



OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

ANNUAL REPORT

2020-21



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OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

8 October 2021

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 2021, 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 uplift and inspire Australians by celebrating community service and achievement and, particularly in recent years, providing comfort in challenging times.

In their second year in office, the Governor-General and Mrs Hurley have continued to fulfil the objective and purpose the Governor-General established in his swearing-in speech, to:

Highlight to all Australians their inherent strengths, their concern for the common good, their humanity and decency and their desire for a 'fair go'.

In 2020–21, the 'how' has often changed because of the ongoing response to the COVID-19 pandemic. Their Excellencies have never, though, deviated from the 'why' – they have worked hard to reach, listen to and connect with Australians in every part of our country and from every background.

The same adaptability is true of the Office. While the COVID-19 pandemic has forced changes in many areas of the Office's operations, we have remained motivated and inspired to support the Governor-General and Mrs Hurley.

A key feature of the Governor-General and Mrs Hurley's second year, enabled by the support of the Office, has been the depth of the relationships that they have formed with the staff and volunteers of the more than 230 organisations for which they serve as Patrons, with communities impacted by the 2019–20 bushfires with which they have maintained regular contact, and with individuals they have had the privilege of meeting.

The Office enables this by developing and delivering an impactful program that combines regional visits, in-person events and an integrated, complementary virtual program. Through this meaningful work, the strength and character of our local communities is continuously revealed. This has been particularly evident as Their Excellencies have comforted Australians impacted by devastating natural disasters, those struggling with lock-downs or the challenges posed by the pandemic and the most vulnerable in our community.

The Governor-General has also prioritised increasing awareness of and engagement with the Order of Australia – particularly amongst parts of our society that have been historically underrepresented in the number of nominations received. The Governor-General and Mrs Hurley have worked to ensure the Order, our nation's pre-eminent means of recognising achievement and service, represents the diversity and strength of our nation.

In short, the role of Governor-General is unique and essential in contemporary Australia. 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 2020-21, significant achievements included:

Organisation and management of official duties

- In as far as travel was possible in a COVID-19 constrained environment, an outreach and engagement program was designed and delivered to be both geographically broad (visiting every state and territory across the 12 months) and impactful.
- During 2020-21, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations.
- There was a focus on areas recovering and rebuilding from natural disasters, including communities impacted by the 2019-20 bushfires, the New South Wales floods and Cyclone Seroja in Western Australia.
- The Governor-General led the country at times of national significance, including:
 - the investiture ceremony of Edward 'Teddy' Sheean VC
 - the Centenary Celebration of the Royal Australian Air Force at Government House, Canberra
 - the passing of His Royal Highness The Prince Philip, Duke of Edinburgh
 - on Australia Day and Anzac Day, through both in-person events and the Governor-General's national addresses broadcast on the ABC.
- The Governor-General creatively engaged with Australians during periods in which COVID-19 restrictions meant travel was not possible.
- The Governor-General and Mrs Hurley undertook an extensive complementary digital program with a focus on recognising those 'behind-the-scenes' and working hard for their community.
- A virtual engagement program with leaders across the Pacific was implemented.

Management and maintenance of the official households and properties

- Establishing the Project Implementation Cell within the Office to deliver on significant projects funded in recent years including:
 - the Kirribilli Point Battery precinct remediation project which will stabilise the point and preserve the historic Marine Barracks for future generations

- the Digital Transformation program (which includes the Information and Communication Technology, the Australian honours and awards system and the Financial Management Information System modernisation projects).
- Other projects to maintain the official households were completed including:
 - reconfiguration of the Honours and Awards Secretariat building to better utilise space and increase the number of work stations available
 - replacement of external lighting and end-of-life electrical cabling throughout the grounds to improve accessibility, security and workplace health and safety (WHS).

Administration of the Australian honours and awards system

- Outstanding individuals in the community were recognised, encouraged and rewarded through the Australian honours and awards system, including:
 - the Council for the Order of Australia considering 2,163 nominations for the General Division of the Order of Australia, resulting in the Governor-General approving 1,517 appointments or awards
 - the Queen's Birthday Honours List including the highest ever percentage of women – 44 per cent.
- While it is not formally the responsibility of the Office, noting the Governor-General's publicly stated desire for the Order of Australia to better represent Australia's diversity, an internal project was delivered to improve awareness of and engagement with the Order of Australia amongst parts of our community that have been historically underrepresented in the number of nominations received (and therefore awards made).
- The National Emergency Medal was administered to recognise the service of those involved in nationally declared emergencies – including Tropical Cyclone Debbie, the North Queensland Floods and the 2019–20 bushfires. The first presentation of National Emergency Medals for the 2019–20 bushfires occurred in May 2021 to the families of those who lost their lives fighting the fires.

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 a hybrid of in-person and digital and online platforms throughout 2020–21. 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.

OUTLOOK FOR 2021–22

A strong governance culture and a prudent financial management framework resulted in the Office achieving a small operating surplus for 2020–21.

Like almost every organisation in Australia, the Office's operating environment will remain uncertain and challenging in 2021–22 because of the ongoing COVID-19 pandemic. While the operating environment has changed, the priorities and purpose have not. Significantly, at a time of great social stress and uncertainty the role of the Governor-General has arguably never been more important.

The Governor-General has a unique ability to reach, engage with and both comfort and uplift the people of Australia. This ability stems from the nature of the position itself, the natural empathy, experience and drive of the Governor-General and Mrs Hurley and the continued innovative, responsive and strategic support of the Office.

Enabling and supporting the Governor-General to reach and engage with Australians in meaningful way – regardless of logistical constraints – is a key priority for the Office in 2021–22.

The effective administration of the honours and awards system is another key and interrelated priority. The honours and awards system is how we as a nation recognise, thank and celebrate achievement, service and bravery in our community. In 2021–22 the priorities will be to ensure that the many thousands of Australians who provided sustained or significant service during the 2019–20 bushfires (and other nationally declared emergencies) are recognised with the timely provision of the National Emergency Medal and continuing our work to ensure the Order of Australia represents the diversity of Australia.

The Office also recognises that in maintaining Government House and Admiralty House it is custodian of not only two of the most historic and significant properties in the country but of key parts of Australian culture, heritage and history. Another priority in 2021–22 will be helping as many Australians as possible to understand, visit and experience those properties when pandemic related restrictions allow.

All of this work is only possible because of the drive, commitment and expertise of our people. The Office will continue to prioritise a culture of innovation and creativity, of pushing boundaries and of exploring new ways to support the Governor-General in the execution of his duties.

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 2020–21, this position was held by Mr Paul Singer MVO.

The Office comprises a Strategic Engagement branch, a People and Services branch, a newly established Project Implementation Cell, an Honours and Awards branch, a Communications and Creativity team 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 2021.

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.

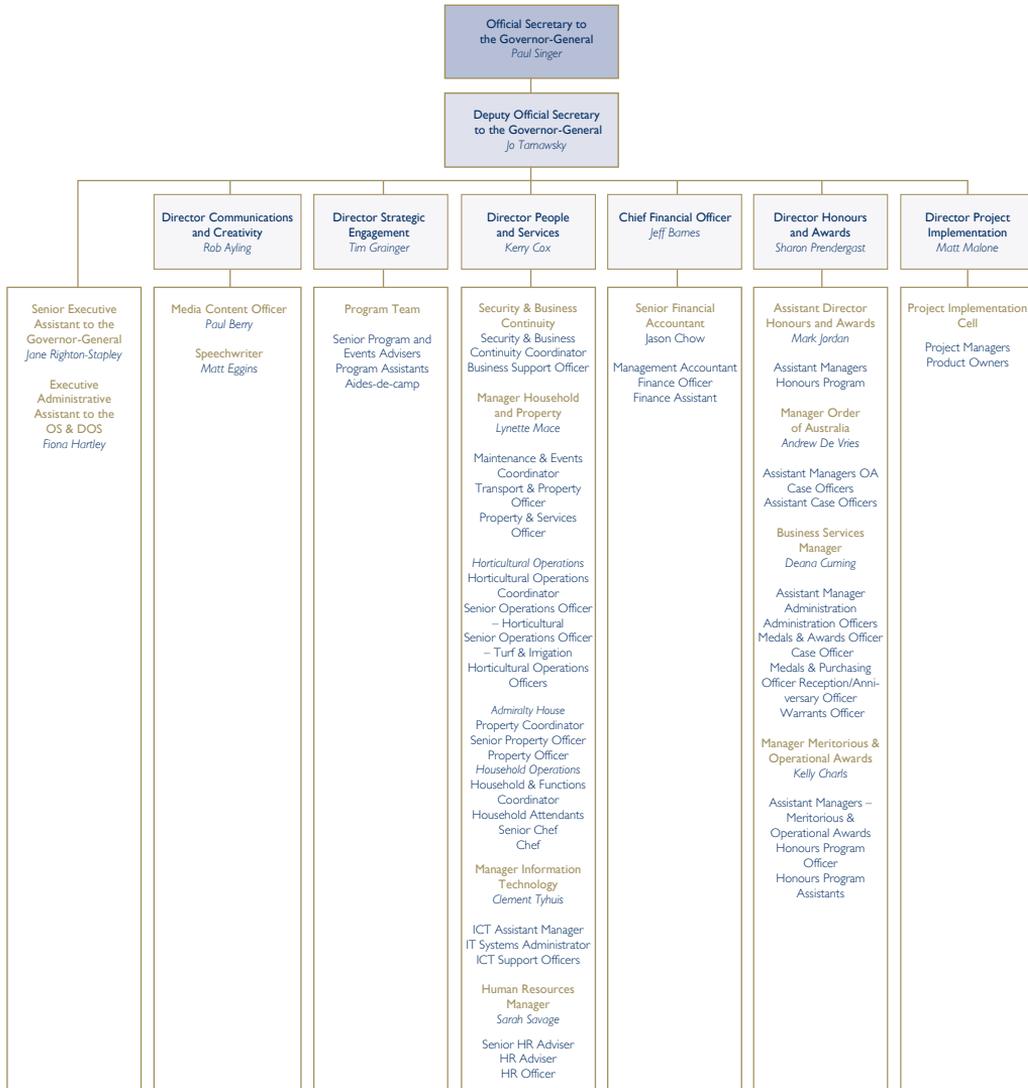
The Project Implementation Cell was established in early 2021 in response to New Policy Proposal (NPP) funding provided by Government and is responsible for the coordination and delivery of significant investment projects for the Office. This includes property projects funded by the Administered Capital Budget and the NPP funded Kirribilli Point Battery Precinct Re-stabilisation project. The cell is also delivering the NPP funded Digital Transformation program consisting of the Information and Communication Technology, the Australian honours and awards system and the Financial Management Information System modernisation projects.

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 households and properties 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 2020–21 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 2021



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 including 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.

Responsible for administered and departmental capital funded projects across the Office.







REPORT ON
PERFORMANCE

CHAPTER 2

ANNUAL PERFORMANCE STATEMENTS 2020–21

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 2020–21 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 2021

PURPOSE

The purpose of the Office is to provide:

- the necessary support to enable the Governor-General to perform 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
- 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 2020–21 against key performance indicators for Program 1 as identified on pages 273–274 of the 2020–21 Portfolio Budget Statements and pages 18–21 of the 2020–21 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 2020–21
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 the office 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 Environment Protection and Biodiversity Conservation Act 1999 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 2020–21
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 2020–21, 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 2020–21 program of activities was broad and meaningful. It included travel throughout Australia and a range of community outreach functions. 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 program of activity continued many of the themes and priorities pursued in 2019–20. Similarly, the program of activity built on relationships with organisations and communities with whom the Governor-General and Mrs Hurley engaged in their first year in Office.

In particular:

- continuing to provide support, comfort and encouragement of those affected by bushfires and other natural disasters and acknowledging the efforts of emergency services personnel, including returning to communities they visited in the immediate aftermath of the 2019–20 bushfires
- supporting, in person and virtually, the organisations of which Their Excellencies serve as Patrons – including many which work to help our veteran community and/or provide mental health services
- maintaining a priority of visiting (in person when conditions permitted and virtually when they did not) remote and regional communities.

The Governor-General's ceremonial duties were arranged with careful focus and consideration to ensure the dignity of each occasion and in line with COVID-19 requirements.

Household operations ran efficiently. Hospitality was carefully balanced with economy, and proper stewardship of the heritage properties. 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. The format of investiture ceremonies was adjusted to account for COVID-19 restrictions, including fewer recipients in each ceremony (and more ceremonies to ensure each could still be recognised). Reflecting the priority which the Governor-General is placing on ensuring the Order of Australia reflects the diversity and achievement of society, an internal project was initiated to increase awareness of and engagement with the Order – particularly amongst parts of the community that have been historically underrepresented. This body of work, while not formally the responsibility of the Office, sought to build upon performance in recent years in some areas (for example, the percentage of women who received awards in the Queen's Birthday Honours List was the highest ever at 44 per cent) and make improvements in others previously not addressed (including multicultural and Indigenous communities).

FINANCIAL PERFORMANCE

OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2020–21 financial year. Departmental and Administered results are shown in the audited financial statements on pages 66–108 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 2020–21 Financial Statements.

REPORT AGAINST THE 2020-21 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 2020-21 the total appropriations available to the Office were \$28,206,000. This was made up of \$21,482,000 for Departmental outputs (including \$1,868,000 towards the Departmental Capital Budget), \$2,458,000 for Administered expenses, \$3,771,000 towards the Administered Capital Budget, and \$495,000 as Special Appropriation for the Governor-General's salary.

CAPITAL WORKS BUDGET

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

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

In 2020-21, a number of major projects were undertaken at the properties under the Office's Property Works Program to the total value of \$3,757,251.

BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 65-108 of this report.

SIGNIFICANT CHANGES IN 2020-21

There were no significant changes in 2020-21.

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 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 2020–21 \$ 000	Actual 2020–21 \$ 000	Variation 2020–21 \$ 000
Departmental appropriation – Cost of Components 1 and 2	21,482	14,952	6,530
Administered appropriation	2,915	1,648	1,267
Expenses not requiring appropriation	2,592	2,739	(147)
Total	26,989	19,339	7,650

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 2020–21 \$ 000	Actual 2020–21 \$ 000	Variation 2020–21 \$ 000
Departmental appropriation – Cost of Component 1	11,815	8,223	3,592
Administered appropriation – Governor-General's salary	495	495	0
Administered appropriation – Depreciation	1,985	1,843	142
Expenses not requiring appropriation	334	493	(159)
Total	14,629	11,054	3,575

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 2020–21, the Governor-General participated in 792 official engagements, and welcomed 31,657 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 2020-21**

Official activities	Number	Attendees
Events hosted - Government House	161	4,960
Events hosted - Admiralty House	34	666
Events hosted - offsite	4	105
Total	199	5,731
Other domestic events attended	348	
Credentials	16	
Overseas events attended	0	
Callers	217	
Executive Council meetings	28	
School tours	359	19,315 ^a
Anniversary requests handled	15,337 ^b	
Items of correspondence handled	2,164 ^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.

During 2020-21, the Office supported the Governor-General in presiding at 28 meetings of the Federal Executive Council, at which 445 agenda items were considered. Royal Assent was given to 153 pieces of legislation.

