OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

ANNUAL REPORT

2022-23



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OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

29 September 2023

The Honourable Anthony Albanese 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 2023, 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 to 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 REVIEW

The Office of the Official Secretary to the Governor-General (the Office) facilitates the organisation and management of the Governor-General's official duties, management and maintenance of the official households and properties, and the administration of the Australian honours system.

There is an underlying principle across the broad remit of responsibilities: to support the Governor-General to celebrate individuals and organisations who do good in the community and whose work and efforts have a positive impact on those around them. In acknowledging achievement, the Governor-General and the Office seek to uplift and bring Australians together. The same principle of uplifting and unifying is equally true in challenging times, and it has been an ongoing priority of the Governor-General to support communities in moments of need and in times of recovery and rebuild.

In reviewing 2022–23, it is appropriate to refer first to the passing of Her Majesty Queen Elizabeth II on 8 September 2022 and the immediate accession of, and, in May 2023, coronation of His Majesty King Charles III.

On receipt of news of The Late Queen's passing, the Office worked closely with the Prime Minister's Office, Department of the Prime Minister and Cabinet and state and territory Government Houses to lead and coordinate the nation's response and observances. This included facilitating the execution of the Governor-General's constitutional and ceremonial responsibilities in Australia, supporting Their Excellencies to attend commemorative events in the United Kingdom, engaging with the community through national addresses and the media and opening Government House for members of the public to sign a condolence book and to watch ceremonial events.

Throughout, the Governor-General sought to highlight Queen Elizabeth's enduring legacy to contemporary Australia. As he said when addressing the nation: 'The news of her passing, while we knew it to be inevitable, has still shocked, prompted reflection and an outpouring of affection. What is clear is that even though her life has ended, her example to us all has not. That example of selfless service, devotion to duty and compassion for others is both an enduring legacy and a gift to us all.'

In the months following Queen Elizabeth's passing, the Governor-General used his program of community engagement to highlight examples of selflessness, commitment to others and kindness. In 2022–23, the Office supported the Governor-General and Mrs Hurley to undertake a broad, meaningful program of community engagement. This included 28 visits to

regional Australia, hosting 191 events at Government House and Admiralty House and actively supporting the 241 organisations of which they serve as Patrons. With the support of the Office, the Governor-General and Mrs Hurley engaged with organisations by either visiting operations to learn about their impact in the community, hosting organisations at Government House or Admiralty House to acknowledge the work of supporters and volunteers, and/or providing video and written messages of support to mark key milestones. This active engagement helps to reinforce and celebrate the diverse and meaningful contributions outstanding people make across almost every facet of life in our community.

The Governor-General and Mrs Hurley continued to prioritise visiting (and often returning to) communities impacted by natural disasters. During their visits to communities impacted by floods in 2022–23, the Governor-General and Mrs Hurley focused on listening, providing reassurance to those affected and thanking those involved in the response.

In 2022–23, the Office also supported the Governor-General to represent Australia overseas:

- to attend the inauguration ceremony for His Excellency Ferdinand R. Marcos Jr as President of the Republic of the Philippines (returned to Australia on 1 July)
- as Patron-in-Chief to support the Australian Commonwealth Games team at the Birmingham 2022 Commonwealth Games and then to undertake an official visit to Poland to recognise the 50th anniversary of our bilateral relationship
- to attend commemorative events following the passing of Queen Elizabeth II
- for a State Visit in recognition of the 50th anniversary of bilateral relations between Australia and Vietnam
- for a State Visit to Greece and an official visit to represent Australia at the Coronation of His Majesty The King, followed by a brief visit to the United Arab Emirates to present Australian Operational Service Medals (Civilian) to those involved in the August 2021 evacuation of Kabul
- for official visits to Samoa, Tonga, Kiribati, Tuvalu, Cook Islands and Vanuatu.

The Office supports the Governor-General to undertake his constitutional duties. In 2022–23, the Office participated in the Inquiry into the Appointment of the Former Prime Minister to Administer Multiple Departments. While the inquiry found that the responsibility for notifying the public and the Parliament of the administrative changes did not rest with the Governor-General or the Office, the Office has worked with the

Department of the Prime Minister and Cabinet on a new process for the publication in the Commonwealth Gazette of any changes to the ministry.

