  |           |
|--|------------------|-----------|
|  | <b>2019</b>      | 2018      |
|  | \$               | \$        |
| <b>Note 15: Inventories</b>                |                  |           |
| Inventories held for distribution          | <u>1,850,469</u> | 1,805,493 |
| <b>Total inventories</b>                   | <u>1,850,469</u> | 1,805,493 |

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**

|                              | 2019           | 2018           |
|------------------------------|----------------|----------------|
|                              | \$             | \$             |
| <b>Note 16: Suppliers</b>    |                |                |
| Trade creditors and accruals | <u>159,641</u> | <u>209,484</u> |
| <b>Total suppliers</b>       | <u>159,641</u> | <u>209,484</u> |

Creditor payables are settled within 20 days.



**Note 17: Administered – Financial Instruments**

|   | 2019           | 2018           |
|---|----------------|----------------|
|   | \$             | \$             |
| <b>Note 17: Categories of Financial Instruments</b>         |                |                |
| <b>Financial Assets under AASB 139</b>                      |                |                |
| Loans and receivables:                                      |                |                |
| Cash and cash equivalents                                   | -              | 500            |
| Trade and other receivables                                 | -              | 91,275         |
| <b>Total loans and receivables<sup>1</sup></b>              | <b>-</b>       | <b>91,775</b>  |
| <b>Financial Assets under AASB 9</b>                        |                |                |
| Financial assets at amortised cost                          |                |                |
| Loans and receivables:                                      |                |                |
| Cash and cash equivalents                                   | 872            | -              |
| Trade and other receivables                                 | 86,908         | -              |
| <b>Total financial assets at amortised cost<sup>1</sup></b> | <b>87,780</b>  | <b>-</b>       |
| <b>Total financial assets</b>                               | <b>87,780</b>  | <b>91,775</b>  |
| <b>Financial Liabilities</b>                                |                |                |
| Financial liabilities measured at amortised cost:           |                |                |
| Suppliers   | 159,641        | 209,484        |
| <b>Total financial liabilities<sup>1</sup></b>              | <b>159,641</b> | <b>209,484</b> |

**Classification of financial assets on the date of initial application of AASB 9**

| Financial assets class        | Note | AASB 139 original classification | AASB 9 new classification | AASB 139                       | AASB 9 carrying       |
|-------------------------------|------|----------------------------------|---------------------------|--------------------------------|-----------------------|
|                               |      |                                  |                           | carrying amount at 1 July 2018 | amount at 1 July 2018 |
| Cash and cash equivalents     | 17   | Loans and receivables            | Amortised cost            | 500                            | 500                   |
| Trade and other receivables   | 13   | Loans and receivables            | Amortised cost            | 91,275                         | 91,275                |
| <b>Total financial assets</b> |      |                                  |                           | <b>91,775</b>                  | <b>91,775</b>         |

**Reconciliation of carrying amounts of financial assets on the date of initial application of AASB 9**

| Financial assets class                    | AASB 139 carrying amount at 30 June 2018 |           | Reclassification | Remeasurement | AASB 9 carrying       |
|---|--|-----------|------------------|---------------|-----------------------|
|   | June 2018                                | June 2018 |                  |               | amount at 1 July 2018 |
| <b>Financial assets at amortised cost</b> |  |           |                  |               |                       |
| Loans and receivables:                    |  |           |                  |               |                       |
| Cash and cash equivalents                 | 500                                      | -         | -                | -             | 500                   |
| Trade and other receivables               | 91,275                                   | -         | -                | -             | 91,275                |
| <b>Total amortised cost</b>               | <b>91,775</b>                            | <b>-</b>  | <b>-</b>         | <b>-</b>      | <b>91,775</b>         |

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)

|                             | 2019 Appropriations  |   |                     | Appropriation applied in 2018 (current and prior years) | Variance <sup>3</sup> |
|-----------------------------|----------------------|---|---------------------|---|-----------------------|
|                             | Appropriation Act    | PGPA Act                                  | Total appropriation |   |                       |
|                             | Annual appropriation | Adjustments to appropriation <sup>2</sup> |                     |   |                       |
|                             | \$                   | \$  | \$                  | \$  | \$                    |
| <b>DEPARTMENTAL</b>         |                      |   |                     |   |                       |
| Ordinary annual services    | 12,897,000           | 681,314                                   | 13,578,314          | (13,334,738)  | 243,576               |
| Capital budget <sup>1</sup> | 390,000              |   | 390,000             | (265,611)   | 124,389               |
| <b>Total departmental</b>   | <b>13,287,000</b>    | <b>681,314</b>                            | <b>13,968,314</b>   | <b>(13,600,349)</b>                                     | <b>367,965</b>        |
| <b>ADMINISTERED</b>         |                      |   |                     |   |                       |
| Ordinary annual services    | 1,547,000            |   | 1,547,000           | (1,546,010)   | 990                   |
| Administered items          | 3,684,000            |   | 3,684,000           | (3,234,238)   | 449,762               |
| Capital Budget <sup>1</sup> | 5,231,000            |   | 5,231,000           | (4,780,248)   | 450,752               |
| <b>Total administered</b>   |                      |   |                     |   |                       |

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1 and Act 3 (MYEFO). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
2. Section 74 receipts. Includes \$167k of receipts from PM&C for the maintenance of Kirribilli House on their behalf.
3. The favourable variance of \$243k, regarding Departmental Ordinary annual services, is predominantly a result of the additional section 74 receipts received during the financial year as explained in footnote 2 above. The Administered Capital Budget was under applied by \$449k as a result of delay in projects due to the timing of Act 3 (MYEFO) funding received in the later half of the financial year.

Note 18: Appropriations - cont'd

|                             | 2018 Appropriations      |                  |  | Total appropriation | Appropriation applied in 2017 (current and prior years) | Variance <sup>3</sup> |
|-----------------------------|--------------------------|------------------|--|---------------------|---|-----------------------|
|                             | <i>Appropriation Act</i> | <i>PGPA Act</i>  | Adjustment to appropriation <sup>2</sup> |                     |   |                       |
|                             | Annual appropriation     |                  |  |                     |   |                       |
| <b>DEPARTMENTAL</b>         |                          |                  |  |                     |   |                       |
| Ordinary annual services    | 10,932,000               | 1,778,917        |  | 12,710,917          | (11,830,048)  | 880,869               |
| Capital budget <sup>1</sup> | 391,000                  |                  |  | 391,000             | (470,233)   | (79,233)              |
| <b>Total departmental</b>   | <b>11,323,000</b>        | <b>1,778,917</b> |  | <b>13,101,917</b>   | <b>(12,300,281)</b>                                     | <b>801,636</b>        |
| <b>ADMINISTERED</b>         |                          |                  |  |                     |   |                       |
| Ordinary annual services    |                          |                  |  |                     |   |                       |
| Administered items          | 1,509,000                |                  |  | 1,509,000           | (1,514,058)   | (5,058)               |
| Capital budget <sup>1</sup> | 3,314,000                |                  |  | 3,314,000           | (3,216,343)   | 97,657                |
| <b>Total administered</b>   | <b>4,823,000</b>         |                  |  | <b>4,823,000</b>    | <b>(4,730,401)</b>                                      | <b>92,599</b>         |

**Notes:**

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

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

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

| Authority                                     | 2019             | 2018             |
|---|------------------|------------------|
|   | \$               | \$               |
| <b>DEPARTMENTAL</b>                           |                  |                  |
| Appropriation Act (No 1) 2017-18              | -                | 3,417,724        |
| Appropriation Act (No 1) 2017-18 DCB          | -                | 85,186           |
| Appropriation Act (No 1) 2017-18 Unspent Cash | -                | 148,881          |
| Appropriation Act (No 1) 2018-19              | 3,003,299        | -                |
| Appropriation Act (No 1) 2018-19 DCB          | 209,575          | -                |
| Appropriation Act (No 1) 2018-19 Unspent Cash | 147,805          | -                |
| Appropriation Act (No 3) 2018-19              | 658,000          | -                |
| <b>Total</b>                                  | <b>4,018,679</b> | <b>3,651,791</b> |

|  |                |                |
|--|----------------|----------------|
| <b>ADMINISTERED</b>  |                |                |
| Appropriation Act (No 1) 2015-16                                   | -              | 5,249          |
| Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2015-16 | -              | 2,366          |
| Appropriation Act (No 1) 2016-17                                   | 10,872         | 10,872         |
| Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2016-17 | 99,691         | 99,691         |
| Appropriation Act (No 1) 2017-18                                   | 3,364          | 7,718          |
| Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2017-18 | -              | 74,699         |
| Appropriation Act 3 - Capital Budget (DCB) - Non Operating 2017-18 | -              | 100,000        |
| Appropriation Act (No 1) 2018-19                                   | 5,344          | -              |
| Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2018-19 | -              | -              |
| Appropriation Act 3 - Capital Budget (DCB) - Non Operating 2018-19 | 624,461        | -              |
| <b>Total</b>   | <b>743,732</b> | <b>300,595</b> |