- On 30 October 2020, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and Affirmation of Office to one Minister.
- On 22 December 2020, in a first by an Australian Governor-General, a virtual swearing-in ceremony saw the Instruments of Appointment and the Oaths and Affirmations of Office issued to nine Ministers and four Parliamentary Secretaries.

- On 30 March 2021, the Governor-General hosted a virtual swearing-in ceremony to issue the Instruments of Appointment and the Oaths and Affirmations of Office to nine Ministers and one Parliamentary Secretary.
- On 22 June 2021, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and Oath of Office to one Minister.

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 2020–21, the Governor-General presided over several military events in Australia.

- On 30 November 2020, the Governor-General attended the 2020 Defence and Strategic Studies Course graduation at the Australian Defence Force Academy, Canberra.
- On 2 December 2020, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony at Duntroon, Canberra.
- On 4 December 2020, the Governor-General attended the 2020 Australian Command and Staff Course Graduation Ceremony, at the Australian Defence Force Academy, Canberra.
- On 6 December 2020, the Governor-General attended the Australian Defence Force Academy Graduation Parade at Campbell, Canberra.
- On 9 December 2020, the Governor-General attended the 2020 Capability and Technology Management College Graduation Ceremony at Campbell, Canberra.
- On 25 February 2021, the Governor-General attended the Colour Consecration Parades of 26 Squadron and No 3 Control and Reporting Unit at RAAF Base Williamtown, New South Wales.
- On 23 March 2021, the Governor-General attended 30 Squadron's Queens Colour Consecration Parade at RAAF Base East Sale, Victoria.
- On 30 March 2021, the Governor-General hosted the Queen's Colour Parade and supporting events to mark the Centenary of the Royal Australian Air Force at Government House, Canberra. Bringing together almost 600 guests, the Parade was a key component of Centenary celebrations, and featured a ceremonial flypast of 60 aircraft and included Colours, Standards and Banners of the RAAF paraded.

- On 30 March 2021, the Governor-General attended a dinner to mark the Centenary of the Royal Australian Air Force at the Australian War Memorial, Canberra.
- On 10 April 2021, the Governor-General attended the commissioning of HMAS *Supply* (II) at Garden Island, Sydney.
- On 19 April 2021, the Governor-General attended a ceremony at which the Gloucester Cup was presented to HMAS *Arunta* at Garden Island, Western Australia.
- On 29 May 2021, the Governor-General attended the Army Reserve Officer Graduation Dinner at the Royal Military College, Canberra.
- On 12 June 2021, the Governor-General attended the Queen's Birthday Parade at the Royal Military College, Canberra.
- On 17 June 2021, the Governor-General attended the New Entry Officer Course 64 Graduation Parade at HMAS Creswell, Jervis Bay, New South Wales.

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 15 August 2020, the Governor-General attended a commemorative service to mark the 75th anniversary of the end of World War II at the Australian War Memorial, Canberra.
- On 11 November 2020, the Governor-General attended the Remembrance Day National Ceremony at the Australian War Memorial, Canberra.
- On 29 March 2021, the Governor-General attended a Commemorative Service for the Centenary of the Royal Australian Air Force, at the Air Force Memorial, Canberra.
- On 11 April 2021, the Governor-General attended a Commemorative Service to mark the 80th anniversary of the Siege of Tobruk, in Melbourne.
- On 24 April 2021, the Governor-General attended the 100th anniversary of the Darwin Cenotaph and dedication of the eternal flame in Darwin.
- On 25 April 2021, the Governor-General attended the Anzac Day Dawn Service in Darwin, and later attended the Anzac Day March in Katherine, Northern Territory.
- On 7 June 2021, the Governor-General attended a ceremony to commemorate the 50th anniversary of Operational Overlord, including the Battle of Long Khanh, at the Australian Vietnam Forces Memorial, Canberra.

CEREMONIAL ACTIVITIES

In 2020–21, the Office supported the Governor-General in delivering a wide range of ceremonial functions, such as presenting Australian honours and awards and receiving foreign dignitaries. The Governor-General's role in representing Australia overseas on state, official and commemorative occasions was not possible due to travel restrictions in response to COVID-19.

INVESTITURES

The Governor-General presided at 41 investiture ceremonies for Australian honours and award recipients in 2020–21.

This included:

- 22 general sessions held at Government House in September 2020, which saw the presentation of 180 awards¹
- 10 general sessions held at Government House in May 2021, which saw the presentation of 105 awards.

The awards – made to individuals for outstanding achievement and significant contributions to the community and the nation – 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 eight other investiture ceremonies:

- On 30 September 2020, at Government House, Canberra, the Governor-General invested the Honourable Chief Justice Catherine Holmes AC with the insignia of a Companion of the Order of Australia for eminent service to the judiciary, notably to criminal, administrative, and mental health law, and to the community of Queensland.
- On 19 November 2020, at Shepherdson College, Galiwin'ku, Northern Territory, the Governor-General invested Miss Ruth Dhurrkay SC with the Star of Courage for displaying conspicuous courage during a violent attack on a young girl at Galiwin'ku in the Northern Territory in October 2018.
- On 1 December 2020, at Government House, Canberra, the Governor-General hosted an investiture ceremony at which the late Ordinary Seaman Edward 'Teddy' Sheean was posthumously awarded the Victoria Cross for Australia.
- On 29 March 2021, at Admiralty House, Sydney, the Governor-General invested the Honourable Tony Abbott AC with the insignia of a Companion of the Order of Australia for eminent service to the people and Parliament of Australia, particularly as Prime Minister; and through significant contributions to trade, border control, and to the Indigenous community.

¹ Includes the presentation of awards which were postponed in 2019-20.

- On 31 March 2021, at Government House, Canberra, the Governor-General invested Mr John Cockburn with the insignia of the Australian Service Medal 1939–1945 for his service in the Royal Australian Air Force during World War II.
- On 17 April 2021, at Como The Treasury Hotel, Perth, the Governor-General invested the Reverend Dr Margaret Court AC with the insignia of a Companion of the Order of Australia for eminent service to tennis as an internationally acclaimed player and record-holding grand slam champion, and as a mentor of young sportspersons.
- On 29 April 2021, at Admiralty House, Sydney, the Governor-General invested the Honourable Malcolm Turnbull AC with the insignia of a Companion of the Order of Australia for eminent service to the people and Parliament of Australia, particularly as Prime Minister; through significant contributions to national security, free trade, the environment and clean energy, innovation, economic reform and marriage equality, and to business and philanthropy.
- On 13 May 2021, at Government House, Canberra, the Governor-General hosted a ceremony to present National Emergency Medals to the families of the firefighters and first responders killed during the 2019-20 Black Summer bushfires.
- On 13 May 2021 at Government House, Canberra, the Governor-General hosted an investiture ceremony at which Lieutenant Colonel Tony Jensen MG (Retd) was invested with the Medal of Gallantry in recognition of his gallantry in the events at Fire Support Base Coral in May 1968.

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 2020–21, 10 credentials ceremonies were held at Government House for 19 Ambassadors or High Commissioners from Denmark, El Salvador, Ethiopia, Finland, France, Ghana, Guatemala, India, Japan, Kenya, Malta, Nauru, Nigeria, Romania, Spain, Sudan, Thailand, Uruguay and Vietnam.

As a result of measures in response to COVID-19, virtual credential ceremonies were held by video conference for the High Commissioner of Rwanda, and the non-resident Ambassadors of Monaco, Oman and Kazakhstan.

CITIZENSHIP CEREMONIES

The Governor-General presided at five citizenship ceremonies in 2020–21:

- On 16 November 2020, at the Buchanan Park Entertainment Centre, Mount Isa, Queensland, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 14 recipients.
- On 26 January 2021, in Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony at which Citizenship was conferred on 20 recipients.
- On 26 January 2021, at the Wangaratta Performing Arts and Convention Centre, Victoria, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 10 recipients.
- On 23 February 2021, at the Sydney Town Hall, New South Wales, the Governor-General co-hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 97 recipients.
- On 15 March 2021, at the Armidale City Bowling Club, New South Wales, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on nine recipients.

MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 14 July 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 15 October 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 17 December 2020, at Government House, Canberra, the Governor-General met via video conference with His Excellency the Honourable Reuven Rivlin, President of the State of Israel.
- On 28 January 2021, 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 15 April 2021, at Government House, Canberra, the Governor-General spoke by telephone with Her Excellency Dame Patsy Reddy GNZM QSO, Governor-General of New Zealand.
- On 16 April 2021, at Government House, Canberra, the Governor-General spoke by telephone with Her Majesty The Queen.
- On 3 June 2021, at Government House, Canberra, the Governor-General hosted a Ceremonial Welcome (including an Indigenous Welcome to Country), bilateral discussions and a State Dinner in honour of the visit to Australia by Her Excellency Dame Patsy Reddy GNZM QSO, Governor-General of New Zealand.

OFFICIAL OVERSEAS VISITS

No international visits were made by the Governor-General in 2020–21 as a result of travel restrictions in response to the COVID-19 pandemic.

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 24 July 2020, at Government House, Canberra, the Governor-General hosted a training session for the Indigenous Marathon Foundation's Deadly Runners.
- On 2 October 2020, in St Clair, Sydney, the Governor-General attended a morning walk with 102-year-old Mr Bert Le Merton in recognition of Soldier On's March On campaign.
- On 13 October 2020, in Oaks Estate, Australian Capital Territory, the Governor-General attended a BBQ lunch with participants of St Vincent De Paul's community inclusion program.
- On 2 November 2020, in Canberra, the Governor-General joined students at the Black Mountain School for the 2020 Walk-and-Talk-a-Thon.
- On 24 February 2021, in Brisbane, Queensland, the Governor-General attended Halogen Australia's National Young Leaders Day 2021.
- On 4 March 2021, in Adelaide, South Australia, the Governor-General assisted with the daily Meals on Wheels service, and met with staff and clients of the Hutt Street Centre.
- On 1 April 2021, in Yass, New South Wales, the Governor-General visited the Horton House and Warmington Lodge aged care facilities, and met with members of the Yass Valley Men's Shed.
- On 12 April 2021, in Melbourne, Victoria, the Governor-General attended a morning tea with representatives of the Australian National Veteran's Arts Museum, and met with staff and patients of TLC for Kids.
- On 10 May 2021, in Canberra, the Governor-General joined participants of the Integra Service Dogs 2021 Coast-to-Coast on the last leg of their ride into the Australian Capital Territory.
- On 25 June 2021, in Newcastle, New South Wales, the Governor-General officially re-opened the Newcastle City Hall, met with staff of the Carbon Mineralisation Plant and attended a graduation ceremony at the University of Newcastle.

PATRONAGES

At the end of the reporting period, the Governor-General and Mrs Hurley were patrons of 234² 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) to help these organisations raise their profile and to 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 these organisations help.

REGIONAL CENTRE VISITS

During 2020–21, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 3 to 5 August 2020, the Governor-General travelled to Alice Springs in the Northern Territory, where he met with Indigenous health providers, visited local schools and attended a civic reception.
- On 13 August 2020, the Governor-General travelled to Goulburn, New South Wales, where he met with veterans and community members, and attended events to mark the 75th anniversary of the end of World War II.
- From 16 to 19 November 2020, the Governor-General travelled to Queensland, where he met with student leaders, visited major employers and attended community events in Mount Isa; met with business owners and producers in Karumba; and visited patronages and community support agencies in Normanton. In addition, the Governor-General travelled to the remote Indigenous community of Galiwin'ku, on Elcho Island in the Northern Territory, where he presided over an investiture ceremony and met with members of the community.
- From 23 to 24 November 2020, the Governor-General travelled to Devonport, Tasmania, where he attended events to recognise health providers and service agencies supporting the community through the COVID-19 pandemic, and met with members of the Sheean Family ahead of the investiture of the late Teddy Sheean VC.

² Of these organisations, the Governor-General is Patron of 155, Mrs Hurley is Patron of 36, with joint Patronage held for a further 43.

- From 27 to 28 February 2021, the Governor-General travelled to the north coast region of New South Wales, where he met with volunteer members of the NSW Rural Fire Service Hydes Creek, and attended community events in Bellingen and visited Mission Australia's Barcoo Court project in Coffs Harbour.
- From 15 to 16 March 2021, the Governor-General travelled to Armidale, New South Wales, where he participated in a Q&A forum with senior secondary school students, met with students and staff at the University of New England and attended events with BackTrack Youth Works.
- On 12 April 2021, the Governor-General travelled to Geelong, Victoria, where he officially opened Deakin University's Institute for Intelligent Systems and Innovation.
- From 23 to 25 April 2021, the Governor-General travelled to the Northern Territory, where he met with staff of the Aboriginal Investment Group's Remote Laundries project and participated in Anzac Day events in Darwin, and attended a range of community activities to commemorate Anzac Day in Katherine.
- From 19 to 21 June 2021, the Governor-General travelled to Queensland, where he met with community members and participated in events to mark the 250th anniversary of the landing of Captain James Cook in Cooktown; met with Australian honours and awards recipients in Rockhampton; and met with researchers at the University of the Sunshine Coast.

RESPONSE TO NATURAL DISASTERS

Recognising the significant damage of natural disasters across Australia – including the ongoing impact of the 2019–20 Black Summer bushfires – the Governor-General placed a significant emphasis on visiting and engaging with affected communities to acknowledge the contributions made by individuals and organisations involved in response, recovery and rebuilding efforts.

- From 1 to 2 July 2020, the Governor-General travelled to the Southern Highlands region of New South Wales, where he met with fire-affected residents in Wingello, met with volunteer members of the NSW Rural Fire Service in Bundanoon, and attended events in Wingello and Bowral to recognise those involved in the 2019–20 bushfires.
- On 9 October 2020, the Governor-General travelled to the Bega Valley region of New South Wales, where he received an update on the progress of rebuilding following bushfires in January, visited Relief Centres, and met with residents, business owners and community leaders in Quaama and Cobargo.
- On 12 October 2020, the Governor-General returned to the Adelaide Hills region of South Australia, where he met with community representatives and business owners in Hahndorf, and volunteers of BlazeAid and the Bushfire Recovery Centre in Lobethal.