The Office continues to ensure that Government House in Canberra and Admiralty House in Sydney are managed and maintained effectively and efficiently. In addition to proactively planning and executing required maintenance, a key focus has been to create opportunities for the public to enjoy the properties. This included the first Open Days in both Canberra and Sydney since the COVID-19 pandemic as well as other regular opportunities for people to visit and tour the grounds and/or residences.

Recognising and celebrating the diversity in our community is also at the core of the Office's work. It was noteworthy that the 2023 King's Birthday Honours List included, for the first time, more women than men recognised in the General Division of the Order of Australia. Since becoming responsible for and receiving resourcing to increase awareness of and engagement with the Order of Australia in 2021–22, the Office has worked to encourage nominations for outstanding individuals from parts of the community that have been historically underrepresented. This work, a result of the Governor-General's priority that the Order represent in outcome and administration the diversity of Australia, is ongoing.

Internally, the Office has a strong governance culture, a robust approach to risk management and a continued focus on non-financial performance reporting. These mechanisms facilitate a prudent financial management framework which ensures effective and efficient financial management. In 2022–23 the Office progressed its Digital Transformation Program. This program of work included modernisation projects for the Office's Information and Communication Technology, the Australian honours system and the Office's financial information management system. This essential work will underpin and enable the Office's operations in an increasingly complex digital environment and better allow the Office to support flexible working environments.

OUTLOOK FOR 2023–24

The outlook for 2023–24 is constantly evolving and reflects, in part, the broader challenges and opportunities of the Australian community. In 2023–24 the Governor-General's community engagement program will continue to be influenced by external factors including the ongoing recovery from the COVID-19 pandemic and natural disasters that have occurred in recent years. Supporting and uplifting communities, highlighting our diversity and cohesiveness, and celebrating the good in our community remain priorities of the Governor-General in the final period of his term (while there is no set term for a Governor-General, it is notionally for a period of five years). More broadly and looking further

ahead, the anticipated appointment of the 28th Governor-General of the Commonwealth of Australia will similarly influence the Office's operating environment.

As part of managing and maintaining Government House and Admiralty House, the Office recognises the importance of creating opportunities for the public to experience both properties. In addition to the many thousands of invited guests and the tens of thousands of anticipated school students that visit, the Office will ensure there are Open Days and other occasions for the public to enjoy and learn more about the historic properties.

In administering the Australian honours and awards system, the Office will continue to make the system as inclusive as possible. The Office is conscious of increasing public awareness of and engagement with the Order of Australia. This is positive and reflects the priority to increase nominations from parts of our community that have been historically underrepresented in the Order. However, the increasing volume of nominations, and therefore increase to the time between nomination and outcome, is an ongoing priority for the Office to address.

The Office will continue to be impacted by and responsive to the broader environment. This includes increasingly challenging cyber-security requirements, increasing supplier costs and a highly competitive labour market. In addition, the Office is subject to other external factors relating to the management and maintenance of the Official Residences, including latent conditions that arise with project works. These and other factors, combined with a tight fiscal environment, create challenges that the Office will continue to manage in 2023–24.

In doing so, the Office will rely on the expertise, commitment and professionalism of our people. We will continue to support and empower our people to deliver outcomes that we are proud of and that support the Governor-General to uplift our community.

OFFICE OVERVIEW

The Office of Governor-General was established by the Constitution of the Commonwealth of Australia in 1901. The Governor-General represents His Majesty The King 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 2022–23, this position was held by Mr Paul Singer MVO.

The Office comprises the following branches: Strategic Engagement, People and Services, Digital Services, Honours and Awards, a Communications and Creativity team, and a separate Finance team led by the Chief Financial Officer. The Chief Financial Officer and Directors of each branch 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 2023.

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.

The People and Services branch provides human resources support for the Office and also manages the official residences, including household operations, 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 2 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 Digital Services branch, established to lead the Digital Transformation Program, is responsible for the provision of information technology services and support and the coordination and delivery of IT projects for the Office.

The Communications branch manages external communications, including outreach and community engagement to increase awareness of and engagement with the Order of Australia, particularly by parts of the community that have been historically underrepresented.