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

| Authority   | Type    | Purpose          | 2019           | 2018           |
|---|---------|------------------|----------------|----------------|
|   |         |                  | \$             | \$             |
| Governor-General Act 1974 - s3 Salary of Governor-General | Limited | Governor-General | 425,000        | 425,000        |
| <b>Total special appropriations applied</b>               |         |                  | <b>425,000</b> | <b>425,000</b> |

**Note 19: Aggregate Assets and Liabilities**

|  | 2019 | 2018 |
|--|------|------|
|  | \$   | \$   |

**Note 19A: Aggregate Assets and Liabilities**

**Assets expected to be recovered in:**

|                        |           |           |
|------------------------|-----------|-----------|
| No more than 12 months | 4,048,224 | 3,694,910 |
|------------------------|-----------|-----------|

|                     |                  |                  |
|---------------------|------------------|------------------|
| <b>Total assets</b> | <b>4,048,224</b> | <b>3,694,910</b> |
|---------------------|------------------|------------------|

**Liabilities expected to be settled in:**

|                        |           |           |
|------------------------|-----------|-----------|
| No more than 12 months | 1,787,829 | 1,608,008 |
|------------------------|-----------|-----------|

|                     |           |           |
|---------------------|-----------|-----------|
| More than 12 months | 1,282,904 | 1,128,252 |
|---------------------|-----------|-----------|

|                          |                  |                  |
|--------------------------|------------------|------------------|
| <b>Total liabilities</b> | <b>3,070,733</b> | <b>2,736,260</b> |
|--------------------------|------------------|------------------|

|  | 2019 | 2018 |
|--|------|------|
|  | \$   | \$   |

**Note 19B: Administered - Aggregate Assets and Liabilities**

**Assets expected to be recovered in:**

|                        |        |        |
|------------------------|--------|--------|
| No more than 12 months | 86,908 | 91,275 |
|------------------------|--------|--------|

|                     |               |               |
|---------------------|---------------|---------------|
| <b>Total assets</b> | <b>86,908</b> | <b>91,275</b> |
|---------------------|---------------|---------------|

**Liabilities expected to be settled in:**

|                        |         |         |
|------------------------|---------|---------|
| No more than 12 months | 159,641 | 209,484 |
|------------------------|---------|---------|

|                          |                |                |
|--------------------------|----------------|----------------|
| <b>Total liabilities</b> | <b>159,641</b> | <b>209,484</b> |
|--------------------------|----------------|----------------|





# APPENDICES

CHAPTER 5

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

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## THE ORDER OF AUSTRALIA

### AS AT 30 JUNE 2019

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 Paul Singer MVO  
Official Secretary to the Governor-General

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## COUNCIL FOR THE ORDER OF AUSTRALIA

### *MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT*

The Honourable Shane Stone AC QC (Chairman)  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Amelia Hodge  
My Rupert Myer AO  
Ms Gabrielle Trainor AO  
Professor Mathew Vadas AO  
Mr Bernard Wright AO

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

|                       |                                |
|-----------------------|--------------------------------|
| Mr Michael Miller RFD | (New South Wales)              |
| Mr Jeremi Moule       | (Victoria)                     |
| Ms Filly Morgan PSM   | (Queensland)                   |
| Ms Carolyn Sladden    | (South Australia)              |
| Ms Kaylene Gulich     | (Western Australia)            |
| Ms Jenny Gale         | (Tasmania)                     |
| Vacant                | (Northern Territory)           |
| Ms Kathy Leigh        | (Australian Capital Territory) |



***MEMBERS – EX OFFICIO***

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

General Angus Campbell AO DSC  
Chief of the Defence Force

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

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**COUNCIL FOR  
THE ORDER OF  
AUSTRALIA  
ATTENDANCE**

***MEMBERS ATTENDING THE AUSTRALIA DAY 2019  
MEETING (AUGUST 2018)***

The Honourable Shane Stone AC QC (Chairman)  
Mr Phillip Bacon AM (Deputy Chairman)  
Professor Mathew Vadas AO  
Mr Bernard Wright AO  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Gabrielle Trainor AO  
Ms Amelia Hodge  
Ms Kathy Leigh  
Mr Michael Miller RFD  
Ms Angela Boland  
Ms Filly Morgan  
Ms Carolyn Sladden  
Ms Fiona Birkett MVO (representing Ms Gale)  
Mr Jeremi Moule  
Ms Kaylene Gulich

***MEMBERS ATTENDING THE QUEEN'S BIRTHDAY 2019  
MEETING (FEBRUARY 2019)***

The Honourable Shane Stone AC QC (Chairman)  
Mr Phillip Bacon AM  
Professor Mathew Vadas AO  
Mr Bernard Wright AO  
Ms Elizabeth Broderick AO  
Ms Tracey Hayes  
Ms Gabrielle Trainor AO  
Ms Amelia Hodge  
Ms Kathy Leigh (represented by Ms Natalie Howson  
during periods of absence)  
Mr Michael Miller RFD  
Ms Angela Boland  
Ms Filly Morgan  
Ms Carolyn Sladden

Ms Fiona Birkett MVO (representing Ms Gale)  
Mr Jeremi Moule  
Ms Kaylene Gulich  
Senator the Honourable Zed Seselja  
Ms Stephanie Foster PSM

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**AUSTRALIAN  
BRAVERY  
DECORATIONS**

**AS AT 30 JUNE 2019**

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 Paul Singer MVO  
Official Secretary to the Governor-General

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**AUSTRALIAN  
BRAVERY  
DECORATIONS  
COUNCIL**

**MEMBERS – NOMINATED BY THE AUSTRALIAN  
GOVERNMENT**

Dr Penelope Flett AO (Chair)  
Dr Craig Challen SC OAM  
Ms Teresa Hart PSM  
Major Bryan Smith OAM (Retd)

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

|                                 |                                |
|---------------------------------|--------------------------------|
| Mr John Trevillian AM           | (New South Wales)              |
| Mr Jeremi Moule                 | (Victoria)                     |
| Ms Filly Morgan PSM             | (Queensland)                   |
| Ms Carolyn Sladden              | (South Australia)              |
| Mr Robert Kennedy               | (Western Australia)            |
| Ms Fiona Birkett MVO            | (Tasmania)                     |
| Superintendent Sean Parnell OAM | (Northern Territory)           |
| Vacant                          | (Australian Capital Territory) |

**MEMBERS – EX OFFICIO**

Mr Richard Oliver  
Department of Defence

Mr John Reid PSM  
First Assistant Secretary  
Government Division  
Department of the Prime Minister and Cabinet

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**AUSTRALIAN  
BRAVERY  
DECORATIONS  
COUNCIL  
ATTENDANCE**

***MEMBERS ATTENDING THE MEETING HELD  
ON 8 NOVEMBER 2018***

Dr Penny Flett AO (Chair)  
Wing Commander Nick Hobson DFC AFC (Retd)  
Ms Teresa Hart PSM  
Major Brian Smith OAM (Retd)  
Mr Mark Brown (representing Mr Lane)  
Mr John Trevillian AM  
Mr Jeremi Moule  
Ms Libby Gregoric (representing Ms Morgan)  
Mr Robert Kennedy  
Ms Robyn Green (representing Ms Sladden)  
Mr Simon Hiscock (representing Ms Birkett)  
Superintendent Sean Parnell OAM  
Mr Richard Oliver  
Mr John Reid PSM

***MEMBERS ATTENDING THE MEETING HELD  
ON 8 MAY 2019***

Dr Penny Flett AO (Chair)  
Dr Craig Challen SC OAM  
Ms Teresa Hart PSM  
Major Brian Smith OAM (Retd)  
Mr Dominic Lane AFSM  
Mr John Trevillian AM  
Mr Jeremi Moule  
Ms Libby Gregoric (representing Ms Morgan)  
Mr Robert Kennedy  
Ms Robyn Green (representing Ms Sladden)  
Ms Fiona Birkett MVO  
Superintendent Sean Parnell OAM  
Mr Richard Oliver  
Mr John Reid PSM

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**NATIONAL  
EMERGENCY MEDAL  
COMMITTEE**

