



OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

ANNUAL REPORT

2019-20



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OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

8 October 2020

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 2020, 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

The Office of the Official Secretary to the Governor-General (the Office) supports the Governor-General to encourage, comfort, inspire and uplift Australians from all walks of life and to celebrate their achievements.

On 1 July 2019, His Excellency General the Honourable David Hurley AC DSC (Retd) was sworn-in as Australia's 27th Governor-General. In his swearing-in speech at Parliament House, the Governor-General spoke of a 'richness of spirit' that exists in Australian society. In so doing, he outlined his approach for his term and set the direction for the Office. The Office has assisted the Governor-General to highlight to Australians their inherent strengths, their concern for the common good, their humanity and decency, and their desire for a 'fair go'.

Challenges such as floods, ongoing drought, the devastating bushfires and, more recently, the crippling health, social and economic impacts of the COVID-19 pandemic make this focus on social cohesion more critical than ever. It has been a difficult period for so many Australians. At each turn, whether it be in towns dealing with or recovering from the immediate and longer term impacts of drought or floods; the many communities burnt out and rebuilding after the bushfires; or Australians, everywhere, responding to the extraordinary challenges of COVID-19, the Governor-General and Mrs Hurley have seen first-hand that richness of spirit referred to in the swearing-in speech. In conversations with Australians out in the paddock, on the fire ground, around kitchen tables, and in community halls, classrooms, hospitals and science laboratories, or virtually and online, the Governor-General and Mrs Hurley have heard examples of compassion, kindness, ingenuity and resilience. The stories they hear are of the true Australian spirit and character.

They have spent their first year listening to those stories, comforting and recognising individuals, reassuring communities that all Australians are with them and, on a national level, highlighting the inherent goodness of Australians and our ability to overcome adversity. The benefit of this work is tangible – people feeling more hopeful and understanding the traits and values that bind us as communities and as a nation.

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 thinking innovatively and strategically; engaging and empowering our staff; and using the resources available to us effectively, efficiently, economically and ethically to achieve impressive outcomes.

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.

In 2019–20, significant achievements included:

Organisation and management of official duties

- Conceptualising and facilitating an extensive program of outreach and engagement that included introductory visits to each state and territory to help Their Excellencies connect with Australians across the nation – with the Governor-General and Mrs Hurley spending more than a third of their program in rural, regional and remote Australia.
- Responding quickly and compassionately to the impacts of the bushfires by planning visits to more than 40 affected communities in Queensland, New South Wales, Victoria and South Australia. The visits and the subsequent follow-up engagement enabled the Governor-General to acknowledge the response of emergency services personnel; support individuals, families and organisations impacted by the fires; and thank those involved in the recovery effort.
- Thinking creatively about how to use digital technology and online platforms to remain connected during the COVID-19 period and encourage Australians to stay safe, stay well and stay kind. The Governor-General's online following increased by 73 per cent during the period.
- Supporting three official overseas visits by the Governor-General and Mrs Hurley to advance Australia's interests, including: representing Australia in Japan at the enthronement of His Majesty Emperor Naruhito; meeting with Australian servicemen and women and Australian officials working in Iraq, Afghanistan and the United Arab Emirates; and representing Australia at the World Holocaust Forum in Jerusalem to coincide with the 75th anniversary of the liberation of Auschwitz-Birkenau.

Management and maintenance of the official households and properties

- Continuing a major program of works in Sydney to preserve and protect the Kirribilli Point Battery precinct, including the historically significant Admiralty House Marine Barracks. Other projects at Admiralty House included the installation of dehumidifiers to combat rising damp issues and the rectification and functional fit-out of the Gatehouse.

- At Government House in Canberra, significant projects included: refurbishment and repainting of the Drawing Room; repainting the exterior of the main house; replacement of the heating, ventilation and air conditioning systems in the house to increase energy efficiency and environmental performance; protecting key and heritage infrastructure with new and integrated fire safety systems; continuing a program of works to replace external lighting and end-of-life electrical cabling to improve accessibility, security and workplace health and safety (WHS); installation of new security and way-finding signage; and structural repairs to an onsite cottage.

Administration of the Australian honours and awards system

- Recognising, encouraging and rewarding community achievement through the Australian honours and awards system, which in 2019–20 included:
 - a total of 2,032 awards in the Australia Day Honours List and Queen's Birthday Honours List; and
 - following a sustained focus on increasing the diversity within the Order of Australia, the Australia Day Honours list contained the highest ever percentage of women recipients (41.6 per cent).
- Removing barriers to the nomination process to make it as simple as possible for Australians to nominate those worthy of recognition, including digitising administrative processes.
- Ongoing review of processes to ensure that the Order of Australia is, and is perceived to be by the Australian public, the highest form of recognition of the efforts and achievements of Australians and reflects, in administration and outcome, the diversity of Australia.

The restrictions imposed in response to COVID-19 meant the majority of the Governor-General and Mrs Hurley's activities were planned and delivered through digital and online platforms from late March 2020 onwards. Scheduled visits to Pacific countries, regional programs and ongoing engagement with Australians across the country were replaced with 'virtual visits' – all with a common purpose: to remain connected and to uplift, encourage and celebrate Australians. As an Office, staff were supported to transition quickly to remote and flexible working arrangements. Planning horizons were shortened and processes streamlined to provide more flexible, agile and responsive support to the Governor-General's program during a dynamic and rapidly changing period.

A strong governance culture and a prudent financial management framework resulted in the Office achieving a small operating surplus for 2019–20.

OUTLOOK FOR 2020–21

The impacts of two unprecedented events early in 2020 – the devastating bushfires and the COVID-19 pandemic – will continue to influence the Governor-General's program over the next year. In an environment where the nation's social fabric has been stretched as a result of these events and other challenges, the Office will support the Governor-General to help bring Australians together; uplift the discouraged and give hope. The challenge for the Office is how to enhance the impact of the Governor-General's work against a backdrop of a changing economic and social landscape and budgetary and resourcing constraints.

The Office will balance cost pressures in maintaining the official properties. We will continue the major works at Admiralty House to protect the historic Kirribilli Point Battery precinct, and manage projects at both properties to preserve the condition of heritage assets. The Office will focus on information and communications technology (ICT) in 2020–21 and will undertake several projects in line with the Digital Transformation Strategy.

In administering the honours and awards system, the Office will manage the increase in nominations for the National Emergency Medal resulting from the declaration of Tropical Cyclone Debbie, the North Queensland Floods and in principle approval for the 2019–20 bushfires as nationally significant emergencies. A priority will be to continue working with stakeholders to enhance the diversity of nominations in the Order of Australia to reflect Australian society. Processes and the administration of the Order will continue to be reviewed to ensure it meets the needs and expectations of the community. The Office will also use new quantitative data to improve the methodology and analysis of performance reporting, consistent with the February 2020 updates to the PGPA Rules.

In responding to the challenges ahead and the changing operating environment, a newly established creative team (from existing staff resources) will work across the Office to embrace creativity, innovation and new ways of working. The team will deliver outcomes-focused projects that collectively: support the Governor-General and Mrs Hurley to uplift, encourage and inspire Australians and to celebrate their achievements; understand, preserve and share the rich stories of Government House and Admiralty House; and support and empower our people to be innovative, embrace change and work collaboratively to deliver impressive outcomes.

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 2019–20, this position was held by Mr Paul Singer MVO.

The Office comprises a Strategic Engagement branch, a People and Services branch, an Honours and Awards 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 2020.

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.

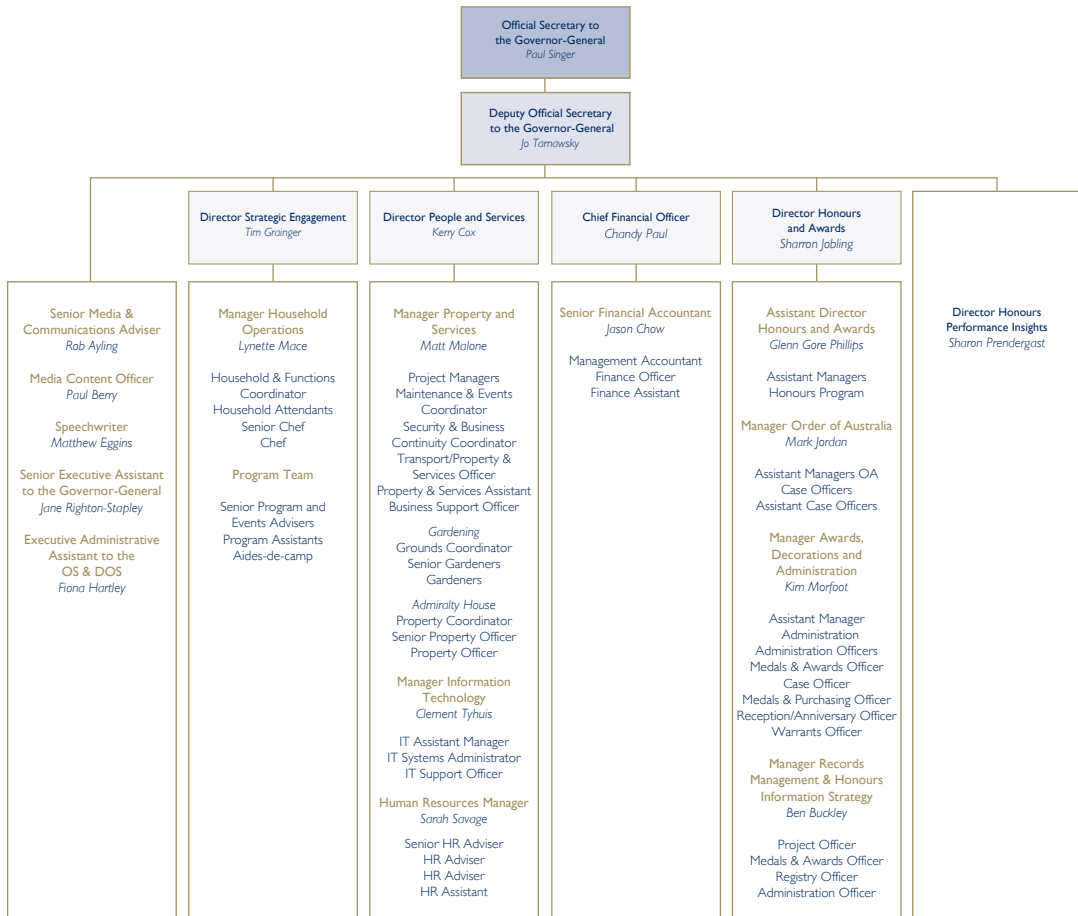
The Honours and Awards branch receives and researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The branch supports two Councils and one Committee which make recommendations to the Governor-General on honours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

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

The Outcome, Program and Program Components are consistent with those reported in the Office's 2019–20 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 2020



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.







REPORT ON
PERFORMANCE

CHAPTER 2

ANNUAL PERFORMANCE STATEMENTS 2019–20

STATEMENT OF PREPARATION

I, Paul Singer, as the accountable authority of the Office of the Official Secretary to the Governor-General (the Office), present the 2019–20 Annual Performance Statements of the Office 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 Office and comply with subsection 39(2) of the PGPA Act.



Paul Singer MVO
Official Secretary to the Governor-General
8 October 2020

PURPOSE

The purpose of the Office 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; and
- the effective administration of the Australian honours and awards system through the Australian Honours and Awards branch.

The planned outcome for the Office 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 Office 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
2. Administration of the Australian honours and awards system.

Table 1 summarises the results for 2019–20 against key performance indicators for Program 1 as identified on pages 262–263 of the 2019–20 Portfolio Budget Statements and pages 15–16 of the 2019–20 Corporate Plan. 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 2019–20
Component 1: Support of the Governor-General		
<ul style="list-style-type: none"> Executive support—includes providing advice to the Governor-General, planning, implementing and managing Their Excellencies' forward program of engagements, and liaising with representatives of governments, related authorities, and community groups. Personal support—includes providing support for Their Excellencies and hospitality services for official functions. Administrative services—includes providing governance advice and administrative services to OOSGG and managing the Governor-General's official residences, including maintenance of property, equipment and grounds. 	<ul style="list-style-type: none"> The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties. The Governor-General is satisfied with the management of the households. The properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities. 	<ul style="list-style-type: none"> The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided. The Governor-General has indicated a high degree of satisfaction with the management of the households. Property management has been in accordance with statutory and other requirements.

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2019–20
Component 2: Administration of the Australian Honours and Awards system		
<ul style="list-style-type: none"> • Research and prepare nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee. • Provide secretariat support for the Australian honours advisory bodies. • Undertake the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable. • Procure Australian honours insignia, warrants and investiture items. • Facilitate the approval of, and changes to, governing instruments within the Australian honours system. • Provide insignia to State/ Territory Government Houses, service organisations and individuals for issue, and arrange local investitures. 	<ul style="list-style-type: none"> • The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided. • Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia. • The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to. • Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements. 	<ul style="list-style-type: none"> • The Governor-General and other stakeholders have expressed satisfaction with the administration and support provided to them. • All activities have complied with relevant governing instruments. • Medals and insignia have met design specifications, stock levels have been maintained and control processes have been followed. • Insignia and relevant resources have been accurately issued in a timely manner.

OUTCOME PERFORMANCE

The Office reports on performance in relation to a single outcome:

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

During 2019–20, feedback was regularly received 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 Governor-General's 2019–20 program of activities was broad and meaningful. It included travel throughout Australia, a range of community outreach functions, and visits to represent Australia overseas. Their Excellencies' outreach and engagement was characterised by their deep interest in people and their stories, their empathy for Australians and their ability to connect personally and compassionately with those they meet, their energy and prodigious work ethic, and their commitment to wanting to use their term to make a difference. The Governor-General's first year in office can be divided into three (overlapping) sections:

- From July to December 2019, Their Excellencies undertook introductory visits to each state and territory and established relationships with key stakeholders, including patronages and community organisations.
- From September 2019, the Governor-General and Mrs Hurley increasingly focused on providing support, comfort and encouragement to those affected by bushfires and acknowledging the incredible efforts of emergency services personnel and volunteers in the bushfire response and recovery.
- Following the introduction of restrictions associated with the COVID-19 pandemic, the Office explored and implemented innovative ways to digitise the Governor-General's outreach. From March 2020, the Governor-General and Mrs Hurley embraced a diverse and dynamic program of digital and online engagement which promoted social cohesion, connectedness and wellbeing with school groups, patronages, and local communities.

The Governor-General's ceremonial duties were arranged with careful focus and consideration to ensure the dignity of each occasion and, following the introduction of COVID-19 restrictions, in line with physical distancing and other requirements. This included, in a first for Australia, receiving credentials virtually from incoming Heads of Mission to Australia.

Household operations ran 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 continued important works to protect and preserve the historic Marine Barracks and the broader Kirribilli Point Battery at Admiralty House.

With regard to the Australian honours and awards system, the Office met all performance indicators. It should be noted, however, that the annual Australia Day investitures were delayed due to COVID-19 restrictions. The Office 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 Australia Day Honours List was 41.6 per cent. This is the highest ever percentage of women recipients.

FINANCIAL PERFORMANCE

OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2019–20 financial year. Departmental and Administered results are shown in the audited financial statements on pages 66–109 of this report.

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

The Office has received an unmodified audit report from the Australian National Audit Office (ANAO) for the 2019–20 Financial Statements.

REPORT AGAINST THE 2019–20 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 2019–20 the total appropriations available to the Office

were \$25,114,000. This was made up of \$19,603,000 for Departmental outputs (including \$475,000 in section 74 receipts and \$650,000 towards the Departmental Capital Budget), \$2,066,000 for Administered expenses, \$2,950,000 towards the Administered Capital Budget, and \$495,000 as Special Appropriation for the Governor-General's salary.

In addition, the Office budgeted that it would receive \$75,000 in resources free-of-charge towards audit fees of the ANAO.

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 2019–20, a number of major projects were undertaken at the properties under the Office's Property Works Program to the total value of \$2,931,000.

BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 66–109 of this report.

SIGNIFICANT CHANGES IN 2019–20

There were no significant changes in 2019–20.

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

The program comprises two components:

1. Support for 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, the Australian Bravery Decorations Council, and the National Emergency Medal Committee
- provide efficient and effective secretariat support to the Australian honours advisory bodies
- undertake the efficient procurement of Australian honours medals and insignia, warrants and investiture items.

TABLE 2: FINANCIAL PERFORMANCE FOR PROGRAM 1

	Budget Estimate 2019–20 \$ 000	Actual 2019–20 \$ 000	Variation 2019–20 \$ 000
Departmental appropriation – Cost of Components 1 and 2	14,459	14,177	282
Administered appropriation	2,018	1,938	80
Expenses not requiring appropriation	2,542	2,457	85
Total	19,019	18,573	446

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 2019–20 \$ 000	Actual 2019–20 \$ 000	Variation 2019–20 \$ 000
Departmental appropriation – Cost of Component 1	7,952	7,798	155
Administered appropriation – Governor-General's salary	495	495	0
Administered appropriation – Depreciation	1,985	1,640	345
Expenses not requiring appropriation	306	449	(143)
Total	10,739	10,382	357

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 339 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2019–20, the Governor-General participated in 816 official engagements, and welcomed 34,053 guests and visitors to Government House and Admiralty House. This volume reflects the Governor-General's (and Office's) focus on uplifting and celebrating Australians. The Office's website (www.gg.gov.au) provided regular updates on the broad range of activities undertaken by the Governor-General.