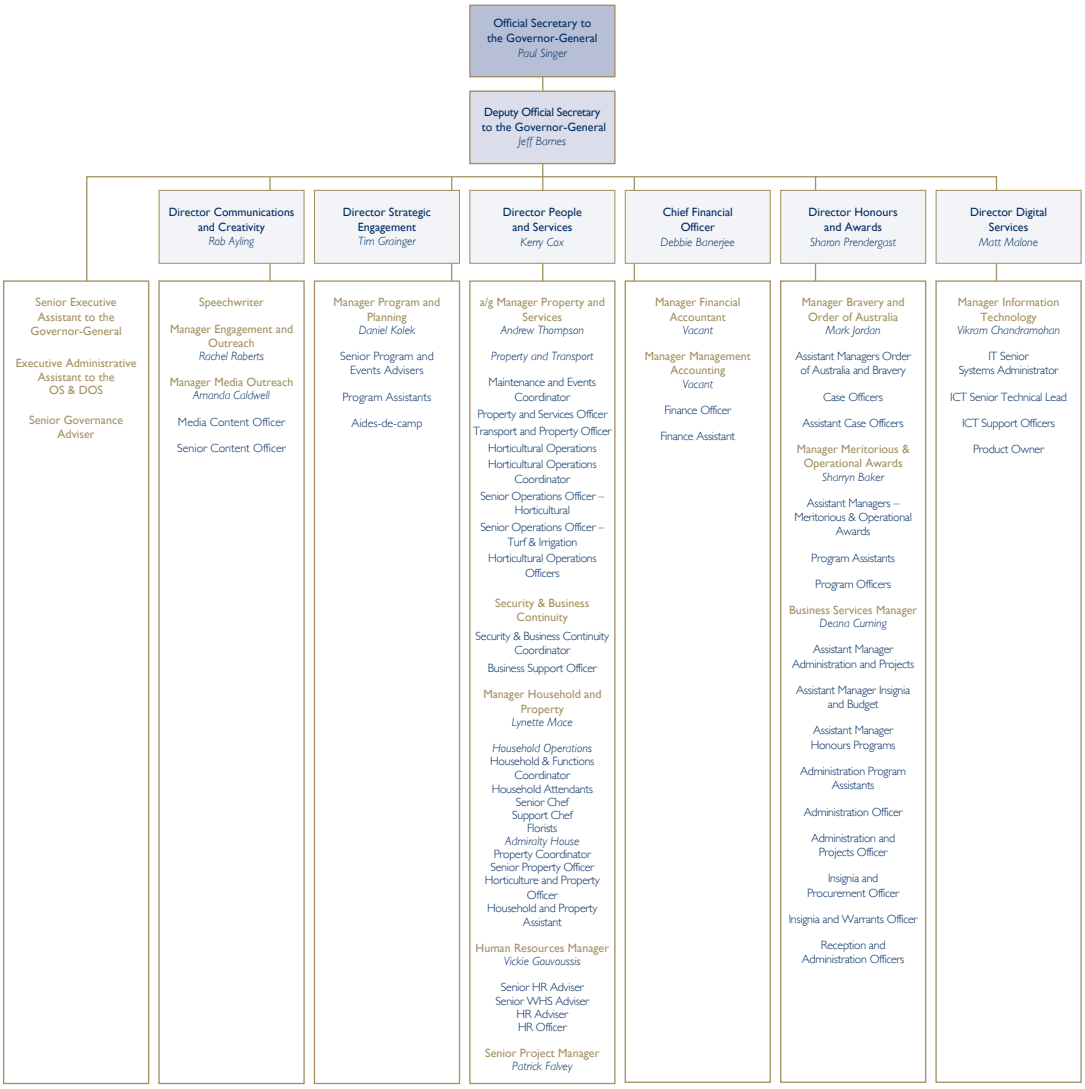
This report is structured according to the Office's outcome and program, in line with the accrual budgeting and reporting requirements for

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	Management and maintenance of the official properties
Component 3	Administration of the Australian honours and awards system

The Outcome, Program and Program Components are consistent with those reported in the Office's 2022–23 Portfolio Budget Statements.
The cost of corporate functions is allocated across all program components.

FIGURE 1: ORGANISATIONAL STRUCTURE AT 30 JUNE 2023



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

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

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, and for delivery of ICT services. They will lead project governance and communications, as well as manage procurements and business workflow.