- On 16 December 2020, the Governor-General travelled to Mallacoota, Victoria, where he met with residents, staff of service and support agencies, and hosted a community barbecue.
- From 26 to 27 January 2021, the Governor-General travelled to Wangaratta and the King Valley, Victoria, where he visited primary producers impacted by bushfire, and met with staff of community support agencies.
- From 10 to 11 February 2021, the Governor-General travelled to the Snowy Mountains region of New South Wales, where he visited the Cooma Fire and Rescue Control Centre, met with volunteer members of the NSW Rural Fire Service in Berridale and Jindabyne, and attended events with residents and business owners affected by the Black Summer bushfires in Bredbo, Colinton and Michelago.
- From 23 to 25 March 2021, the Governor-General travelled to the East Gippsland region of Victoria, where he met with staff and volunteer members of the Victorian State Emergency Service and Country Fire Authority, visited schools in the bushfire affected towns of Clifton Creek and Orbost, and hosted a dinner for community representatives in Omeo.
- On 27 March 2021, the Governor-General travelled to Windsor, New South Wales, where he received a briefing on flood damage, and met with volunteers from the NSW SES involved in evacuation and clean-up efforts.
- On 28 March 2021, the Governor-General travelled to Taree, New South Wales, where he met with business owners and residents impacted by floods, and volunteers from the NSW SES assisting in response and recovery.
- On 18 April 2021, the Governor-General travelled to Geraldton, Northampton and Kalbarri, Western Australia, where he received a briefing on the damage caused by ex-Tropical Cyclone Seroja, and met residents, first responders and representatives of other service agencies involved in response efforts.
- From 19 to 20 April 2021, the Governor-General travelled to Chittering, Mundaring and Midland, Western Australia, where he met with community members, business owners and volunteers involved in recovery and rebuilding following the Wooroloo bushfire.
- On 25 May 2021, the Governor-General returned to Beechmont and Binna Burra, Queensland, where he met with staff at the Binna Burra Wilderness Retreat and attended a community afternoon tea for residents impacted by bushfires in late 2019.
- On 13 May 2021, the Governor-General hosted a ceremony at Government House, Canberra, at which the National Emergency Medal was presented to the families of firefighters and first responders killed during the 2019–20 Black Summer bushfires.

- On 9 June 2021, the Governor-General hosted an afternoon tea at Admiralty House for first responders and representatives of emergency service agencies in recognition of Thank-A-First Responder Day.
- On 24 June 2021, the Governor-General held virtual meetings with staff and volunteer members of agencies involved in emergency response and recovery efforts following severe storms in the Dandenong Ranges, Victoria.

RESPONSE TO COVID-19

Recognising 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 in early 2020.

This was continued throughout 2020–21, with the Governor-General using telephone calls, video messages, video conferencing and online streaming to maintain his engagement with patronages, local councils, community groups, schools and other organisations across Australia.

- In 2020–21, the Governor-General recorded 73 video messages and participated in 170 video conferences.
- On 28 July 2020, the Governor-General attended a virtual tour of the University of Technology Sydney's Indigenous Residential College.
- On 1 September 2020, the Governor-General participated in a Playgroup Victoria virtual session with families based across Australia.
- On 25 November 2020, the Governor-General joined students from St Brigid's Catholic School, Coonamble, New South Wales, on a virtual excursion to the Australian War Memorial.
- On 30 November 2020, the Governor-General participated in virtual interviews with candidates for the Rhodes Australia Scholarship.
- On 3 December 2020, the Governor-General delivered the keynote address at the Shepherd Centre's virtual graduation ceremony.
- On 22 February 2021, the Governor-General received Letters of Credence through virtual ceremonies with the incoming non-resident Ambassadors of Monaco and Oman.
- On 19 May 2021, the Governor-General participated in a live reading for the Australian Library and Information Association's National Simultaneous Storytime 2021.
- On 28 May 2021, the Governor-General met with the 2nd Adelaide Scouts by video conference.

OFFICIAL PROPERTIES AND COMMUNITY EVENTS

In total, over 31,600 members of the public visited Government House and Admiralty House in 2020–21.

Open Days at Government House (scheduled for October 2020 and March 2021) and Admiralty House (scheduled for May 2021) were cancelled as a result of measures in response to COVID-19.

COMMUNICATIONS

Key activities included:

- supporting the Governor-General by producing 177 speeches and remarks for delivery at community events around the country
- providing 136 video or written messages to organisations
- managing engagement with national, local and international media to:
 - enable access to key events such as investiture ceremonies
 - promote community events, including events to promote organisations of which the Governor-General and/or Mrs Hurley serve as Patrons
 - highlight the Governor-General's key priorities
- managing the Governor-General's social media presence 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 2020–21, the Office received and attended to 2,614 items of general correspondence. In addition, the Honours and Awards branch received more than 26,732 items of correspondence including 3,403 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 8,569 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,768 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 2020–21, 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; and
- 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 2020–21, a number of projects were undertaken at the properties, to the total value of \$3,757,251 (against a total budget of \$3,771,000). The minor underspend was caused by delays as a result of COVID-19 related restrictions.

The Office continues to manage facilities using the Whole of Australian Government Property Services Arrangements established by the Department of Finance. The Property Service Provider to the Office delivers broad facilities management services including sustainability engineering and provides 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 horticulture and landscape management resources, expertise and systems co-located at Admiralty House.

The Office also managed the design and tender stages of the External Landscape Structures project at Kirribilli House for the Department of the Prime Minister and Cabinet under a new Memorandum of Understanding. This arrangement leverages the Office's existing project management capability and staff located at Admiralty House.

GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2020–21 included:

- The production area and two administration spaces in the Honours and Awards Secretariat building were reconfigured to better utilise space and increase the number of work stations for additional staff to support the increase in National Emergency Medals nominations after recent bushfires, floods and the pandemic.
- Works continued for the replacement of external lighting and electrical cabling throughout the grounds. This project includes 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.
- The Garden Priority Areas Landscape Restoration project continued with review of the irrigation design and repairs to the Lakeside Precinct fencing, retaining walls and paving.
- Minor projects were delivered, including: upgrades to the power and data reticulation in Government House Cottage, data cabling in the Main House to support video streaming of formal events, building works in Sir David Smith room to support video conferencing capability expansion and replacement of general infrastructure asset components such as mechanical and communication systems.

ADMIRALTY HOUSE

Major works projects were undertaken at Admiralty House during 2020–21:

- Re-stabilisation works of the Kirribilli Point Battery Precinct continued. This project aims to protect the heritage listed Marine Barracks from damage that was being caused by the surrounding structures and environment.
- Works to manage humidity levels in affected rooms continued with installation of a sub-floor vapor barrier and ongoing monitoring.
- Minor projects were delivered, including non-slip treatment for the wharf steps and works to the flag poles.

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 tens of thousands of 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 2021, paintings, pieces of furniture and art objects with a combined value of approximately \$27 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 2020–21 \$ 000	Actual 2020–21 \$ 000	Variation 2020–21 \$ 000
Departmental appropriation – Cost of Component 2	9,667	6,728	2,939
Administered appropriation – Acquisition of Australian honours medals/insignia, warrants and investiture items	2,420	1,153	1,267
Expenses not requiring appropriation	273	403	(130)
Total	12,360	8,284	4,076

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, operational, gallantry and distinguished awards.

The Honours and Awards branch provides secretariat support to three independent advisory bodies: the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee. This support includes the receipt of nominations, research and verification of service and presentation of documentation to these bodies for consideration. Nominations are generally processed in order of receipt, however processing may be expedited in exceptional circumstances. Advisory body members are appointed with the expectation that they will apply expertise and judgement to their recommendations. 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 ORDER OF AUSTRALIA

The Order of Australia is our nation's pre-eminent system through which to recognise achievement and service to the community. The awards celebrate extraordinary contributions in fields as diverse as community service, the arts, transport, engineering, multicultural affairs and philanthropy. It also includes a Military Division for members of the Australian Defence Force.

The Governor-General is Chancellor of the Order and the Official Secretary to the Governor-General traditionally serves as the Secretary of the Order. 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. The Assistant Minister to the Prime Minister and Cabinet makes recommendations to the Governor-General for Honorary awards for permanent residents and foreign citizens.

AUSTRALIAN BRAVERY DECORATIONS

The Australian Bravery Decorations 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.

NATIONAL EMERGENCY MEDAL

The National Emergency Medal provides recognition for the committed and courageous efforts of frontline responders, volunteers and community supporters during nationally-significant emergencies in Australia.

The medal is awarded to persons who have rendered sustained or significant service.

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, which makes recommendations to the Governor-General.

OTHER AWARDS

All other awards including military, long service, operational, public service, fire, emergency, police, ambulance, correction and intelligence service awards are processed and documented for approval by the Governor-General in accordance with gazetted regulations.

STAKEHOLDERS

In administering the awards under the honours system, the Honours and Awards branch engages with a number of stakeholders including federal, state and territory organisations and Government Houses. The branch works closely with the Directorate of Honours and Awards in the Department of Defence, the Department of the Prime Minister and Cabinet's Parliamentary and Government Division, and contributes to increasing awareness of the Australian honours system.

The work of the three advisory bodies necessitates close liaison between the branch and the respective chairs, council and committee members. Strong communication supports business improvement and the consistent evaluation of performance.

HONOURS LISTS

Order of Australia, meritorious, and some military award recipients are announced in dedicated honours lists on Australia Day and The Queen's Birthday. Australian Bravery Decorations are announced twice a year, generally in March and August. On occasion, special announcements are made at other times during the year.

RESOURCES

Further information on the nomination process and eligibility criteria can be found on the Governor-General's website at: www.gg.gov.au, or on the Department of Prime Minister and Cabinet's website at: www.pmc.gov.au/government/its-honour

KEY RESULTS

NOMINATIONS, AWARDS AND INVESTITURES

In 2020–21, 3,040 nominations were received for the Order of Australia, reflecting an increase on the previous financial year:

The Council met twice during the year to consider nominations and other matters. Of the 2,163 nominations considered, 1,517 resulted in recommendations to the Governor-General and, subsequently, appointments or awards. Ninety-two per cent of Order of Australia nominations considered by Council were received in the branch in the previous 24 months.

On the recommendation from the Minister for Defence, the Governor-General approved 61 appointments and awards in the Military Division of the Order of Australia.

In 2020–21, the Honours and Awards branch researched 306 nominations for consideration by the Australian Bravery Decorations Council, who met twice during the year. 140 awards were approved by the Governor-General. Ninety-nine per cent of nominations were presented to the Australian Bravery Decorations Council within six months of being researched.

The Governor-General approved 661 awards to recognise excellence in specified occupations, including policy, emergency services and Defence personnel. These awards were processed and gazetted within six months of receipt. This includes the Victoria Cross for Australia awarded to Ordinary Seaman Edward "Teddy" Sheean VC.

Of long service, and operational awards, 1,746 National Police Service Medals and 8,101 National Medals/Clasps were approved by the Governor-General. These awards were processed within two months of receipt. In addition, 5,828 National Emergency Medals including 5,823 awards for sustained service and 5 awards for significant service, were approved by the Governor-General.

Twenty non-Australian citizens were recognised by honorary awards in the Order of Australia during 2020–21 including 17 in the General Division and 3 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 2020–21, and the total number of nominations and awards conferred 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 2020–21. The branch liaised with the relevant offices, provided media and guidance notes, and organised and dispatched the insignia.

Long service and operational awards are dispatched to the relevant service organisations for distribution or presentation.

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 2020–21 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

HONOURS AND AWARDS BRANCH – MAJOR ACHIEVEMENTS

In 2021, following several years of transition from paper-based to electronic workflow systems, the Honours and Awards branch engaged in an internal review of responsibilities and capabilities. The review resulted in the re-shaping and refinement of roles to support staff and advance program delivery. A bulk recruitment exercise increased our capability with a number of positions being filled across various classifications and work levels.

In 2020, the 2019–20 Bushfires were declared a nationally-significant emergency for the purposes of the National Emergency Medal. Also in 2020, the Office received federal government funding to manage the increased demand for National Emergency Medals – in particular, to recognise firefighters, frontline responders, volunteers and community representatives for their service during the 2019–20 Black Summer bushfires emergency. The funding supports the recruitment of staff and resources, engraving, equipment and medal stock.

In May 2021 the Governor-General and Mrs Hurley hosted a ceremony at Government House to present the first of the National Emergency Medals for the 2019–20 Bushfires. The Medals were presented to the families or representatives of firefighters and first responders who tragically lost their lives. The ceremony was live streamed for the benefit of family and friends who were unable to attend in person.

The Australian Intelligence Medal was introduced in early 2020, to recognise members of the National Intelligence Community who have given distinguished service that directly contributes to national intelligence priorities, requirements or capabilities. The first medal recipients were announced in the 2021 Australia Day honours list and received their awards in May.

In December 2020, amendments were made to the regulations for the Australian Sports Medal, providing recognition for participation in a range of declared multi-sports events from 2018 onwards, including the Olympic Games, the Paralympic Games and the Invictus Games.

An Honours Roll was placed on the Governor-General's website to highlight recipients in the Australia Day and The Queen's Birthday honours lists, who made notable contributions as part of Australia's response to the global COVID-19 pandemic.

The Queen's Birthday 2020–21 honours list saw the highest ever percentage of female recipients in the Order of Australia at 44 per cent.







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 2020–21.

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.

COMMITTEES

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

- Management Committee (including the Property, Information Technology and the Security Sub-Committees)
- 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, Strategic Engagement, Communications and Creativity, and Project Implementation 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 provides governance of the integral requirements and responsibilities of the stewardship of the Official Heritage Properties. Membership includes the Deputy Official Secretary, Director Project Implementation (chairperson), Director People and Services, Manager Household and Property, Project Managers and the Chief Financial Officer. Responsibilities of the sub-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 provides governance of the growing and complex information technology needs of the Office. Membership includes the Deputy Official Secretary, Director Project Implementation (chairperson), Director People and Services, Chief Financial Officer and the IT Manager. Responsibilities of the sub-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 provides governance of the integral requirements and responsibilities of physical, personnel and information security. Membership includes the Deputy Official Secretary (chairperson), Director People and Services, Director Project Implementation, Security and Business Continuity Coordinator, Manager Human Resources, and the IT Manager. Responsibilities of the sub-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 during the year comprised an independent external Chair, an independent external member and the Deputy Official Secretary.

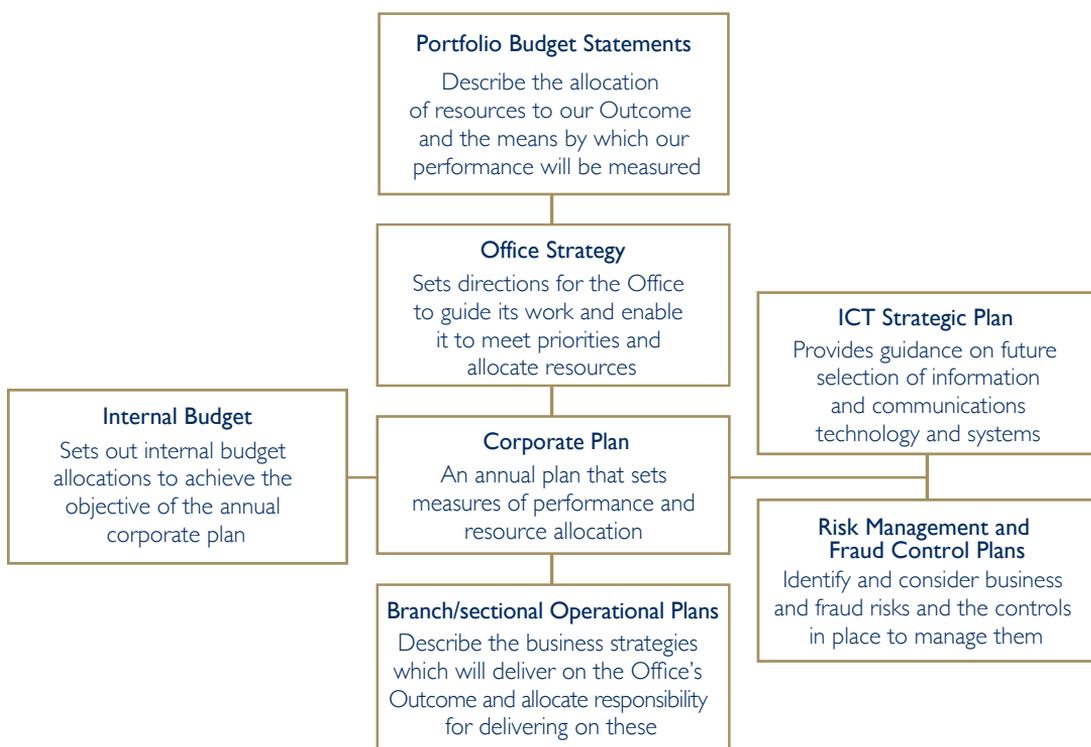
The WCC, representing all staff of the Office, continues to provide a forum for management and employees to discuss matters affecting the workplace. Meetings of the WCC are chaired alternately by a representative of the Official Secretary and a representative of employees. The membership of the WCC comprises:

- 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 2020–21 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 Framework 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 Framework. 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 2020–21 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 2020–21.