**TABLE 4:
ACTIVITIES AND
CORRESPONDENCE
IN 2019–20**

Official activities	Number	Attendees
Events hosted - Government House	111	4,269
Events hosted - Admiralty House	20	1,133
Events hosted - offsite	8	187
Total	139	5,589
Other domestic events attended	339	
Credentials	16	
Overseas events attended	40	
Callers	309	
Executive Council meetings	31	
School tours	359	19,315 ^a
Anniversary requests handled	14,280 ^b	
Items of correspondence handled	2,146 ^c	

Notes:

- a) Includes school students, teaching staff and other accompanying adults
- b) Requests for messages of congratulation from Her Majesty The Queen and the Governor-General for Australians celebrating special birthdays or wedding anniversaries.
- c) 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.

On 1 July 2019, the Governor-General was sworn in as the 27th Governor-General of the Commonwealth of Australia at Parliament House. The following day, on 2 July 2019, as his first official engagement, the Governor-General attended a ceremony at which he opened the first session of the 46th Parliament of the Commonwealth of Australia, at Parliament House, Canberra.

During 2019–20, the Office supported the Governor-General (or those Administrators representing him) in presiding at 31 meetings of the Federal Executive Council, at which 353 agenda items were considered. Royal Assent was given to 148 pieces of legislation.

On 6 February 2020, the Governor-General hosted a swearing-in ceremony to issue the Instruments of Appointment and the Oaths and Affirmations of Office to five Ministers and one Parliamentary Secretary at a ceremony at Government House.

COMMANDER- IN-CHIEF

Under section 68 of the Constitution, the Governor-General is the Commander-in-Chief of the 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 plays an important role, including attending military parades, graduation ceremonies and presenting colours and honours to ADF units. In 2019–20, the Governor-General presided over several military events in Australia and abroad.

- On 21 November 2019, at RAAF Base Amberley, Queensland, the Governor-General attended the Consecration of the 86 Wing Squadron Standard.
- On 6 December 2019, at the Australian Defence Force Academy, Canberra, the Governor-General attended the 2019 Australian Command and Staff Course Graduation Ceremony.
- On 10 December 2019, at Duntroon, Canberra, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony.
- On 12 December 2019, at Campbell, Canberra, the Governor-General attended the Australian Defence Force Academy Graduation Parade.
- On 17 December 2019, in Baghdad, Iraq, the Governor-General met with ADF members from Special Operations Task Group 632.
- On 18 December 2019, in Kabul, Afghanistan, the Governor-General met with ADF members of Task Group Afghanistan, ADF personnel deployed to the Headquarters of NATO Mission Resolute Support, and ADF members of Joint Task Force 633.
- On 2 March 2020, at the Australian War Memorial, Canberra, the Governor-General attend a presentation of Theatre Honour East Timor and Celebration of Army's 119th Birthday.

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 14 August 2019, at the Australian War Memorial, Canberra, the Governor-General attended a Last Post Ceremony for Honouring Women United by Defence Service.
- On 11 November 2019, at the Australian War Memorial, Canberra, the Governor-General attended the Remembrance Day National Ceremony and delivered the commemorative address.
- On 22 January 2020, at the Mt Scopus Commonwealth War Graves Cemetery, Jerusalem, Israel, the Governor-General laid a wreath at the grave of an Australian soldier.
- On 25 April 2020, at the Australian War Memorial, Canberra, the Governor-General attended an Anzac Day commemorative ceremony marking the 105th anniversary of the Gallipoli landing.

CEREMONIAL ACTIVITIES

In 2019–20, 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 overseas on state, official and commemorative occasions.

INVESTITURES

The Governor-General presided at eight investiture ceremonies for Australian honours and award recipients, in 2019–20. Three general sessions held at Government House in September 2019 saw the presentation of 144 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. In addition, the Governor-General presided over five ad hoc investiture ceremonies.

Investiture ceremonies scheduled for April 2020 at Government House (to recognise those individuals honoured in the Australia Day Honours List) were postponed as a result of physical distancing measures and restrictions on gatherings in response to COVID-19.

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 2019–20, six credentials ceremonies were held at Government House for 19 Ambassadors or High Commissioners from: Costa Rica, Germany, Colombia, Estonia, Sri Lanka, Sweden, Italy, Zimbabwe, Vanuatu, Nepal, India, Cambodia, Algeria, Egypt, Austria, Ecuador, Greece, Timor-Leste and Korea.

As a result of measures in response to COVID-19, two virtual credentials ceremonies were held by video conference for the High Commissioners of Mauritius and Botswana.

Separately, two credentials ceremonies were held for the non-resident Ambassadors of Bahrain and Yemen.

CITIZENSHIP CEREMONIES

The Governor-General presided at three citizenship ceremonies in 2019–20:

- On 17 September 2019, at South Newman Primary School, in Newman, Western Australia, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 18 recipients.
- On 26 January 2020, in Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony at which Australian Citizenship was conferred on 29 recipients.
- On 26 January 2020, at Admiralty House, Sydney, the Governor-General hosted an Australia Day Citizenship Ceremony at which Australian Citizenship was conferred on 50 recipients.

MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On the 22 July 2019, at Government House, Canberra, the Governor-General met with the Honourable James Marape MP, Prime Minister of Papua New Guinea, and Mrs Rachael Marape.
- On 9 October 2019, at Admiralty House, Sydney, the Governor-General met with His Excellency Mr Mark Rutte, Prime Minister of the Kingdom of the Netherlands.
- On 21 October 2019, in Tokyo, Japan, the Governor-General met with Ms Yuriko Koike, Governor of Tokyo.
- On 22 October 2019, in Tokyo, Japan, the Governor-General met with His Excellency Sir David Vunagi GCMG, Governor-General of the Solomon Islands, and His Excellency Sir Bob Dadae GCMG KStJ, Governor-General of Papua New Guinea.
- On 22 October 2019, in Tokyo, Japan, the Governor-General met with Her Excellency Dame Patsy Reddy GNZM QSO, Governor-General of New Zealand.

- On 22 October 2019, in Tokyo, Japan, the Governor-General attended a ceremony and court banquet to mark the enthronement of His Majesty the Emperor of Japan.
- On 23 October 2019, in Tokyo, Japan, the Governor-General, as the guest of His Excellency Mr Shinzo Abe, Prime Minister of Japan, attended a banquet for Heads of State, Royals, Prime Ministers and other representatives attending the enthronement of His Majesty the Emperor of Japan.
- On 3 December 2019, at Government House, Canberra, the Governor-General met with Mr Nguyen Thien Nhan, Secretary, Ho Chi Minh City Communist Party.
- On 16 December 2019, in Dubai, United Arab Emirates, the Governor-General met with His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the United Arab Emirates and Ruler of Dubai.
- On 16 December 2019, in Abu Dhabi, United Arab Emirates, the Governor-General met with His Highness Sheikh Mohammed bin Zayed Al Nahyan, Crown Prince of the United Arab Emirates.
- On 17 December 2019, in Baghdad, Iraq, the Governor-General met with His Excellency Mr Barham Salih, President of the Republic of Iraq.
- On 18 December 2019, in Kabul, Afghanistan, the Governor-General met with His Excellency Dr Mohammad Ashraf Ghani, President of the Islamic Republic of Afghanistan.
- On 21 January 2020, in Jerusalem, Israel, the Governor-General met with His Excellency the Honourable Reuven Rivlin, President of the State of Israel, and attended a State Dinner as part of events to mark the International Holocaust Remembrance Day.
- On 22 January 2020, in Ramallah, Palestinian Territories, the Governor-General met with Dr Mahmoud Abbas, President of the Palestinian Authority.
- On 9 February 2020, at Government House, Canberra, the Governor-General hosted a Ceremonial Welcome, bilateral discussions and a State Lunch in honour of His Excellency Mr Joko Widodo, President of the Republic of Indonesia.
- On 12 February 2020, at Government House, Canberra, the Governor-General met with Mr Demetris Syllouris, President of the House of Representatives, and members of the Parliament of the Republic of Cyprus.
- On 26 February 2020, at Government House, Canberra, the Governor-General hosted a Ceremonial Welcome, bilateral discussions and a State Lunch in honour of His Excellency the Honourable Reuven Rivlin, President of the State of Israel.

- On 27 February 2020, at Government House, Canberra, the Governor-General met with Ms Ulrike Muller MEP, Chair of the European Parliament's Delegation for Relations with Australia and New Zealand.
- On 28 February 2020, at Admiralty House, Sydney, the Governor-General met with the Right Honourable Jacinda Ardern MP, Prime Minister of New Zealand.
- On the 8 April 2020, at Government House, Canberra, the Governor-General spoke by telephone with Her Excellency Ms Kersti Kaljulaid, President of the Republic of Estonia.
- On the 17 April 2020, at Government House, Canberra, the Governor-General spoke by telephone with His Excellency the Right Reverend Sir David Vunagi GCMG, Governor-General of the Solomon Islands.
- On 8 May 2020, at Government House, Canberra, the Governor-General met via video conference with His Excellency Pastor Obed Moses Tallis, President of the Republic of Vanuatu.
- On 14 May 2020, at Government House, Canberra, the Governor-General met via video conference with His Excellency Major-General Jioji Konusi Konrote (Retd), the President of the Republic of Fiji.
- On the 4 June 2020, at Government House, Canberra, the Governor-General met via video conference with His Excellency Sir Tom Marsters KBE, the Queen's Representative to the Cook Islands.
- On the 12 June 2020, at Government House, Canberra, the Governor-General spoke by phone with Her Excellency Teniku Talesi Honolulu, Acting Governor-General of Tuvalu.

OFFICIAL OVERSEAS VISITS

In 2019–20, the Office planned and supported three overseas visits by the Governor-General.

- From 20 to 25 October 2019, the Governor-General travelled to Japan, where he represented Australia at events to mark the enthronement of His Majesty the Emperor of Japan.
- From 16 to 19 December 2019, the Governor-General travelled to the United Arab Emirates, Iraq and Afghanistan, where he met with Australian Embassy staff and ADF members.
- From 19 to 24 January 2020, the Governor-General travelled to Israel, where he represented Australia at events to mark the International Leaders' Forum on the International Holocaust Remembrance Day. During the visit, the Governor-General travelled to the Palestinian Territories on Wednesday 22 January.

COMMUNITY ENGAGEMENT

Celebrating, comforting, inspiring and uplifting 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 geography. 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 12 July 2019, in Julia Creek, Queensland, the Governor-General met with community members and hosted a community dinner in recognition of flood recovery and rebuilding efforts.
- On 18 July 2019, at Government House, the Governor-General hosted a reception for heads of the Diplomatic Corps.
- On 3 August 2019, in Darwin, Northern Territory, the Governor-General hosted a picnic to celebrate National Aboriginal and Torres Strait Islander Children's Day.
- On 10 August 2019, in Brisbane, Queensland, the Governor-General met with Queensland's Chief Entrepreneur and visited technology start-ups at The Precinct.
- On 29 August 2019, in Albury, New South Wales, the Governor-General attended the State Funeral of the late Mr Timothy Fischer AC at the Albury Entertainment Centre.
- On 16 September 2019, in Karratha, Western Australia, the Governor-General met with students at Karratha High School and visited the Australian Regular Army's Pilbara Regiment.
- On 27 September 2019, at the National Police Memorial in Kings Park, Canberra, the Governor-General attended the National Police Remembrance Day Service.
- On 30 October 2019, at Government House, Canberra, the Governor-General hosted a physical training session for ADF members and veterans in recognition of Veterans' Health Week.
- On 9 November 2019, in Greta, New South Wales, the Governor-General participated in events to mark the 80th anniversary of the Greta Army Camp.
- On 25 November 2019, in Adelaide, South Australia, the Governor-General attended the annual Tarnanthi Festival.
- On 10 December 2019, in Canberra, the Governor-General attended graduation ceremonies for the Canberra PCYC's Adventure, Booyah and Intensive Diversion programs.
- On 16 January 2020, at Admiralty House, Sydney, the Governor-General hosted a reception for the Indigenous Australian Engineering Summer School Class of 2020.

- On 28 January 2020, at Drummoyne Oval, Sydney, the Governor-General hosted the annual Governor-General's XI women's cricket match, against the Indian women's cricket team.
- On 1 February 2020, in Melbourne, the Governor-General met with staff involved in COVID-19 research at the University of Melbourne's Doherty Institute.
- On 7 March 2020, in Bellingen, New South Wales, the Governor-General attended community events as part of the 2020 Sergeant Matthew Locke MG Charity Match weekend.
- On 12 May 2020, in Canberra, the Governor-General met with staff at ACT Health's Drive-Through COVID-19 Respiratory Assessment Clinic.
- On 18 June 2020, in Melbourne, the Governor-General met with research staff at Monash University's Biomedicine Discovery Institute and visited CSIRO's Clayton Precinct.

PATRONAGES

At the end of the reporting period, the Governor-General and Mrs Hurley were patrons of a total of 214¹ organisations involved with health, children and families, Aboriginal and Torres Strait Islander people, regional and rural Australia, education, the arts, defence and services, and other matters relevant to the broader Australian community. They serve as Patron (or in some cases, co-Patrons) of these organisations to help raise their profile and support their work in the community.

Through their Patronage, which can include visiting organisations on the ground (witnessing first-hand how they support their communities), attending or hosting events, providing messages of support, promoting initiatives and thanking volunteers, Their Excellencies uplift and encourage the people the organisations help.

REGIONAL CENTRE VISITS

During 2019–20, over a third of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 10 to 15 July 2019, the Governor-General travelled to Queensland, where he met with agencies involved in flood recovery and hosted community events in the outback towns of Julia Creek and Cloncurry, opened the Kapani Cup in the Indigenous community of Arukun, visited service agencies in Weipa and met with ADF members at Exercise Talisman Sabre in Rockhampton.

¹ Of these organisations, the Governor-General is Patron of 149, Mrs Hurley is Patron of 28, with joint Patronage held for a further 37.

- From 1 to 3 August 2019, the Governor-General travelled to the Northern Territory, where he attended the Garma Festival of Traditional Cultures in the remote Indigenous community of Gulkula, and hosted community engagement events in Darwin.
- From 8 to 10 August 2019, the Governor-General travelled to Queensland, where he visited the Aboriginal and Torres Strait Islander Health Service and the Joyce Wilding Hostel, met with community representatives and officially opened the 2019 Royal Queensland Show in Brisbane.
- From 29 to 31 August 2019, the Governor-General travelled to South-East Queensland where he met with school students, major employers and hosted a community reception in Goondawindi. In addition, the Governor-General travelled to northern New South Wales, where he visited landowners affected by long-term drought in Warialda and Tamworth, attended a Civic Reception in Tamworth and officially opened the Tamworth Show.
- From 14 to 17 September 2019, the Governor-General travelled to Western Australia, where he visited the Perth Mosque and hosted a dinner for Families of the Fallen in Perth, hosted community events in Karatha, presided over a Citizenship Ceremony in Newman, met with staff of Big hART New Roebourne Project and visited the remote Indigenous community of Jjgalong.
- From 23 and 26 September 2019, the Governor-General travelled to Tasmania, where he visited the Parliament of Tasmania, Australian Antarctic Division Headquarters and the Institute of Marine and Antarctic Studies.
- From 10 to 11 October 2019, the Governor-General travelled to New South Wales, where he met with veterans at the South Coast Private Hospital, visited the BlueScope Steelworks and hosted a lunch to mark mental health in the workplace for One Door Illawarra in Wollongong.
- From 25 to 27 November 2019, the Governor-General travelled to South Australia, where he visited the Parliament of South Australia, Vinnies Women's Crisis Centre, Lot 14 Technology Precinct, APY Collective Gallery and Osborne Naval Shipyard in Port Adelaide.
- On 8 February 2020, the Governor-General travelled to New South Wales, where he officially opened the 2020 Tenterfield Show.
- From 7 to 8 March 2020, the Governor-General travelled to New South Wales, where he attended community engagement events in Bellingen, and received a briefing on Mission Australia's social housing project in Coffs Harbour.

RESPONSE TO 2019–20 BUSHFIRE SEASON

Recognising the devastating impact of bushfires in many parts of Australia during 2019–20, the Governor-General placed a significant emphasis on visiting bushfire-affected communities to acknowledge the contributions made by the individuals, agencies and other organisations involved in response, recovery and rebuilding efforts.

- On 23 September 2019, the Governor-General travelled to Glen Innes and Tenterfield, New South Wales, where he visited the Northern Tablelands Fire Control Centre and hosted a lunch for community members and service agencies at the Tenterfield Bushfire Recovery Hub.
- On the 8 October 2019, the Governor-General travelled to Noosa, Binna Burra and Canungra, Queensland, where he met with community members and business owners impacted by bushfire.
- On 1 November 2019, the Governor-General travelled to Casino and Ewingar, New South Wales, where he visited the Northern Rivers Fire Control Centre, received a briefing on bushfire activity in the region and hosted a community barbecue.
- On 27 November 2019, the Governor-General travelled to Adelaide, South Australia, where he met with staff at the South Australian Country Fire Service Headquarters and received a briefing on bushfire response efforts.
- On 29 November 2019, the Governor-General travelled to Carwoola, New South Wales, where he met with volunteer members of the Carwoola Rural Fire Brigade.
- On 7 December 2019, the Governor-General travelled to Ulmarra, Nymboida and Grafton, New South Wales, where he visited the Clarence Valley Fire Control Centre and Aviation Support Centre, and met with community members at the Nymboida Recovery Centre.
- On 9 December 2019, the Governor-General travelled to Sydney, New South Wales, where he visited the NSW Rural Fire Service State Operations Centre.
- On 2 January 2020, the Governor-General travelled to Sale, Victoria, where he received a briefing on the bushfire response and recovery activities by the ADF, and met with staff and volunteer members of the Country Fire Authority's Sale Brigade and Forest Fire Management Victoria.
- On 5 January 2020, the Governor-General travelled to Bairnsdale and Lucknow, Victoria, where he visited the Bairnsdale Recovery Centre and the Lucknow Bushfire Relief Centre, and met with ADF members involved in bushfire response at RAAF Base East Sale.