**AS AT 30 JUNE 2019**

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

***MEMBERS – NOMINATED BY THE AUSTRALIAN  
GOVERNMENT***

The Honourable Fran Bailey (Chair)  
Mr Jeffrey Cree AFSM  
Ms Andrea Heath

***MEMBERS – EX OFFICIO***

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

Mr John Reid 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 2019 AND THE QUEEN'S BIRTHDAY 2019

| Category                       |   | Number of nominations | Total awarded | % Awarded | AC | AO | Award levels |     |
|--------------------------------|---|-----------------------|---------------|-----------|----|----|--------------|-----|
|                                |   |                       |               |           |    |    | AM           | OAM |
| Architecture                   | M | 8                     | 7             | 87.5      | 1  | 0  | 4            | 2   |
|                                | F | 1                     | 1             | 100       | 0  | 0  | 0            | 1   |
| Arts                           | M | 91                    | 64            | 70.3      | 2  | 3  | 21           | 38  |
|                                | F | 70                    | 57            | 81.4      | 1  | 7  | 18           | 31  |
| Building & Construction        | M | 14                    | 10            | 71.4      | 0  | 0  | 7            | 3   |
|                                | F | 1                     | 1             | 100       | 0  | 1  | 0            | 0   |
| Business & Commerce            | M | 74                    | 49            | 66.2      | 2  | 10 | 26           | 11  |
|                                | F | 42                    | 28            | 66.7      | 1  | 5  | 21           | 1   |
| Community                      | M | 772                   | 560           | 72.5      | 1  | 6  | 83           | 470 |
|                                | F | 541                   | 385           | 71.2      | 4  | 13 | 54           | 314 |
| Conservation & the Environment | M | 28                    | 23            | 82.1      | 0  | 2  | 9            | 12  |
|                                | F | 36                    | 25            | 69.4      | 0  | 0  | 4            | 21  |
| Dentistry                      | M | 14                    | 9             | 64.3      | 0  | 1  | 6            | 2   |
|                                | F | 1                     | 1             | 100       | 0  | 0  | 0            | 0   |
| Disabled                       | M | 16                    | 12            | 75        | 0  | 0  | 5            | 7   |
|                                | F | 13                    | 7             | 53.8      | 0  | 0  | 3            | 4   |
| Education                      | M | 60                    | 39            | 65        | 2  | 9  | 17           | 11  |
|                                | F | 68                    | 53            | 77.9      | 0  | 4  | 23           | 26  |
| Engineering                    | M | 19                    | 11            | 57.9      | 0  | 0  | 5            | 6   |
|                                | F | 2                     | 2             | 100       | 0  | 0  | 0            | 2   |
| Industrial Relations           | M | 3                     | 1             | 33.3      | 0  | 0  | 0            | 1   |
|                                | F | 2                     | 1             | 50        | 0  | 0  | 0            | 1   |
| Information Technology         | M | 5                     | 0             | 0         | 0  | 0  | 0            | 0   |
|                                | F | 0                     | 0             | 0         | 0  | 0  | 0            | 0   |
| International Relations        | M | 31                    | 20            | 64.5      | 0  | 6  | 9            | 5   |
|                                | F | 26                    | 19            | 73.1      | 0  | 1  | 5            | 13  |
| Law                            | M | 47                    | 38            | 80.9      | 2  | 6  | 23           | 7   |
|                                | F | 16                    | 14            | 87.5      | 2  | 3  | 3            | 6   |
| Library & Related Occupations  | M | 1                     | 1             | 100       | 0  | 0  | 0            | 1   |
|                                | F | 3                     | 2             | 66.7      | 0  | 0  | 0            | 2   |
| Local Government               | M | 23                    | 15            | 65.2      | 0  | 0  | 1            | 14  |
|                                | F | 15                    | 13            | 86.7      | 0  | 0  | 2            | 11  |

TABLE B1 CONT.

| Category                                 |   | Number of nominations | Total awarded | % Awarded | AC | AO  | Award levels |       |
|--|---|-----------------------|---------------|-----------|----|-----|--------------|-------|
|  |   |                       |               |           |    |     | AM           | OAM   |
| Multicultural Affairs                    | M | 40                    | 29            | 72.5      | 0  | 0   | 2            | 27    |
|  | F | 27                    | 17            | 63        | 0  | 0   | 4            | 13    |
| Media                                    | M | 26                    | 21            | 80.8      | 0  | 1   | 7            | 13    |
|  | F | 17                    | 15            | 88.2      | 0  | 2   | 7            | 6     |
| Medicine                                 | M | 196                   | 148           | 75.5      | 2  | 15  | 75           | 56    |
|  | F | 101                   | 83            | 81.2      | 2  | 11  | 44           | 26    |
| Mining                                   | M | 12                    | 7             | 58.3      | 0  | 0   | 1            | 6     |
|  | F | 0                     | 0             | 0         | 0  | 0   | 0            | 0     |
| Parliament & Politics                    | M | 31                    | 26            | 83.9      | 2  | 5   | 6            | 13    |
|  | F | 5                     | 4             | 80        | 0  | 2   | 1            | 1     |
| Primary Industry                         | M | 36                    | 31            | 86.1      | 0  | 0   | 12           | 19    |
|  | F | 10                    | 7             | 70        | 0  | 0   | 1            | 6     |
| Public Service                           | M | 12                    | 5             | 41.7      | 0  | 1   | 3            | 1     |
|  | F | 7                     | 3             | 42.9      | 0  | 1   | 0            | 2     |
| Public Service (Federal)                 | M | 12                    | 9             | 75        | 1  | 3   | 4            | 1     |
|  | F | 11                    | 6             | 54.5      | 1  | 2   | 2            | 1     |
| Religion                                 | M | 23                    | 15            | 65.2      | 0  | 0   | 6            | 9     |
|  | F | 6                     | 5             | 83.3      | 0  | 0   | 1            | 4     |
| Science, Technological Developments, R&D | M | 32                    | 27            | 84.3      | 1  | 6   | 17           | 3     |
|  | F | 19                    | 15            | 78.9      | 2  | 6   | 6            | 1     |
| Sport                                    | M | 136                   | 103           | 75.7      | 1  | 3   | 27           | 72    |
|  | F | 56                    | 45            | 80.4      | 0  | 1   | 8            | 36    |
| Surveying & Mapping                      | M | 2                     | 2             | 100       | 0  | 0   | 1            | 1     |
|  | F | 0                     | 0             | 0         | 0  | 0   | 0            | 0     |
| Tourism & Hospitality                    | M | 19                    | 16            | 84.2      | 0  | 0   | 7            | 9     |
|  | F | 6                     | 5             | 83.3      | 0  | 0   | 3            | 2     |
| Transport                                | M | 19                    | 11            | 57.9      | 0  | 0   | 4            | 7     |
|  | F | 3                     | 3             | 100       | 0  | 0   | 2            | 1     |
| Veterinary Science                       | M | 2                     | 1             | 50        | 0  | 0   | 1            | 0     |
|  | F | 0                     | 0             | 0         | 0  | 0   | 0            | 0     |
| Total                                    | M | 1,804                 | 1,312         | 73        | 17 | 80  | 389          | 826   |
|  | F | 1,105                 | 817           | 74        | 14 | 60  | 212          | 531   |
|  |   | 2,910*                | 2,129         | 73.2      | 31 | 140 | 601          | 1,357 |

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

\* Note: Total nominations includes one gender unspecified.

**TABLE B2: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), THE QUEEN'S BIRTHDAY 1975 TO THE QUEEN'S BIRTHDAY 2019**

| Category                       |   | Number of nominations considered* | Total awarded | % Awarded | AK/AD | AC | AO  | Award levels |       |
|--------------------------------|---|-----------------------------------|---------------|-----------|-------|----|-----|--------------|-------|
|                                |   |                                   |               |           |       |    |     | AM           | OAM   |
| Architecture                   | M | 266                               | 174           | 65.4      | 0     | 3  | 32  | 103          | 36    |
|                                | F | 19                                | 12            | 63.2      | 0     | 0  | 1   | 7            | 4     |
| Arts                           | M | 1950                              | 1,226         | 62.9      | 0     | 26 | 151 | 479          | 570   |
|                                | F | 1256                              | 831           | 66.2      | 1     | 14 | 69  | 264          | 483   |
| Building & Construction        | M | 236                               | 139           | 58.9      | 0     | 2  | 8   | 74           | 55    |
|                                | F | 7                                 | 6             | 85.7      | 0     | 0  | 2   | 3            | 1     |
| Business & Commerce            | M | 2,260                             | 1,254         | 55.5      | 2     | 44 | 262 | 638          | 308   |
|                                | F | 253                               | 160           | 63.2      | 0     | 4  | 36  | 80           | 40    |
| Community                      | M | 19142                             | 9508          | 49.6      | 1     | 40 | 210 | 1,338        | 7,919 |
|                                | F | 10,598                            | 6177          | 58.3      | 0     | 19 | 156 | 779          | 5,223 |
| Conservation & the Environment | M | 758                               | 535           | 70.6      | 0     | 1  | 34  | 181          | 319   |
|                                | F | 385                               | 257           | 66.6      | 0     | 0  | 13  | 55           | 189   |
| Dentistry                      | M | 273                               | 158           | 57.9      | 0     | 0  | 13  | 91           | 54    |
|                                | F | 17                                | 12            | 70.6      | 0     | 0  | 2   | 5            | 5     |
| Disabled                       | M | 664                               | 413           | 62.2      | 0     | 0  | 6   | 107          | 300   |
|                                | F | 683                               | 451           | 66        | 0     | 0  | 9   | 77           | 365   |
| Education                      | M | 1,974                             | 1,132         | 57.3      | 1     | 30 | 177 | 496          | 428   |
|                                | F | 1027                              | 650           | 63.3      | 0     | 6  | 60  | 260          | 324   |
| Engineering                    | M | 396                               | 253           | 64        | 0     | 4  | 39  | 143          | 67    |
|                                | F | 11                                | 10            | 90.1      | 0     | 1  | 1   | 5            | 3     |
| Industrial Relations           | M | 349                               | 223           | 63.9      | 0     | 5  | 21  | 109          | 88    |
|                                | F | 29                                | 24            | 82.8      | 0     | 1  | 3   | 9            | 11    |
| Information Technology         | M | 47                                | 24            | 51.1      | 0     | 0  | 5   | 13           | 6     |
|                                | F | 11                                | 9             | 81.8      | 0     | 0  | 1   | 5            | 3     |
| International Relations        | M | 417                               | 217           | 52        | 0     | 3  | 35  | 91           | 88    |
|                                | F | 251                               | 155           | 61.8      | 0     | 2  | 19  | 55           | 79    |
| Law                            | M | 847                               | 496           | 58.6      | 1     | 55 | 128 | 240          | 72    |
|                                | F | 136                               | 97            | 71.3      | 0     | 11 | 27  | 37           | 22    |
| Library & Related Occupations  | M | 39                                | 25            | 64.1      | 0     | 0  | 3   | 12           | 10    |
|                                | F | 55                                | 35            | 63.6      | 0     | 0  | 1   | 15           | 19    |
| Local Government               | M | 1,738                             | 889           | 51.2      | 0     | 1  | 7   | 166          | 715   |
|                                | F | 318                               | 186           | 58.5      | 0     | 0  | 3   | 36           | 147   |
| Multicultural Affairs          | M | 1419                              | 692           | 48.8      | 0     | 0  | 20  | 104          | 568   |
|                                | F | 455                               | 272           | 59.8      | 0     | 0  | 0   | 28           | 244   |