SECURITY FRAMEWORK

The Office's maturity in relation to the requirements of the Protective Security Policy Framework (PSPF) increased significantly over the reporting period. The Office continues to develop its policies and processes to further align with the PSPF. Cyber security matters were managed in accordance with Australian Signals Directorate guidance. The Office remains committed to its ongoing relationships with the Australian Federal Police and Department of Home Affairs to ensure a collegiate approach to the protective security environments at Government House and Admiralty House.

AUDIT ACTIVITIES

The Office operates under a three-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 2020–21, the engagement of RSM Australia (RSM) and McGrathNicol (McN) for the provision of internal audit services continued.

In 2020–21, RSM conducted a review of Procurement and Contract Management in accordance with the agreed audit program.

In 2020–21, McN undertook the following reviews in accordance with the agreed audit program:

- Accountable Authority Instructions and Delegations
- Business Continuity Plans.

EXTERNAL SCRUTINY

On 6 October 2021, the ANAO provided an unmodified audit opinion on the Office's 2020–21 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 2020–21.

BUSINESS CONTINUITY

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

Throughout the COVID-19 pandemic, the Office has worked to its COVID-19 Action Plan and abided by all COVID-19 restrictions diligently while still delivering all critical business functions to enable the key functions of the Governor-General.

Additionally, the Office has reviewed and established its BCP systems against other risks that have the potential to impact business as usual operations.

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 January 2022 under Determination 2020/01 which was approved by the Australian Public Service Commissioner on 17 July 2020.

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.

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 continues to deliver on the organisation's strategy of *Giving Hope – Uplifting the Nation* to support and empower staff to be innovative, embrace change and work collaboratively to deliver impressive outcomes.

Key achievements include:

- implementing a new performance framework to support a high performance culture. The Annual Performance Agreement (APA) has been developed in consultation with staff and aims to provide a forum for constructive feedback and enable two way conversations between staff members and their managers
- delivering over 50 training programs to staff and increasing experience and exposure opportunities to boost organisational capability and support professional development
- increasing flexible working arrangements, including to support staff when working remotely
- delivering outcomes-focused projects that meet the objectives set out in *Giving Hope - Uplifting the Nation*
- building strategies to attract, develop and maintain a talented and diverse workforce, including talent workshops, formal partnerships with local government, academic institutions and government agencies

- facilitating the induction and on-boarding for staff engaged throughout this period
- progressing diversity and inclusion initiatives, including through the Diversity and Inclusion staff working group
- supporting tailored employment for people with disabilities and partnering with support services
- creating a people support program for the Office to support injury and complex case management
- continuing the reward and recognition of 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 2020–21, 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 both occupied during 2020–21. 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 2021, the Office remunerated 88 employees: 84 employees were covered by the Enterprise Agreement (including 3 casual employees), one by the Remuneration Tribunal, one by an Australian Workplace Agreement and two by an Individual Flexibility Arrangement (IFA).

No employees received performance pay in 2020–21.

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

STAFFING CHANGES AND STATISTICS

In 2020–21, the average staffing level (ASL) for the Office was 78.84. The Office actively manages and monitors workforce analytics and data to ensure allocated ASL best meets business needs.

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 2020–21, financial year there were 7 employee cessations and 12 employee 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 continues to support an internal career program that provides structured training and development over a two-year period.

In 2020–21, there has been an increased commitment to the development of our leadership team and delivering over 50 training programs across the Office including: APS Ethics and Values, Privacy, Cyber Security, Work Health and Safety and Unconscious Bias and Inclusivity Training.

The Office promotes a learning culture that 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 reasonable and 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 Their Excellencies and our staff, while continuing to deliver on core outcomes for the Office.

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 continues to promote a healthy and safe workplace culture, focused on improving the wellbeing of all staff. As a result of the impact of COVID-19, the importance of wellbeing initiatives has been reinforced and COVID-safe measures are actively implemented.

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

In exercising a commitment to ensuring the health and wellbeing of its employees, 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 leaders and employees to enable them to perform their work safely
- ensuring that workers, including casual staff and contractors, are aware of their individual responsibilities to ensure their own and others' health and safety
- encouraging a cooperative and consultative relationship within the Office on health and safety issues
- ensuring compliance with, and full implementation of, the requirements of the WHS Act, the Work Health and Safety Regulations, and the associated Codes of Practice.

During 2020–21, there has been an increased commitment to rehabilitation and early intervention programs across the Office through an active focus on effective injury management practices. The Office has two active Comcare compensation cases.

The Office continues to support and coach leaders on their roles and responsibilities in order to increase their understanding of their roles and responsibilities under the *WHS Act* and to assist with achieving an early, safe, and stable return to work for affected staff.

The Office ensures that mandatory training is undertaken. Staff across the Office participated in various sessions and presentations on security, privacy, mental health, working safely at heights training, chemical application training, walkie stacker training, chainsaw training, health and safety representative (HSR) training, workplace harassment contact officer training, first aid and cardiopulmonary resuscitation training, and ergonomics sessions.

WHS training statistics are presented at Appendix J, Table J2.

During 2020–21, the Office participated in a proactive Comcare inspection. The purpose of this inspection was to ensure that Persons Conducting a Business or Undertaking (PCBUs) have implemented systems that are documented, in use and effective. This inspection was a positive experience for the Office and has supported the Office to continue to increase our WHS awareness, strengthen our safety systems and culture to highlight the importance of health and safety in the workplace.

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 tracks progress against each of the six outcome areas of the strategy and presents a picture of how people with disability are faring. Reports can be found at www.dss.gov.au.

The Australian Government, along with state and territory governments and the Australian Local Government Association, is using the results of the National Disability Strategy stage 2 consultations to inform development of the new National Disability Strategy for release in the second half of 2021.

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 \$172.1 million (2019–20: \$155.8 million).

As at 30 June 2021, administered non-financial assets comprised:

- \$164.8m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.423m of infrastructure, plant and equipment

- \$3.077m 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 2021, Departmental assets comprised:

- \$2.023m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.532m of intangibles representing ordinary software
- \$0.034m of inventories
- \$0.224m 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 Instructions (AAIs) 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 AAIs provide the framework within which decisions about the procurement of goods and services are made. The Office's procurement policies and practices focus on:

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

A range of positions within the Office have delegated responsibility for the exercise of powers under the PGPA Act. A position-based electronic purchasing workflow system is used for approval of purchase orders to be raised. Branch Directors and Section Managers continue to be responsible for the expenditure of funds and the management of assets under their control.

The Office has ongoing contracts to provide a variety of contractor services, including internal audit, banking, payroll, office cleaning, and property maintenance and minor works. The Office supports small business participation in the Australian Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.

The Office supports its employees in managing procurement by providing information and training on procurement policies and procedures, and maintaining a central point of contact for advice on the CPRs, AAls and tendering processes.

The Office actively engages with Indigenous enterprises (in accordance with Commonwealth Indigenous Procurement Policy) and SMEs 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 2020–21, six new reportable consultancy contracts were entered into involving total actual expenditure of \$64,667. In addition, five ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$198,003. This information is also contained in Appendix H, Table H1. Table H2 provides information on those organisations who received the 5 largest shares of the Office's expenditure on reportable consultancy contracts and those organisations who received 5 per cent or more of the Office's expenditure on such contracts.

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 2020–21 was \$70,568 (excluding 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 2020–21 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 2020–21.

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 2020–21 included:

- support of the Office throughout the ongoing COVID-19 period, allowing both the Governor-General and the Office to continue their duties
- a major uplift of IT security measures undertaken to align the Office with the Australian Cyber Security Centre's (ACSC) Essential 8 controls
- commencement of a project to replace the Office's aging telephony system.

The Office received additional funding through government approved New Policy Proposals (NPP) for ICT and Honours and Awards modernisation. This funding was sought to manage the foreseeable demands relating to the

Australian Honours and Awards Branch, in particular the National Emergency Medal, and to modernise the Office's ways of working. Together this funding will ensure the Office has the capability to manage the current and expected future requirements, whilst minimising the business continuity and security risks. The ICT modernisation program will transform our ICT environment, culture, and practices to support an agile and digital workplace, taking steps to keep pace with the industry and continue to meet organisational objectives in an efficient and cost-effective manner. 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 2020-21

During 2020-21, 22 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

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

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 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Use of the Environment and Sustainability Portal that was implemented in 2019-20 by the Property Service Provider has continued to improve the efficiency and accuracy of data capture, analysis and reporting.

ENERGY CONSUMPTION AND GREENHOUSE EMISSIONS

The Office's total electrical power consumption in buildings and grounds increased by 3.28 per cent. This is due mainly to the increase of more occupied buildings, the return of staff to the workplace after remote working as a result of COVID-19 restrictions for 9 weeks in the previous financial year, and climatic conditions.

The Office continues to purchase 5 per cent GreenPower.

The Office continues to initiate the Sustainability Plan from the Property Service Provider that identifies energy saving opportunities.

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 remained comparable this financial year with previous years. While there was reduced travel due to the COVID-19 related lockdowns in various parts of Australia, there was an increase in accessing regional areas by road to visit bushfire and flood affected areas, as well as an increase in machinery usage to control vegetation growth. As a result, the greenhouse gas emissions from transport and machinery rose by 12.97 per cent. Transport and machinery fuel consumptions and emissions are calculated on vehicles and machinery owned by the Office.

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 1.4 per cent. The total greenhouse emissions per staff member has decreased by 8.28 per cent, this is impacted by an increase in the average staffing level from 73.31 in 2019–20 to 78.8 in 2020–21. Air conditioning energy consumption does not alter linearly with reducing or increasing occupancy levels.

The Office continues to review the emissions boundary and what is included in its greenhouse gas emissions as part of an increasing 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 2020–21, the Office partnered with BinShift and GoTerra to split our waste into landfill, mixed recycle, dry compost, paper, soft plastics, 10c deposit and wet compost. The 10cent recyclable waste is accumulated and collected by a charity who cashes them in and retains the funds. These initiatives have had positive results with 212.05 cubic metres of landfill saved.

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

- the use of worm farms and composting at Admiralty House
- food waste at Government House is recycled off-site by GoTerra

- 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 (84 m³ over the year across both sites) due to re-use of compostable material. The slight increase was due to seasonal conditions creating greater plant growth
- 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 2020–21, 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 significant reduction of 50.01 per cent compared to the previous year's consumption, which was primarily the result of a prolonged period of wet and mild conditions during spring and summer. The Office used 42 per cent of the total lake water licence 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. Staff are encouraged to report any leakage issues promptly to minimise unnecessary water usage. Domestic water usage at Government House decreased by 32.50 per cent and decreased at Admiralty House by 4.60 per cent for an overall reduction of 20.03 per cent. These consumption changes and reductions are a reflection of the reduced travel and official events hosted due to COVID-19 restrictions and favourable climatic conditions.

**TABLE 6: ENVIRONMENTAL PERFORMANCE SUMMARY
2018-19, 2019-20 AND 2020-21**

Indicator	2018-19	2019-20	2020-21
Energy consumption in buildings and grounds			
Total electricity consumption (kWh)	935,287	875,866	904,619
Green power purchased (kWh) 5%	46.8	43.8	45.8
Greenhouse gas emissions from electricity (t CO ₂ -e)	841.8	788.3	777.8
Gas consumption (MJ)	1,624,662	1,889,017	1,780,071
Greenhouse gas emissions from gas consumption (t CO ₂ -e)	104.5	121.5	115.0
Total energy consumed in buildings and grounds (GJ)	4,992	5,042	5,037
Total Greenhouse gas emissions from buildings and grounds (t CO ₂ -e)	946.3	909.8	892.9
Energy consumption from transport and machinery			
Total number of fleet vehicles	7	7	6
Total unleaded petrol consumption – fleet vehicles and garden machinery (L)	5,780	4,763	5,598
Total diesel consumption – fleet vehicles and garden machinery (L)	6,680	5,955	7,201
Fleet vehicles total distance travelled (km)	57,916	43,908	57,078
Total direct greenhouse gas emissions of vehicle and machinery fuel consumption (t CO ₂ -e)	33.15	28.59	32.30
Total greenhouse gas emissions			
Total greenhouse emissions (t CO ₂ -e)	979.45	938.39	925.20
Total greenhouse gas emissions per staff (based on average staffing level) (t CO ₂ -e/ASL)	12.2	12.8	11.74
Resource efficiency and waste			
GoTerra – food waste recycling (from Dec 2020)			3.10t
Total green waste removal (m ³)	90	80	84
Lake water abstraction (Government House) ML (Total licence is 86ML)	72.18	72.41	36.16
Total AH Domestic Water kL	3,962	2,435	2,323
Total GH Domestic Water kL	2,824	3,012	2,033





FINANCIAL STATEMENTS

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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 2021:

- (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 2021 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 2021 and for the year then ended:

- Statement by the Official Secretary to the Governor-General and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (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.

Other information

The Accountable Authority is responsible for the other information. The other information comprises the information included in the annual report for the year ended 30 June 2021 but does not include the financial statements and my auditor's report thereon.

My opinion on the financial statements does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

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.