REPORT ON PERFORMANCE

CHAPTER 2

ANNUAL PERFORMANCE STATEMENTS 2022–23

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 2022–23 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
29 September 2023

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
- manage and maintain the official residences at Government House in Canberra and Admiralty House in Sydney
- provide effective administration of the Australian honours 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 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 3 components:

1. Support for the Governor-General.
2. Management and maintenance of the official properties.
3. Administration of the Australian honours system.

Table 1 summarises the results for 2022–23 against key performance indicators for Program 1 as identified on pages 267–269 of the 2022–23 Portfolio Budget Statements and pages 21–26 of the 2022–23 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	Key performance indicators	Key measurements	Target for 2022–23	Results for 2022–23
Component 1: Support of the Governor-General				
Executive support – 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 – providing support for Their Excellencies and hospitality services for official functions.	The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties.	Governor-General's satisfaction to be assessed	Governor-General is satisfied	Met: The Governor-General has indicated a high degree of satisfaction, through a variety of channels, with the level of advice and administrative support provided
		Relevant stakeholders satisfaction to be assessed	Baseline Established	Partially Met: stakeholder feedback was received and assessed
Administrative services – providing governance advice and administrative services to the Office.	The Governor-General is satisfied with the management of the official households and properties.	Governor-General's satisfaction to be assessed	Governor-General is satisfied	Met: The Governor-General has indicated a high degree of satisfaction, through a variety of channels, with the management of the households

Program 1.1 deliverables	Key performance indicators	Key measurements	Target for 2022–23	Results for 2022–23
Component 2: Management and maintenance of the official properties				
Managing the Governor-General's official residences, including maintenance of property, equipment and grounds.	The properties are managed in accordance with the requirements of the *Environmental Protection and Biodiversity Conservation Act 1999* and government policies relating to heritage properties, and with due consideration to advice provided by the National Capital Authority and other relevant authorities.	Governor-General's satisfaction to be assessed	Governor-General is satisfied	Met: The Governor-General has indicated a high degree of satisfaction, through a variety of channels, with the management of the official properties
		Carbon Emissions	Establish Policy and Action Plan	Substantially Met: An action plan has been developed
		Heritage Governance	Heritage Strategy developed, approved and published	Met: Documents published on website
			The Office will review the heritage values for Government House	Partially Met: A review was in progress however not finalised prior to year end
			90% of all capital works projects will have a Heritage Values Assessment	Met
		Ensure the Official Residences are in an appropriate condition for their heritage value and to support the role of the Governor-General	60% of the property elements with High Heritage Significance will be kept at a condition level rating of "Good" or better	Substantially Met: Internal assessment indicates that this target has been met however external assurance is being sought
			60% of the property elements with Moderate Heritage Significance will be kept at a condition level rating of "Meets minimum operational requirements (Fair)" or better	Substantially Met: Internal assessment indicates that this target has been met however external assurance is being sought
			50% of the property elements with no heritage significance will be kept at a condition level rating of "Meets minimum operational requirements (Fair)" or better	Substantially Met: Internal assessment indicates that this target has been met however external assurance is being sought

TABLE 1: CONT

Program 1.1 deliverables	Key performance indicators	Key measurements	Target for 2022–23	Results for 2022–23
Component 3: Administration of the Australian Honours and Awards System				
Researching and preparing nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee.	The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided.	Governor-General's satisfaction to be assessed	Governor General is satisfied	Met: The Governor-General has indicated a high degree of satisfaction, through a variety of channels, with the administration and level of support provided
		The Councils' and Committee's satisfaction to be assessed	Surveys provided to all members	Met: Surveys were provided to Council and Committee members with respondents indicating a high degree of satisfaction
		Relevant stakeholders satisfaction to be assessed	Surveys provided to stakeholders	Met: Surveys were provided to relevant stakeholders