TABLE B2 CONT

| Category                                 |   | Number of nominations considered* | Total awarded | % Awarded | AK/AD | Award levels |       |       |        |
|--|---|-----------------------------------|---------------|-----------|-------|--------------|-------|-------|--------|
|  |   |                                   |               |           |       | AC           | AO    | AM    | OAM    |
| Media                                    | M | 674                               | 370           | 54.9      | 0     | 5            | 31    | 148   | 186    |
|  | F | 131                               | 83            | 63.4      | 0     | 1            | 12    | 36    | 34     |
| Medicine                                 | M | 3,762                             | 2,115         | 56.2      | 0     | 48           | 327   | 1,027 | 713    |
|  | F | 1,279                             | 836           | 65.4      | 0     | 14           | 95    | 333   | 394    |
| Mining                                   | M | 158                               | 95            | 60.1      | 0     | 4            | 24    | 44    | 23     |
|  | F | 8                                 | 4             | 50        | 0     | 0            | 0     | 3     | 1      |
| Parliament & Politics                    | M | 636                               | 362           | 56.9      | 2     | 39           | 104   | 142   | 75     |
|  | F | 98                                | 61            | 62.2      | 1     | 3            | 18    | 26    | 13     |
| Primary Industry                         | M | 1,224                             | 788           | 64.4      | 0     | 2            | 48    | 324   | 414    |
|  | F | 77                                | 58            | 75.3      | 0     | 0            | 2     | 15    | 41     |
| Public Service                           | M | 2,032                             | 952           | 46.9      | 7     | 63           | 254   | 375   | 253    |
|  | F | 338                               | 164           | 48.5      | 2     | 12           | 23    | 50    | 77     |
| Religion                                 | M | 692                               | 373           | 53.9      | 0     | 6            | 21    | 120   | 226    |
|  | F | 106                               | 61            | 57.5      | 0     | 0            | 2     | 14    | 45     |
| Science, Technological Developments, R&D | M | 833                               | 536           | 64.3      | 1     | 36           | 148   | 270   | 81     |
|  | F | 120                               | 96            | 80        | 0     | 9            | 31    | 38    | 18     |
| Sport                                    | M | 3,737                             | 2,199         | 58.8      | 0     | 5            | 42    | 342   | 1,810  |
|  | F | 1,089                             | 753           | 69.1      | 0     | 3            | 13    | 85    | 652    |
| Surveying & Mapping                      | M | 42                                | 27            | 64.3      | 0     | 0            | 1     | 9     | 17     |
|  | F | 1                                 | 1             | 100       | 0     | 0            | 0     | 0     | 1      |
| Tourism & Hospitality                    | M | 238                               | 140           | 58.8      | 0     | 0            | 11    | 52    | 77     |
|  | F | 49                                | 30            | 61.2      | 0     | 0            | 1     | 12    | 17     |
| Transport                                | M | 453                               | 221           | 48.8      | 0     | 5            | 24    | 82    | 110    |
|  | F | 26                                | 18            | 69.2      | 0     | 0            | 2     | 5     | 11     |
| Veterinary Science                       | M | 111                               | 75            | 67.6      | 0     | 0            | 9     | 34    | 32     |
|  | F | 14                                | 12            | 85.7      | 0     | 0            | 2     | 5     | 5      |
| Total                                    | M | 47,367                            | 25,611        | 53.9      | 15    | 427          | 2,195 | 7,354 | 15,620 |
|  | F | 18,847                            | 11,521        | 61.1      | 4     | 100          | 604   | 2,342 | 8,471  |
|  |   | 66,214                            | 37,132        | 56.1      | 19    | 527          | 2,799 | 9,696 | 24,091 |

\* 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 2018-19

| Category                              | Number of nominations | Total awarded | % Awarded | CV       | SC       | BM        | Award levels |               |
|---------------------------------------|-----------------------|---------------|-----------|----------|----------|-----------|--------------|---------------|
|                                       |                       |               |           |          |          |           | CBC          | GBC           |
| Interception of armed offender        | 35                    | 22            | 63        | 0        | 1        | 3         | 8            | 3(10)         |
| Rescue from animal attack             | 14                    | 6             | 43        | 0        | 0        | 6         | 0            | 0             |
| Rescue from armed offender            | 13                    | 8             | 62        | 0        | 1        | 3         | 3            | 1(1)          |
| Rescue from electrical hazard         | 0                     | 0             | 0         | 0        | 0        | 0         | 0            | 0             |
| Rescue from explosive hazard          | 1                     | 0             | 0         | 0        | 0        | 0         | 0            | 0             |
| Rescue from fire – aircraft           | 1                     | 0             | 0         | 0        | 0        | 0         | 0            | 0             |
| Rescue from fire – building           | 17                    | 8             | 47        | 0        | 0        | 2         | 6            | 0             |
| Rescue from fire – bushfire           | 7                     | 7             | 100       | 0        | 1        | 3         | 3            | 0             |
| Rescue from fire – motor vehicle      | 24                    | 21            | 88        | 0        | 0        | 8         | 13           | 0             |
| Rescue from fire – other              | 7                     | 7             | 100       | 0        | 1        | 2         | 0            | 1(4)          |
| Rescue from gases, toxic fumes etc.   | 1                     | 0             | 0         | 0        | 0        | 0         | 0            | 0             |
| Rescue from heights, cliffs           | 9                     | 3             | 33        | 0        | 0        | 0         | 3            | 0             |
| Rescue from holes, wells or mines     | 13                    | 11            | 85        | 0        | 2        | 8         | 0            | 1(1)          |
| Rescue from inland waters             | 18                    | 14            | 78        | 0        | 0        | 5         | 9            | 0             |
| Rescue from other situation           | 38                    | 11            | 29        | 0        | 0        | 1         | 3            | 1(7)          |
| Rescue from path of oncoming vehicle  | 6                     | 2             | 33        | 0        | 0        | 0         | 2            | 0             |
| Rescue from water – other             | 4                     | 4             | 100       | 0        | 0        | 0         | 0            | 1(4)          |
| Rescue from water – sea               | 86                    | 57            | 66        | 0        | 0        | 13        | 24           | 4(20)         |
| Rescue from water – submerged vehicle | 13                    | 2             | 15        | 0        | 0        | 0         | 2            | 0             |
| <b>TOTAL</b>                          | <b>307</b>            | <b>183</b>    | <b>60</b> | <b>0</b> | <b>6</b> | <b>54</b> | <b>76</b>    | <b>12(47)</b> |

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

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

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 2019

| Category                              | Number of nominations | Total awarded | % Awarded   | CV       | SC         | BM          | CBC         | Award levels     |          |
|---------------------------------------|-----------------------|---------------|-------------|----------|------------|-------------|-------------|------------------|----------|
|                                       |                       |               |             |          |            |             |             | GBC              |          |
| Interception of armed offender        | 946                   | 483           | 51          | 1        | 11         | 158         | 249         | 17(64)           | *        |
| Rescue from animal attack             | 220                   | 129           | 59          | 0        | 14         | 58          | 51          | 1(6)             | *        |
| Rescue from armed offender            | 936                   | 524           | 56          | 0        | 43         | 194         | 188         | 22(99)           | *        |
| Rescue from electrical hazard         | 90                    | 38            | 42          | 1        | 1          | 13          | 23          | 0                |          |
| Rescue from explosive hazard          | 393                   | 254           | 65          | 2        | 17         | 63          | 58          | 13(114)          | *        |
| Rescue from fire – aircraft           | 85                    | 46            | 54          | 0        | 3          | 33          | 10          | 0                |          |
| Rescue from fire – building           | 1237                  | 605           | 49          | 0        | 12         | 190         | 354         | 9(49)            | *        |
| Rescue from fire – bushfire           | 545                   | 173           | 32          | 0        | 3          | 25          | 39          | 12(106)          | *        |
| Rescue from fire – motor vehicle      | 866                   | 555           | 64          | 0        | 22         | 186         | 280         | 14(67)           | *        |
| Rescue from fire – other              | 120                   | 86            | 72          | 0        | 8          | 32          | 17          | 3(29)            | *        |
| Rescue from gases, toxic fumes etc.   | 44                    | 31            | 70          | 0        | 2          | 19          | 10          | 0                |          |
| Rescue from heights, cliffs           | 190                   | 86            | 45          | 0        | 4          | 24          | 41          | 4(17)            | *        |
| Rescue from holes, wells or mines     | 192                   | 117           | 61          | 1        | 4          | 30          | 15          | 8(67)            | *        |
| Rescue from inland waters             | 991                   | 481           | 49          | 0        | 1          | 89          | 222         | 33(169)          | *        |
| Rescue from other situation           | 895                   | 181           | 20          | 0        | 3          | 39          | 97          | 9(42)            | *        |
| Rescue from path of oncoming vehicle  | 125                   | 60            | 48          | 0        | 1          | 30          | 29          | 0                |          |
| Rescue from water – other             | 70                    | 14            | 20          | 0        | 0          | 1           | 9           | 1(4)             | *        |
| Rescue from water – sea               | 1660                  | 793           | 48          | 0        | 19         | 186         | 379         | 44(209)          | *        |
| Rescue from water – submerged vehicle | 222                   | 104           | 47          | 0        | 0          | 9           | 66          | 8(29)            | *        |
| <b>TOTAL</b>                          | <b>9827</b>           | <b>4760</b>   | <b>4834</b> | <b>5</b> | <b>168</b> | <b>1379</b> | <b>2137</b> | <b>198(1071)</b> | <b>*</b> |