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 2021

**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 2021 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
5 October 2021

Signed



Jeff Barnes
Chief Financial Officer
5 October 2021

Office of the Official Secretary to the Governor-General
Statement of Comprehensive Income
for the period ended 30 June 2021

	Notes	2021 \$	2020 \$	Original Budget \$
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	9,107,624	8,705,303	9,594,000
Suppliers	1B	5,264,998	5,859,696	4,773,000
Depreciation and amortisation	5	558,369	556,358	532,000
Finance costs	1C	33	55	-
Losses from asset sales		6,926	-	-
Total expenses		14,937,950	15,121,412	14,899,000
Own-Source Income				
Own-source revenue				
Revenue from contracts with customers	2A	258,029	188,247	-
Resources received free of charge	2B	252,347	260,789	75,000
Total own-source revenue		510,376	449,036	75,000
Gains				
Gains from sale of assets		-	14,725	-
Total gains		-	14,725	-
Total own-source income		510,376	463,761	75,000
Net cost of services		(14,427,574)	(14,657,651)	(14,824,000)
Revenue from Government				
Departmental annual appropriations		14,292,000	14,459,000	14,292,000
(Deficit) attributable to the Australian Government		(135,574)	(198,651)	(532,000)
Total comprehensive (loss)		(135,574)	(198,651)	(532,000)

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 2021

<u>Explanations of major variances¹</u>	<u>Affected line items (and statement)</u>
<p><u>Employee expenses</u> Employee expenses were under budget by \$486k (5%) predominantly because of a lower than budgeted average staffing level (ASL) due to the impacts of COVID-19 on recruitment activity. Additionally, an increase in the bond rate resulted in a reduction in the long service leave provision balance, further reducing employee expenses.</p> <p>Employee expenses in the cash flow statement were under budget by \$752k (8%) as a result of the above.</p>	<p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)</i></p>
<p><u>Supplier expenses</u> Supplier expenses were over budget by \$492k (10%). A significant driver was the Office's ICT modernisation program to deploy a contemporary environment based on the Digital Transformation Agency's blueprint. This resulted in greater software license fees, as well as consultancy, internet and cyber security expenditure.</p> <p>The Office's Comcover premium exceeded budget, in line with increases across the Commonwealth, and together with additional legal fees and costs associated with shared services arrangements contributed to the variance to budget.</p> <p>Supplier expenses in the cash flow statement were also over budget as a result of the above.</p>	<p><i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position)</i></p>
<p><u>Own source revenue</u> Revenue from contracts with customers exceeded budget by \$258k (100%) predominantly as a result of revenue received from the Department of Prime Minister and Cabinet (PM&C). The Office entered into memoranda of understanding (MOU) with PM&C to undertake landscaping works and grounds maintenance at Kirribilli House on its behalf.</p> <p>Resources received free of charge exceeded the budget by \$177k (236%) primarily due to the recognition, under AASB 1058, of secondment arrangements received free of charge. The services received were in support of the Governor-General's program and the Office would otherwise have paid for the services if they were not provided voluntarily.</p>	<p><i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i></p>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> • 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 2021

	Notes	2021 \$	2020 \$	Original Budget \$
ASSETS				
Financial Assets				
Cash and cash equivalents	10	196,623	87,964	88,000
Trade and other receivables	4	6,982,559	5,425,976	5,426,000
Total financial assets		7,179,182	5,513,940	5,514,000
Non-Financial Assets				
Property, plant and equipment	5	2,023,137	1,572,861	2,992,000
Intangibles	5	532,046	868,923	804,000
Inventories		34,076	34,855	35,000
Prepayments		224,160	101,909	102,000
Total non-financial assets		2,813,419	2,578,548	3,933,000
Total assets		9,992,601	8,092,488	9,447,000
LIABILITIES				
Payables				
Suppliers	6A	1,426,107	1,405,678	1,364,000
Other payables	6B	170,211	248,878	251,000
Leases	6C	1,790	3,557	3,000
Total payables		1,598,108	1,658,113	1,618,000
Provisions				
Employee provisions	7	2,844,422	2,616,730	2,616,000
Total provisions		2,844,422	2,616,730	2,616,000
Total liabilities		4,442,530	4,274,843	4,234,000
Net assets		5,550,071	3,817,645	5,213,000
EQUITY				
Contributed equity		5,139,095	3,271,095	5,006,000
Asset revaluation reserve		620,609	620,609	621,000
(Accumulated deficit)		(209,633)	(74,059)	(414,000)
Total equity		5,550,071	3,817,645	5,213,000

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

Office of the Official Secretary to the Governor-General
Statement of Financial Position Budget Variance Commentary
for the period ended 30 June 2021

Explanations of major variances¹	Affected line items (and statement)
<p><u>Trade and other receivables</u></p> <p>The higher receivable balance of \$1.56m (29%) against the budget is predominantly related to undrawn appropriations as at year end. The Office received funding, related to the ICT modernisation project, the timing of which resulted in an unspent balance as at year end.</p>	<p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to the Official Public Account (OPA) (Cash Flow Statement)</i></p>
<p><u>Non-financial assets</u></p> <p>Property, plant and equipment and intangible assets were under budget by \$968k (32%) and \$272k (34%) respectively again due to the timing of new policy proposal (NPP) funding which meant the development of assets relating to the ICT modernisation project was deferred.</p> <p>Prepayments exceeded budget by \$122k (120%) predominantly because of greater license fees paid in advance as a result of more subscription based software and ICT security requirements of the Office.</p>	<p><i>Non-financial assets (Statement of Financial Position), Investing cash used (Cash Flow Statement), Operating cash used (Cash Flow Statement)</i></p>
<p><u>Provisions</u></p> <p>Employee provisions exceeded budget by \$228k (9%) predominantly as a result of staff transferring to the Office bringing leave balances from their former agencies.</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>

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 Changes in Equity
for the period ended 30 June 2021

	Retained earnings		Asset revaluation surplus		Contributed equity/capital			Total equity		
	2021	2020	2021	2020	2021	2020	Original Budget	2021	2020	Original Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance										
Balance carried forward from previous period	(74,059)	242,828	620,609	620,609	620,609	2,621,095	3,138,000	3,817,645	3,484,532	3,877,000
Adjustment on initial application of AASB 15	-	(118,236)	-	-	-	-	-	-	(118,236)	-
Adjusted opening balance	(74,059)	124,592	620,609	620,609	620,609	2,621,095	3,138,000	3,817,645	3,366,296	3,877,000
Comprehensive income										
Deficit for the period	(135,574)	(198,651)	-	-	-	-	-	(135,574)	(198,651)	(532,000)
Total comprehensive (loss)	(135,574)	(198,651)	-	-	-	-	-	(135,574)	(198,651)	(532,000)
Department capital budget	-	-	-	-	-	650,000	1,868,000	1,868,000	650,000	1,868,000
Total transactions with owners	-	-	-	-	-	650,000	1,868,000	1,868,000	650,000	1,868,000
Closing balance as at 30 June	(209,633)	(74,059)	620,609	621,000	620,609	3,271,095	5,006,000	5,550,071	3,817,645	5,213,000

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year. Major variances between the actual and original budgeted amounts for 2020-21 are described in 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 2021

	2021 \$	2020 \$	Original Budget \$
OPERATING ACTIVITIES			
Cash received			
Appropriations	15,015,259	14,214,968	14,292,000
GST received	427,326	517,150	-
Other	273,337	176,083	-
Total cash received	15,715,922	14,908,201	14,292,000
Cash used			
Employees	(8,841,118)	(8,423,654)	(9,594,000)
Suppliers	(5,622,331)	(5,321,597)	(4,698,000)
Section 74 receipts transferred to OPA	(993,840)	(983,086)	-
Interest payments on lease liabilities	(33)	(55)	-
Total cash used	(15,457,322)	(14,728,392)	(14,292,000)
Net cash from operating activities	258,600	179,809	-
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment	7,361	14,726	-
Total cash received	7,361	14,726	-
Cash used			
Purchase of property, plant and equipment	(831,394)	(766,127)	(1,868,000)
Total cash used	(831,394)	(766,127)	(1,868,000)
Net cash used by investing activities	(824,033)	(751,402)	(1,868,000)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	675,859	513,497	1,868,000
Total cash received	675,859	513,497	1,868,000
Cash used			
Principal payments of lease liabilities	(1,767)	(1,745)	-
Total cash used	(1,767)	(1,745)	-
Net cash from financing activities	674,092	511,752	1,868,000
Net increase/(decrease) in cash held	108,659	(59,841)	-
Cash and cash equivalents at the beginning of the reporting period	87,964	147,805	88,000
Cash and cash equivalents at the end of the reporting period	196,623	87,964	88,000

Major variances between the actual and original budgeted amounts for 2020-21 are described in 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 2021

	Notes	2021 \$	2020 \$	Original Budget \$
NET COST OF SERVICES				
Expenses				
Suppliers	11	1,147,764	1,344,581	2,458,000
Governor-General's salary	16B	495,000	495,000	495,000
Depreciation and amortisation	14	1,842,918	1,640,219	1,985,000
Write-down and impairment of assets		30,942	123,710	-
Total expenses		3,516,624	3,603,510	4,938,000
Income				
Revenue				
Non-taxation revenue				
Sale of goods - external parties	17A	25,710	24,860	38,000
Total non-taxation revenue		25,710	24,860	38,000
Total income		25,710	24,860	38,000
Net cost of services		(3,490,914)	(3,578,650)	(4,900,000)
Deficit		(3,490,914)	(3,578,650)	(4,900,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve	14	12,850,000	-	-
Total other comprehensive income		12,850,000	-	-
Total comprehensive income/(loss)		9,359,086	(3,578,650)	(4,900,000)

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

**Office of the Official Secretary to the Governor-General
Administered Schedule of Assets and Liabilities
as at 30 June 2021**

	Notes	2021 \$	2020 \$	Original Budget \$
ASSETS				
Financial assets				
Cash and cash equivalents		1,116,232	691	1,000
Receivables	13	253,159	198,998	199,000
Total financial assets		1,369,391	199,689	200,000
Non-financial assets				
Land and buildings	14	164,822,600	149,945,431	151,513,000
Property, plant and equipment	14	1,422,728	1,568,922	1,786,000
Inventories	15	3,077,337	1,765,889	1,901,000
Total non-financial assets		169,322,665	153,280,242	155,200,000
Total assets administered on behalf of Government		170,692,056	153,479,931	155,400,000
LIABILITIES				
Payables				
Suppliers	16	1,300,898	147,814	148,000
Total payables		1,300,898	147,814	148,000
Total liabilities administered on behalf of Government		1,300,898	147,814	148,000
Net assets		169,391,158	153,332,117	155,252,000

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 2021

Explanations of major variances¹	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.</p> <p>The under budget variance of \$1.31m (53%) represents the difference between medals issued and purchased. More medals were purchased during the financial year to cater for the expected influx of National Emergency Medals nominations as a result of the recent bush fire crisis.</p> <p>Accounts payable was over budget by \$1.15m (779%) as a result of medals purchased close to year end which were not paid for until the following period.</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>Cash and cash equivalents</p> <p>Cash and cash equivalents were over budget by \$1.12m mainly because monies were drawn down from the OPA on the 30 June 2021 to pay year end creditors. The payments were not cleared until 1 July 2021.</p> <p>Cash paid to suppliers in the cash flow statement was under budget by \$1.13m (46%) as a result of the above.</p>	<p><i>Cash and cash equivalents (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p>Non-Financial Assets</p> <p>Land and buildings exceeded budget by \$13.31m (9%) predominantly as a result of an increase in the fair value of land following an independent revaluation conducted by JLL as at 30 June 2021.</p> <p>Inventories exceeded budget by \$1.18m (62%) mainly because of more medals being purchased during the financial year to cater for the expected influx of National Emergency Medals nominations as a result of the recent bush fire crisis.</p>	<p><i>Land and buildings (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i></p> <p><i>Inventories (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p>1. Variances are considered to be ‘major’ based on the following criteria:</p> <ul style="list-style-type: none"> • 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

	2021	2020
	\$	\$
Opening assets less liabilities as at 1 July	153,332,117	152,002,326
Net cost of services		
Income	25,710	24,860
Expenses		
Payments to entities other than corporate Commonwealth entities	(3,516,624)	(3,603,510)
Other comprehensive income:		
Revaluations transferred to reserves	12,850,000	-
Transfers to/from the Australian Government:		
Annual Appropriations	6,754,735	4,798,084
Special Appropriations	495,000	495,000
Appropriation transfers to OPA:		
Transfers to OPA	(549,780)	(384,643)
Closing assets less liabilities as at 30 June	169,391,158	153,332,117

Administered Cash Transfers to and from the OPA

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

Office of the Official Secretary to the Governor-General
Administered Cash Flow Statement
for the period ended 30 June 2021

Notes	2021 \$	2020 \$	Original Budget \$
OPERATING ACTIVITIES			
Cash received			
Sales of goods and rendering of services	28,689	24,727	38,000
Total cash received	28,689	24,727	38,000
Cash used			
Suppliers	(1,332,597)	(1,434,073)	(2,458,000)
Governor-General's salary	(495,000)	(495,000)	(495,000)
Net GST paid	(28,256)	(73,421)	-
Total cash used	(1,855,853)	(2,002,494)	(2,953,000)
Net cash flows used by operating activities	(1,827,164)	(1,977,767)	(2,915,000)
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment	(3,757,251)	(2,930,855)	(3,771,000)
Total cash used	(3,757,251)	(2,930,855)	(3,771,000)
Net cash flows used by investing activities	(3,757,251)	(2,930,855)	(3,771,000)
Cash and cash equivalents at the beginning of the reporting period	691	872	1,000
Cash from OPA:			
-Appropriations ¹	7,249,736	5,293,084	6,686,000
Total cash from OPA	7,249,736	5,293,084	6,686,000
Cash to OPA for:			
- Appropriations	(549,780)	(384,643)	-
Total cash to OPA	(549,780)	(384,643)	-
Cash and cash equivalents at the end of the reporting period	1,116,232	691	1,000

1. Appropriations include \$3,760,928 Administered Capital Budget (ACB) (2020: \$3,004,880).

Major variances between the actual and original budgeted amounts for 2020-21 are described in the budget variances commentary in the statement of comprehensive income and statement of financial position.

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

Overview Note: Summary of Significant Accounting Policies

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

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

The Office is structured to meet the following outcome:

Outcome 1

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

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

Departmental activities are identified under one 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.

The Office has assessed the impact of COVID 19 pandemic on the balances included in its financial statements and has concluded that COVID 19 has not had a material impact on the fair value of these assets.

1.4 Revenue

Revenue from Government

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

Sale of Assets

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

1.5 Cash

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

1.6 Taxation

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

1.7 Reporting of Administered Activities

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

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

Revenue

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

1.8 Events After the Reporting Period

There was no subsequent event that had the potential to significantly affect the ongoing structure and financial activities of the Office.

1.9 Contingent Assets and Liabilities

At 30 June 2021, the Office had no contingent assets or liabilities to disclose.

Note 1: Expenses

	2021	2020
	\$	\$
Note 1A: Employee Benefits		
Wages and salaries	7,006,782	6,658,442
Superannuation:		
Defined contribution plans	725,469	646,810
Defined benefit plans	543,700	530,811
Leave and other entitlements	831,673	809,240
Separation payment	-	60,000
Total employee benefits	9,107,624	8,705,303

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

Note 1B: Suppliers

Goods and services

Consultants and contractors	1,330,571	1,379,260
Travel	200,943	275,872
IT services	660,611	471,070
Property maintenance ¹	1,458,239	2,269,891
Professional fees	712,609	691,517
Printing, consumables and general	272,187	276,162
Household and hospitality	300,491	241,709
Other	249,628	104,834
Total goods and services supplied or rendered	5,185,279	5,710,315

Goods and services are made up of:

Provision of goods	612,661	627,230
Rendering of services	4,572,618	5,083,085
Total goods and services supplied or rendered	5,185,279	5,710,315

Other suppliers

Workers compensation expenses	79,719	149,381
Total other suppliers	79,719	149,381
Total suppliers	5,264,998	5,859,696

1. The decrease is predominantly related to painting maintenance work carried out at Government House. Last financial year, a major maintenance painting program was carried out which amounted to approximately \$400k. These works were completed last year which resulted in a decrease in overall property maintenance expenditure in 2020-21.