- On 7 January 2020, the Governor-General travelled to Kangaroo Island, Adelaide and the Adelaide Hills, South Australia, where he received a briefing on the bushfire response, visited the South Australian Country Fire Service Headquarters and met with organisations assisting bushfire-affected residents at the Lobethal Bushfire Recovery Centre.
- On 9 January 2020, the Governor-General travelled to Moruya, Mogo, Malua Bay and Broulee, New South Wales, where he received a briefing at the Moruya Rural Fire Service Incident Control Centre, visited the NSW Rural Fire Service's Broulee brigade and met with community members and business owners impacted by bushfire.
- On 13 January 2020, the Governor-General travelled to Queanbeyan, Braidwood and Araluen, New South Wales, where he visited the Queanbeyan Rural Fire Service Fire Control Centre, met with BlazeAid volunteers, local business owners and community members, and attended a lunch with the Araluen Volunteer Bushfire Brigade.
- On 15 January 2020, the Governor-General travelled to Nowra, Milton and Lake Conjola, New South Wales, where he visited local NSW Rural Fire Service Brigades and met with community members and business owners impacted by bushfire.
- On 11 February 2020, the Governor-General travelled to Melbourne, Victoria, where he met with staff at Emergency Management Victoria's State Control Centre and the Red Cross National Coordination Centre.
- On 24 February 2020, the Governor-General travelled to Buxton, Hill Top and Balmoral, New South Wales, where he met with bushfire relief and recovery staff of the Wingecarribee Shire Council, and hosted an afternoon tea for NSW Rural Fire Service volunteer members and community representatives.
- On 7 March 2020, the Governor-General travelled to Bellingen and Hydes Creek, New South Wales, where he attended a community lunch and met with NSW Rural Fire Service volunteer members.
- On 12 March 2020, the Governor-General travelled to Kangaroo Island, South Australia, where he met with community members and business owners impacted by bushfire.
- On 23 March 2020, the Governor-General travelled to Sydney, New South Wales, where he attended a State Memorial for those impacted by bushfires.
- On 27 March 2020, the Governor-General hosted a morning tea at Government House, Canberra, for the families of four American firefighters killed in a plane crash south of Canberra.
- On 18 May 2020, the Governor-General travelled to Jerrabomberra, Sutton and Murrumbateman, New South Wales, where he met with NSW Rural Fire Service volunteer members.

- On 20 May 2020, the Governor-General held a virtual meeting with volunteer members of NSW Rural Fire Service brigades in Albury, the Blue Mountains, Cooma and the Clarence Valley.
- On 22 May 2020, the Governor-General travelled to Tumut, Adelong and Batlow, New South Wales, where he attended a briefing on bushfire recovery at the Snowy Valley Council, hosted a lunch for BlazeAid volunteers, met with NSW Rural Fire Service volunteer members and visited local business owners impacted by bushfire.
- From 23 to 24 June 2020, the Governor-General held virtual meetings with community members and organisations involved in the bushfire response, recovery and rebuilding in Mallacoota, Genoa, Orbost and East Gippsland, Victoria.

RESPONSE TO COVID-19

In response to the Australian Government's measures to slow the spread of COVID-19 – including restrictions on international and domestic travel, and limitations on gatherings – the Governor-General transitioned to an extensive program of virtual engagement from March 2020.

Through telephone calls, video messages, video conferencing and online streaming, the Governor-General met with patronages, local councils, community groups, schools and other organisations across Australia.

- Between 23 March and 30 June 2020, the Governor-General made 118 telephone calls, recorded 48 video messages and participated in 33 video conferences.
- On the 7 April 2020, in a first by an Australian Governor-General, Letters of Commission were received in a virtual ceremony with the incoming High Commissioners of Mauritius and Botswana.
- On 17 April 2020, the Governor-General hosted a video conference for Global Voices' 2020 Scholars.
- On 24 April 2020, the Governor-General delivered the keynote speech for the virtual launch of *The Forgotten* by Dr Will Davies.
- On 27 May 2020, the Governor-General hosted a live reading on Facebook for the Australian Library and Information Association's *National Simultaneous Storytime 2020*.
- On 22 June 2020, the Governor-General opened the Australian Institute of Health and Safety's virtual Conference, #Safetyescape.

OFFICIAL PROPERTIES AND COMMUNITY EVENTS

On 6 October 2019, the Office hosted an Open Day at Government House, Canberra, with 4,500 visitors who were provided with the opportunity to explore the house and its grounds, and meet the Governor-General and Mrs Hurley.

Open Days at Government House and Admiralty House scheduled for March and May 2020 were cancelled as a result of measures in response to COVID-19.

In total, over 34,000 members of the public visited Government House and Admiralty House in 2019–20.

MEDIA

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

Key activities included:

- supporting the Governor-General by producing 142 speeches and remarks for delivery at community events around the country
- managing engagement with national, local and international media.
The Office works with the media to:
 - enable access to key events such as investiture ceremonies
 - promote community events, including Open Days and community events to promote organisations of which the Governor-General and/or Mrs Hurley serve as Patrons
 - highlight the Governor-General's key priorities, such as supporting communities impacted by fire, flood, drought and COVID-19
- 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
- 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 Mrs Hurley
- the Governor-General's National Australia Day and Anzac Day televised addresses (broadcast by the ABC).

CORRESPONDENCE

In 2019–20 the Office received and attended to 2,146 items of general correspondence. The Honours and Awards branch received more than 26,846 items of correspondence including 3,347 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 8,046 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,234 congratulatory messages on behalf of Her Majesty The Queen.

PROPERTY MANAGEMENT

The two official residences of the Governor-General (Government House in Canberra and Admiralty House in Sydney) were included in the Commonwealth Heritage List in June 2004 as places of significant heritage value owned or controlled by the Commonwealth. Their inclusion means the Office must protect their heritage value. The Office manages the properties in accordance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

In 2019–20, the Office consistently applied the principles of ecologically sustainable development and considered potential environmental and heritage impacts when making management decisions. 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 when needed
- maintains a Heritage Strategy as a framework for management of the properties
- has 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 heritage properties
- where works have, or are likely to have, a significant impact on heritage issues, seeks approval from the Minister responsible for heritage matters (as required by the EPBC Act).

The annual priorities and initiatives for both properties are outlined in the Property Management Plan (PMP). The Property Works Program (PWP) is a program of projects designed to deliver the outcomes of the PMP. It identifies the priority works for the four years of the forward

estimates at a high level, broadly in line with a twenty-year plan prepared in 2014 that identified property works priorities. When unforeseen works arise (for example, when ageing infrastructure fails unexpectedly or latent conditions are encountered during works), the plan is adjusted and priorities reviewed to accommodate emerging needs.

In 2019–20, a number of projects were undertaken at the properties, to the total value of \$2,931,000 (against a total budget of \$3,455,000). The underspend was caused by a delay to the Kirribilli Point Battery Precinct project which required cost engineering and extended contract negotiations to manage project costs.

The Office has successfully transitioned to the Whole of Australian Government Property Services Arrangements established by the Department of Finance. The Property Service Provider to the Office provides broad facilities management services including sustainability engineering and has developed procurement and reporting efficiencies.

The provision of grounds maintenance services at Kirribilli House for the Department of the Prime Minister and Cabinet under a Memorandum of Understanding continues to deliver value and savings for the Commonwealth. This initiative has reduced costs through leveraging the Office's existing resources and systems co-located at Admiralty House.

GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2019–20 included:

- Design and installation continued during the year to upgrade the environmental and economic efficiency of 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 was completed for the first and second stages of replacement of external lighting and electrical cabling throughout the grounds. This project included upgrades to the lighting of main pedestrian routes between buildings and the staff car park lighting to comply with WHS requirements and improve energy performance. This is a multistage project that will continue over several years and works will be prioritised to suit operational requirements.
- Installation activities were completed 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.

- Restoration of an onsite cottage was undertaken including replacing the roof and insulation, installation of new carpet, new HVAC and new eaves lining.
- Installation of security, directional and way finding signage was completed at Government House.
- Floor restoration and painting was completed to the Drawing Room of the Main House.
- Ergonomic workstations and furniture were procured and installed in the Case Officer's open office area and breakout areas in the Honours Building.
- 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 such as 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 2019–20 included:

- Construction 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.
- Construction works were completed for the rectification and heritage conservation of the Gatehouse building occupied by the Australian Federal Police (AFP). This project restored deteriorated internal and external heritage fabric and replaced aging building services such as HVAC systems.
- Restorative works of the southern sea wall were completed.
- Dehumidifiers were successfully installed below the Dining Room, Drawing Room and Study to improve air quality in these areas.
- 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 such as hydraulic, electrical, and communication systems.
- 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 Australiana Fund, the National Gallery of Australia, the Australian Institute of Aboriginal and Torres Strait Islander Studies, 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 ongoing working relationships ensure that important works representing Australia are on display for the 34,000 visitors to the properties each year. The Office has partnered with the Australiana Fund to develop a database to assist in the collection management of the art, objects and furniture at the properties. Work to enter the information into this database continues.

Some items are exchanged each year as part of an ongoing program to display a variety of Australian artworks and furniture. At 30 June 2020, paintings, pieces of furniture and art objects with a combined value of approximately \$20 million were on loan to the Office.

PROGRAM COMPONENT 2 – ADMINISTRATION OF THE HONOURS AND AWARDS SYSTEM

Resources applied to this component are directed to:

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

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

TABLE 5: FINANCIAL PERFORMANCE FOR COMPONENT 2 OF PROGRAM 1

	Budget Estimate 2019–20 \$ 000	Actual 2019–20 \$ 000	Variation 2019–20 \$ 000
Departmental appropriation - Cost of Component 2	6,507	6,380	127
Administered appropriation - Acquisition of Australian honours medals/insignia, warrants and investiture items	1,523	1,443	80
Expenses not requiring appropriation	251	368	(117)
Total	8,280	8,191	89

HONOURS AND AWARDS OVERVIEW

Australia's honours and awards system recognises the outstanding service and contributions of Australians. The system began in 1975 when the Order of Australia, Australian Bravery Decorations and National Medal were created. 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 includes a General Division for civilians and a Military Division for members of the Australian Defence Force. The Order of Australia is the highest form of recognition of the efforts and achievements of Australians. The Order of Australia celebrates extraordinary achievements and meritorious contributions in fields as diverse as community service, the arts, education, sport, multicultural affairs 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.

Australian Bravery Decorations are significant awards that recognise the courageous actions of those who have placed the safety and lives of others before their own. Bravery nominations are considered by 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. In 2019–20, Tropical Cyclone Debbie and the North Queensland Floods were declared nationally significant emergencies for the purposes of the NEM. In principle approval for the 2019–20 bushfires was also provided.

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. The councils, rather than the branch, are responsible for making recommendations as to whether an award should be made. In all matters relating to the Order of Australia, the Governor-General acts on recommendations made by the independent Council. Council members are appointed with the expectation that they will apply expertise and judgement to their decision making. 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 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. This communication provides a means for continuously evaluating and improving the branch's performance.

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

KEY RESULTS

NOMINATIONS, AWARDS AND INVESTITURES

In 2019–20, 2,991 nominations were received for the Order of Australia. This was similar to the previous financial year. The Council met twice during the year to consider the nominations and other matters. Of the 2,180 nominations considered, 1,548 resulted in recommendations to the Governor-General and, subsequently, appointments or awards. Ninety 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 54 appointments and awards in the Military Division of the Order of Australia.

In 2019–20, the branch researched 289 nominations for bravery awards for the Australian Bravery Decorations Council, which met twice during the year. Of these, 160 (55 per cent) resulted in awards which were approved by the Governor-General. Ninety-eight per cent of researched nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 1,324 awards to recognise excellence in specified occupations, including police, emergency services, and defence personnel. All of these awards were processed and gazetted within six months of receipt. In addition, 2,383 National Police Service Medals were approved and dispatched to the relevant organisations.

Additionally, in 2019–20, 90 National Emergency Medals (75 for sustained service and 15 for significant service) were approved. The total number of nominations considered for the award was 149. 670 nominations were received and forwarded to Defence Directorate of Honours and Awards to initiate processing. The National Emergency Medal Committee considered a number of recent nationally-significant emergencies for the purposes of the medal. The Governor-General subsequently approved the declaration of Tropical Cyclone Debbie 2017 and the North Queensland Floods 2019, and provided in-principle approval for the 2019–20 Bushfire Season.

The Governor-General approved 8,572 National Medals/Clasps, 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. 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.

Nine non-Australian citizens were recognised by honorary awards in the Order of Australia during 2019–20, seven 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 2019–20, 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.

The Honours and Awards branch assisted State Governors, the Northern Territory Administrator and heads of Australian diplomatic missions overseas to conduct investitures for recipients not invested by the Governor-General in 2019–20. 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 does not require the Governor-General's approval if the award is listed on the approved Schedule on the Governor-General's website. In 2019–20 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 Governor-General has flagged his intention to ensure the Order of Australia is, and is perceived to be by the Australian public, the highest form of recognition of the efforts and achievements of Australians and reflects, in administration and outcome, the diversity of Australia. The Office is committed to improving the diversity of nominations (and therefore recipients) in the honours and awards system. Key initiatives include supporting the Governor-General to engage with peak bodies in various fields of endeavour on diversity issues. As part of this work, the Office has initiated discussions and will continue to work with organisations and other stakeholders to ensure the diversity of Australia is represented in the awards system.

The Australia Day and The Queen's Birthday honours lists in 2020 continued to see improved representation of women recipients in the Order of Australia.

The Office participated in the National Archives of Australia Check-up 2019 and received a maturity score of 4.31 (1.06 above the Australian Government average of 3.25). This reflects our commitment to records management and to improving and refining our processes in line with the Digital Continuity 2020 Policy.

The Office also implemented reforms to make processes more user friendly. In December 2019, functionality was introduced that allows for the automatic online submission of information directly from referees and potential recipients. These enhancements have had a significant impact on the accuracy of data held and have provided the community with an easier and more efficient method of communicating with the branch. The Office will continue to explore other initiatives to enhance automation, better reporting, and the production of smarter documents for honours councils 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 2019–20.

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.

COMMITTEES

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

- Management Committee (including the Property Sub-Committee, Information Technology Sub-Committee and the Security 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 Property Sub-Committee was established in response to meeting the integral requirements and responsibilities of the stewardship of the Official Heritage Properties. Membership includes the Deputy Official Secretary as the chairperson, Director People and Services, Manager Property and Services, Project Managers and the Chief Financial Officer. Responsibilities

of the committee include overseeing the delivery and progress of the Property Works Program to achieve project and property outcomes within scope and on budget.

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.

The Security Sub-Committee was established in response to meeting the integral requirements and responsibilities of physical, personal and information security. Membership includes the Deputy Official Secretary as the chairperson, Director People and Services, Security and Business Continuity Coordinator, Manager Property and Services, Manager HR and the Manager IT. Responsibilities of the committee include implementation, delivery and progress of security projects and initiatives, the Security Management Plan, the Security Planning Program and Protective Security Policy Framework (PSPF) performance.

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.

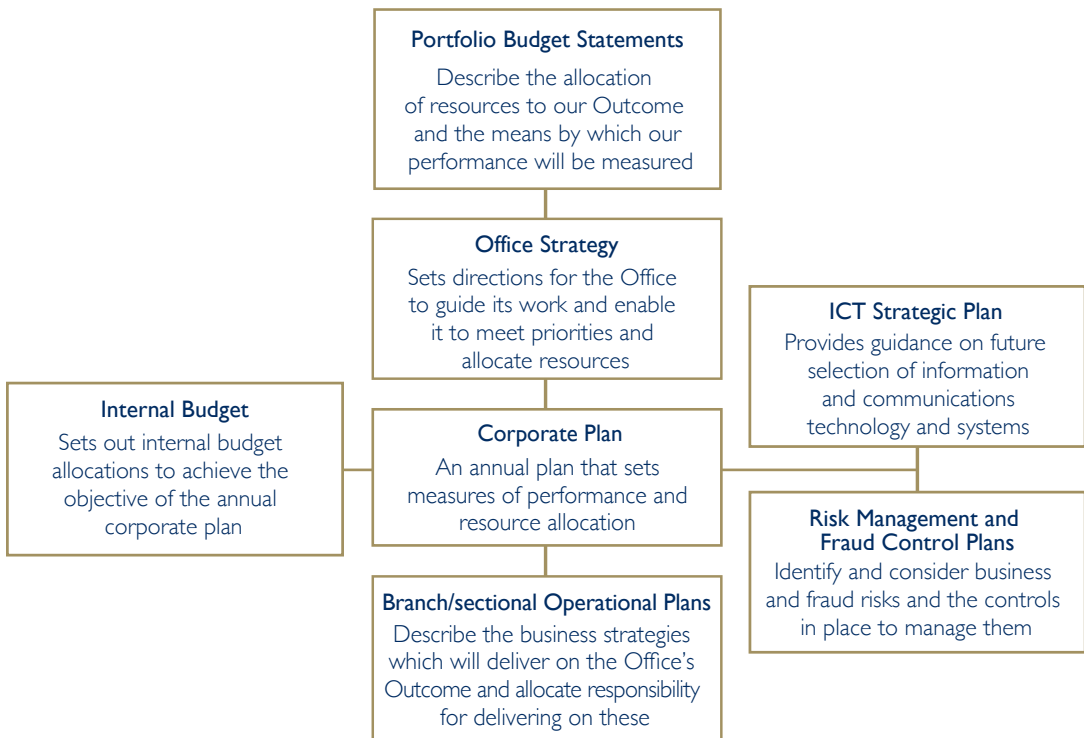
The membership of the WCC comprises:

- 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.

STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



CORPORATE PLAN

The Office's Corporate Plan 2019–20 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.

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 and maintaining a strong, capable and engaged workforce.

The Deputy Official Secretary performs the role of the Chief Risk Officer for the Office. In accordance with the Commonwealth Risk Management Policy, the Office regularly reviews its risk management framework, risk register, settings and supporting plans to ensure risks are appropriately identified and risk controls are effectively implemented. Management and mitigation of these risks is further reinforced through the Office's daily operations and administrative practices.

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 2019–20 was a maturity level of Advanced, which reflects the Office's high level of maturity and competence in this field.

FRAUD CONTROL FRAMEWORK

The Office maintains a comprehensive Fraud Risk Assessment and Fraud Control Plan and has embedded fraud prevention, detection, investigation, reporting and data collection procedures and processes. The Fraud Control Plan 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 2019–20.

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, personnel and information security environments at Government House and Admiralty House. New capabilities and revised security protocols have been 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) was reviewed and work has been undertaken to action the recommendations. The Office has recently created and filled a Security and Business Continuity Coordinator role to improve our maturity and management of these fields.

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 2019–20 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 2019–20, RSM conducted the following reviews in accordance with the agreed audit program:

- payroll
- Honours key performance indicators (KPI)
- Honours business support system.

In 2019–20, McN undertook the following reviews in accordance with the agreed audit program:

- records management
- privacy.

EXTERNAL SCRUTINY

On 6 October 2020, the ANAO provided an unmodified audit opinion on the Office's 2019–20 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 2019–20.

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.

As part of its business continuity planning, the Office also implemented a COVID-19 Action Plan in response to the global pandemic. This plan identified areas of business criticality in order to enable key functions of

the Governor-General to continue and ensured available resources were being utilised in the most effective and efficient manner while abiding by COVID-19 restrictions. The Office carried out a one-day remote working trial ahead of moving to a Minimum On Site Staffing model between late March and early June. This exercise tested business continuity and provided helpful insights to inform the Office's COVID-19 Action Plan and remote working arrangements.

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 integral 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, at all times, to 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.

Shortly after the reporting period, on 17 July 2020, the Australian Public Service Commissioner approved Determination 2020/01. This Determination revokes Determination 2018/01 which provided general wage increases and deferred the wage increase that was due on 13 January 2021 until 13 July 2021. This was consistent with the Bargaining Policy and APSC advice regarding a six-month deferral of wage increases due to COVID-19.

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

KEY ACHIEVEMENTS

The Office supports and empowers staff to be innovative, embrace change and work collaboratively to deliver impressive outcomes. Key achievements include:

- transition to new outsourcing arrangements for the delivery of payroll services in order to improve personnel support for staff, record keeping and reporting, and to align with the Office's commitment to shared services to harness operational efficiencies
- strategies to attract, develop and maintain a talented and diverse workforce, including formal partnerships with local government, academic institutions and government agencies
- rapid response to COVID-19, supporting staff to maintain a safe working environment, including implementation of practical and meaningful remote working arrangements, increased internal communications, and staff engagement surveys
- effective and efficient learning and development, including
 - a focus on design thinking principles
 - coaching for leaders
 - internal awareness around the Office's behaviours and values
 - initiatives focused on health and wellbeing, including proactive injury management
- continued commitment to Australian School-based Apprenticeships (ASBA), work experience, internships, and early career programs
- continued commitment to reward and recognise staff achievement through the Australia Day Achievement Awards and internal acknowledgement.

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 2019–20, 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 2019–20. 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. The Deputy Official Secretary's remuneration was determined in accordance with section 34 of the current 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.

REMUNERATION ARRANGEMENTS

At 30 June 2020, the Office remunerated 84 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 three by an Individual Flexibility Arrangement (IFA). No employees received performance pay in 2019–20.

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

STAFFING CHANGES AND STATISTICS

In 2019–20, the average staffing level (ASL) for the Office was 73.31. 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 11 cessations and 10 commencements.

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

DEVELOPING STAFF

The Office is committed to providing opportunities for staff to develop skills, capability and experience. The Office provides opportunities for recent school leavers and school-aged students to undertake apprenticeships and work experience placements.

The Office continues to support an internal career program that provides structured training and development over a two-year period.

In 2019–20 the Office provided:

- two Australian School-based Apprenticeships
- three work experience students
- appointed four Assistant Case Officers on a structured internal two-year on-the-job mentoring program.

The Office remains committed to cultivating a culture of learning and growth to help staff reach their full potential, and support them to deliver outcomes.

In 2019–20, there has been an increase in leadership development, coaching for performance, and online learning, with focuses on leading teams through change, leading virtually, self-directed digital learning, and shared learning experiences through Office-wide virtual lunch and learn sessions.

The Office acknowledges that learning and development is a shared responsibility between staff, their direct manager and the leadership of the organisation.

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 safe work practices that ensure the health, safety, and wellbeing of all staff.

The Office policies and procedures are fundamental to the Office's commitment to WHS, and ensure that the Office takes reasonably practicable steps to protect the health and safety of all staff. 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, as well as report hazards, accidents, or near misses.

WHS statistics are presented in 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 WHS Regulations and the associated Codes of Practice.

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

The Office implemented a five-stage business continuity plan in response to COVID-19. Safety measures were implemented to protect the health, safety, and welfare of our people, while continuing to deliver on core outcomes for the Office. During a period when the majority of staff were working from home, increased levels of communications, education, coaching and support were facilitated to ensure that staff and leaders were appropriately supported. The implementation of self-directed remote training and development programs was accelerated to empower our people to continue to achieve outcomes. Priorities during minimal on-site staffing arrangements included:

- recognising the changes to the way we work
- supporting the different work streams available to staff that matched their individual situations
- creating an environment of ongoing greater workforce flexibility and balance
- ensuring staff remained connected to the Office while fostering a safe and inclusive culture.

The WHS 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 are conducted for all staff on commencement and personal protective equipment is provided where required.

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

An active health and wellbeing program includes provision of specialist services, 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

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 ensures that mandatory training is undertaken. Staff across the Office participated in various sessions and presentations on mental health, mindfulness, health and safety representative (HSR) training, fire warden training, first aid and cardiopulmonary resuscitation training, and ergonomics sessions. WHS training statistics are presented at Appendix J, Table J2.

The Office continues to support return to work, early intervention and rehabilitation activities as part of a robust tailored injury management program.

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. Since 2010–11, departments and agencies have not 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.

MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$155.81 million (2018–19: \$154.4 million).

As at 30 June 2020, administered non-financial assets comprised:

- \$149.9m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.569m of infrastructure, plant and equipment
- \$1.766m 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 2020, Departmental assets comprised:

- \$1.573m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$869,000 of intangibles representing ordinary software
- \$35,000 of inventories
- \$102,000 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.

PURCHASING

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

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

A range of positions within the Office have delegated responsibility for the exercise of powers under the PGPA Act. A position-based electronic purchasing workflow system is used for approval of purchase orders to be raised. Branch Directors 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, AAls 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.

CONSULTANTS

The Office engages consultants on an as-required 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 2019–20, 14 new consultancy contracts were entered into involving total actual expenditure of \$272,882. In addition, 10 ongoing consultancy contracts were active during the period, involving total actual expenditure of \$167,397. 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.

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 2019–20 was \$38,319 (including GST).

COMPETITIVE TENDERING AND CONTRACTING

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

AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2019–20 that did not provide for the Auditor-General to have access to the contractor's premises.

EXEMPT CONTRACTS

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

ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research during 2019–20.

DISCRETIONARY GRANTS

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

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 2019–20 included:

- support of the Office throughout the ongoing COVID-19 period, allowing both the Governor-General and the Office to continue their duties with the deployment of video conferencing and remote working solutions
- redesign and security uplift of the Office's underlying network infrastructure.

The Office conducted an end-to-end review of ICT capabilities and developed a modernisation program which addresses several critical risks to the Office whilst supporting and empowering our people with technology to be innovative and work collaboratively to deliver impressive outcomes. As a PGPA Act agency, the Office participated in and benefited from a range of the Australian Government's whole-of-government initiatives, including co-ordinated telecommunications services, software and hardware procurement.

FREEDOM OF INFORMATION

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

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

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

Optional information is published under the following headings:

Our priorities

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

Our finances

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

Our lists

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

Governor-General's Program

Daily program of official engagements

Speeches

Copies of selected speeches given by the Governor-General

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

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

FOI PROCEDURES AND INITIAL CONTACT POINT

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

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

However, Section 6A of the FOI Act provides:

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 FOI Act therefore 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'. The High Court has determined that the FOI Act does not apply to requests for access to documents that relate to the discharge of the Governor-General's substantive powers and 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
Email: FOI.IPS@gg.gov.au

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

CHARGES

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

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

FOI APPLICATIONS IN 2019–20

During 2019–20, 17 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

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

ENERGY EFFICIENCY, ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

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.

The Office reports on ecological sustainability performance in accordance with s 16A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). In 2019–20 the Property Service Provider implemented an Environment and Sustainability Portal that has improved the efficiency and accuracy of data capture, analysis and reporting. As a result of this some environmental data from last financial year has been adjusted.

ENERGY CONSUMPTION AND GREENHOUSE EMISSIONS

The Office's total electrical power consumption in buildings and grounds continues to fall year-on-year and has reduced by 6.4 per cent compared to last financial year. This is due to energy reduction initiatives, the replacement of end-of-life air conditioning plant and improved building control systems. Gas consumption reduction initiatives will be pursued in 2020–21. Due to the mix of electricity and gas consumption the total energy consumption has increased slightly by 1 per cent but the greenhouse gas emissions fell by 4.2 per cent.

The Office continues to purchase 5 per cent GreenPower.

The Office focuses on energy-reducing initiatives and the Property Service Provider has prepared a Sustainability Plan that identifies energy saving opportunities that the Office will pursue in 2020–21.

ENERGY CONSUMPTION – TRANSPORT AND MACHINERY

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 fuel consumption from transport and machinery fell significantly this financial year but this is largely due to reduced travel for official functions during the COVID-19 related lockdowns. As a result, the greenhouse gas emissions from transport and machinery fell by 13.8 per cent. Transport and machinery fuel consumptions and emissions are calculated on vehicles and machinery that the Office owns.

GREENHOUSE GAS EMISSIONS

The total greenhouse gas emissions from the consumption of energy for all owned assets (buildings and grounds and also transport and machinery) has reduced by 4.2 per cent. The total greenhouse emissions per staff has increased by 4.9 per cent however this is impacted by a reduction in the average staffing level from 80.45 in 2018–19 to 73.31 in 2019–20 as air conditioning energy consumption does not reduce linearly with reducing occupancy levels.

Importantly the Office estimates it absorbs over 200 t CO₂-e per year through the trees and vegetation on site.

The Office will review the emissions boundary and what is included in its greenhouse gas emissions over the coming year as part of a renewed focus on energy efficiency and sustainability.

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 2019–20 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 improve these processes and improve the culture of sound recycling practices.

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

- the use of worm farms and composting at Admiralty House
- composting all vegetable-based food scraps on site at Government House
- 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
- ensuring low green waste removal (only 80m³ over the year across both sites) due to re-use of compostable material
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

WATER CONSUMPTION

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 2019–20, the Office continued to closely manage its water consumption for irrigation and importantly adhered to ACT Government Lake water abstraction restrictions. The result was a slight increase of 0.3 per cent, which is a result of the prolonged drought conditions. The Office used 84 per cent of the total lake water allocation.

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. Domestic water usage at Government House increased by 7 per cent and decreased at Admiralty House by 39 per cent for an overall reduction of 20 per cent. These consumption changes and reductions are a reflection of the reduced travel and official events due to the COVID-19 restrictions.

TABLE 6:
ENVIRONMENTAL
PERFORMANCE
SUMMARY 2018-19
AND 2019-20

Indicator	2018-19	2019-20
Energy consumption in buildings and grounds		
Total electricity consumption (kWh)	935,287	875,866
Green power purchased (kWh) 5%	46.8	43.8
Greenhouse gas emissions from electricity (t CO ₂ -e)	841.8	788.3
Gas consumption (MJ)	1,624,662	1,889,017
Greenhouse gas emissions from gas consumption (t CO ₂ -e)	104.5	121.5
Total energy consumed in buildings and grounds (GJ)	4,992	5,042
Total Greenhouse gas emissions from buildings and grounds (t CO ₂ -e)	946.3	909.8
Energy consumption from transport and machinery		
Total number of fleet vehicles	7	7
Total unleaded petrol consumption - fleet vehicles and garden machinery (L)	5,780	4,763
Total diesel consumption - fleet vehicles and garden machinery (L)	6,680	5,955
Fleet vehicles total distance travelled (km)	57,916	43,908
Total direct greenhouse gas emissions of vehicle and machinery fuel consumption (t CO ₂ -e)	33.15	28.59
Total greenhouse gas emissions		
Total greenhouse emissions (t CO ₂ -e)	979.45	938.39
Total greenhouse gas emissions per staff (based on average staffing level) (t CO ₂ -e/ASL)	12.2	12.8
Greenhouse gas absorption (t CO ₂ -e)	>200	>200
Resource efficiency and waste		
Total green waste removal (m ³)	90	80
Lake water abstraction (Government House) ML (Total licence is 86ML)	72.18	72.41
Total AH Domestic Water kL	3,962	2,435
Total GH Domestic Water kL	2,824	3,012





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 2020:

- (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 2020 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 as at 30 June 2020 and for the year then ended:

- Statement by the Official Secretary to the Governor-General and A/g 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 (including Independence Standards)* (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
38 Sydney Avenue FORREST ACT 2603
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

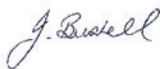
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that 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



Josephine Bushell
Senior Director

Delegate of the Auditor-General

Canberra
6 October 2020

**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 2020 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
6 October 2020

Signed



Jason Chow
A/g Chief Financial Officer
6 October 2020

Office of the Official Secretary to the Governor-General
Statement of Comprehensive Income
for the period ended 30 June 2020

	Notes	2020 \$	2019 \$	Original Budget \$
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	8,705,303	8,577,112	7,639,000
Suppliers	1B	5,859,696	4,361,854	6,551,000
Depreciation and amortisation	5	556,358	482,515	388,000
Finance costs	1C	55	-	-
Other Expenses	1D	-	184,406	-
Total expenses		15,121,412	13,605,887	14,578,000
Own-Source Income				
Own-source revenue				
Revenue from contracts with customers	2A	188,247	384,409	171,000
Resources received free of charge	2B	260,789	271,000	69,000
Total own-source revenue		449,036	655,409	240,000
Gains				
Gains from sale of non-financial assets	2C	14,725	9,376	-
Total gains		14,725	9,376	-
Total own-source income		463,761	664,785	240,000
Net cost of services		(14,657,651)	(12,941,102)	(14,338,000)
Revenue from Government				
Departmental annual appropriations		14,459,000	12,897,000	13,950,000
Surplus (Deficit) attributable to the Australian Government		(198,651)	(44,102)	(388,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus	5	-	62,943	-
Total other comprehensive income		-	62,943	-
Total comprehensive income/(loss)		(198,651)	18,841	(388,000)

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 2020

Explanations of major variances¹

Affected line items (and statement)

Employee expenses

Employee expenses exceeded the budget by \$1.066m (14%). This movement has been impacted by the recognition of secondment arrangement services (\$175k) received free of charge under AASB 1058. In addition, \$158k of the total increase is attributed to a significant drop in the bond rate from 1.30% to 0.90% affecting long service leave expenses.

Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)

An additional impact to the variance is due to the 2019-20 budget, which was formed prior to the end of last financial year, being geared towards lower expected employee expenses. This has since been adjusted in the Portfolio Additional Estimates Statements (PAES).

Employee expenses in the cash flow statement exceeded the budget by \$785k (10%) as a result of the above.

Supplier expenses

Supplier expenses were under budget by \$691k (11%). This is attributed to reductions in travel and events-related household expenditure in the final quarter of the financial year due to the impact of COVID-19 restrictions.

Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position)

In addition, there was a significant reduction in the Office's Comcare premium. This is attributed to an improved early intervention program resulting in improved staff recovery.

Depreciation and amortisation expense

Depreciation expenses were over budget by \$168k (43%) as a result of new assets being purchased during the financial year, including software, computer hardware, multiple furniture items, garden equipment, and office equipment.

Depreciation and amortisation (Statement of Comprehensive Income), Property, plant and equipment (Statement of Financial Position)

Own source revenue

Resources received free of charge exceeded the budget by \$191k (278%). This is primarily attributed to the recognition of secondment arrangement services received free of charge by the Office under AASB 1058. The secondment services received were in support of the Governor-General's program. The Office would otherwise have paid for the services if not provided voluntarily.

Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)

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

- the variance between budget and actual is greater than 10%; and
- the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or
- an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.