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

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

## APPENDIX D: DEFENCE MERITORIOUS AND LONG SERVICE AWARDS

TABLE D1: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS APPROVED 30 JUNE 2019 AND TOTAL AWARDS APPROVED SINCE 1975

| Award   | Awards approved<br>1 July 2018 –<br>30 June 2019 | Total awards<br>approved to<br>30 June 2019 |
|---|--|---|
| Victoria Cross for Australia                            |  | 4   |
| Companion of the Order of Australia (Military Division) |  | 27  |
| Officer of the Order of Australia (Military Division)   | 3  | 274   |
| Member of the Order of Australia (Military Division)    | 28   | 1,225                                       |
| Medal of the Order of Australia (Military Division)     | 25   | 1,289                                       |
| Star of Gallantry                                       | 0  | 7   |
| Medal for Gallantry                                     | 5  | 71  |
| Commendation for Gallantry                              | 13   | 78  |
| Unit Citation for Gallantry                             | 0  | 6   |
| Distinguished Service Cross                             | 6  | 101   |
| Distinguished Service Medal                             | 12   | 199   |
| Commendations for Distinguished Service                 | 25   | 473   |
| Meritorious Unit Citation                               |  | 28  |
| Conspicuous Service Cross                               | 51   | 1,136                                       |
| Conspicuous Service Medal                               | 65   | 1,311                                       |
| Nursing Service Cross                                   |  | 29  |
| Public Service Medal                                    | 88   | 2,507                                       |
| Australian Police Medal                                 | 69   | 1,905                                       |
| Australian Fire Service Medal                           | 54   | 1,509                                       |
| Ambulance Service Medal                                 | 24   | 411   |
| Emergency Services Medal                                | 27   | 504   |
| Australian Corrections Medal                            | 23   | 49  |
| Australian Antarctic Medal                              | 0  | 97  |
| Civilian Service Medal 1939–1945                        | 6  | 7003  |
| Police Overseas Service Medal/Clasp                     | 71   | 5,927                                       |
| Humanitarian Overseas Service Medal/Clasp               | 77   | 3,373                                       |

TABLE D1:CONT.

| Award  | Awards approved<br>1 July 2018 –<br>30 June 2019 | Total awards<br>approved to<br>30 June 2019 |
|--|--|---|
| National Police Service Medal                | 2650   | 40,766                                      |
| National Emergency Medal/Clasp               | 141  | 15,464                                      |
| Champion Shots Medal                         | 3  | 76  |
| National Medal/Clasp                         | 8028   | 245,871                                     |
| 80th Anniversary Armistice Remembrance Medal |  | 71  |
| Australian Sports Medal                      |  | 18,000                                      |
| Centenary Medal                              |  | 15,843                                      |
| Total awards                                 | 11,494   | 365,634                                     |

Notes:

1. 372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 738,590. Due to a change in administration arrangements these awards are no longer processed by the Secretariat
2. There may be some anomalies when comparing with previous years due to corrections relating to people previously unaccounted for; and amendments in the number of people qualified to receive the awards

## APPENDIX E: EXECUTIVE REMUNERATION

During the reporting period ended 30 June 2019, the Office had three executives who meet the definition of KMP. Their names and the length of term as KMP are summarised below:

| Name          | Position                  | Term as KMP                              |
|---------------|---------------------------|--|
| Mark Fraser   | Official Secretary        | Part-year – Terminated on 17 August 2018 |
| Paul Singer   | Official Secretary        | Part-year – Appointed 18 August 2018     |
| Paul Singer   | Deputy Official Secretary | Part-year – Terminated on 18 August 2018 |
| Steve Murtagh | Deputy Official Secretary | Part-year – Appointed 20 August 2018     |

TABLE E1: REMUNERATION FOR KEY MANAGEMENT PERSONNEL (2018–19)

| Name          | Position title            | SHORT-TERM BENEFITS |          |                               | POST-EMPLOYMENT BENEFITS     | OTHER LONG-TERM BENEFITS |                          | Termination benefits | Total remuneration |
|---------------|---------------------------|---------------------|----------|-------------------------------|------------------------------|--------------------------|--------------------------|----------------------|--------------------|
|               |                           | Base salary         | Bonuses  | Other benefits and allowances | Superannuation contributions | Long service leave       | Other long-term benefits |                      |                    |
| Mark Fraser   | Official Secretary        | 37,971              | -        | 7,461                         | 5,118                        | 1,111                    | -                        | -                    | 51,661             |
| Paul Singer   | Official Secretary        | 248,364             | -        | 48,748                        | 24,754                       | 6,842                    | -                        | -                    | 328,708            |
| Paul Singer   | Deputy Official Secretary | 22,607              | -        | 2,647                         | 2,929                        | 623                      | -                        | -                    | 28,806             |
| Steve Murtagh | Deputy Official Secretary | 176,823             | -        | 21,826                        | 23,984                       | 4,576                    | -                        | -                    | 227,209            |
| <b>Total</b>  |                           | <b>485,765</b>      | <b>-</b> | <b>80,682</b>                 | <b>56,785</b>                | <b>13,152</b>            | <b>-</b>                 | <b>-</b>             | <b>636,384</b>     |

## APPENDIX F: ACCOUNTABLE AUTHORITY

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TABLE F1: DETAILS OF ACCOUNTABLE AUTHORITY (2018-19)

| Name                  | Position title/Position held               | Period as the Accountable Authority or member |                   |
|-----------------------|--|---|-------------------|
|                       |  | Date of commencement                          | Date of cessation |
| Mr Mark Fraser AO CVO | Official Secretary to the Governor-General | 1 July 2018                                   | 17 August 2018    |
| Mr Paul Singer MVO    | Official Secretary to the Governor-General | 18 August 2018                                | 30 June 2019      |

## APPENDIX G: STAFFING OVERVIEW

TABLE G1: ALL ONGOING EMPLOYEES, BY LOCATION (2018-19)

|              | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|--------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|              | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| NSW          | 2         | -         | 2          | 1         | -         | 1            | -             | -         | -                   |
| Qld          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Tas          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Vic          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| WA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| ACT          | 37        | 1         | 38         | 29        | 6         | 35           | -             | -         | -                   |
| Overseas     | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| <b>Total</b> | <b>39</b> | <b>1</b>  | <b>40</b>  | <b>30</b> | <b>6</b>  | <b>36</b>    | -             | -         | -                   |

TABLE G2: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2018-19)

|              | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|--------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|              | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| NSW          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Qld          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Tas          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Vic          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| WA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| ACT          | 1         | -         | 1          | 2         | 0         | 2            | -             | -         | -                   |
| Overseas     | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| <b>Total</b> | <b>1</b>  | <b>1</b>  | <b>1</b>   | <b>2</b>  | <b>0</b>  | <b>2</b>     | -             | -         | -                   |

TABLE G3: ALL ONGOING EMPLOYEES, BY LOCATION (2017-18)

|              | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|--------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|              | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| NSW          | 2         | -         | 2          | 1         | -         | 1            | -             | -         | -                   |
| Qld          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Tas          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Vic          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| WA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| ACT          | 38        | 1         | 39         | 33        | 5         | 38           | -             | -         | -                   |
| Overseas     | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| <b>Total</b> | <b>40</b> | <b>1</b>  | <b>41</b>  | <b>34</b> | <b>5</b>  | <b>39</b>    | -             | -         | -                   |

TABLE G4: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2017-18)

|              | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|--------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|              | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| NSW          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Qld          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Tas          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Vic          | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| WA           | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| ACT          | -         | -         | -          | 1         | -         | 1            | -             | -         | -                   |
| Overseas     | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| <b>Total</b> | -         | -         | -          | <b>1</b>  | -         | <b>1</b>     | -             | -         | -                   |