Program 1.1 deliverables	Key performance indicators	Key measurements	Target for 2022–23	Results for 2022–23
Providing secretariat support for the Australian honours advisory bodies. Undertaking the administrative tasks associated with the approval of recipients in the Australian honours system and Subsequent announcement where applicable. Facilitating the approval of, and changes to, governing instruments within the Australian honours system. Providing insignia to state/ territory Government Houses, service organisations and individuals for issue, and arrange local investitures.	Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia.	Assessment of compliance with targets	100% of recommendations made are compliant with governing instruments	Met
	The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to.	Consistent and compliant medals	99% of medals issued are compliant	Met
		Medal stock is adequate	99% of medals can be issued when approved	Met
	Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements.	Delivery of award insignia	99% of insignia delivered in relevant timeframe	Substantially Met: Insignia and relevant resources have been accurately issued.There have been some delays to the timely issue of operational awards, all other delivery for investitures and honours list announcements have met relevant timeframes
		Engraving of awards	Baseline established	Met: Baseline set at 97% accuracy
Undertaking promotion and community engagement activities to increase awareness of, and engagement with, the Order of Australia.	Nominations received reflect the diversity of Australia (including by field of endeavour, gender and cultural background).	Targets for diverse nominations	Baseline established	Met: Data collection enhancements to establish baseline
		Outreach strategy	Target audience and delivery approaches, to be developed	Met: Outreach and engagement strategy developed
		Content	50 items to be developed	Met: 252 products developed
		Engagement	Targets to be developed for out-years	Met: Stakeholder Engagement Strategy Developed outlining out-year targets across multiple stakeholder categories
		Online and social media	Baseline established	Met: Baselines established across multiple channels including 5,578 Facebook followers and 522 Instagram followers

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 2022–23, feedback was regularly received from the Governor-General on the quality of the program and reflected in the reports of the Office's Management Committee as appropriate.

Feedback on the work of the Office was also sought from key stakeholders (including government agencies, patronages, and guests) and used to refine and enhance approaches accordingly.

The Office supported the Governor-General and Mrs Hurley to undertake a program of activity that continued Their Excellencies' focus on celebrating service and contribution to our community, being present to offer comfort in times of national disaster as well as highlighting the good in our community. There were 28 visits to regional, rural or remote locations, including 11 to regional locations impacted by flooding and another 2 to regions recovering from bushfires. heir Excellencies also continued to actively support the organisations of which they serve as Patrons.

The management and maintenance of Government House and Admiralty House gave consideration to heritage and value for money. It was pleasing that since the lifting of COVID-19 restrictions, school tours, Open Days and community events at Government House and Admiralty House have resumed. Visitors were welcomed to the properties throughout the year for events to acknowledge the work of patronage organisations and celebrate the service of individuals.

The Office met the performance indicators for the Australian honours system, including the important work of increasing awareness and engagement with the Order of Australia to encourage nominations for outstanding individuals from all parts of our community.

FINANCIAL PERFORMANCE

OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2022–23 financial year. Departmental and Administered results are shown in the audited financial statements on pages 75–113 of this report.

The operating result is a surplus of $0.8 million for the 2022–23 financial year. The Office has received an unmodified audit report from the Australian National Audit Office (ANAO) for the 2022–23 financial statements.

REPORT AGAINST THE 2022–23 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 2022–23, the total appropriations available to the Office were $34.502 million. This comprised $26.731 million for Department outputs (including $409,000 towards the Departmental Capital Budget), $7.276 million for Administered expenses, $2.693 million towards the Administered Capital Budget, and $495,000 as Special Appropriation for the Governor-General's salary.

In addition, the Office budgeted that it would receive $85,000 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.

CAPITAL WORKS BUDGET

In 2022–23, several major projects were undertaken at the properties under the Office's Property Works Program, to the total value of $2.036 million.

BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on page 75–113 of this report.

SIGNIFICANT CHANGES IN 2022–23

There were no significant changes in 2022–23.

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

The program comprises 3 components:

1. Support for of the Governor-General.
2. Management and maintenance of the official properties.
3. Administration of the Australian honours 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 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 2022–23	Actual 2022–23	Variation 2022–23
	$ 000	$ 000	$ 000
Departmental appropriation – Cost of Components 1, 2 and 3	26,989	22,228	4,761
Administered appropriation	4,731	2,851	1,880
Expenses not requiring appropriation	2,719	2,860	(141)
Total	**34,439**	**27,939**	**6,500**

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.