Office of the Official Secretary to the Governor-General
Statement of Financial Position
as at 30 June 2020

	Notes	2020 \$	2019 \$	Original Budget \$
ASSETS				
Financial Assets				
Cash and cash equivalents	10	87,964	147,805	149,000
Trade and other receivables	4	5,425,976	4,048,224	3,302,000
Total financial assets		5,513,940	4,196,029	3,451,000
Non-Financial Assets				
Property, plant and equipment	5	1,572,861	1,673,022	1,765,000
Intangibles	5	868,923	553,691	747,000
Inventories		34,855	33,105	38,000
Prepayments		101,909	99,418	71,000
Total non-financial assets		2,578,548	2,359,236	2,621,000
Total assets		8,092,488	6,555,265	6,072,000
LIABILITIES				
Payables				
Suppliers	6A	1,405,678	607,966	548,000
Other payables	6B	248,878	57,874	62,000
Leases	6C	3,557	-	-
Total payables		1,658,113	665,840	610,000
Provisions				
Employee provisions	7	2,616,730	2,404,893	2,126,000
Total provisions		2,616,730	2,404,893	2,126,000
Total liabilities		4,274,843	3,070,733	2,736,000
Net assets		3,817,645	3,484,532	3,336,000
EQUITY				
Contributed equity		3,271,095	2,621,095	3,272,000
Asset revaluation reserve		620,609	620,609	558,000
Retained surplus/(accumulated deficit) ¹		(74,059)	242,828	(494,000)
Total equity		3,817,645	3,484,532	3,336,000

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

1. Retained surplus is impacted by an adjustment to recognise the initial application of AASB 15. Please refer to the Statement of Changes in Equity.

Office of the Official Secretary to the Governor-General
Statement of Financial Position Budget Variance Commentary
for the period ended 30 June 2020

Explanations of major variances¹	Affected line items (and statement)
<p><u>Trade and other receivables</u></p> <p>The higher receivable balance of \$2.124m (64%) against the budget is predominantly related to a higher appropriations receivable balance resulting from Section 74 receipts (\$983k). The Office also received \$509k of reallocated funding during PAES which was not fully drawn down at year end. There was also \$161k of GST receivable as at the end of the financial year.</p>	<p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to OPA (Cash Flow Statement)</i></p>
<p><u>Non-financial assets</u></p> <p>Property, plant and equipment was under budget by \$192k (11%) predominately from a delay in the Office's IT Telephony project. This delay resulted in less project-related purchases being made during the financial year.</p> <p>Intangible assets exceeded the budget by \$122k (16%). This is primarily due to the completion of the Honours Online Nomination System. The completion works undertaken during this financial year included unfinished work brought forward from the previous financial year which resulted in a higher spend.</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>Payables</u></p> <p>Total payables exceeded budget by \$1.048m (172%) predominantly as a result of outstanding invoices (\$716k) received subsequent to the final payment run on 26 June 2020. Further to this, \$121k of the variance is related to the Memorandum of Understanding (MoU) which the Office has in place with the Department of Prime Minister and Cabinet (PM&C) in respect of Kirribilli House grounds maintenance.</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 \$491k (23%) due to a significant drop in the bond rate from 1.30% to 0.90%.</p> <p>In addition, the Office's staff profile which includes longer serving Government employees has contributed to 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"> • the variance between budget and actual is greater than 10%; and • the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or • an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity. 	

Office of the Official Secretary to the Governor-General
Statement of Changes in Equity
for the period ended 30 June 2020

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2020	2019	2020	2019	2020	2019	2020	2019
	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance								
Balance carried forward from previous period	242,828	420,127	620,609	557,664	2,621,095	2,231,095	3,484,532	3,208,886
Adjustment on initial application of AASB 15 ¹	(118,236)	-	-	-	-	-	(118,236)	-
Adjusted opening balance	124,592	420,127	620,609	557,664	2,621,095	2,231,095	3,366,296	3,208,886
Comprehensive income								
Other comprehensive income	-	-	-	62,945	-	-	-	62,945
Deficit for the period	(198,651)	(44,102)	-	-	-	-	(198,651)	(44,102)
Total comprehensive income	(198,651)	(44,102)	-	62,945	-	-	(198,651)	18,843
Department capital budget	-	-	-	-	650,000	390,000	650,000	390,000
Total transactions with owners	-	(133,197)	-	-	650,000	390,000	650,000	256,803
Closing balance as at 30 June	(74,059)	242,828	620,609	620,609	3,271,095	2,621,095	3,817,645	3,484,532
Closing balance attributable to the Australian Government	(74,059)	242,828	620,609	620,609	3,271,095	2,621,095	3,817,645	3,484,532

1. This adjustment relates to the initial application of AASB 15. Please refer to the Transition Note for additional details.

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 2019-20 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

Office of the Official Secretary to the Governor-General
CASH FLOW STATEMENT
for the period ended 30 June 2020

	2020	2019	Original Budget
	\$	\$	\$
OPERATING ACTIVITIES			
Cash received			
Appropriations	14,214,968	13,755,283	13,950,000
GST received	517,150	437,245	-
Other	176,083	219,725	171,000
Total cash received	14,908,201	14,412,253	14,121,000
Cash used			
Employees	(8,423,654)	(8,302,392)	(7,639,000)
Suppliers	(5,321,597)	(4,692,881)	(6,482,000)
Section 74 receipts transferred to OPA	(983,086)	(1,101,857)	-
Interest payments on lease liabilities	(55)	-	-
Total cash used	(14,728,392)	(14,097,130)	(14,121,000)
Net cash from operating activities	179,809	315,123	-
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment	14,726	9,375	-
Total cash received	14,726	9,375	-
Cash used			
Purchase of property, plant and equipment	(766,127)	(591,185)	(650,000)
Total cash used	(766,127)	(591,185)	(650,000)
Net cash used by investing activities	(751,402)	(581,810)	(650,000)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	513,497	265,611	650,000
Total cash received	513,497	265,611	650,000
Cash used			
Principal payments of lease liabilities	(1,745)	-	-
Total cash used	(1,745)	-	-
Net cash from financing activities	511,752	265,611	650,000
Net increase/(decrease) in cash held	(59,841)	(1,076)	-
Cash and cash equivalents at the beginning of the reporting period	147,805	148,881	149,000
Cash and cash equivalents at the end of the reporting period	87,964	147,805	149,000

Major variances between the actual and original budgeted amounts for 2019-20 are provided through the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

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

for the year ended 30 June 2020

	Notes	2020 \$	2019 \$	Original Budget \$
NET COST OF SERVICES				
Expenses				
Suppliers	11	1,344,581	1,499,285	1,561,000
Governor-General's salary ¹		495,000	425,000	425,000
Depreciation and amortisation	14	1,640,219	1,984,959	1,499,000
Write-down and impairment of assets		123,710	(170)	-
Total expenses		3,603,510	3,909,074	3,485,000
Income				
Revenue				
Non-taxation revenue				
Sale of goods - external parties		24,860	37,735	27,000
Total non-taxation revenue		24,860	37,735	27,000
Total income		24,860	37,735	27,000
Net cost of services		(3,578,650)	(3,871,339)	(3,458,000)
Deficit		(3,578,650)	(3,871,339)	(3,458,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve	14	-	10,829,081	-
Total other comprehensive income		-	10,829,081	-
Total comprehensive income/(loss)		(3,578,650)	6,957,742	(3,458,000)

1. Please refer to the Schedules of Administered Items Budget Variance Commentary in relation to the variance to budget in the Governor-General's salary.

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

Office of the Official Secretary to the Governor-General				
Administered Schedule of Assets and Liabilities				
<i>as at 30 June 2020</i>				
	Notes	2020	2019	Original
		\$	\$	Budget
				\$
ASSETS				
Financial assets				
Cash and cash equivalents		691	872	1,000
Receivables	13	198,998	86,908	91,000
Total financial assets		199,689	87,780	92,000
Non-financial assets				
Land and buildings	14	149,945,431	148,608,628	140,571,000
Property, plant and equipment	14	1,568,922	1,615,090	2,035,000
Inventories	15	1,765,889	1,850,469	1,806,000
Total non-financial assets		153,280,242	152,074,187	144,412,000
Total assets administered on behalf of Government		153,479,931	152,161,967	144,504,000
LIABILITIES				
Payables				
Suppliers	16	147,814	159,641	209,000
Total payables		147,814	159,641	209,000
Total liabilities administered on behalf of Government		147,814	159,641	209,000
Net assets		153,332,117	152,002,326	144,295,000
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 2020	
Explanations of major variances ¹	Affected line items (and schedule)
<p>Suppliers</p> <p>The financial statements recognise the cost of medal inventory as an expense once the medal is awarded and issued. The budget recognises supplier expense as the total cash funding available to the Office for medals and other related purchases. The under budget variance of \$216k (14%) represents fewer medals awarded and issued during the financial year compared to actual purchases. This is attributed to fewer investiture ceremonies being held as a result of COVID-19 restrictions.</p> <p>The favourable budget variance of \$61k relating to suppliers payable is due to the timing of invoices received for payment during the end of financial year. The budget was formed at the beginning of the financial year where year-end invoices are not yet known.</p>	<p><i>Supplier expense (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)</i></p> <p><i>Suppliers Payable (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p>Governor-General's salary</p> <p>The variance (\$70k, 16%) is attributed to an increase to the Governor-General's salary as set-out in the <i>Governor-General Act 1974</i>. The salary is set with each incoming Governor-General via an amendment to this Act.</p> <p>This increase occurred after the original budget estimates were formed.</p>	<p><i>Governor-General's salary (Administered Schedule of Comprehensive Income), Operating cash used (Cash Flow Statement)</i></p>
<p>Depreciation and amortisation</p> <p>Depreciation and amortisation exceeded budget (\$141k, 9%) because the 2019-20 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>Write-down and impairment of assets</p> <p>The variance to budget is attributed to medals relating to Knights and Dames which are no longer awarded and have been written-off.</p>	<p><i>Write-down and impairment of assets (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities)</i></p>
<p>Receivables</p> <p>The variance is due to large invoices processed during year end which in effect brought about more GST receivable from the ATO.</p>	<p><i>Receivables (Administered Schedule of Assets and Liabilities)</i></p>
<p>Non-Financial Assets</p> <p>The favourable variance of \$8.9m (6%) in total non-financial assets is predominantly related to an increase in the fair value of land and buildings as a result of a revaluation conducted by JLL at the end of last financial year.</p>	<p><i>Non-financial assets (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i></p>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> • the variance between budget and actual is greater than 10%; and • the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or • an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity. 	

Administered Reconciliation Schedule for the Office of the Official Secretary to the Governor-General		
	2020	2019
	\$	\$
Opening assets less liabilities as at 1 July	152,002,326	139,551,068
Adjusted opening administered assets less administered liabilities	152,002,326	139,551,068
Net cost of services		
Income	24,860	37,736
Expenses		
Payments to entities other than corporate Commonwealth entities	(3,603,510)	(3,909,074)
Other comprehensive income:		
Revaluations transferred to reserves	-	10,826,729
Transfers to/from the Australian Government:		
Annual Appropriations	4,798,084	5,220,896
Special Appropriations	495,000	425,000
Appropriation transfers to Official Public Account:		
Transfers to OPA	(384,643)	(467,633)
Transfer of assets from Departmental	-	317,604
Closing assets less liabilities as at 30 June	153,332,117	152,002,326

Administered Cash Transfers to and from the Official Public Account

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

Office of the Official Secretary to the Governor-General				
ADMINISTERED CASH FLOW STATEMENT				
<i>for the period ended 30 June 2020</i>				
	Notes	2020 \$	2019 \$	Original Budget \$
OPERATING ACTIVITIES				
Cash received				
Sales of goods and rendering of services		24,727	37,794	27,000
Net GST received		-	4,308	-
Total cash received		<u>24,727</u>	<u>42,102</u>	<u>27,000</u>
Cash used				
Suppliers		(1,434,073)	(1,593,934)	(1,561,000)
Governor-General's salary		(495,000)	(425,000)	(425,000)
Net GST paid		(73,421)	-	-
Total cash used		<u>(2,002,494)</u>	<u>(2,018,934)</u>	<u>(1,986,000)</u>
Net cash flows used by operating activities		<u>(1,977,767)</u>	<u>(1,976,832)</u>	<u>(1,959,000)</u>
INVESTING ACTIVITIES				
Cash used				
Purchase of property, plant and equipment		(2,930,855)	(3,201,057)	(3,459,000)
Total cash used		<u>(2,930,855)</u>	<u>(3,201,057)</u>	<u>(3,459,000)</u>
Net cash flows used by investing activities		<u>(2,930,855)</u>	<u>(3,201,057)</u>	<u>(3,459,000)</u>
Net decrease in cash held		<u>(4,908,622)</u>	<u>(5,177,889)</u>	<u>(5,418,000)</u>
Cash and cash equivalents at the beginning of the reporting period		872	500	1,000
Cash from Official Public Account:				
-Appropriations ¹		5,293,084	5,645,895	5,445,000
Total cash from official public account		<u>5,293,956</u>	<u>5,646,395</u>	<u>5,446,000</u>
Cash to Official Public Account for:				
- Appropriations		(384,643)	(467,634)	(27,000)
Total cash to official public account		<u>(384,643)</u>	<u>(467,634)</u>	<u>(27,000)</u>
Cash and cash equivalents at the end of the reporting period		<u>691</u>	<u>872</u>	<u>1,000</u>
Major variances between the actual and original budgeted amounts for 2019-20 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 \$3,004,880 Administered Capital Budget (ACB) (2019: \$3,234,238).				

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 program - Support for the Governor-General and Official Functions and two program 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 New Accounting Standards

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
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AASB 15 Revenue from Contracts with Customers / AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities and AASB 1058 Income of Not-For-Profit Entities

AASB 15, AASB 2016-8 and AASB 1058 became effective 1 July 2019.

AASB 15 establishes a comprehensive framework for determining whether, how much and when revenue is recognised. It replaces existing revenue recognition guidance, including *AASB 118 Revenue*, *AASB 111 Construction Contracts and Interpretation 13 Customer Loyalty Programmes*. The core principle of AASB 15 is that an entity recognises revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.

AASB 1058 is relevant in circumstances where AASB 15 does not apply. AASB 1058 replaces most of the not-for-profit (NFP) provisions of *AASB 1004 Contributions* and applies to transactions where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives, and where volunteer services are received.

The details of the changes in accounting policies, transitional provisions and adjustments are disclosed below and in the relevant notes to the financial statements.

AASB 16 Leases

AASB 16 became effective on 1 July 2019.

This new standard has replaced *AASB 117 Leases*, Interpretation 4 Determining whether an Arrangement contains a Lease, Interpretation 115 Operating Leases—Incentives and Interpretation 127 Evaluating the Substance of Transactions Involving the Legal Form of a Lease.

AASB 16 provides a single lessee accounting model, requiring the recognition of assets and liabilities for all leases, together with options to exclude leases where the lease term is 12 months or less, or where the underlying asset is of low value. AASB 16 substantially carries forward the lessor accounting in AASB 117, with the distinction between operating leases and finance leases being retained. The details of the changes in accounting policies, transitional provisions and adjustments are disclosed below and in the relevant notes to the financial statements.

Application of AASB 15 Revenue from Contracts with Customers / AASB 1058 Income of Not-For-Profit Entities

The Office adopted AASB 15 and AASB 1058 using the modified retrospective approach, under which the cumulative effect of initial application is recognised in retained earnings at 1 July 2019. Accordingly, the comparative information presented for 2019 is not restated, that is, it is presented as previously reported under the various applicable AASBs and related interpretations.

Under the new income recognition model the Office shall first determine whether an enforceable agreement exists and whether the promises to transfer goods or services to the customer are 'sufficiently specific'. If an enforceable agreement exists and the promises are 'sufficiently specific' (to a transaction or part of a transaction), the Office applies the general AASB 15 principles to determine the appropriate revenue recognition. If these criteria are not met, the Office shall consider whether AASB 1058 applies.

In relation to AASB 15, the Office elected to apply the new standard to all new and uncompleted contracts from the date of initial application. The Office is required to aggregate the effect of all of the contract modifications that occur before the date of initial application.

In terms of AASB 1058, the Office is required to recognise volunteer services at fair value if those services would have been purchased if not provided voluntarily, and the fair value of those services can be measured reliably.

The Transitional Disclosure table sets out the amounts by which each financial statement line item is affected as at and for the year ended 30 June 2020 as a result of the adoption of AASB 15 and AASB 1058. The first column shows amounts prepared under AASB 15 and AASB 1058 and the second column shows what the amounts would have been had AASB 15 and AASB 1058 not been adopted.

Application of AASB 16 Leases

The Office adopted AASB 16 using the modified retrospective approach. Accordingly, the comparative information presented for 2019 is not restated, that is, it is presented as previously reported under AASB 117 and related interpretations. The Office considers that 1 July 2019 to be the start date of the current wharf lease therefore no cumulative effect of initial application is recognised in retained earnings.

The Office elected to apply the practical expedient to not reassess whether a contract is, or contains a lease at the date of initial application. Contracts entered into before the transition date that were not identified as leases under AASB 117 were not reassessed. The definition of a lease under AASB 16 was applied only to contracts entered into or changed on or after 1 July 2019.

As a lessee, the Office previously classified leases as operating or finance leases based on its assessment of whether the lease transferred substantially all of the risks and rewards of ownership. Under AASB 16, the Office recognises a right-of-use (ROU) asset and lease liability for one lease.

On adoption of AASB 16, the Office recognised an ROU asset and lease liability in relation to the lease of a wharf at Admiralty House, which had previously been classified as an operating lease.

The lease liability was measured at the present value of the remaining lease payments, discounted using the Office's incremental borrowing rate as at 1 July 2019. The Office's incremental borrowing rate is the rate at which a similar borrowing could be obtained from an independent creditor under comparable terms and conditions. The rate applied was 1.26%.