**TABLE G5: ONGOING EMPLOYEES, BY LEVEL (2018-19)\***

|                        | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|------------------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|                        | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| Statutory Officer      | 1         | -         | 1          | -         | -         | -            | -             | -         | -                   |
| SES Equivalent Officer | 1         | -         | 1          | -         | -         | -            | -             | -         | -                   |
| GHO 8                  | 2         | -         | 2          | 2         | -         | 2            | -             | -         | -                   |
| GHO 7                  | 5         | -         | 5          | 5         | -         | 5            | -             | -         | -                   |
| GHO 6                  | 7         | -         | 7          | 5         | 1         | 6            | -             | -         | -                   |
| GHO 5                  | 6         | -         | 6          | 10        | 1         | 11           | -             | -         | -                   |
| GHO 4                  | 3         | -         | 3          | 4         | 3         | 7            | -             | -         | -                   |
| GHO 3                  | 6         | -         | 6          | 2         | 1         | 3            | -             | -         | -                   |
| GHO 2                  | 6         | 1         | 7          | -         | -         | -            | -             | -         | -                   |
| GHO 1                  | 2         | -         | 2          | 2         | -         | 2            | -             | -         | -                   |
| <b>Total</b>           | <b>39</b> | <b>1</b>  | <b>40</b>  | <b>30</b> | <b>6</b>  | <b>36</b>    | <b>-</b>      | <b>-</b>  | <b>-</b>            |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

**TABLE G6: NON-ONGOING EMPLOYEES, BY LEVEL (2018-19)\***

|                        | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|------------------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|                        | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| Statutory Officer      | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SES Equivalent Officer | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 8                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 7                  | 1         | -         | 1          | -         | -         | -            | -             | -         | -                   |
| GHO 6                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 5                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 4                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 3                  | -         | -         | -          | 2         | -         | 2            | -             | -         | -                   |
| GHO 2                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 1                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| <b>Total</b>           | <b>1</b>  | <b>-</b>  | <b>1</b>   | <b>2</b>  | <b>-</b>  | <b>2</b>     | <b>-</b>      | <b>-</b>  | <b>-</b>            |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

TABLE G7: ONGOING EMPLOYEES, BY LEVEL (2017-18)\*

|                        | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|------------------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|                        | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| Statutory Officer      | 1         | -         | 1          | -         | -         | -            | -             | -         | -                   |
| SES Equivalent Officer | 1         | -         | 1          | -         | -         | -            | -             | -         | -                   |
| GHO 8                  | 2         | -         | 2          | 2         | -         | 2            | -             | -         | -                   |
| GHO 7                  | 5         | -         | 5          | 5         | -         | 5            | -             | -         | -                   |
| GHO 6                  | 7         | -         | 7          | 6         | -         | 6            | -             | -         | -                   |
| GHO 5                  | 5         | 1         | 6          | 10        | 1         | 11           | -             | -         | -                   |
| GHO 4                  | 4         | -         | 4          | 3         | 2         | 5            | -             | -         | -                   |
| GHO 3                  | 6         | -         | 6          | 5         | 2         | 7            | -             | -         | -                   |
| GHO 2                  | 6         | -         | 6          | -         | -         | -            | -             | -         | -                   |
| GHO 1                  | 3         | -         | 3          | 2         | -         | 2            | -             | -         | -                   |
| Total                  | 40        | 1         | 41         | 33        | 5         | 38           | -             | -         | -                   |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

TABLE G8: NON-ONGOING EMPLOYEES, BY LEVEL (2017-18)\*

|                        | MALE      |           |            | FEMALE    |           |              | INDETERMINATE |           |                     |
|------------------------|-----------|-----------|------------|-----------|-----------|--------------|---------------|-----------|---------------------|
|                        | Full-time | Part-time | Total Male | Full-time | Part-time | Total Female | Full-time     | Part-time | Total Indeterminate |
| Statutory Officer      | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| SES Equivalent Officer | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 8                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 7                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 6                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 5                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 4                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 3                  | -         | -         | -          | 1         | -         | 1            | -             | -         | -                   |
| GHO 2                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| GHO 1                  | -         | -         | -          | -         | -         | -            | -             | -         | -                   |
| Total                  | -         | -         | -          | 1         | -         | 1            | -             | -         | -                   |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

**TABLE G9: EMPLOYEES BY FULL-TIME AND PART-TIME STATUS (2018-19)\***

|                        | ONGOING   |           |               | NON-ONGOING |           |                   | Total     |
|------------------------|-----------|-----------|---------------|-------------|-----------|-------------------|-----------|
|                        | Full-time | Part-time | Total Ongoing | Full-time   | Part-time | Total Non-Ongoing |           |
| Statutory Officer      | 1         | -         | 1             | -           | -         | -                 | 1         |
| SES Equivalent Officer | 1         | -         | 1             | -           | -         | -                 | 1         |
| GHO 8                  | 4         | -         | 4             | -           | -         | -                 | 4         |
| GHO 7                  | 10        | -         | 10            | 1           | -         | 1                 | 11        |
| GHO 6                  | 12        | 1         | 13            | -           | -         | -                 | 13        |
| GHO 5                  | 16        | 1         | 17            | -           | -         | -                 | 17        |
| GHO 4                  | 7         | 3         | 10            | -           | -         | -                 | 10        |
| GHO 3                  | 8         | 1         | 9             | 2           | -         | 2                 | 11        |
| GHO 2                  | 6         | 1         | 7             | -           | -         | -                 | 7         |
| GHO 1                  | 4         | -         | 4             | -           | -         | -                 | 4         |
| <b>Total</b>           | <b>69</b> | <b>7</b>  | <b>76</b>     | <b>3</b>    | <b>-</b>  | <b>3</b>          | <b>79</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

**TABLE G10: EMPLOYEES BY FULL-TIME AND PART-TIME STATUS (2017-18)\***

|                        | ONGOING   |           |               | NON-ONGOING |           |                   | Total     |
|------------------------|-----------|-----------|---------------|-------------|-----------|-------------------|-----------|
|                        | Full-time | Part-time | Total Ongoing | Full-time   | Part-time | Total Non-Ongoing |           |
| Statutory Officer      | 1         | -         | 1             | -           | -         | -                 | 1         |
| SES Equivalent Officer | 1         | -         | 1             | -           | -         | -                 | 1         |
| GHO 8                  | 4         | -         | 4             | -           | -         | -                 | 4         |
| GHO 7                  | 10        | -         | 10            | -           | -         | -                 | 10        |
| GHO 6                  | 13        | -         | 13            | -           | -         | -                 | 13        |
| GHO 5                  | 15        | 2         | 17            | -           | -         | -                 | 17        |
| GHO 4                  | 8         | 2         | 10            | -           | -         | -                 | 10        |
| GHO 3                  | 10        | 2         | 12            | 1           | -         | 1                 | 13        |
| GHO 2                  | 6         | -         | 6             | -           | -         | -                 | 6         |
| GHO 1                  | 5         | -         | 5             | -           | -         | -                 | 5         |
| <b>Total</b>           | <b>73</b> | <b>6</b>  | <b>79</b>     | <b>1</b>    | <b>-</b>  | <b>1</b>          | <b>80</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

TABLE G11: EMPLOYMENT TYPE BY LOCATION (2018-19)\*

|              | Ongoing   | Non-Ongoing | Total     |
|--------------|-----------|-------------|-----------|
| NSW          | 3         | -           | 3         |
| Qld          | -         | -           | -         |
| SA           | -         | -           | -         |
| Tas          | -         | -           | -         |
| Vic          | -         | -           | -         |
| WA           | -         | -           | -         |
| ACT          | 73        | 3           | 76        |
| Overseas     | -         | -           | -         |
| <b>Total</b> | <b>76</b> | <b>3</b>    | <b>79</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

TABLE G12: EMPLOYMENT BY LOCATION (2017-18)\*

|              | Ongoing   | Non-Ongoing | Total     |
|--------------|-----------|-------------|-----------|
| NSW          | 3         | -           | 3         |
| Qld          | -         | -           | -         |
| SA           | -         | -           | -         |
| Tas          | -         | -           | -         |
| Vic          | -         | -           | -         |
| WA           | -         | -           | -         |
| ACT          | 76        | 1           | 77        |
| Overseas     | -         | -           | -         |
| <b>Total</b> | <b>79</b> | <b>1</b>    | <b>80</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

TABLE G13: INDIGENOUS EMPLOYMENT (2018-19)

|              | Total    |
|--------------|----------|
| Ongoing      | 1        |
| Non-Ongoing  | -        |
| <b>Total</b> | <b>1</b> |

**TABLE G14: INDIGENOUS EMPLOYMENT (2017-18)\***

|              | Total    |
|--------------|----------|
| Ongoing      | 2        |
| Non-Ongoing  | -        |
| <b>Total</b> | <b>2</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*

**TABLE G15: EMPLOYMENT ARRANGEMENTS (2018-19)\***

|                                    | SES      | Non-SES   | Total     |
|------------------------------------|----------|-----------|-----------|
| Enterprise Agreement               | -        | 74        | 74        |
| Individual Flexibility Arrangement | -        | 3         | 3         |
| AWA                                | -        | 1         | 1         |
| Remuneration Tribunal              | 1        | -         | 1         |
| <b>Total</b>                       | <b>1</b> | <b>78</b> | <b>79</b> |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

**TABLE G16: EMPLOYMENT SALARY RANGES BY CLASSIFICATION LEVEL (MINIMUM/MAXIMUM) (2018-19)\***

|                        | Minimum Salary | Maximum Salary |
|------------------------|----------------|----------------|
| Statutory Officer      | \$353,180      | \$353,180      |
| SES Equivalent Officer | \$239,336      | \$239,336      |
| GHO 8                  | \$119,117      | \$135,037      |
| GHO 7                  | \$103,378      | \$111,615      |
| GHO 6                  | \$80,895       | \$92,866       |
| GHO 5                  | \$74,899       | \$79,398       |
| GHO 4                  | \$67,149       | \$72,882       |
| GHO 3                  | \$59,406       | \$71,896       |
| GHO 2                  | \$52,545       | \$61,570       |
| GHO 1                  | \$45,817       | \$56,396       |

\* Note: Staff at the Office of the Official Secretary to the Governor-General are employed under the *Governor-General Act 1974*.