In addition, favourable weather conditions this financial year meant that less grounds, gardening and tree maintenance was required and therefore this also contributed to the decrease in overall property maintenance expenditure.

Note 1C: Finance costs

Interest on lease liabilities ¹	33	55
Total finance costs	33	55

1. This is related to the interest component of lease payments for a right of use (ROU) asset recognised under AASB 16.

The above lease disclosure should be read in conjunction with the accompanying notes 5 and 6.

Note 2: Own-Source Revenue and Gains

	2021	2020
	\$	\$

Own-Source Revenue

Note 2A: Revenue from Contracts with Customers

Rendering of services ¹	254,705	168,138
Miscellaneous receipts	3,324	20,109
Total revenue from contracts with customers	258,029	188,247

Disaggregation of revenue from contracts with customers

Type of customer:

Service delivery to Australian Government entities	254,705	168,138
Sales to non-Government entities	3,324	20,109
	258,029	188,247

1. Rendering of services for the current financial year predominantly relates to revenue arising from the MOU with PM&C.

Accounting Policy

Revenue from the provision of services is recognised when control has been transferred to the buyer. Under the income recognition model of AASB 15 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.

The transaction price is the total amount of consideration to which the Office expects to be entitled in exchange for transferring promised goods or services to a customer. The consideration promised in a contract with a customer may include fixed amounts, variable amounts, or both.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Note 2B: Other Revenue

Resources received free of charge

Audit services provided by the Australian National Audit Office	85,000	85,000
Secondment arrangements	167,347	175,789
Total resources received free of charge	252,347	260,789
Total other revenue	252,347	260,789

Accounting Policy

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.

Note 3: Fair Value Measurements

Note 3: Fair Value Measurements

	Fair value measurements at the end of the reporting period	
	2021	2020
	\$	\$
Non-financial assets		
Property, plant and equipment	2,023,137	1,572,861
Total non-financial assets	2,023,137	1,572,861
Total fair value measurements of assets in the statement of financial position	2,023,137	1,572,861

Accounting Policy

In accordance with AASB 13 the fair value of property, plant and equipment has been taken to be the market price of similar assets as determined by an independent valuer. The last revaluation was undertaken at June 2019.

Note 4: Financial Assets

	2021	2020
	\$	\$
<u>Note 4: Trade and Other Receivables</u>		
Appropriations receivable	6,697,219	5,234,496
Other receivables	14,974	30,282
GST receivable from the Australian Taxation Office	<u>270,366</u>	<u>161,198</u>
Total goods and services receivables	<u>6,982,559</u>	<u>5,425,976</u>
Total trade and other receivables (net)	<u>6,982,559</u>	<u>5,425,976</u>

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

Accounting Policy

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 (2020-21)

	Property, plant & equipment \$	Computer software purchased \$	Total \$
As at 1 July 2020			
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 1 July 2020	1,572,861	868,923	2,441,784
Additions:			
Asset Purchases	578,951	252,443	831,394
Depreciation/Amortisation expense	(397,080)	(161,289)	(558,369)
Other movements - Reclassifications ¹	282,692	(428,031)	(145,339)
Disposals:			
Other disposals- Gross book value of disposed assets	(21,600)	-	(21,600)
Other disposals- Accumulated depreciation of disposed assets	7,313	-	7,313
Total as at 30 June 2021	2,023,137	532,046	2,555,183
Total as at 30 June 2021 represented by:			
Gross book value	2,799,291	1,159,386	3,958,677
Accumulated depreciation and impairment	(776,154)	(627,340)	(1,403,494)
Total as at 30 June 2021	2,023,137	532,046	2,555,183
Carrying amount of ROU assets²	1,768	-	1,768

1. Includes \$145,339 related to a review of work in progress.

2. The carrying amount of ROU assets includes accumulated depreciation of \$3,534.

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

Contractual commitments relating to non-financial assets amounted to **\$105,228** (2020: Nil) GST inclusive.

Accounting Policy

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 ROU lease asset that shows indicators of impairment and any impairment loss is recognised against any ROU lease asset that is impaired. Lease ROU assets continue to be measured at cost after initial recognition in the Office's financial statements.

Revaluations

Following initial recognition at cost, property plant and equipment (excluding ROU assets) 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. The Office undertakes independent valuations on an annual basis for land assets. Independent valuations for infrastructure, property, plant and equipment are undertaken on a triennial basis.

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:

	2021	2020
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 depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

Impairment

All assets were assessed for indications of impairment as at 30 June 2021. 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 (2020: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2021. No indicators of impairment were identified.

Note 6: Payables

	2021	2020
	\$	\$
Note 6A: Suppliers		
Trade creditors and accruals	<u>1,426,107</u>	1,405,678
Total suppliers	<u>1,426,107</u>	<u>1,405,678</u>

Supplier payables are settled within 20 days.

Note 6B: Other Payables

Salaries and wages	141,427	109,455
Superannuation	25,071	18,230
Other	<u>3,713</u>	<u>121,193</u>
Total other payables	<u>170,211</u>	<u>248,878</u>

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

Financial liabilities arising from suppliers and other payables amounted to **\$1,429,820** (2020: \$1,526,871).

Refer to Note 10.

Note 6C: Leases

Lease liabilities	<u>1,790</u>	<u>3,557</u>
Total leases	<u>1,790</u>	<u>3,557</u>

Total cash outflow for leases for the year ended 30 June 2021 was **\$1,800** (2020: \$1,800).

Maturity analysis - contractual undiscounted cash flows

Within 1 year	1,800	1,800
Between 1 to 5 years	-	1,800
Total leases	<u>1,800</u>	<u>3,600</u>

The above lease disclosure should be read in conjunction with the accompanying notes 1C and 5.

Accounting Policy

For all new contracts entered into, the Office considers whether the contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the Office's incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the ROU asset or profit and loss depending on the nature of the reassessment or modification.

Note 7: Provisions

	2021	2020
	\$	\$
Note 7: Employee Provisions		
Leave	<u>2,844,422</u>	<u>2,616,730</u>
Total employee provisions	<u>2,844,422</u>	<u>2,616,730</u>

Accounting Policy

Liabilities for short-term employee benefits and termination benefits due within twelve months of the end of the reporting period are measured at their nominal amounts.

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.

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 has been determined by reference to the work of an actuary as at 30 June 2021. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

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

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' defined benefit 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:

	2021	2020
	\$	\$
Short-term employee benefits:		
Salary	534,803	533,459
Annual leave	34,650	40,589
Reportable fringe benefits	4,447	-
Total short-term employee benefits¹	<u>573,900</u>	<u>574,048</u>
Post-employment benefits:		
Superannuation	75,767	72,789
Total post-employment benefits	<u>75,767</u>	<u>72,789</u>
Other long-term benefits:		
Long-service leave	23,773	13,234
Total other long-term employee benefits	<u>23,773</u>	<u>13,234</u>
Total KMP remuneration expenses	<u>673,440</u>	<u>660,071</u>

1. During the financial year an error in the calculation of remuneration resulted in an overpayment of \$3,424 and breach of the Remuneration Tribunal Act. The amount has since been repaid in full and actions taken to prevent a similar issue in the future.

The total number of KMP that are included above is 2 (2020:3). During the 2019-20 financial year there was a transitional arrangement.

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

	2021	2020
	\$	\$
Note 10: Categories of Financial Instruments		
Financial assets at amortised cost		
Loans and receivables:		
Cash and cash equivalents	196,623	87,964
Trade and other receivables	14,974	30,282
Total financial assets at amortised cost	211,597	118,246
Total financial assets	211,597	118,246
Financial Liabilities		
Financial liabilities measured at amortised cost:		
Suppliers and other payables	1,426,107	1,405,678
Other	3,713	121,193
Total financial liabilities	1,429,820	1,526,871

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

Accounting Policy

Financial assets

In accordance with AASB 9 *Financial Instruments*, the Office classifies its financial assets as financial assets at amortised cost. The classification depends on both the Office'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 Office 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		
	2021	2020
	\$	\$
<u>Note 11: Suppliers</u>		
Goods and services		
Cost of medals	1,012,260	1,234,700
Other	135,504	109,881
Total goods and services	1,147,764	1,344,581
Goods and services are made up of:		
Provision of goods	1,051,345	1,228,681
Rendering of services	96,419	115,900
Total goods and services	1,147,764	1,344,581

Note 12: Administered - Fair Value Measurements

Note 12: Fair Value Measurements

	Fair value measurements	
	2021	2020
	\$	\$
Non-financial assets		
Land	114,850,000	102,000,000
Buildings	49,972,600	47,945,431
Infrastructure, plant and equipment	1,422,728	1,568,922
Total non-financial assets	166,245,328	151,514,353
Total fair value measurements of assets in the statement of financial position	166,245,328	151,514,353

The above fair value disclosures should be read in conjunction with the accompanying note 14.

Accounting Policy

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.

Revaluations of land at Government House and Admiralty House were conducted as at 30 June 2021 by an independent valuer, Jones Lang LaSalle Australia Pty Limited, in accordance with the revaluation policy stated at Note 5. This resulted in an increment of \$3.00m in the fair value of the land at Government House and \$9.85m at Admiralty House.

Based on the relative strength in the Australian economy and ongoing support being provided by the State and Commonwealth governments, the valuer (JLL) is of the opinion that the current COVID 19 situation, at the time of signing of these statements, is not expected to have had a material impact on the land valuations provided as at 30 June 2021.

Note 13: Administered - Financial Assets

	2021	2020
	\$	\$
Note 13: Trade and Other Receivables		
Goods and services receivables in connection with:		
Trade receivables	<u>253,159</u>	<u>198,998</u>
Total Trade and other receivables	<u>253,159</u>	<u>198,998</u>

Credit terms for goods and services were within 30 days (2020: 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 (2020-21)

	Land	Buildings	Total land and buildings	Infrastructure plant and equipment	Total
	\$	\$	\$	\$	\$
As at 1 July 2020					
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 1 July 2020	102,000,000	47,945,431	149,945,431	1,568,922	151,514,353
Additions:					
Work in progress	-	2,024,971	2,024,971	-	2,024,971
Assets	-	1,732,281	1,732,281	-	1,732,281
Revaluations recognised in other comprehensive income	12,850,000	-	12,850,000	-	12,850,000
Impairments recognised in net cost of services	-	(19,577)	(19,577)	-	(19,577)
Depreciation	-	(1,710,506)	(1,710,506)	(132,412)	(1,842,918)
Disposals:					
Gross book value of disposed assets	-	-	-	(14,900)	(14,900)
Accumulated depreciation of disposed assets	-	-	-	1,118	1,118
Total as at 30 June 2021	114,850,000	49,972,600	164,822,600	1,422,728	166,245,328
Total as at 30 June 2021 represented by:					
Gross book value	114,850,000	53,277,158	168,127,158	1,600,466	169,727,624
Accumulated depreciation and impairment	-	(3,304,558)	(3,304,558)	(177,738)	(3,482,296)
Total as at 30 June 2021	114,850,000	49,972,600	164,822,600	1,422,728	166,245,328

Revaluations of non-financial assets

A revaluation of land at Government House and Admiralty House was conducted as at 30 June 2021 by an independent valuer, Jones Lang LaSalle Australia Pty Limited, in accordance with the revaluation policy stated at Note 5. This resulted in an increment of \$3.00m in the fair value of the land at Government House and \$9.85m at Admiralty House.

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

Contractual commitments relating to non-financial assets amounted to \$600,586 (2020: \$2,562,293) GST inclusive.

Buildings

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

Note 15: Administered - Inventories

	2021	2020
	\$	\$
Note 15: Inventories		
Inventories held for distribution	<u>3,077,337</u>	<u>1,765,889</u>
Total inventories	<u>3,077,337</u>	<u>1,765,889</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.

During 2021, **\$1,012,260** of inventory held for distribution was recognised as an expense (2020: \$1,234,700).

Note 16: Administered - Payables		
	2021	2020
	\$	\$
Note 16: Suppliers		
Trade creditors and accruals	<u>1,300,898</u>	<u>147,814</u>
Total suppliers	<u>1,300,898</u>	<u>147,814</u>
Creditor payables are settled within 20 days.		

Note 17: Administered - Financial Instruments

	2021	2020
	\$	\$
<u>Note 17: Categories of Financial Instruments</u>		
Financial assets at amortised cost		
Loans and receivables:		
Cash and cash equivalents	1,116,232	691
Trade and other receivables	253,159	198,998
Total financial assets at amortised cost	1,369,391	199,689
Total financial assets	1,369,391	199,689
Financial Liabilities		
Financial liabilities measured at amortised cost:		
Suppliers	1,300,898	147,814
Total financial liabilities	1,300,898	147,814
Financial Assets and Liabilities in this note reconcile with the disclosure at the Administered Schedule of Assets and Liabilities.		

Note 18: Appropriations

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

	2021 Appropriations			Total appropriation	Appropriation applied in 2021 (current and prior years)	Variance ^a
	<i>Appropriation Act</i>	<i>PGPA Act</i>	Adjustments to appropriation ²			
	\$	\$	\$			
DEPARTMENTAL						
Ordinary annual services	14,292,000	465,037	465,037	14,757,037	(14,486,455)	270,582
Capital budget ¹	1,868,000	-	-	1,868,000	(675,859)	1,192,141
Total departmental	16,160,000	465,037	465,037	16,625,037	(15,162,314)	1,462,723
ADMINISTERED						
Ordinary annual services						
Administered items	2,458,000	-	-	2,458,000	(2,417,608)	40,392
Capital budget ¹	3,304,000	-	-	3,304,000	(3,760,928)	(456,928)
Total administered	5,762,000	-	-	5,762,000	(6,178,536)	(416,536)

Notes:

- DCB and ACB are appropriated through Appropriation Act 1. They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
- Section 74 receipts.
- DCB was underspent by \$1.192m primarily because of the timing in the 2021 budget by Government due to the COVID 19 pandemic. This resulted in the procurement and development of assets relating to the ICT modernisation project of the Office commencing later than expected. ACB was over applied by \$456k as a result of carried forward funds from 2019-20 being utilised in the 2020-21 financial year.