The ROU asset was measured as the carrying value that would have resulted from AASB 16 being applied from the commencement date of the lease.

There were no Administered minimum lease commitments disclosed in the Office's financial statements.

1.5 Revenue

Revenue from Government

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

Funding received or receivable from non-corporate Commonwealth entities is recognised as revenue when the Office gains control of the funding.

Sale of Assets

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

1.6 Cash

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

1.7 Taxation / Competitive Neutrality

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

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

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

1.8 Reporting of Administered Activities

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

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

Revenue

All administered revenues are revenues relating to the course of ordinary activities performed by the Office on behalf of the Australian Government. As such, administered appropriations are not revenues of the Office in that the Office only 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.

Transitional disclosure			
	AASB 15 / AASB 1058	Previous AAS	Increase / (decrease)
	\$	\$	\$
Expenses			
Volunteer services	175,789	-	175,789
Total Expenses	175,789	-	175,789
Revenue			
Revenue from contracts with customers ¹	168,138	171,094	(2,956)
Resources received free of charge	175,789	-	175,789
Total Revenue	343,927	171,094	172,833
Net (cost of)/contribution by services	(168,138)	(171,094)	2,956
Liabilities			
Other payables	121,192	-	121,192
Total Liabilities	121,192	-	121,192
Retained earnings	(289,330)	(171,094)	(118,236)

1. Revenue from contracts with customers disclosed under AASB 15 comprises \$118,236 adjusted through opening retained earnings and \$49,902 from the current financial year.

Revenue from contracts with customers is related to revenue received from the MoU which the Office has in place with PM&C in respect of Kirribilli House grounds maintenance. The Office will recognise revenue from this MOU over a period of time in accordance with AASB 15. A corresponding liability has been recognised for the next tranche that has been paid in advance. The prior accounting treatment of the milestone payments was to recognise an entire milestone payment as revenue when the Office received the payment from PM&C.

Secondment arrangement services received free of charge are accounted for as 'volunteer services' with fair value being the quantum that the Office would otherwise have paid for the services if not provided voluntarily. In accordance with the requirements of AASB 1058, the value of these services has been recognised as resources received free of charge for the financial year. Correspondingly, the value of the services that the Office would otherwise have paid to obtain the services has been recognised as an expense. These amounts were not previously recognised in the Office's financial statements.

Note 1: Expenses

	2020	2019
	\$	\$
Note 1A: Employee Benefits		
Wages and salaries	6,658,442	6,369,712
Superannuation:		
Defined contribution plans	646,810	653,128
Defined benefit plans	530,811	533,202
Leave and other entitlements	809,240	1,021,070
Separation payment	60,000	-
Total employee benefits	8,705,303	8,577,112

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

Note 1B: Suppliers

Goods and services

Consultants and contractors ¹	1,379,260	837,502
Travel	275,872	357,627
IT services	471,070	436,798
Property maintenance ²	2,269,891	1,431,391
Professional fees	691,517	331,485
Printing, consumables and general	276,162	265,841
Household and hospitality	241,709	314,670
Other	104,834	159,197
Total goods and services supplied or rendered	5,710,315	4,134,511

Goods and services are made up of:

Provision of goods	627,230	670,885
Rendering of services	5,083,085	3,463,626
Total goods and services supplied or rendered	5,710,315	4,134,511

Other suppliers

Workers compensation expenses	149,381	227,343
Total other suppliers	149,381	227,343
Total suppliers	5,859,696	4,361,854

Note 1C: Finance costs

Interest on lease liabilities ³	55	-
Total finance costs	55	-

Note 1D: Other Expenses

Transfer of externally funded assets to Administered	-	184,406
Total other expenses	-	184,406

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. The increase is related to additional property maintenance activities. The reduced number of event-related visits to the Governor-General as a result of COVID-19 restrictions provided an operational opportunity to undertake additional maintenance activities at Government House and Admiralty House.

3. This is related to the interest component of lease payments for an ROU asset recognised upon initial application of AASB 16.

Note 2: Own-Source Revenue and gains

	2020	2019
	\$	\$

Own-Source Revenue

Note 2A: Revenue from Contracts with Customers

Rendering of services ¹	168,138	351,016
Miscellaneous receipts	20,109	33,393
Total revenue from contracts with customers	188,247	384,409

Disaggregation of revenue from contracts with customers

Type of customer:

Service delivery to Australian Government entities	168,138	351,016
Sales to non-Government entities	20,109	33,393
	188,247	384,409

1. Rendering of services for the current financial year relates to revenue arising from the MOU with PM&C to maintain the grounds at Kirribilli House.

Accounting Policy

Revenue from the provision of services is recognised when control has been transferred to the buyer. Under the new income recognition model the Office shall first determine whether an enforceable agreement exists and whether the promises to transfer goods or services to the customer are 'sufficiently specific'. If an enforceable agreement exists and the promises are 'sufficiently specific' (to a transaction or part of a transaction), the Office applies the general AASB 15 principles to determine the appropriate revenue recognition. If these criteria are not met, the Office shall consider whether AASB 1058 applies.

In relation to AASB 15, the Office elected to apply the new standard to all new and uncompleted contracts from the date of initial application. The Office is required to aggregate the effect of all of the contract modifications that occur before the date of initial application.

Note 2B: Other Revenue

Resources received free of charge

Audit services ¹	85,000	75,000
Secondment arrangements ²	175,789	-
Other	-	196,000
Total resources received free of charge	260,789	271,000
Total other revenue	260,789	271,000

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

2. Secondment arrangement services received free of charge are accounted for as 'volunteer services' with the fair value being the quantum that the Office would otherwise have paid for the services if not provided voluntarily. In accordance with the requirements of AASB 1058, the value of these services has been recognised as resources received free of charge for the financial year.

Resources received free of charge are recognised as revenue 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.

Gains

Note 2C: Other Gains

Proceeds from sale of non-financial assets	14,725	9,376
Total other gains	14,725	9,376

Note 3: Fair Value Measurements

Note 3: Fair Value Measurements

	Fair value measurements at the end of the reporting period	
	2020	2019
	\$	\$
Non-financial assets		
Other property, plant and equipment	1,572,861	1,673,022
Total non-financial assets	1,572,861	1,673,022
Total fair value measurements of assets in the statement of financial position	1,572,861	1,673,022

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. The last revaluation was undertaken at June 2019.

Note 4: Trade and Other Receivables

Appropriations receivable	5,234,496	3,870,874
Other receivables	30,282	18,118
GST receivable from the Australian Taxation Office	<u>161,198</u>	<u>159,232</u>
Total goods and services receivables	<u>5,425,976</u>	<u>4,048,224</u>
Total trade and other receivables (net)	<u>5,425,976</u>	<u>4,048,224</u>

Credit terms for goods and services were within 30 days (2019: 30 days).

Financial assets

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 (2019-20)

	Other property, plant & equipment \$	Computer software purchased \$	Total \$
As at 1 July 2019			
Gross book value	1,683,555	839,237.00	2,522,792
Accumulated depreciation and impairment	(10,533)	(285,546.00)	(296,079)
Total as at 1 July 2019	1,673,022	553,691.00	2,226,713
Additions:			
ROU assets ¹	5,302	-	5,302
Asset Purchases	270,391	495,737	766,128
Depreciation/Amortisation expense	(375,854)	(180,505)	(556,359)
Total as at 30 June 2020	1,572,862	868,923	2,441,785
Total as at 30 June 2020 represented by:			
Gross book value	1,959,248	1,334,974	3,294,222
Accumulated depreciation and impairment	(386,387)	(466,051)	(852,438)
Total as at 30 June 2020	1,572,861	868,923	2,441,784
Carrying amount of ROU assets²	3,535	-	3,535

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

The Office had no contractual commitments relating to non-financial assets as at 30 June 2020 (2019: \$301,311).

1. The Office has applied AASB 16 using the modified retrospective approach under which the cumulative effect of initial application is recognised in opening retained earnings.
2. The carrying amount of ROU assets includes accumulated depreciation of \$1,767.

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.

ROU Assets

Leased ROU assets are capitalised at the commencement date of the lease and comprise the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright, but included in the same column as where the corresponding underlying assets would be presented if they were owned.

On initial adoption of AASB 16 the Office has adjusted the ROU assets at the date of initial application by the amount of any provision for onerous leases recognised immediately before the date of initial application. Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment and an impairment loss is recognised against any right of use lease asset that is impaired.

Revaluations

Following initial recognition at cost, property plant and equipment are carried at fair value (or an amount not materially different from 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>2020</u>	<u>2019</u>
Buildings on freehold land	1 to 116 years	1 to 116 years
Plant and equipment	1 to 57 years	1 to 57 years
Furniture and fittings, fine arts and antiques	3 to 185 years	3 to 185 years
Motor vehicles	2 to 14 years	2 to 14 years
Ceremonial motor vehicles	35 years	35 years
Computer hardware	1 to 4 years	1 to 4 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 indications of impairment as at 30 June 2020. No indicators of impairment were identified. 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 (2019: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2020. No indicators of impairment were identified.

Note 6: Payables

	2020	2019
	\$	\$
Note 6A: Suppliers		
Trade creditors and accruals	1,405,678	607,966
Total suppliers	<u>1,405,678</u>	<u>607,966</u>

Supplier payables are settled within 20 days.

Note 6B: Other Payables

Salaries and wages	109,455	49,195
Superannuation	18,230	8,679
Other ¹	121,193	-
Total other payables	<u>248,878</u>	<u>57,874</u>

1. Other payables include revenue received in advance (\$121k) arising from the MOU that the Office has in place with PM&C in respect of Kirribilli House grounds maintenance.

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

Financial liabilities arising from suppliers and other payables amounted to **\$1,526,871** (2019: \$607,966). Refer to Note 10.

Note 6C: Leases

Lease liabilities ¹	3,557	-
Total leases	<u>3,557</u>	<u>-</u>

1. The Office has applied AASB 16 using the modified retrospective approach and therefore the comparative information has not been restated and continues to be reported under AASB 117.

Note 7: Provisions

	2020	2019
	\$	\$
Note 7: Employee Provisions		
Leave	2,616,730	2,404,893
Total employee provisions	2,616,730	2,404,893

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 2020 has been determined by reference to the short hand method in accordance with the FRR.

Superannuation

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

The PSS is a defined benefit scheme 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.

Note 8: Key Management Personnel Remuneration

Key management personnel (KMP) 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 KMP to be the Official Secretary and the Deputy Official Secretary. KMP remuneration is reported in the table below:

	2020	2019
	\$	\$
Short-term employee benefits:		
Salary	533,459	526,112
Annual leave	40,589	40,335
Total short-term employee benefits	<u>574,048</u>	<u>566,447</u>
Post-employment benefits:		
Superannuation	72,789	56,785
Total post-employment benefits	<u>72,789</u>	<u>56,785</u>
Other long-term benefits:		
Long-service leave	13,234	13,151
Total other long-term employee benefits	<u>13,234</u>	<u>13,151</u>
Total KMP remuneration expenses	<u>660,071</u>	<u>636,383</u>

The total number of KMP that are included above is 3 (2019:3). During the 2019-20 financial year there was a transitional arrangement resulting from one KMP departing.

Note 9: Related Party Disclosures

Related party relationships:

The Office is an Australian Government controlled entity. Related parties to this entity are 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

	2020	2019
	\$	\$
Note 10: Categories of Financial Instruments		
Financial assets at amortised cost		
Loans and receivables:		
Cash and cash equivalents	87,964	147,805
Trade and other receivables	30,282	18,118
Total financial assets at amortised cost	118,246	165,923
Total financial assets	118,246	165,923
Financial Liabilities		
Financial liabilities measured at amortised cost:		
Suppliers and other payables	1,526,871	607,966
Total financial liabilities	1,526,871	607,966

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 Office classifies its financial assets as financial assets 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.

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

	2020	2019
	\$	\$
Note 11: Suppliers		
Goods and services		
Cost of Medals	1,234,700	1,379,758
Other	109,881	119,527
Total goods and services	<u>1,344,581</u>	<u>1,499,285</u>
Goods and services are made up of:		
Provision of goods	1,228,681	1,374,072
Rendering of services	115,900	125,213
Total goods and services	<u>1,344,581</u>	<u>1,499,285</u>

Note 12: Administered - Fair Value Measurements

Note 12: Fair Value Measurements

	Fair value measurements	
	2020	2019
	\$	\$
Non-financial assets		
Land	102,000,000	102,000,000
Buildings	47,945,431	46,608,628
Other property, plant and equipment	1,568,922	1,615,089
Total non-financial assets	151,514,353	150,223,717
Total fair value measurements of assets in the statement of financial position	151,514,353	150,223,717

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

Note 13: Administered - Financial Assets

	2020	2019
	\$	\$

Note 13: Trade and Other Receivables

Goods and services receivables in connection with:

Trade receivables	<u>198,998</u>	<u>86,908</u>
Total Trade and other receivables	<u>198,998</u>	<u>86,908</u>

Credit terms for goods and services were within 30 days (2019: 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 (2019-2020)

	Land	Buildings	Total land and buildings	Infrastructure plant and equipment	Total
	\$	\$	\$	\$	\$
As at 1 July 2019					
Gross book value	102,000,000	46,608,628	148,608,628	1,615,366	150,223,994
Accumulated depreciation and impairment	-	-	-	(277)	(277)
Total as at 1 July 2019	102,000,000	46,608,628	148,608,628	1,615,089	150,223,717
Additions:					
Work in progress	-	261,959	261,959	-	261,959
Assets	-	2,668,897	2,668,897	-	2,668,897
Depreciation	-	(1,594,052)	(1,594,052)	(46,167)	(1,640,219)
Total as at 30 June 2020	102,000,000	47,945,431	149,945,431	1,568,922	151,514,353
Total as at 30 June 2020 represented by:					
Gross book value	102,000,000	49,539,483	151,539,483	1,615,366	153,154,849
Accumulated depreciation and impairment	-	(1,594,052)	(1,594,052)	(46,444)	(1,640,496)
Total as at 30 June 2020	102,000,000	47,945,431	149,945,431	1,568,922	151,514,353

Revaluations of non-financial assets

A revaluation of land at Government House and Admiralty House was conducted as at 30 June 2020 by an independent valuer, Jones Lang LaSalle Australia Pty Limited, in accordance with the revaluation policy stated at Note 5.

The impact of COVID-19 has presented uncertainty in the property and asset markets, whereby the value assessed may change significantly and unexpectedly over a relatively short period of time. However, the current successful containment of COVID-19 has placed NSW and ACT in an advantageous position and plans for continued easing of restrictions are expected to translate to a shallower downturn than originally forecast. With over-supply risk remaining low in Australia together with Government stimulus and construction subsidy initiated, these factors are expected to assist the market over the short term into the early 2021.

In view of the above market conditions and with sentiment towards the health crisis improving, management is of the opinion that the movement in land asset values since the valuation date does not represent a material change to the assets held by the Office.

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

Contractual commitments relating to non-financial assets amounted to **\$2,562,293** (2019: \$1,095,669) GST inclusive.

Buildings

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

Note 15: Administered - Inventories

	2020	2019
	\$	\$
Note 15: Inventories		
Inventories held for distribution	<u>1,765,889</u>	1,850,469
Total inventories	<u>1,765,889</u>	<u>1,850,469</u>

Inventory consists of medals and related items (such as citation books) held for distribution. The medals' inventory is not held for sale and is carried at cost adjusted when applicable for any loss of service potential.

Note 16: Administered - Payables

	2020	2019
	\$	\$
Note 16: Suppliers		
Trade creditors and accruals	<u>147,814</u>	159,641
Total suppliers	<u>147,814</u>	<u>159,641</u>

Creditor payables are settled within 20 days.

Note 17: Administered - Financial Instruments

	2020	2019
	\$	\$
Note 17: Categories of Financial Instruments		
Financial assets at amortised cost		
Loans and receivables:		
Cash and cash equivalents	691	872
Trade and other receivables	198,998	86,908
Total financial assets at amortised cost	199,689	87,780
Total financial assets	199,689	87,780
Financial Liabilities		
Financial liabilities measured at amortised cost:		
Suppliers	147,814	159,641
Total financial liabilities	147,814	159,641

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

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')

	2020 Appropriations			Appropriation applied in 2020 (current and prior years)	Variance ³
	<i>Appropriation Act</i>	<i>PGPA Act</i>	Adjustments to appropriation ²		
	Annual appropriation	Total appropriation			
DEPARTMENTAL					
Ordinary annual services	14,459,000	474,934	14,933,934	(13,706,815)	1,227,119
Capital budget ¹	650,000	-	650,000	(513,497)	136,503
Total departmental	15,109,000	474,934	15,583,934	(14,220,313)	1,363,622
ADMINISTERED					
Ordinary annual services					
Administered items	1,561,000	-	1,561,000	(1,370,434)	190,566
Capital Budget ¹	2,950,000	-	2,950,000	(3,004,880)	(54,880)
Total administered	4,511,000	-	4,511,000	(4,375,313)	135,687

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1 and Act 3 (PAES). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
2. Section 74 receipts. Includes \$171k of receipts from PM&C for the maintenance of Kirribilli House on its behalf.
3. The favourable variance of \$1.227m, regarding Departmental Ordinary annual services is primarily attributed to \$509k of reallocated funding which the Office received during PAES which was not fully drawn down at year end. This is in addition to the additional section 74 receipts received during the financial year as explained in footnote 2 above.

Note 18: Appropriations - cont'd

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

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Appropriation Act 1 and Act 3 (PAES). 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 its 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 (PAES) funding received in the later half of the financial year.