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 2022–23	Actual 2022–23	Variation 2022–23
	$ 000	$ 000	$ 000
Departmental appropriation – Cost of Component 1	11,299	9,306	1,993
Administered appropriation – Governor-General's salary	495	495	-
Administered appropriation – Depreciation	1,985	2,036	(51)
Expenses not requiring appropriation	307	345	(38)
Total	**14,086**	**12,182**	**(1,904)**

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 242 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2022–23, the Governor-General participated in 869 official engagements, and welcomed 34,605 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 2022–23

Official activities	Number	Attendees
Events hosted – Government House	151	7,863
Events hosted – Admiralty House	40	1,675
Events hosted – offsite	0	0
Total	**191**	**9,538**
Other domestic events attended	242	
Credentials	34	
Overseas events attended	127	
Callers	265	
Executive Council meetings	26	
School tours	295	16,273[a]
Anniversary requests handled	13,797[b]	N/A
Items of correspondence handled	4,926[c]	N/A

a) Includes school students, teaching staff and other accompanying adults.

b) Requests for messages of congratulation from Her Majesty Queen Elizabeth II or His Majesty The King 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 2022–23, the Office supported the Governor-General in presiding at 26 meetings of the Federal Executive Council, at which 423 agenda items were considered. Royal Assent was given to 115 pieces of legislation.

- On 11 September 2022, at Government House, Canberra, the Governor-General presided at a special meeting of the Federal Executive Council to consider the Proclamation of King Charles The Third.
- On 11 September 2022, at Parliament House, Canberra, the Governor-General read the Proclamation proclaiming King Charles The Third to be King of Australia.
- On 1 February 2023, in Darwin, Northern Territory, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath of Office to the Administrator of the Northern Territory.
- On 11 May 2023, at Government House, Canberra, the Governor-General received the Address-in-Reply from the Speaker of the House of Representatives.
- On 26 May 2023, at Government House, Canberra, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath of Office to the Administrator of Christmas Island, and the Administrator of the Cocos (Keeling) Islands.
- On 31 May 2023, at Government House, Canberra, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath of Office to 3 Parliamentary Secretaries.

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 3 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 2022–23, the Governor-General presided over several military events in Australia:

- On 8 August 2022, the Governor-General attended the opening of the Kokoda Memorial Track at Canungra Barracks, Queensland.
- On 6 September 2022, the Governor-General attended the 1 Signal Regiment Honours Parade at Gallipoli Barracks, Brisbane.
- On 2 December 2022, the Governor-General attended the Australian War College Graduation at the Australian Defence Force Academy, Canberra.
- On 8 December 2022, the Governor-General attended the Australian Defence Force Academy Graduation at the Australian Defence Force Academy, Canberra.
- On 13 December 2022, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony at Duntroon, Canberra.
- On 1 June 2023, the Governor-General attended the 50th Anniversary of the Royal Australian Corps of Transport, at Puckapunyal, Victoria.
- On 12 June 2023, the Governor-General attended the King's Birthday Parade at the Royal Military College, Canberra.

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

COMMEMORATIONS

- On 8 August 2022, the Governor-General attended the memorial service for the 80th Anniversary of Kokoda Day, at Cascade Gardens on the Gold Coast, Queensland.
- On 11 November 2022, the Governor-General attended the Remembrance Day National Ceremony, at the Australian War Memorial, Canberra.
- On 25 April 2023, the Governor-General attended the Anzac Day Dawn Service, delivered the National Address and led the 1 RAR contingent in the National Veteran's March, at the Australian War Memorial, Canberra.
- On 13 May 2023, the Governor-General attended a memorial service for the Battle of Coral-Balmoral, at the Australian War Memorial, Canberra.
- On 6 June 2023, the Governor-General attended the 6 RAR Consecration and Presentation of Colours at Enogerra Barracks, Brisbane.

CEREMONIAL ACTIVITIES

In 2022–23, 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:

- On 8 September 2022, at Government House, Canberra, the Governor-General hosted a ceremonial welcome, bilateral discussions and a state lunch in honour of the visit to Australia by His Excellency Jose Ramos Horta, President of the Democratic Republic of Timor-Leste.
- On 10 September 2022, at Parliament House, Canberra, the Governor-General attended a wreath-laying ceremony to mark the passing of Queen Elizabeth II.
- On 22 September 2022, at Parliament House, Canberra, the Governor-General attended the National Memorial Service to mark the passing of Queen Elizabeth II.
- On 29 September 2022, in Canberra, the Governor-General attended the National Police Remembrance Day service.
- On 12 October 2022, the Governor-General attended the National Memorial Service to mark the 20th anniversary of the 2002 Bali Bombings, at Parliament House, Canberra.
- From 1 to 2 February 2023, the Governor-General travelled to Darwin, where he attended the installation of His Honour Professor the Honourable Hugh Heggie PSM as the 23rd Administrator of the Northern Territory, and invested His Honour as a Knight of Grace of the Most Venerable Order of the Hospital of St John of Jerusalem.
- On 19 June 2023, at Government House, Canberra, the Governor-General hosted a ceremonial welcome, bilateral discussions and a state lunch in honour of the visit to Australia by His Majesty Hassanal Bolkiah, Sultan of Brunei Darussalam.