## APPENDIX H: CONSULTANCIES

TABLE H1: NUMBER AND EXPENDITURE ON CONSULTANTS (2018-19)

|  | Total     |
|--|-----------|
| Number of new contracts entered into   | 18        |
| Total actual expenditure on new contracts  | \$297,159 |
| Number of ongoing contracts engaging consultants that were entered into during a previous period | 4         |
| Total expenditure during the period on ongoing contracts (incl GST)                              | \$78,305  |

TABLE H2: TRENDS IN CONSULTANCIES

| Consultancies                    | 2016-17   | 2017-18   | 2018-19   |
|----------------------------------|-----------|-----------|-----------|
| Number of existing consultancies | 5         | 6         | 4         |
| Number of new consultancies      | 10        | 11        | 18        |
| Total consultancies              | 15        | 17        | 22        |
| Total expenditure (incl GST)     | \$406,882 | \$263,038 | \$375,464 |

## APPENDIX I: AIDS TO ACCESS

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TABLE I1: AIDS TO ACCESS DETAILS (2018-19)

|                               |  |
|-------------------------------|--|
| Annual Report Contact Officer | Steve Murtagh<br>Deputy Official Secretary to the Governor-General   |
| Contact Phone Number          | (02) 62833 533   |
| Contact Email                 | <a href="mailto:steve.murtagh@gg.gov.au">steve.murtagh@gg.gov.au</a> |
| Website                       | <a href="http://www.gg.gov.au">www.gg.gov.au</a>                     |

## APPENDIX J: WORKPLACE HEALTH AND SAFETY KEY STATISTICS

TABLE J1: 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 |
|---------------------------|--------------------|--|---|--|
| 18                        | 100                | 0  | 0   | n/a  |

TABLE J2: WHS TRAINING AND INITIATIVES

| Types of WHS training undertaken         | Number of staff required to attend training | % of staff that undertook training |
|--|---|------------------------------------|
| First aid training                       | 20  | 100                                |
| Emergency warden training                | 21  | 100                                |
| HSR training                             | 1   | 100                                |
| HSR refresher training                   | 3   | 100                                |
| Smarttrain chemical application training | 3   | 100                                |
| WHS induction                            | 30  | 100                                |
| Health & well-being activities           | Optional                                    | 50                                 |

TABLE J3: NOTIFIABLE INCIDENTS

| Notifiable incidents    | 2018–19 | 2017–18 | 2016–17 | 2015–16 |
|-------------------------|---------|---------|---------|---------|
| Deaths                  | 0       | 0       | 0       | 0       |
| Dangerous occurrences   | 0       | 0       | 0       | 0       |
| Serious personal injury | 0       | 0       | 0       | 0       |
| Incapacity              | 0       | 0       | 1       | 1       |



## APPENDIX K: AGENCY RESOURCE STATEMENT

TABLE K1: AGENCY RESOURCE STATEMENT 2018–19

|   | Available for<br>2018–19<br>\$'000<br>(a) | Payments made<br>2018–19<br>\$'000<br>(b) | Balance remaining<br>2018–19<br>\$'000<br>(a) – (b) |
|---|---|---|---|
| <b>Ordinary Annual Services</b>                                     |   |   |   |
| Departmental appropriation <sup>1</sup>                             | 16,939                                    | 12,919                                    | 4,020   |
| Additional S74 Receipts   | 681                                       | 681                                       | 0   |
| <b>Total</b>  | <b>17,620</b>                             | <b>13,600</b>                             | <b>4,020</b>  |
| <b>Administered expenses<sup>2</sup></b>                            |   |   |   |
| Outcome I   | 5,231                                     | 4,780                                     |   |
| <i>Total</i>  | <i>5,231</i>                              | <i>4,780</i>                              |   |
| <b>Total ordinary annual services</b>                               | <b>A 22,851</b>                           | <b>18,380</b>                             |   |
| Salary to the Governor-General:<br><i>Governor-General Act 1974</i> | 425                                       | 425                                       |   |
| <b>Total special appropriations excluding<br/>special accounts</b>  | <b>B 425</b>                              | <b>425</b>                                |   |
| <b>Total resourcing and payments (A+B)</b>                          | <b>23,276</b>                             | <b>18,805</b>                             |   |

1. This includes prior year departmental appropriations and s74 relevant agency receipts. Includes an amount of \$0.390m in 2018–19 for the Departmental Capital Budget.

2. Includes an amount of \$3.684m in 2018–19 for the Administered Capital Budget.

**TABLE K2: 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*<br>2018–19<br>\$'000<br>(a) | Actual<br>Expenses<br>2018–19<br>\$'000<br>(b) | Variation<br>2018–19<br>\$'000<br>(a) – (b) |
|--|-------------------------------------|--|---|
| <b>Program 1: Support for the Governor-General and Official Activities</b> |                                     |  |   |
| <b>Administered expenses</b>   |                                     |  |   |
| Ordinary Annual Services (Appropriation Bill No. 1) <sup>1</sup>           | 5,231                               | 5,018  | 213   |
| Special appropriations   | 425                                 | 425  | 0   |
| <b>Total Administered expenses</b>   | <b>5,656</b>                        | <b>5,443</b>                                   | <b>213</b>                                  |
| <b>Departmental expenses</b>   |                                     |  |   |
| Departmental appropriation <sup>2</sup>                                    | 12,897                              | 12,864   | 33  |
| Expenses not requiring appropriation in the Budget year                    | 461                                 | 742  | -281  |
| <b>Total Departmental expenses</b>   | <b>13,358</b>                       | <b>13,606</b>                                  | <b>-248</b>                                 |
| <b>Total for Program 1</b>   | <b>19,014</b>                       | <b>19,049</b>                                  | <b>-35</b>                                  |
| <b>Average Staffing Level (number)</b>                                     | <b>80</b>                           | <b>80</b>                                      | <b>0</b>                                    |

\* Full year budget, including any subsequent adjustments made in 2018-19 Budget Additional Estimates.

1. Actual expenses recognise the expensing of medal upon issue and does not include appropriation drawdown to acquire inventory of medals for the Australian Honours and Awards program.
2. Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No 1)' excluding \$0.391m for Departmental Capital Budget and "Revenue from independent sources (s74)".

## APPENDIX L: LIST OF REQUIREMENTS

| PGPA Rule Reference | Part of Report                         | Description  | Requirement |
|---------------------|--|--|-------------|
| <b>I7AD(g)</b>      | <b>Letter of transmittal</b>           |  |             |
| I7AI                | i                                      | A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report. | Mandatory   |
| <b>I7AD(h)</b>      | <b>Aids to access</b>                  |  |             |
| I7AJ(a)             | i–iii                                  | Table of contents.   | Mandatory   |
| I7AJ(b)             | 145                                    | Alphabetical index.  | Mandatory   |
| I7AJ(c)             | 142                                    | Glossary of abbreviations and acronyms.  | Mandatory   |
| I7AJ(d)             | 133                                    | List of requirements.  | Mandatory   |
| I7AJ(e)             | <i>inside front cover</i>              | Details of contact officer.  | Mandatory   |
| I7AJ(f)             | <i>inside front cover</i>              | Entity's website address.  | Mandatory   |
| I7AJ(g)             | <i>inside front cover</i>              | Electronic address of report.  | Mandatory   |
| <b>I7AD(a)</b>      | <b>Review by accountable authority</b> |  |             |
| I7AD(a)             | 2–7                                    | A review by the accountable authority of the entity.   | Mandatory   |
| <b>I7AD(b)</b>      | <b>Overview of the entity</b>          |  |             |
| I7AE(1)(a)(i)       | 5–7                                    | A description of the role and functions of the entity.   | Mandatory   |
| I7AE(1)(a)(ii)      | 7                                      | A description of the organisational structure of the entity.   | Mandatory   |
| I7AE(1)(a)(iii)     | 6                                      | A description of the outcomes and programmes administered by the entity.   | Mandatory   |
| I7AE(1)(a)(iv)      | 10                                     | A description of the purposes of the entity as included in corporate plan.   | Mandatory   |
| I7AE(1)(aa)(i)      | 120                                    | Name of the accountable authority or each member of the accountable authority.   | Mandatory   |
| I7AE(1)(aa)(ii)     | 120                                    | Position title of the accountable authority or each member of the accountable authority.   | Mandatory   |
| I7AE(1)(aa)(iii)    | 120                                    | Period as the accountable authority or member of the accountable authority within the reporting period.  | Mandatory   |