Note 18: Appropriations - cont'd

	2020 Appropriations			Total appropriation	Appropriation applied in 2020 (current and prior years)	Variance ³
	Appropriation Act		PGPA Act			
	Annual appropriation	Adjustment to appropriation ²				
	\$	\$	\$	\$	\$	\$
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	(14,220,312)	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	(4,375,314)	135,686

Notes:

1. DCB and ACB 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

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

Authority	2021	2020
	\$	\$
DEPARTMENTAL		
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
Appropriation Act (No 1) 2020-21	5,159,000	-
Appropriation Act (No 1) 2020-21 DCB	1,538,219	-
Appropriation Act (No 1) 2020-21 Unspent Cash	196,623	-
Total	6,893,842	5,322,460

ADMINISTERED		
Appropriation Act (No 1) 2017-18	-	3,364
Appropriation Act (No 1) 2018-19	1,910	1,910
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2018-19	5,624	5,624
Appropriation Act (No 1) 2019-20	193,342	194,000
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2019-20	-	563,958
Appropriation Act (No 1) 2020-21	41,050	-
Appropriation Act 1 - Capital Budget (DCB) - Non Operating 2020-21	107,030	-
Total	348,956	768,856

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

Authority	Type	Purpose	2021	2020
	Limited	Governor-General	\$	\$
Governor-General Act 1974 - s3 Salary of Governor-General	Limited	Governor-General	495,000	495,000
Total special appropriations applied			495,000	495,000

Note 19: Net Cash Appropriation Arrangements

	2021	2020
	\$	\$
Total comprehensive (loss) - as per the Statement of Comprehensive Income	(135,574)	(198,651)
Plus: depreciation/amortisation of assets funded through departmental capital budget ¹	556,602	554,591
Plus: depreciation of ROU assets ²	1,767	1,767
Less: lease principal repayments ²	(1,767)	(1,745)
Net Cash Operating Surplus	<u>421,028</u>	<u>355,962</u>

1. From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity injections. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

2. The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

Note 20: Current/Non-current Distinction for Assets and Liabilities

	2021	2020
	\$	\$
Note 20A: Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	196,623	87,964
Trade and other receivables	6,982,559	5,425,976
Prepayments	213,571	85,035
Inventories	34,076	34,855
Total no more than 12 months	7,426,829	5,633,830
More than 12 months		
Property, plant and equipment	2,023,137	1,572,861
Computer software	532,046	868,923
Prepayments	10,589	16,874
Total more than 12 months	2,565,772	2,458,658
Total assets	9,992,601	8,092,488
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	1,426,107	1,405,678
Other payables	170,211	248,878
Leases	1,790	1,767
Employee provisions	1,015,412	1,265,576
Total no more than 12 months	2,613,520	2,921,899
More than 12 months		
Leases	-	1,790
Employee provisions	1,829,009	1,351,154
Total more than 12 months	1,829,009	1,352,944
Total liabilities	4,442,529	4,274,843

Note 20: Current/non-current distinction for assets and liabilities - cont'd

	2021	2020
	\$	\$
Note 20B: Administered - Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	1,116,232	691
Trade and other receivables	253,159	198,998
Inventories	3,077,337	1,765,889
Total no more than 12 months	4,446,728	1,965,578
More than 12 months		
Land and Buildings	164,822,600	149,945,431
Property, plant and equipment	1,422,728	1,568,922
Total more than 12 months	166,245,328	151,514,353
Total assets	170,692,056	153,479,931
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	1,300,898	147,814
Total no more than 12 months	1,300,898	147,814
Total liabilities	1,300,898	147,814







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 2021

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 Jillian Segal AO
The Honourable Cheryl Edwardes AM
Ms Amelia Hodge
Mr Rupert Myer AO
Professor Mathew Vadas AO
Ms Melinda O'Leary
Mr Nyunggai Warren Mundine 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)
Mr Craig Kitchen MVO	(Northern Territory)
Ms Kathy Leigh	(Australian Capital Territory)

MEMBERS – EX OFFICIO

Senator the Honourable Simon Birmingham
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 2021 MEETING (AUGUST/SEPTEMBER 2020)

The Honourable Shane Stone AC QC (Chairman)
Mr Rupert Myer AO
Professor Mathew Vadas AO
Mr Bernard Wright AO
Ms Jillian Segal AO
The Honourable Cheryl Edwardes AM
Ms Melinda O'Leary
Ms Amelia Hodge
Ms Kathy Leigh
(represented by Ms Alison Playford during periods of absence)
Colonel 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

MEMBERS ATTENDING THE QUEEN'S BIRTHDAY 2021 MEETING (FEBRUARY 2021)

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 Jillian Segal AO
Ms Amelia Hodge
Ms Melinda O'Leary

Ms Kathy Leigh
(represented by Ms Alison Playford during periods of absence)
Mr Michael Miller RFD
Ms Catherine Weber
Ms Filly Morgan PSM
Ms Fiona Birkett MVO (representing Ms Jenny Gale)
Mr Joshua Puls MVO
Ms Kaylene Gulich
The Honourable Ben Morton MP
(representing Senator the Honourable Simon Birmingham)
Ms Stephanie Foster PSM
General Angus Campbell AO DSC

AUSTRALIAN BRAVERY DECORATIONS

AS AT 30 JUNE 2021

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)
Ms Vivien Allimons	(Victoria)
Ms Filly Morgan PSM	(Queensland)
Ms Carolyn Sladden	(South Australia)
Ms Angela Kelly	(Western Australia)
Ms Fiona Birkett MVO	(Tasmania) Superintendent Hege
Superintendent Hege Ronning-Burns	(Northern Territory)
Ms Georgeina Whelan AM CSC and Bar	(Australian Capital Territory)

MEMBERS – EX OFFICIO

Mrs Lisa Phelps
First Assistant Secretary People Services
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 (NOVEMBER 2020)

Ms Teresa Hart (Chair)
Dr Craig Challen SC OAM
Dr Natalie Hood
Mr Dennis Quick
Mr John Trevillian AM
Ms Genevieve Dolan (representing Mr Jeremi Moule)
Ms Robyn Green (representing Ms Carolyn Sladden)
Ms Libby Gregoric (representing Ms Filly Morgan PSM)
Ms Fiona Birkett MVO
Superintendent Hege Ronning-Burns
Mrs Lisa Phelps
Mr John Reid PSM

MEMBERS ATTENDING THE MEETING (MAY 2021)

Ms Teresa Hart PSM (Chair)
Dr Craig Challen SC OAM
Dr Natalie Hood
Mr Dennis Quick
Mr John Trevillian AM
Ms Vivien Allimonos
Ms Libby Gregoric (representing Ms Filly Morgan PSM)
Ms Elenna Dionisio (representing Ms Angela Kelly)
Ms Carolyn Sladden
Ms Fiona Birkett MVO
Superintendent Hege Ronning-Burns
Ms Georgeina Whelan AM CSC and Bar
Mrs Lisa Phelps
Mr John Reid PSM

**NATIONAL
EMERGENCY MEDAL
COMMITTEE**

AS AT 30 JUNE 2021

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**

Commissioner Shane Fitzsimmons (Chair)
Mr Robert Cameron OAM
Ms Andrea Heath

MEMBERS – EX OFFICIO

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

**NATIONAL
EMERGENCY
COMMITTEE
ATTENDANCE**

MEMBERS ATTENDING THE MEETING (OCTOBER 2020)

Commissioner Shane Fitzsimmons (Chair)
Mr Robert Cameron OAM
Ms Andrea Heath
Mr John Reid PSM

APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2021 AND THE QUEEN'S BIRTHDAY 2021

Category		Number of nominations	Total awarded	% Awarded	Award levels			
					AC	AO	AM	OAM
Architecture	M	8	5	62.5	0	1	2	2
	F	6	5	83.3	0	0	5	0
Arts	M	57	47	82.5	1	2	18	26
	F	44	37	84.1	0	1	13	23
Building & Construction	M	12	9	75.0	0	0	4	5
	F	1	1	100.0	0	0	1	0
Business & Commerce	M	55	32	58.2	0	2	15	15
	F	39	21	53.8	0	2	10	9
Community	M	532	347	65.2	0	8	56	283
	F	435	297	68.3	0	8	56	233
	X	1	1	100.0	0	0	0	1
Conservation & the Environment	M	31	26	83.9	0	2	5	19
	F	29	18	62.1	0	1	6	11
Dentistry	M	9	5	55.6	0	1	3	1
	F	2	2	100.0	0	0	1	1
Disabled	M	15	13	86.7	0	0	1	12
	F	17	13	76.5	0	1	1	11
Education	M	61	49	80.3	0	5	21	23
	F	53	40	75.5	1	3	19	17
Engineering	M	15	7	46.7	0	2	1	4
	F	3	3	100.0	0	0	3	0
Industrial Relations	M	1	1	100.0	0	0	1	0
	F	1	1	100.0	0	0	0	1
Information Technology	M	2	0	-	0	0	0	0
	F	1	0	-	0	0	0	0
International Relations	M	12	2	16.7	0	1	1	0
	F	12	4	33.3	0	1	1	2
Law	M	28	22	78.6	0	5	11	6
	F	21	14	66.7	1	2	5	7
Library & Related Occupations	M	0	0	-	0	0	0	0
	F	4	4	100.0	0	0	2	2
Local Government	M	14	11	78.6	0	0	0	11
	F	10	6	60.0	0	0	2	4

TABLE B1 CONT.

Category		Number of nominations	Total awarded	% Awarded	Award levels			
					AC	AO	AM	OAM
Multicultural Affairs	M	23	13	56.5	0	0	0	13
	F	21	15	71.4	0	0	2	13
Media	M	21	13	61.9	0	0	4	9
	F	9	6	66.7	0	0	4	2
Medicine	M	140	111	79.3	0	17	49	45
	F	85	62	72.9	0	4	29	29
Mining	M	6	5	83.3	0	0	2	3
	F	2	2	100.0	0	1	1	0
Parliament & Politics	M	10	7	70.0	1	1	5	0
	F	5	4	80.0	0	1	3	0
Primary Industry	M	25	23	92.0	0	1	3	19
	F	7	7	100.0	0	0	1	6
Public Service	M	8	3	37.5	0	1	0	2
	F	6	1	16.7	0	0	1	0
Public Service (Federal)	M	5	2	40.0	0	2	0	0
	F	4	1	25.0	1	0	0	0
Religion	M	16	11	68.7	2	0	2	7
	F	6	6	100.0	0	0	2	4
Science, Technological Developments, R&D	M	28	20	71.4	1	6	9	4
	F	10	3	30.0	0	0	2	1
Sport	M	116	95	81.9	0	3	13	79
	F	60	48	80.0	1	1	9	37
Surveying & Mapping	M	1	0	0.0	0	0	0	0
	F	0	0	-	0	0	0	0
Tourism & Hospitality	M	3	3	100.0	0	0	2	1
	F	3	3	100.0	0	0	0	3
Transport	M	7	6	85.7	0	0	1	5
	F	2	1	50.0	0	0	1	0
Veterinary Science	M	3	2	66.7	0	0	2	0
	F	0	0	-	0	0	0	0
Total	M	1,264	890	70.4	5	60	231	594
	F	898	626	69.7	4	26	180	416
	X	1	1	100.0	0	0	0	1
Total		2,163	1,517	70.1	9	86	411	1,011

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: X = Non-binary gender specified, or gender unspecified.

TABLE B2: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), THE QUEEN'S BIRTHDAY 1975 TO THE QUEEN'S BIRTHDAY 2021

Category		Number of nominations considered*	Total awarded	% Awarded	Award levels				
					AK/AD	AC	AO	AM	OAM
Architecture	M	277	181	65.3	0	3	34	106	38
	F	30	20	66.7	0	0	1	15	4
Arts	M	2,071	1,325	64.0	0	27	156	517	625
	F	1,366	923	67.6	1	14	72	295	541
Building & Construction	M	256	153	59.8	0	2	8	79	64
	F	9	8	88.9	0	0	2	5	1
Business & Commerce	M	2,376	1,326	55.8	2	44	273	674	333
	F	323	203	62.8	0	5	42	104	52
Community	M	20,178	10,207	50.6	1	40	227	1,439	8,500
	F	11,481	6,782	59.1	0	20	171	888	5,703
	X	2	1	50.0	0	0	0	0	1
Conservation & the Environment	M	819	586	71.6	0	1	38	190	357
	F	435	288	66.2	0	0	14	63	211
Dentistry	M	286	167	58.4	0	0	14	95	58
	F	21	15	71.4	0	0	2	7	6
Disabled	M	690	435	63.0	0	0	6	113	316
	F	720	478	66.4	0	0	10	82	386
Education	M	2,104	1,235	58.7	1	30	189	544	471
	F	1,144	740	64.7	0	8	65	302	365
Engineering	M	427	269	63.0	0	4	42	149	74
	F	16	14	87.5	0	1	1	8	4
Industrial Relations	M	351	225	64.1	0	5	21	110	89
	F	31	26	83.9	0	1	3	10	12
Information Technology	M	51	26	51.0	0	0	5	14	7
	F	13	10	76.9	0	0	1	6	3
International Relations	M	451	235	52.1	0	3	38	96	98
	F	281	169	60.1	0	2	21	59	87
Law	M	914	541	59.2	1	55	135	268	82
	F	173	125	72.3	0	13	32	49	31
Library & Related	M	39	25	64.1	0	0	3	12	10
Occupations	F	62	41	66.1	0	0	1	18	22
Local Government	M	1,773	913	51.5	0	1	7	168	737
	F	337	196	58.2	0	0	3	38	155
Multicultural Affairs	M	1,480	728	49.2	0	0	20	104	604
	F	492	297	60.4	0	0	0	30	267

TABLE B2 CONT.

Category		Number of nominations considered*	Total awarded	% Awarded	Award levels				
					AK/AD	AC	AO	AM	OAM
Media	M	714	398	55.7	0	5	33	157	203
	F	148	93	62.8	0	1	12	42	38
Medicine	M	4,030	2,321	57.6	0	49	362	1,114	796
	F	1,424	942	66.2	0	14	103	383	442
Mining	M	170	105	61.8	0	4	25	49	27
	F	10	6	60.0	0	0	1	4	1
Parliament & Politics	M	677	393	58.1	2	41	114	156	80
	F	119	76	63.9	1	3	21	32	19
Primary Industry	M	1,268	827	65.2	0	2	51	334	440
	F	97	73	75.3	0	0	2	19	52
Public Service	M	2,066	969	46.9	7	63	261	380	258
	F	361	173	47.9	2	14	23	55	79
Religion	M	718	390	54.3	0	8	21	123	238
	F	120	75	62.5	0	0	2	18	55
Science, Technological Developments, R&D	M	878	570	64.9	1	38	157	286	88
	F	154	109	70.8	0	9	34	46	20
Sport	M	3,939	2,359	59.9	0	5	48	359	1,947
	F	1,191	831	69.8	0	4	14	99	714
Surveying & Mapping	M	45	29	64.4	0	0	2	9	18
	F	1	1	100.0	0	0	0	0	1
Tourism & Hospitality	M	253	153	60.5	0	0	12	57	84
	F	59	37	62.7	0	0	1	15	21
Transport	M	468	235	50.2	0	5	24	85	121
	F	28	19	67.9	0	0	2	6	11
Veterinary Science	M	122	84	68.9	0	0	9	39	36
	F	18	15	83.3	0	0	2	8	5
Total	M	49,891	27,410	54.9	15	435	2,335	7,826	16,799
	F	20,664	12,785	61.9	4	109	658	2,706	9,308
	X	2	1	50.0	0	0	0	0	1
Total		70,557	40,196	57.0	19	544	2,994	10,532	26,108

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: X = Non-binary gender specified, or gender unspecified.