INVESTITURES

The Governor-General presided at 23 investiture ceremonies for Australian honours and award recipients in 2022–23.

This included:

- seven general sessions held at Government House, Canberra in October 2022, which saw the presentation of 121 awards
- eight general sessions held at Government House, Canberra in April 2023, which saw the presentation of 168 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 8 ad hoc investiture ceremonies:

- On 2 September 2022, at Sydney Opera House, the Governor-General invested Maestro Zubin Mehta AC with the insignia of the Honorary Companion of the Order of Australia for eminent service to the Australia–India bilateral relationship and humanity-at-large, particularly in the fields of classical music and philanthropy.
- On 12 September 2022, the Governor-General presented His Excellency Shingo Yamagami, Ambassador of Japan, with the Warrant and Insignia for the late Mr Abe Shinzo AC, as an Honorary Companion of the Order of Australia for eminent service to the Australia–Japan bilateral relationship.
- On 20 October 2022, at Government House, Hobart, the Governor-General invested Her Excellency Barbara Baker AC with the insignia of the Companion of the Order of Australia for eminent service to the people of Tasmania through leading contributions to the law, to the judiciary and to the administration of justice, particularly in the area of family law, to professional legal organisations, and as a mentor and role model for young women, and as the 29th Governor appointed in Tasmania.
- On 4 November 2022, at Admiralty House, Sydney, the Governor-General invested Her Excellency the Honourable Dr Jeannette Young AC PSM with the insignia of the Companion of the Order of Australia for eminent service to public health administration, to medicine and medical research, to the tertiary education sector, and as the 27th Governor appointed in Queensland.
- On 10 November 2022, at the Warrigal Stirling Aged Care facility, Canberra, the Governor-General invested Ms Rosemary Hyde OAM with the Medal of the Order of Australia for service to the performing arts.
- On 15 November 2022, in the remote community of Gan Gan in East Arnhem Land, Northern Territory, the Governor-General presented Mr Bronson Milidjumburk Dhamarrandji, Mr Djoymiwuy Wesley Dhamarrandji, Mr Neville Yinimala Gumana, Mr Wirril Jamairl Guyula, Mr Marikuku Mark Mununggurr, Mr Yalanba Graeme Wanambi, Mr Yilpirr Wanambi and Mr Bandarr Wirrpandi with the award of the Group Bravery Citation for their actions following a crocodile attack at Djarrwark Billabong in the Northern Territory on 12 October 2018.
- On 14 February 2023, at Government House, Canberra, the Governor-General invested Dr Margaret Humphreys CBE AO with the insignia of the Officer of the Order of Australia for distinguished service to the community, particularly to former child migrants.

- On 2 March 2023 at Government House, Canberra, the Governor-General invested Air Marshal Kevin Short AO with the insignia of the Officer of the Order of Australia for distinguished service in fostering the military relationship between Australia and New Zealand through exceptional leadership, unwavering commitment, strategic foresight and uncompromising professionalism.

In addition, on 25 May 2023, at Government House, Canberra, the Governor-General presented athletes and officials of the Australian Paralympic Team with the insignia of the Australian Sports Medal in recognition of their performance at the 2020 Summer Paralympics and 2022 Winter Paralympics.

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 2022–23, 7 credentials ceremonies were held at Government House for 27 Ambassadors or High Commissioners of Algeria, Bangladesh, Brunei, Cambodia, Chile, Cyprus, Ethiopia, Fiji, Georgia, Germany, Hungary, Italy, Korea, Kuwait, Nepal, Norway, Portugal, Saudia Arabia, Singapore, Slovenia, Sri Lanka, Sweden, Thailand, Türkiye, Uganda, the United States of America and Zambia.