Note 18: Appropriations -cont'd

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

Authority	2020	2019
	\$	\$
DEPARTMENTAL		
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
Appropriation Act (No 1) 2019-20	4,379,418	-
Appropriation Act (No 1) 2019-20 DCB	346,078	-
Appropriation Act (No 1) 2019-20 Unspent Cash	87,964	-
Appropriation Act (No 3) 2019-20	509,000	-
Total	5,322,460	4,018,679

ADMINISTERED		
Appropriation Act (No 1) 2016-17	-	10,872
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2016-17	-	99,691
Appropriation Act (No 1) 2017-18	3,364	3,364
Appropriation Act (No 1) 2018-19	1,910	5,344
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2018-19	5,624	-
Appropriation Act 3 - Capital Budget (DCB) - Non Operating 2018-19	-	624,461
Appropriation Act (No 1) 2019-20	194,000	-
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2019-20	563,958	-
Total	768,856	743,732

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

Authority	Type	Purpose	Appropriation applied	
			2020	2019
			\$	\$
Governor-General Act 1974 - s3 Salary of Governor-General	Limited	Governor-General	495,000	425,000
Total special appropriations applied			495,000	425,000

Note 19: Aggregate Assets and Liabilities

	2020	2019
	\$	\$
Note 19A: Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months ¹	5,650,704	4,328,552
More than 12 months ²	2,441,784	2,226,713
Total assets	8,092,488	6,555,265
Liabilities expected to be settled in:		
No more than 12 months	2,920,132	1,787,829
More than 12 months	1,354,711	1,282,904
Total liabilities	4,274,843	3,070,733

	2020	2019
	\$	\$
Note 19B: Administered - Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months ²	1,965,578	1,938,249
More than 12 months ²	151,514,353	150,223,718
Total assets	153,479,931	152,161,967
Liabilities expected to be settled in:		
No more than 12 months	147,814	159,641
Total liabilities	147,814	159,641

1. Prior year departmental asset comparatives have been restated to reflect applicable asset balances.
2. Prior year administered asset comparatives have been restated to reflect applicable asset balances.







APPENDICES

CHAPTER 5



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

THE ORDER OF AUSTRALIA

AS AT 30 JUNE 2020

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 David Hurley AC DSC (Retd)
Governor-General of the Commonwealth of Australia

SECRETARY OF THE ORDER

Mr Paul Singer MVO
Official Secretary to the Governor-General

COUNCIL FOR THE ORDER OF AUSTRALIA

MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

The Honourable Shane Stone AC QC (Chairman)
Ms Elizabeth Broderick AO
The Honourable Cheryl Edwardes AM
Ms Amelia Hodge
Mr Rupert Myer AO
Professor Mathew Vadas AO
Mr Bernard Wright AO

MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

Mr Michael Miller RFD	(New South Wales)
Mr Joshua Puls MVO	(Victoria)
Ms Filly Morgan PSM	(Queensland)
Ms Carolyn Sladden	(South Australia)
Ms Kaylene Gulich	(Western Australia)
Ms Jenny Gale	(Tasmania)
Ms Catherine Weber	(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

**COUNCIL FOR
THE ORDER OF
AUSTRALIA
ATTENDANCE**

***MEMBERS ATTENDING THE AUSTRALIA DAY 2020
MEETING (AUGUST 2019)***

The Honourable Shane Stone AC QC (Chairman)
Mr Rupert Myer AO
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 Alison Playford during periods
of absence)
Mr Michael Miller RFD
Ms Catherine Weber
Ms Libby Gregoric (representing Ms Filly Morgan PSM)
Ms Carolyn Sladden
Ms Fiona Birkett MVO (representing Ms Jenny Gale)
Mr Jeremi Moule
Ms Kaylene Gulich
The Honourable Ben Morton MP
(representing Senator the Honourable Mathias Cormann)
Ms Stephanie Foster PSM

***MEMBERS ATTENDING THE QUEEN'S BIRTHDAY 2020
MEETING (FEBRUARY 2020)***

The Honourable Shane Stone AC QC (Chairman)
Mr Rupert Myer AO
Professor Mathew Vadas AO
Mr Bernard Wright AO
The Honourable Cheryl Edwardes AM
Ms Gabrielle Trainor AO
Ms Amelia Hodge
Ms Kathy Leigh
(represented by Ms Alison Playford during periods of absence)
Mr Michael Miller RFD

Ms Catherine Weber
Ms Filly Morgan PSM
Ms Carolyn Sladden
Ms Fiona Birkett MVO (representing Ms Jenny Gale)
Mr Joshua Puls MVO
Ms Kaylene Gulich
The Honourable Ben Morton MP
(representing Senator the Honourable Mathias Cormann)
Ms Stephanie Foster PSM
General Angus Campbell AO DSC

**AUSTRALIAN
BRAVERY
DECORATIONS**

AS AT 30 JUNE 2020

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

**AUSTRALIAN
BRAVERY
DECORATIONS
COUNCIL**

**MEMBERS – NOMINATED BY THE AUSTRALIAN
GOVERNMENT**

Ms Teresa Hart PSM (Chair)
Dr Craig Challen SC OAM
Dr Natalie Hood
Mr Dennis Quick

**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)
Vacant	(Western Australia)
Ms Fiona Birkett MVO	(Tasmania)
Superintendent Hege Ronning-Burns	(Northern Territory)
Ms Georgeina Whelan AM CSC and Bar	(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

AUSTRALIAN
BRAVERY
DECORATIONS
COUNCIL
ATTENDANCE

*MEMBERS ATTENDING THE MEETING HELD ON 13
NOVEMBER 2019*

Dr Penny Flett AO (Chair)
Dr Craig Challen SC OAM
Ms Teresa Hart PSM
Mr John Trevillian AM
Mr Jeremi Moule
Ms Filly Morgan PSM
Ms Elenna Dionisio
Ms Fiona Birkett MVO)
Ms Georgeina Whelan AM CSC and Bar
Superintendent Hege Ronning-Burns
Mr John Reid PSM

*MEMBERS ATTENDING THE MEETING HELD ON 21 MAY
2020 (CONDUCTED BY TELECONFERENCE)*

Ms Teresa Hart PSM (Chair)
Dr Craig Challen SC OAM
Dr Natalie Hood
Mr Dennis Quick
Mr John Trevillian AM
Mr Jeremi Moule
Ms Filly Morgan PSM
Ms Elenna Dionisio
Ms Robyn Green (representing Ms Carolyn Sladden)
Ms Fiona Birkett MVO
Superintendent Hege Ronning-Burns
Ms Georgeina Whelan AM CSC and Bar
Mr Richard Oliver
Mr John Reid PSM

NATIONAL
EMERGENCY MEDAL
COMMITTEE

AS AT 30 JUNE 2020

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 2020 AND THE QUEEN'S BIRTHDAY 2020

Category		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
							AM	OAM
Architecture	M	3	2	66.7%	0	1	1	0
	F	5	3	60.0%	0	0	3	0
Arts	M	64	52	81.3%	0	3	20	29
	F	66	55	83.3%	0	2	18	35
Building & Construction	M	8	5	62.5%	0	0	1	4
	F	1	1	100.0%	0	0	1	0
Business & Commerce	M	61	40	65.6%	0	9	21	10
	F	31	22	71.0%	1	4	14	3
Community	M	504	352	69.8%	0	9	45	298
	F	448	308	68.8%	1	7	53	247
Conservation & the Environment	M	30	25	83.3%	0	2	4	19
	F	21	13	61.9%	0	0	2	11
Dentistry	M	4	4	100.0%	0	0	1	3
	F	2	1	50.0%	0	0	1	0
Disabled	M	11	9	81.8%	0	0	5	4
	F	20	14	70.0%	0	0	4	10
Education	M	69	54	78.3%	0	7	27	20
	F	64	50	78.1%	1	2	23	24
Engineering	M	16	9	56.3%	0	1	5	3
	F	2	1	50.0%	0	0	0	1
Industrial Relations	M	1	1	100.0%	0	0	0	1
	F	1	1	100.0%	0	0	1	0
Information Technology	M	2	2	100.0%	0	0	1	1
	F	1	1	100.0%	0	0	1	0
International Relations	M	22	16	72.7%	0	2	4	10
	F	18	10	55.6%	0	1	3	6
Law	M	39	23	59.0%	0	2	17	4
	F	16	13	81.3%	1	3	7	2
Library & Related Occupations	M	0	0	-	0	0	0	0
	F	3	2	66.7%	0	0	1	1
Local Government	M	21	13	61.9%	0	0	2	11
	F	9	4	44.4%	0	0	0	4

TABLE B1 CONT.

Category		Number of nominations	Total awarded	% Awarded	AC	AO	Award levels	
							AM	OAM
Multicultural Affairs	M	38	23	60.5%	0	0	0	23
	F	16	10	62.5%	0	0	0	10
Media	M	19	15	78.9%	0	2	5	8
	F	8	4	50.0%	0	0	2	2
Medicine	M	128	95	74.2%	1	18	38	38
	F	60	44	73.3%	0	4	21	19
Mining	M	6	5	83.3%	0	1	3	1
	F	1	1	100.0%	0	1	0	0
Parliament & Politics	M	31	24	77.4%	1	9	9	5
	F	16	11	68.8%	0	2	3	6
Primary Industry	M	19	16	84.2%	0	2	7	7
	F	13	8	61.5%	0	0	3	5
Public Service	M	14	7	50.0%	0	2	3	2
	F	12	7	58.3%	1	0	4	2
Public Service (Federal)	M	7	5	71.4%	0	2	2	1
	F	1	0	0.0%	0	0	0	0
Religion	M	10	6	60.0%	0	0	1	5
	F	8	8	100.0%	0	0	2	6
Science, Technological Developments, R&D	M	17	14	82.4%	1	3	7	3
	F	24	10	41.7%	0	3	6	1
Sport	M	86	65	75.6%	0	3	4	58
	F	42	30	71.4%	0	0	5	25
Surveying & Mapping	M	2	2	100.0%	0	1	0	1
	F	0	0	-	0	0	0	0
Tourism & Hospitality	M	12	10	83.3%	0	1	3	6
	F	7	4	57.1%	0	0	3	1
Transport	M	8	8	100.0%	0	0	2	6
	F	0	0	-	0	0	0	0
Veterinary Science	M	8	7	87.5%	0	0	3	4
	F	4	3	75.0%	0	0	3	0
Total	M	1,260	909	72.1%	3	80	241	585
	F	920	639	69.5%	5	29	184	421
		2,180	1,548	71.0%	8	109	425	1,006

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 gender unspecified.

TABLE B2: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), THE QUEEN'S BIRTHDAY 1975 TO THE QUEEN'S BIRTHDAY 2020

Category		Number of nominations considered*	Total awarded	% Awarded	AK/AD	AC	AO	Award levels	
								AM	OAM
Architecture	M	269	176	65.4	0	3	33	104	36
	F	24	15	62.5	0	0	1	10	4
Arts	M	2,014	1,278	63.5	0	26	154	499	599
	F	1,322	886	67.0	1	14	71	282	518
Building & Construction	M	244	144	59.0	0	2	8	75	59
	F	8	7	87.5	0	0	2	4	1
Business & Commerce	M	2,321	1,294	55.8	2	44	271	659	318
	F	284	182	64.1	0	5	40	94	43
Community	M	19,646	9,860	50.2	1	40	219	1,383	8,217
	F	11,046	6,485	58.7	0	20	163	832	5,470
Conservation & the Environment	M	788	560	71.1	0	1	36	185	338
	F	406	270	66.5	0	0	13	57	200
Dentistry	M	277	162	58.5	0	0	13	92	57
	F	19	13	68.4	0	0	2	6	5
Disabled	M	675	422	62.5	0	0	6	112	304
	F	703	465	66.1	0	0	9	81	375
Education	M	2,043	1,186	58.1	1	30	184	523	448
	F	1,091	700	64.2	0	7	62	283	348
Engineering	M	412	262	63.6	0	4	40	148	70
	F	13	11	84.6	0	1	1	5	4
Industrial Relations	M	350	224	64.0	0	5	21	109	89
	F	30	25	83.3	0	1	3	10	11
Information Technology	M	49	26	53.1	0	0	5	14	7
	F	12	10	83.3	0	0	1	6	3
International Relations	M	439	233	53.1	0	3	37	95	98
	F	269	165	61.3	0	2	20	58	85
Law	M	886	519	58.6	1	55	130	257	76
	F	152	110	72.4	0	12	30	44	24
Library & Related Occupations	M	39	25	64.1	0	0	3	12	10
	F	58	37	63.8	0	0	1	16	20
Local Government	M	1,759	902	51.3	0	1	7	168	726
	F	327	190	58.1	0	0	3	36	151
Multicultural Affairs	M	1,457	715	49.1	0	0	20	104	591
	F	471	282	59.9	0	0	0	28	254

TABLE B2 CONT.

Category		Number of nominations considered*	Total awarded	% Awarded	AK/AD	Award levels			
						AC	AO	AM	OAM
Media	M	693	385	55.6	0	5	33	153	194
	F	139	87	62.6	0	1	12	38	36
Medicine	M	3,890	2,210	56.8	0	49	345	1,065	751
	F	1,339	880	65.7	0	14	99	354	413
Mining	M	164	100	61.0	0	4	25	47	24
	F	8	4	50	0	0	0	3	1
Parliament & Politics	M	667	386	57.9	2	40	113	151	80
	F	114	72	63.2	1	3	20	29	19
Primary Industry	M	1,243	804	64.7	0	2	50	331	421
	F	90	66	73.3	0	0	2	18	46
Public Service	M	2,053	964	47.0	7	63	258	380	256
	F	351	171	48.7	2	13	23	54	79
Religion	M	702	379	54.0	0	6	21	121	231
	F	114	69	60.5	0	0	2	16	51
Science, Technological Developments, R&D	M	850	550	64.7	1	37	151	277	84
	F	144	106	73.6	0	9	34	44	19
Sport	M	3,823	2,264	59.2	0	5	45	346	1,868
	F	1,131	783	69.2	0	3	13	90	677
Surveying & Mapping	M	44	29	65.9	0	0	2	9	18
	F	1	1	100.0	0	0	0	0	1
Tourism & Hospitality	M	250	150	60.0	0	0	12	55	83
	F	56	34	60.7	0	0	1	15	18
Transport	M	461	229	49.7	0	5	24	84	116
	F	26	18	69.2	0	0	2	5	11
Veterinary Science	M	119	82	68.9	0	0	9	37	36
	F	18	15	83.3	0	0	2	8	5
Total	M	48,627	26,520	54.5	15	430	2,275	7,595	16,205
	F	19,767	12,160	61.5	4	105	633	2,526	8,892
		68,394	38,680	56.6	19	535	2,908	10,121	25,097

* 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

* Note: Total nominations includes gender unspecified.

APPENDIX C: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2019-20

Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	Award levels	
							CBC	GBC
Interception of armed offender	53	33	62.3	0	0	9	5	3(19)
Rescue from animal attack	6	5	83.3	0	0	2	3	
Rescue from armed offender	25	15	60.0	0	1	1	2	1(11)
Rescue from electrical hazard	0	0		0	0	0	0	
Rescue from explosive hazard	3	1	33.3	0	0	0	1	
Rescue from fire – aircraft	2	0	0.0	0	0	0	0	
Rescue from fire – building	37	24	64.9	0	0	5	9	2(10)
Rescue from fire – bushfire	3	1	33.3	0	0	0	1	
Rescue from fire – motor vehicle	38	32	84.2	0	0	6	5	5(21)
Rescue from fire – other	0	0		0	0	0	0	
Rescue from gases, toxic fumes etc.	0	0		0	0	0	0	
Rescue from heights, cliffs	6	4	66.7	0	0	3	1	
Rescue from holes, wells or mines	7	8	87.5	0	0	1	0	1(7)
Rescue from inland waters	17	6	35.3	0	0	1	1	1(4)
Rescue from other situation	44	14	31.8	0	0	1	2	2(11)
Rescue from path of oncoming vehicle	4	0	0.0	0	0	0	0	
Rescue from water – other	6	0	0.0	0	0	0	0	
Rescue from water – sea	34	16	47.1	0	0	5	6	1(5)
Rescue from water – submerged vehicle	4	1	25.0	0	0	0	1	
TOTAL	289	160	55.4	0	1	34	37	16(88)

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 2020

Award levels								
Category	Number of nominations	Total awarded	% Awarded	CV	SC	BM	CBC	GBC
Interception of armed offender	1,032	543	52.6	1	13	174	264	91 *
Rescue from animal attack	237	137	57.8	0	16	61	54	6 *
Rescue from armed offender	962	544	56.5	0	44	195	189	116 *
Rescue from electrical hazard	90	38	42.2	1	1	13	23	0
Rescue from explosive hazard	367	278	75.7	2	18	69	59	130 *
Rescue from fire – aircraft	87	46	52.9	0	3	33	10	0
Rescue from fire – building	1,282	639	49.8	0	12	200	367	60 *
Rescue from fire – bushfire	556	180	32.4	0	3	25	41	111 *
Rescue from fire – motor vehicle	921	597	64.8	0	27	195	287	88 *
Rescue from fire – other	126	90	71.4	0	8	36	17	29 *
Rescue from gases, toxic fumes etc.	48	32	66.7	0	2	20	10	0
Rescue from heights, cliffs	199	90	45.2	0	4	28	41	17 *
Rescue from holes, wells or mines	188	125	66.5	1	4	31	15	74 *
Rescue from inland waters	1,022	496	48.5	0	1	93	225	177 *
Rescue from other situation	957	200	20.9	0	3	40	101	56 *
Rescue from path of oncoming vehicle	130	61	46.9	0	1	31	29	0
Rescue from water – other	78	14	17.9	0	0	1	9	4 *
Rescue from water – sea	1,715	826	48.2	0	19	196	395	216 *
Rescue from water – submerged vehicle	229	106	46.3	0	0	9	68	29 *
TOTAL	10,226	5,042	49.3	5	179	1,450	2,204	1,204 *

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

*The number represents individual recipients in group citations.