APPENDIX C: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2020-21

Category	Number of nominations	Total awarded	% Awarded	Award levels				
				CV	SC	BM	CBC	GBC
Interception of armed offender	74	24	32.4	0	2	8	5	3(9)
Rescue from animal attack	10	9	90.0	0	0	1	0	1(8)
Rescue from armed offender	3	0	0.0	0	0	0	0	
Rescue from electrical hazard	1	0	0.0	0	0	0	0	
Rescue from explosive hazard	15	8	53.3	0	0	0	1	1(7)
Rescue from fire – aircraft	0	0	0.0	0	0	0	0	
Rescue from fire – building	29	22	75.9	0	0	4	18	
Rescue from fire – bushfire	0	1		0	0	0	1	
Rescue from fire – motor vehicle	39	23	59.0	0	0	8	8	2(7)
Rescue from fire – other	1	0	0.0	0	0	0	0	
Rescue from gases, toxic fumes etc.	5	1	20.0	0	0	0	1	
Rescue from heights, cliffs	3	1	33.3	0	0	1	0	
Rescue from holes, wells or mines	0	0		0	0	0	0	
Rescue from inland waters	60	14	23.3	0	0	1	7	2(6)
Rescue from other situation	23	3	13.0	0	0	0	3	
Rescue from path of oncoming vehicle	3	1	33.3	0	0	1	0	
Rescue from water – other	4	1	25.0	0	0	1	0	
Rescue from water – sea	35	31	88.6	0	1	25	0	2(5)
Rescue from water – submerged vehicle	1	1	100.0	0	0	0	1	
TOTAL	306	140	45.8	0	3	50	45	11(42)

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 2021

Category	Number of nominations	Total awarded	% Awarded	Award levels				
				CV	SC	BM	CBC	GBC
Interception of armed offender	1,106	567	51.3	1	15	182	269	100 *
Rescue from animal attack	247	146	59.1	0	16	62	54	14 *
Rescue from armed offender	965	544	56.4	0	44	195	189	116 *
Rescue from electrical hazard	91	38	41.8	1	1	13	23	0
Rescue from explosive hazard	382	286	74.9	2	18	69	60	137 *
Rescue from fire – aircraft	87	46	52.9	0	3	33	10	0
Rescue from fire – building	1,311	661	50.4	0	12	204	385	60 *
Rescue from fire – bushfire	556	181	32.6	0	3	25	42	111 *
Rescue from fire – motor vehicle	960	620	64.6	0	27	203	295	95 *
Rescue from fire – other	127	90	70.9	0	8	36	17	29 *
Rescue from gases, toxic fumes etc.	53	33	62.3	0	2	20	11	0
Rescue from heights, cliffs	202	91	45.0	0	4	29	41	17 *
Rescue from holes, wells or mines	188	125	66.5	1	4	31	15	74 *
Rescue from inland waters	1,082	510	47.1	0	1	94	232	183 *
Rescue from other situation	980	203	20.7	0	3	40	104	56 *
Rescue from path of oncoming vehicle	133	62	46.6	0	1	32	29	0
Rescue from water – other	82	15	18.3	0	0	2	9	4 *
Rescue from water – sea	1,750	857	49.0	0	20	221	395	221 *
Rescue from water – submerged vehicle	230	107	46.5	0	0	9	69	29 *
TOTAL	10,532	5,182	49.2	5	182	1,500	2,249	1,246 *

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 2020-21 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2020 – 30 June 2021	Total awards approved to 30 June 2021
Victoria Cross for Australia	1	5
Companion of the Order of Australia (Military Division)		25
Officer of the Order of Australia (Military Division)	3	281
Member of the Order of Australia (Military Division)	25	1,284
Medal of the Order of Australia (Military Division)	33	1,349
Star of Gallantry		8
Medal for Gallantry		75
Commendation for Gallantry	1	110
Unit Citation for Gallantry	0	6
Distinguished Service Cross		106
Distinguished Service Medal	3	207
Commendations for Distinguished Service	13	502
Meritorious Unit Citation		*27
Conspicuous Service Cross	66	1,254
Conspicuous Service Medal	58	1,431
Nursing Service Cross		28
Public Service Medal	97	2,696
Australian Police Medal	74	2,057
Australian Fire Service Medal	59	1,622
Ambulance Service Medal	28	464
Emergency Services Medal	22	548
Australian Corrections Medal	27	107
Australian Intelligence Medal	8	8
Australian Antarctic Medal	4	107
Civilian Service Medal 1939–1945	8	7,091
Police Overseas Service Medal/Clasp	38	6,323

TABLE D1 CONT.

Award	Awards approved 1 July 2020 – 30 June 2021	Total awards approved to 30 June 2021
Humanitarian Overseas Service Medal/Clasp	154	4,496
National Police Service Medal	1,746	44,893
National Emergency Medal/Clasp	4,945	20,423
Champion Shots Medal		87
National Medal/Clasp	8,101	263,994
80th Anniversary Armistice Remembrance Medal		71
Australian Sports Medal		18,012
Centenary Medal		15,845
Total awards	15,514	395,542

Notes:

372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to 768,498. 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 2021, the Office had two 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	Full year

TABLE E1: REMUNERATION FOR KEY MANAGEMENT PERSONNEL (2020-21)

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	283,292	-	61,242	40,656	6,574	-	-	391,765
Jo Tarnawsky	Deputy Official Secretary	204,220	-	25,146	35,111	17,199	-	-	281,676
Total		487,512	-	86,388	75,767	23,773	-	-	673,441

APPENDIX F: ACCOUNTABLE AUTHORITY

TABLE F1: DETAILS OF ACCOUNTABLE AUTHORITY (2020-21)

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 2020	30 June 2021

APPENDIX G: STAFFING OVERVIEW

TABLE G1: ALL ONGOING EMPLOYEES, BY LOCATION (2020-21)*

	MALE			FEMALE			INDETERMINATE		
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Total Indeterminate
NSW	2	-	2	1	-	1	-	-	-
Qld	-	-	-	-	-	-	-	-	-
SA	-	-	-	-	-	-	-	-	-
Tas	-	-	-	-	-	-	-	-	-
Vic	-	-	-	-	-	-	-	-	-
WA	-	-	-	-	-	-	-	-	-
ACT	38	1	39	36	6	42	-	-	-
Overseas	-	-	-	-	-	-	-	-	-
Total	40	1	41	37	6	43	-	-	-

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

TABLE G2: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2020-21)*

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

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

TABLE G3: 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	-	-	-

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

TABLE G4: 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	-	-	-

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

TABLE G5: ONGOING EMPLOYEES, BY LEVEL (2020-21)*

	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	4	-	4	2	-	2	-	-	-
GHO 7	7	-	7	7	-	7	-	-	-
GHO 6	9	-	9	10	-	10	-	-	-
GHO 5	5	-	5	5	1	6	-	-	-
GHO 4	7	-	7	6	3	9	-	-	-
GHO 3	7	1	8	4	1	5	-	-	-
GHO 2	-	-	-	-	-	-	-	-	-
GHO 1	-	-	-	2	1	3	-	-	-
Total	40	1	41	37	6	43	-	-	-

* 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 (2020-21)*

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

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

TABLE G7: 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 G8: 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 G9: EMPLOYEES BY FULL-TIME AND PART-TIME STATUS (2020-21)*

	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	6	-	6	-	-	-	6
GHO 7	14	-	14	-	-	-	14
GHO 6	19	-	19	-	-	-	19
GHO 5	10	1	11	-	-	-	11
GHO 4	13	3	16	-	-	-	16
GHO 3	11	2	13	1	-	1	14
GHO 2	-	-	-	-	-	-	-
GHO 1	2	1	3	-	-	-	3
Total	77	7	84	1	-	1	85

* 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 (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 G11: EMPLOYMENT TYPE BY LOCATION (2020-21)*

	Ongoing	Non-ongoing	Total
NSW	3	-	3
Qld	-	-	-
SA	-	-	-
Tas	-	-	-
Vic	-	-	-
WA	-	-	-
ACT	81	1	82
Overseas	-	-	-
Total	84	1	85

* 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 (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 G13: INDIGENOUS EMPLOYMENT (2020-21)

	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 G14: INDIGENOUS EMPLOYMENT (2019-20)*

	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 (2020-21)*

	SES	Non-SES	Total
Enterprise Agreement	-	84	84
Individual Flexibility Arrangement	1	1	2
AWA	-	1	1
Remuneration Tribunal	1	-	1
Total	2	86	88

* 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) (2020-21)*

	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: REPORTABLE CONSULTANCY AND NON-CONSULTANCY CONTRACTS

TABLE H1: REPORTABLE CONSULTANCY CONTRACTS

Reportable consultancy contracts 2020-21	Number	Expenditure \$
New contracts entered into during the reporting period	6	\$64,667
Ongoing contracts entered into during a previous reporting period	5	\$198,003
Total	11	\$262,670

TABLE H2: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE CONSULTANCY CONTRACT EXPENDITURE

Organisations receiving a share of reportable consultancy contract expenditure 2020-21	ABN	Expenditure \$
Tanner Kibble Denton Architects	77 001 209 392	\$184,088
Taylor Brammer Landscape Architects Pty Ltd	61 098 724 988	\$39,171
Lekkier	75 620 076 146	\$13,640
GML Heritage Pty Ltd	60 001 179 362	\$8,721
Northrop Engineers Pty Ltd	81 094 433 100	\$5,967

TABLE H3: REPORTABLE NON-CONSULTANCY CONTRACTS

Reportable non-consultancy contracts 2020-21	Number	Expenditure \$
New contracts entered into during the reporting period	100	\$5,761,732
Ongoing contracts entered into during a previous reporting period	49	\$5,345,433
Total	149	\$11,107,165

TABLE H4: ORGANISATIONS RECEIVING A SHARE OF REPORTABLE NON-CONSULTANCY CONTRACT EXPENDITURE

Organisations receiving a share of reportable non-consultancy contract expenditure 2020-21	ABN	Expenditure \$
Stone Mason & Artist Pty Ltd	80 003 589 277	\$2,643,460
Jones Lang LaSalle (ACT) Pty Ltd	69 008 585 260	\$1,689,129
T&S Signcraft Pty Ltd	29 003 712 098	\$1,306,865
Cash's Awards and Promotion Solutions Pty Ltd	90 167 060 602	\$1,224,812
Face2face Recruitment Pty Ltd	47 112 122 504	\$572,433

Note: Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the reportable non-consultancy contracts' value is available on the AusTender website.

APPENDIX I: AIDS TO ACCESS

TABLE I1: AIDS TO ACCESS DETAILS (2020-21)

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
38	100	6	6	3 weeks

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	15	93
Working Safely at Heights training	12	100
Walkie Stacker training	10	100
Chainsaw training	6	83
HSR training	4	75
Smarttrain chemical application training	1	100
WHS induction	25	100
Health & well-being activities	Optional	60

TABLE J3: NOTIFIABLE INCIDENTS

Notifiable incidents	2020–21	2019–20	2018–19	2017–18
Deaths	0	0	0	0
Dangerous occurrences	0	1	0	0
Serious personal injury	0	0	0	0
Incapacity	0	0	0	0

APPENDIX K: AGENCY RESOURCE STATEMENT

TABLE K1: AGENCY RESOURCE STATEMENT 2020-21

		Available for 2020-21 \$'000 (a)	Payments made 2020-21 \$'000 (b)	Balance remaining 2020-21 \$'000 (a) - (b)
Ordinary annual services				
Departmental appropriation ¹		21,482	14,589	6,893
Additional S74 Receipts		0	465	-465
Total		21,482	15,054	6,428
Administered expenses²				
Outcome ¹		6,229	6,179	
Total		6,229	6,179	
Total ordinary annual services	A	27,711	21,233	
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)		28,206	21,728	

1. This includes prior year departmental appropriations. Includes an amount of \$1.868m in 2020-21 for the Departmental Capital Budget.

2. This includes prior year administered appropriations. Includes an amount of \$3.771m in 2020-21 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* 2020–21 \$'000 (a)	Actual expenses 2020–21 \$'000 (b)	Variation 2020–21 \$'000 (a) – (b)
Program 1: Support for the Governor-General and Official Activities			
Administered expenses			
Ordinary Annual Services (Appropriation Bill No. 1)	6,229	6,179	50
Special appropriations	495	495	0
Expenses not requiring appropriation in the Budget year	1,985	1,843	142
Total Administered expenses	8,709	8,517	192
Departmental expenses			
Departmental appropriation ¹	21,482	14,952	6,530
Expenses not requiring appropriation in the Budget year	607	818	-211
Total Departmental expenses	22,089	15,769	6,320
Total for Program 1	30,798	24,287	6,511
Average staffing level (number)	83	79	4

* Full year 2020–21 budget, including any adjustments made in subsequent budget rounds.

1. Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No. 1)' including \$1.868m for Departmental Capital Budget.

APPENDIX L: AUDIT COMMITTEE DETAILS

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

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	\$10,400
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>As a former CEO of AUSTRAC, she was the first woman to lead a Commonwealth law enforcement/regulatory agency. Prior to that appointment, she was a Consultant and Senior lawyer with King & Wood Mallesons.</p>	4/4	\$8,835

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual 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 Office’s Chief Risk Officer, Chief Information Officer, and the Chief Security Officer.</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>	4/4	Ref. Appendix E: Executive Remuneration

APPENDIX M: LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	i	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	ii	Table of contents.	Mandatory
17AJ(b)	153	Alphabetical index.	Mandatory
	150	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	142–146	List of requirements.	Mandatory
17AJ(e)	136	Details of contact officer.	Mandatory
17AJ(f)	136	Entity's website address.	Mandatory
17AJ(g)	<i>inside front cover</i>	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	2–8	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	2–3, 7, 12	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	6, 8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	7	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	12	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	126	Name of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(ii)	126	Position title of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(iii)	126	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory
17AE(1)(b)	n/a	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
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

PGPA Rule Reference	Part of Report	Description	Requirement
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)	138–139	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
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)	140–141	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	140–141	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	140–141	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	140–141	The remuneration of each member of the entity's audit committee.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<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)	49–54	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
17AG(4)(b)	APS employees: n/a Indigenous employees: 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)	48, 50	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	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)(iii)	52	A description of nonsalary benefits provided to employees.	If applicable, Mandatory
17AG(4)(d)(i)	50	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

PGPA Rule Reference	Part of Report	Description	Requirement
<i>Assets Management</i>			
17AG(5)	54–55	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	
<i>Purchasing</i>			
17AG(6)	55–56	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<i>Consultants</i>			
17AG(7)(a)	56, 135	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, 135	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
<i>Australian National Audit Office Access Clauses</i>			
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	If applicable, Mandatory
<i>Exempt contracts</i>			
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
<i>Small business</i>			
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

PGPA Rule Reference	Part of Report	Description	Requirement
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, 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
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	<i>Correction of material errors in previous annual report</i>	If applicable, mandatory
17AH(2)		Information required by other legislation	Mandatory
	51–54, 137	<i>Work Health and Safety Act 2011</i>	
	32, 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 Commonwealth Procurement Rules, which set out the Australian Government's requirements for the procurement of goods and services by agencies
Credentials Ceremony	Ceremony at which a newly appointed foreign ambassador or high commissioner to Australia formally presents 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>

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)
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

AAIs	<p>Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, and control over, each Commonwealth entity's operations.</p> <p>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)</p>
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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