| PGPA Rule Reference | Part of Report                                 | Description   | Requirement                     |
|---------------------|--|---|---------------------------------|
| 17AE(1)(b)          | not applicable                                 | An outline of the structure of the portfolio of the entity.   | Portfolio departments mandatory |
| 17AE(2)             | not applicable                                 | Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.  | If applicable, Mandatory        |
| <b>17AD(c)</b>      | <b>Report on the Performance of the entity</b> |   |                                 |
|                     | <i>Annual performance Statements</i>           |   |                                 |
| 17AD(c)(i); 16F     | 10-12  | Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.  | Mandatory                       |
| 17AD(c)(ii)         | Report on Financial Performance                |   |                                 |
| 17AF(1)(a)          | 14–15  | A discussion and analysis of the entity's financial performance.  | Mandatory                       |
| 17AF(1)(b)          | 131–132  | A table summarising the total resources and total payments of the entity.   | Mandatory                       |
| 17AF(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.       |
| <b>17AD(d)</b>      | <b>Management and Accountability</b>           |   |                                 |
|                     | <i>Corporate Governance</i>                    |   |                                 |
| 17AG(2)(a)          | i, 45  | Information on compliance with section 10 (fraud systems)   | Mandatory                       |
| 17AG(2)(b)(i)       | i  | A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.  | Mandatory                       |
| 17AG(2)(b)(ii)      | i  | A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.   | Mandatory                       |

| PGPA Rule Reference                  | Part of Report | Description  | Requirement              |
|--------------------------------------|----------------|--|--------------------------|
| 17AG(2)(b)(iii)                      | i              | A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.   | Mandatory                |
| 17AG(2)(c)                           | 42–47          | An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.   | Mandatory                |
| 17AG(2)(d) – (e)                     | not applicable | A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to noncompliance with Finance law and action taken to remedy noncompliance.  | If applicable, Mandatory |
| <i>External Scrutiny</i>             |                |  |                          |
| 17AG(3)                              | 46             | Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.   | Mandatory                |
| 17AG(3)(a)                           | 46             | 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)                           | 46             | 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 |
| <i>Management of Human Resources</i> |                |  |                          |
| 17AG(4)(a)                           | 47–52          | An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.   | Mandatory                |
| 17AG(4)(aa)                          | 121–127        | Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following:<br>(a) statistics on full-time employees;<br>(b) statistics on part-time employees;<br>(c) statistics on gender<br>(d) statistics on staff location | Mandatory                |

| PGPA Rule Reference      | Part of Report  | Description  | Requirement              |
|--------------------------|---|--|--------------------------|
| 17AG(4)(b)               | APS employees: not applicable;<br><br>Indigenous employees: 126–127 | Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>• Statistics on staffing classification level;</li> <li>• Statistics on full-time employees;</li> <li>• Statistics on part-time employees;</li> <li>• Statistics on gender;</li> <li>• Statistics on staff location;</li> <li>• Statistics on employees who identify as Indigenous.</li> </ul> | Mandatory                |
| 17AG(4)(c)               | 46–47   | 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)            | 48, 127   | Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).   | Mandatory                |
| 17AG(4)(c)(ii)           | 127   | The salary ranges available for APS employees by classification level.   | Mandatory                |
| 17AG(4)(c)(iii)          | 51  | A description of nonsalary benefits provided to employees.   | Mandatory                |
| 17AG(4)(d)(i)            | 48  | 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 |
| <b>Assets Management</b> |   |  |                          |
| 17AG(5)                  | 52–53   | An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.   | If applicable, mandatory |
| <b>Purchasing</b>        |   |  |                          |
| 17AG(6)                  | 53  | An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .  | Mandatory                |

| PGPA Rule Reference                                    | Part of Report | Description  | Requirement              |
|--|----------------|--|--------------------------|
| <i>Consultants</i>                                     |                |  |                          |
| 17AG(7)(a)   | 54             | 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)   | 54             | A statement that “ <i>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].</i> ”   | Mandatory                |
| 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)   | 54             | 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                |
| <i>Australian National Audit Office Access Clauses</i> |                |  |                          |
| 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 AuditorGeneral with access to the contractor’s premises, the report must include the name of the contractor; purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.   | If applicable, Mandatory |
| <i>Exempt contracts</i>                                |                |  |                          |
| 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 |

| PGPA Rule Reference           | Part of Report                     | Description  | Requirement              |
|-------------------------------|------------------------------------|--|--------------------------|
| <i>Small business</i>         |                                    |  |                          |
| 17AG(10)(a)                   | 53                                 | A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”  | Mandatory                |
| 17AG(10)(b)                   | 53                                 | An outline of the ways in which the procurement practices of the entity support small and medium enterprises.  | Mandatory                |
| 17AG(10)(c)                   | not applicable                     | If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”  | If applicable, Mandatory |
| <i>Financial Statements</i>   |                                    |  |                          |
| 17AD(e)                       | 64–103                             | Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.   | Mandatory                |
| <i>Executive Remuneration</i> |                                    |  |                          |
| 17AD(da)                      | 127                                | Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.   | Mandatory                |
| <b>17AD(f)</b>                | <b>Other Mandatory Information</b> |  |                          |
| 17AH(1)(a)(i)                 | not applicable                     | If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.” | If applicable, Mandatory |
| 17AH(1)(a)(ii)                | 55                                 | If the entity did not conduct advertising campaigns, a statement to that effect.   | If applicable, Mandatory |
| 17AH(1)(b)                    | not applicable                     | A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”  | If applicable, Mandatory |
| 17AH(1)(c)                    | 52                                 | Outline of mechanisms of disability reporting, including reference to website for further information.   | Mandatory                |



| PGPA Rule Reference | Part of Report                            | Description   | Requirement              |
|---------------------|---|---|--------------------------|
| 17AH(1)(d)          | 56  | Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.                                   | Mandatory                |
| 17AH(1)(e)          | not applicable                            | Correction of material errors in previous annual report.  | If applicable, mandatory |
| 17AH(2)             | Information required by other legislation |   | Mandatory                |
|                     | 50–51, 131                                | Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i> ).   |                          |
|                     | 11, 31, 58–60                             | Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</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  |
| AFP                  | Australian Federal Police  |
| Aide-de-camp (ADC)   | An officer of the military who is appointed to act as the military attendant to the Governor-General   |
| ANAO                 | Australian National Audit Office   |
| AC                   | Companion of the Order of Australia  |
| AM                   | Member of the Order of Australia   |
| AO                   | Officer of the Order of Australia  |
| ASL                  | Average staffing level   |
| ASBA                 | Australian School-based Apprenticeships  |
| CIT                  | Canberra Institute of Technology   |
| 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 their credentials   |
| CSC                  | Conspicuous Service Cross  |
| CVO                  | Commander of the Royal Victorian Order   |
| DCB                  | Department Capital Budget  |
| Enterprise Agreement | Wage and working conditions negotiated within an organisation and made under the Fair Work Act 2009  |
| departmental items   | Assets, liabilities, revenues and expenses that are controlled by the agency in the production of its outputs  |
| EAP                  | Employee Assistance Program  |

|  |  |
|--|--|
| EPBC Act                                   | <i>Environment Protection and Biodiversity Conservation Act 1999</i>   |
| 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  |
| HVAC                                       | heating, ventilation and air conditioning  |
| IT, ICT                                    | Information technology, information and communications technology  |
| IFA  | Individual Flexibility Arrangement   |
| IPS  | Information Publication Scheme   |
| insignia                                   | A symbol or token of status or office; in this context medals and documents associated with an office, honour or award   |
| investiture                                | Ceremony at which the Governor-General presents Australian honours and awards  |
| KMP  | Key Management Personnel   |
| long service awards                        | Awards made in recognition of long, diligent or efficient service, usually in uniformed service occupations  |
| LVO  | Lieutenant of the Royal Victorian Order  |
| meritorious awards                         | Awards for which the recipient is assessed as having gone above and beyond normal expectations   |
| MP   | Member of Parliament   |
| NEM  | National Emergency Medal   |
| NPSM                                       | National Police Service Medal  |
| OAM  | Medal of the Order of Australia  |
| 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   |
| PBS  | Portfolio Budget Statements  |

|               |   |
|---------------|---|
| PGPA Act      | <i>Public Governance, Performance and Accountability Act 2013</i>   |
| PMP           | Property Management Plan  |
| post nominals | Letters placed after the name of a person to indicate that they hold a position, educational degree, accreditation, office, or honour |
| PSPF          | Protective Security Policy Framework  |
| PWP           | Property Works Plan   |
| RAP           | Reconciliation Action Plan  |
| Retd          | Retired (used after the name of a retired armed forces officer)   |
| SMEs          | small and medium sized enterprises  |
| State Visit   | A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state                         |
| WCC           | Workplace Consultative Committee  |
| WHS           | work health and safety  |
| WHS Act       | <i>Work Health and Safety Act 2011</i>  |

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