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 D: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS

TABLE D1: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS APPROVED IN 2020 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2019 – 30 June 2020	Total awards approved to 30 June 2020
Victoria Cross for Australia		4
Companion of the Order of Australia (Military Division)		25
Officer of the Order of Australia (Military Division)	4	278
Member of the Order of Australia (Military Division)	25	1,259
Medal of the Order of Australia (Military Division)	25	1,316
Star of Gallantry	0	8
Medal for Gallantry	1	75
Commendation for Gallantry	10	109
Unit Citation for Gallantry	0	6
Distinguished Service Cross	5	106
Distinguished Service Medal	4	204
Commendations for Distinguished Service	17	489
Meritorious Unit Citation	1	*27
Conspicuous Service Cross	53	1,188
Conspicuous Service Medal	60	1,373
Nursing Service Cross		28
Public Service Medal	87	2,599
Australian Police Medal	72	1,983
Australian Fire Service Medal	54	1,563
Ambulance Service Medal	25	436
Emergency Services Medal	22	526
Australian Corrections Medal	31	80
Australian Antarctic Medal	6	103
Civilian Service Medal 1939–1945	1	7,083
Police Overseas Service Medal/Clasp	29	6,285
Humanitarian Overseas Service Medal/Clasp	843	4,342

TABLE D1 CONT.

Award	Awards approved 1 July 2019 – 30 June 2020	Total awards approved to 30 June 2020
National Police Service Medal	2,383	43,147
National Emergency Medal/Clasp	90	15,478
Champion Shots Medal	3	87
National Medal/Clasp	8,572	255,893
80th Anniversary Armistice Remembrance Medal		71
Australian Sports Medal		18,012
Centenary Medal		15,845
Total awards	12,423	380,028

Notes:

372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 725,984. Due to a change in administration arrangements these awards are no longer processed by the Secretariat

There may be some anomalies when comparing with previous years due to corrections relating to people previously unaccounted for, and amendments in the number of people qualified to receive the awards.

Please note: * indicates the number of unit citations awarded not individuals included.

APPENDIX E: EXECUTIVE REMUNERATION

During the reporting period ended 30 June 2020, the Office had three executives who meet the definition of Key Management Personnel (KMP). Their names and the length of term as KMP are summarised below:

Name	Position	Term as KMP
Paul Singer	Official Secretary	Full year
Jo Tarnawsky	Deputy Official Secretary	Part year – Appointed on 9 December 2019
Steve Murtagh	Deputy Official Secretary	Part year – Retired on 13 December 2019

TABLE E1: REMUNERATION FOR KEY MANAGEMENT PERSONNEL (2019–20)

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		
Paul Singer	Official Secretary	288,570	-	57,006	39,438	7,967	-	-	392,981
Joanne Tarnawsky	Deputy Official Secretary	116,618	-	14,350	19,523	2,966	-	-	153,456
Steve Murtagh	Deputy Official Secretary	85,873	-	11,632	13,828	2,301	-	-	113,634
Total		491,061	-	82,987	72,789	13,234	-	-	660,071

APPENDIX F: ACCOUNTABLE AUTHORITY

TABLE F1: DETAILS OF ACCOUNTABLE AUTHORITY (2019-20)

Name	Position title/Position held	Period as the Accountable Authority or member	
		Date of commencement	Date of cessation
Mr Paul Singer MVO	Official Secretary to the Governor-General	1 July 2019	30 June 2020

APPENDIX G: STAFFING OVERVIEW

TABLE G1: ALL ONGOING EMPLOYEES, BY LOCATION (2019-20)

	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	36	2	38	30	7	37	-	-	-
Overseas	-	-	-	-	-	-	-	-	-
Total	38	2	40	31	7	38	-	-	-

TABLE G2: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2019-20)

	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	1	-	1	-	-	-
Overseas	-	-	-	-	-	-	-	-	-
Total	1	-	1	1	-	1	-	-	-

TABLE G3: 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	-	-	-	-	-	-	-	-	-
Total	39	1	40	30	6	36	-	-	-

TABLE G4: 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	-	2	-	-	-
Overseas	-	-	-	-	-	-	-	-	-
Total	1	-	1	2	-	2	-	-	-

TABLE G5: ONGOING EMPLOYEES, BY LEVEL (2019-20)*

	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	3	-	3	-	-	-
GHO 7	7	-	7	4	-	4	-	-	-
GHO 6	9	-	9	3	1	4	-	-	-
GHO 5	3	-	3	10	2	12	-	-	-
GHO 4	6	-	6	5	2	7	-	-	-
GHO 3	6	-	6	3	2	5	-	-	-
GHO 2	2	2	4	-	-	-	-	-	-
GHO 1	2	-	2	2	-	2	-	-	-
Total	38	2	40	31	7	38	-	-	-

* 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 (2019-20)*

	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	1	-	1	-	-	-	-	-	-
GHO 1	-	-	-	-	-	-	-	-	-
Total	1	-	1	1	-	1	-	-	-

* 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 (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	-	5	-	-	-
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	-	-	-
Total	39	1	40	30	6	36	-	-	-

* 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 (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	-	-	-	-	-	-	-	-	-
Total	1	-	1	2	-	2	-	-	-

* 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 (2019–20)*

	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	5	-	5	-	-	-	5
GHO 7	11	-	11	-	-	-	11
GHO 6	12	1	13	-	-	-	13
GHO 5	13	2	15	-	-	-	15
GHO 4	11	2	13	-	-	-	13
GHO 3	9	2	11	1	-	1	12
GHO 2	2	2	4	1	-	1	5
GHO 1	4	-	4	-	-	-	4
Total	69	9	78	2	-	2	80

* 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 (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
Total	69	7	76	3	-	3	79

* 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 (2019-20)*

	Ongoing	Non-ongoing	Total
NSW	3	-	3
Qld	-	-	-
SA	-	-	-
Tas	-	-	-
Vic	-	-	-
WA	-	-	-
ACT	75	2	77
Overseas	-	-	-
Total	78	2	80

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

TABLE G12: EMPLOYMENT TYPE BY LOCATION (2018-19)*

	Ongoing	Non-ongoing	Total
NSW	3	-	3
Qld	-	-	-
SA	-	-	-
Tas	-	-	-
Vic	-	-	-
WA	-	-	-
ACT	73	3	76
Overseas	-	-	-
Total	76	3	79

* 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 (2019-20)

	Total
Ongoing	1
Non-Ongoing	-
Total	1

TABLE G14: INDIGENOUS EMPLOYMENT (2018-19)*

	Total
Ongoing	1
Non-Ongoing	-
Total	1

* 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 (2019-20)*

	SES	Non-SES	Total
Enterprise Agreement	-	79	79
Individual Flexibility Arrangement	1	2	3
AWA	-	1	1
Remuneration Tribunal	1	-	1
Total	2	82	84

* 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) (2019-20)*

	Minimum Salary	Maximum Salary
GHO 8	\$121,499	\$137,738
GHO 7	\$105,446	\$113,847
GHO 6	\$82,513	\$94,723
GHO 5	\$76,397	\$80,986
GHO 4	\$68,492	\$74,340
GHO 3	\$60,594	\$73,334
GHO 2	\$53,596	\$62,801
GHO 1	\$46,733	\$57,524

* Note: The amounts for Statutory Officer and SES Equivalent Officer are the total remuneration package. 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 (2019-20)

	Total
Number of new contracts entered into	14
Total actual expenditure on new contracts	\$272,882
Number of ongoing contracts engaging consultants that were entered into during a previous period	10
Total expenditure during the period on ongoing contracts (incl GST)	\$167,397

TABLE H2: TRENDS IN CONSULTANCIES

Consultancies	2017-18	2018-19	2019-20
Number of existing consultancies	6	4	10
Number of new consultancies	11	18	14
Total consultancies	17	22	24
Total expenditure (incl GST)	\$263,038	\$375,464	\$440,279

APPENDIX I: AIDS TO ACCESS

TABLE I1: AIDS TO ACCESS DETAILS (2019–20)

Annual Report contact officer	Jo Tarnawsky Deputy Official Secretary to the Governor-General
Contact phone number	(02) 62833 533
Contact email	jo.tarnawsky@gg.gov.au
Website	www.gg.gov.au

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
12	100	N/A	N/A	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	18	100
HSR training	1	100
Smarttrain chemical application training	0	0
WHS induction	25	100
Health & well-being activities	Optional	50

TABLE J3: NOTIFIABLE INCIDENTS

Notifiable incidents	2019–20	2018–19	2017–18	2016–17
Deaths	0	0	0	0
Dangerous occurrences	1	0	0	0
Serious personal injury	0	0	0	0
Incapacity	0	0	0	1

APPENDIX K: AGENCY RESOURCE STATEMENT

TABLE K1: AGENCY RESOURCE STATEMENT 2019–20

	Available for 2019–20 \$'000 (a)	Payments made 2019–20 \$'000 (b)	Balance remaining 2019–20 \$'000 (a) – (b)
Ordinary annual services			
Departmental appropriation ¹	19,128	13,805	5,323
Additional S74 Receipts	475	475	0
Total	19,603	14,280	5,323
Administered expenses²			
Outcome I	5,016	4,375	
<i>Total</i>	<i>5,016</i>	<i>4,375</i>	
Total ordinary annual services	A 24,619	18,655	
Salary to the Governor-General: <i>Governor-General Act 1974</i>	495	495	
Total special appropriations excluding special accounts	B 495	495	
Total resourcing and payments (A+B)	25,114	19,150	

1. This includes prior year departmental appropriations. Includes an amount of \$0.650m in 2019–20 for the Departmental Capital Budget.

2. This includes prior year administered appropriations. Includes an amount of \$2.950 in 2019–20 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* 2019–20 \$'000 (a)	Actual expenses 2019–20 \$'000 (b)	Variation 2019–20 \$'000 (a) – (b)
Program 1: Support for the Governor-General and Official Activities			
Administered expenses			
Ordinary Annual Services (Appropriation Bill No. 1) ¹	5,016	4,275	741
Special appropriations	495	495	0
Total Administered expenses	5,511	4,770	741
Departmental expenses			
Departmental appropriation ²	14,459	14,177	282
Expenses not requiring appropriation in the Budget year	557	944	-387
Total Departmental expenses	15,016	15,121	-105
Total for Program 1	20,527	19,892	635
Average staffing level (number)	80	73	7

* Full year budget, including any subsequent adjustments made in 2019–20 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 \$0.650m for Departmental Capital Budget and "Revenue from independent sources (s74)".

APPENDIX L: AUDIT COMMITTEE DETAILS

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual remuneration
Will Laurie (Chair)	<p>Mr Laurie has held leadership roles in professional firms, including Price Waterhouse, PwC and Boyce CA.</p> <p>He has been Chair of Commonwealth and ACT Audit Committees including the Department of Defence, the Treasury, the Attorney-General's Department, the Chief Minister, Treasury and Economic Development Directorate. He has specialist knowledge of Commonwealth financial and performance management and reporting.</p> <p>His commercial Board experience includes On-line retailing; Economic and Social Modelling; and Property Management.</p> <p>He holds a Bachelor of Economics from Sydney University and a graduate diploma in Applied Finance and Investment.</p>	4/4	\$7,750
Elizabeth Montano (independent member)	<p>Ms Montano holds the degrees of Bachelor of Arts and Bachelor of Laws (UNSW) and is a Fellow of the Australian Institute of Company Directors. She has over twenty years' experience as chair, deputy chair and member of boards and audit committees across a range of government and not-for-profit entities. She has broad ranging experience in governance and the machinery of government including in financial and performance reporting, risk, assurance and program and project management and oversight.</p> <p>She is a former Chief Executive Officer in the Commonwealth and senior financial services lawyer with King & Wood Mallesons.</p>	4/4	\$6,939

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual remuneration
Steve Murtagh	<p>Mr Murtagh was the Deputy Official Secretary to the Governor-General until his retirement in December 2019. He holds a Certificate in Governance and Risk Management from the Governance Institute of Australia and is a member of the Risk Management Institute of Australia.</p> <p>He has been a member of Public Sector Audit Committees for most of the past 12 years, informed by a career in the General Government Sector spanning more than 37 years, and in Governance focused roles at Branch Head or equivalent levels for over 12 years.</p>	1/4	Ref. Appendix E: Executive Remuneration
Jo Tarnawsky	<p>Ms Tarnawsky was appointed as Deputy Official Secretary to the Governor-General in December 2019. She concurrently performs roles as the OOSGG's Chief Risk Officer, Chief Operating Officer, Chief Security Officer, and Chairs the Property, Security and IT Sub-Committees.</p> <p>She holds a Masters of Arts from Deakin University, a Bachelor of Laws (Hons) from ANU, and is a graduate of the Centre for Defence and Strategic Studies at the Australian Defence College.</p> <p>She has previously worked in various roles for the Department of Foreign Affairs and Trade, the Department of the Prime Minister and Cabinet, and at Parliament House.</p> <p>Ms Tarnawsky has significant risk management experience, particularly with regard to events, security threat assessments, travel advice, VIP visit arrangements, risk registers, and crisis response action plans.</p>	2/4	Ref. Appendix E: Executive Remuneration

The audit committee charter can be found at www.gg.gov.au/office-official-secretary-governor-general.

APPENDIX M: LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
I7AD(g)	Letter of transmittal		
I7AI	i	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
I7AD(h)	Aids to access		
I7AJ(a)	ii	Table of contents.	Mandatory
I7AJ(b)	153	Alphabetical index.	Mandatory
I7AJ(c)	150	Glossary of abbreviations and acronyms.	Mandatory
I7AJ(d)	141–147	List of requirements.	Mandatory
I7AJ(e)	135	Details of contact officer.	Mandatory
I7AJ(f)	135	Entity's website address.	Mandatory
I7AJ(g)	<i>inside front cover</i>	Electronic address of report.	Mandatory
I7AD(a)	Review by accountable authority		
I7AD(a)	2–8	A review by the accountable authority of the entity.	Mandatory
I7AD(b)	Overview of the entity		
I7AE(1)(a)(i)	2–3, 7, 12	A description of the role and functions of the entity.	Mandatory
I7AE(1)(a)(ii)	6, 8	A description of the organisational structure of the entity.	Mandatory
I7AE(1)(a)(iii)	7	A description of the outcomes and programmes administered by the entity.	Mandatory
I7AE(1)(a)(iv)	12	A description of the purposes of the entity as included in corporate plan.	Mandatory
I7AE(1)(aa)(i)	126	Name of the accountable authority or each member of the accountable authority	Mandatory
I7AE(1)(aa)(ii)	126	Position title of the accountable authority or each member of the accountable authority	Mandatory
I7AE(1)(aa)(iii)	126	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory
I7AE(1)(b)	n/a	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AE(2)	n/a	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory
17AD(c)	Report on the Performance of the entity		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	12–16	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)	16–17	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	137–138	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	n/a	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.
17AD(d)	Management and Accountability		
	<i>Corporate Governance</i>		
17AG(2)(a)	47	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	i	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	i	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	i	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	44–49	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(d) – (e)	n/a	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>Audit Committee</i>			
17AG(2A)(a)	140	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	139–140	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	139–140	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	139–140	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	139–140	The remuneration of each member of the entity's audit committee.	Mandatory
<i>External Scrutiny</i>			
17AG(3)	48	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	48	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	48	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	n/a	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)	50–54	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	127–133	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender (d) statistics on staff location	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(b)	APS employees: n/a Indigenous employees: 132–133	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> • Statistics on staffing classification level; • Statistics on full-time employees; • Statistics on part-time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	49, 51	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)	133	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)	133	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	53	A description of nonsalary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	51	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	n/a	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	n/a	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	n/a	Information on aggregate amount of performance payments.	If applicable, Mandatory
Assets Management			
17AG(5)	54–55	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
Purchasing			
17AG(6)	5–57	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Consultants			
17AG(7)(a)	56, 134	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)	56, 134	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory
17AG(7)(c)	56	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)	56	A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”	Mandatory
Australian National Audit Office Access Clauses			
17AG(8)	n/a	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor; purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
Exempt contracts			
17AG(9)	n/a	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
Small business			
17AG(10)(a)	56	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)	56	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	n/a	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory
Financial Statements			
17AD(e)	66–109	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
Executive Remuneration			
17AD(da)	50–51, 125	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory
17AD(f)	Other Mandatory Information		
17AH(1)(a)(i)	n/a	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)	57	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	n/a	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)	54	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)	58	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)	n/a	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)		Information required by other legislation	Mandatory
	52–54, 136	<i>Work Health and Safety Act 2011</i>	
	33, 60	<i>Environment Protection and Biodiversity Conservation Act 1999</i>	





INDEXES

CHAPTER 6

GLOSSARY, ABBREVIATIONS AND ACRONYMS

AAIs	Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, and control over, each Commonwealth entity's operations. An accountable authority can issue written instructions about any matter relating to the finance law that all officials of the entity must adhere to. These are referred to as accountable authority instructions (AAIs)
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 <i>Fair Work Act 2009</i>
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
MVO	Member of the Royal Victorian Order
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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