Seven credentials ceremonies – including one undertaken by video conference – were held for the non-resident Ambassadors or High Commissioners of Angola, Armenia, Bahrain, Djibouti, the Dominican Republic, Malawi and Tanzania.

CITIZENSHIP CEREMONIES

The Governor-General presided at 3 citizenship ceremonies in 2022–23:

- On 26 January 2023, at Rond Terrace, Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony at which Citizenship was conferred on 22 recipients.
- On 26 January 2023, in Windsor, New South Wales, the Governor-General attended a Citizenship Ceremony at which Australian Citizenship was conferred on 38 recipients.
- On 16 March 2023, at the Albert Hall, Canberra, the Governor-General attended a Harmony Week Citizenship Ceremony at which Australian Citizenship was conferred on 68 recipients.

MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 28 July 2022, in Birmingham, England, the Governor-General met with His Royal Highness The Prince of Wales.
- On 8 September 2022, at Government House, Canberra, the Governor-General met with His Excellency Jose Ramos-Horta, President of the Republic of Timor-Leste.
- On 17 September 2022, in London, England, the Governor-General met with His Majesty King Charles III.
- On 17 September 2022, in London, England, the Governor-General met with Her Excellency the Right Honourable Mary Simon CC CMM COM OQ CD, Governor-General of Canada.
- On 23 November 2022, at Government House, Canberra, the Governor-General met with His Excellency the Honourable Russ Kun MP, President of the Republic of Nauru.
- On 30 November 2022, at Government House, Canberra, the Governor-General met with His Excellency Mr Vuong Dinh Hue, President of the National Assembly of Vietnam.
- On 8 February 2023, at Government House, Canberra, the Governor-General met with His Excellency General Taur Matan Ruak, Prime Minister of the Democratic Republic of Timor-Leste.
- On 9 February 2023, at Government House, Canberra, the Governor-General met with His Excellency Prabowo Subianto, Minister of Defence, and Her Excellency Retno Marsudi, Minister of Foreign Affairs, Republic of Indonesia.
- On 15 February 2023, at Admiralty House, Sydney, the Governor-General met with His Excellency Sir David Okete Vuvuiri Vunagi GCM GKStJ, Governor-General of the Solomon Islands.
- On 16 February 2023, at Government House, Canberra, the Governor-General met with the Honourable Ishmael Kalsakau MP, Prime Minister of the Republic of Vanuatu.
- On 23 February 2023, at Government House, Canberra, the Governor-General met with His Royal Highness Tupouto'a 'Ulukalala, Crown Prince of the Kingdom of Tonga, and Lord Fakafanua, Speaker of the Legislative Assembly of Tonga.
- On 4 April 2023, in Hanoi, Vietnam, the Governor-General met with His Excellency Mr Vo Van Thuong, President of the Socialist Republic of Vietnam.
- On 4 April 2023, in Hanoi, Vietnam, the Governor-General met with His Excellency Mr Pham Minh Chinh, Prime Minister of the Socialist Republic of Vietnam.

- On 4 April 2023, in Hanoi, Vietnam, the Governor-General met with His Excellency Mr Vuong Dinh Hue, President of the National Assembly of Vietnam.
- On 4 April 2023, in Hanoi, Vietnam, the Governor-General met with His Excellency Mr Nguyen Phu Trong, General Secretary of the Communist Party of Vietnam.
- On 4 April 2023, in Hanoi, Vietnam, the Governor-General met with His Excellency Mr Vo Van Thuong, President of the Socialist Republic of Vietnam.
- On 5 April, in Ho Chi Minh City, Vietnam, the Governor-General met with His Excellency Mr Nguyen Van Nen, Secretary, Ho Chi Minh City Peoples' Committee.
- On 24 April 2023, at Government House, Canberra, the Governor-General met with the Right Honourable Patricia Scotland KC, Commonwealth Secretary-General.
- On 2 May 2023, in Athens, Greece, the Governor-General met with Her Excellency Katerina Sakellaropoulou, President of the Hellenic Republic.
- On 2 May 2023, in Athens, Greece, the Governor-General met with His Excellency Mr Kyrios Mitsotakis, Prime Minister of the Hellenic Republic.
- On 2 May 2023, in Athens, Greece, the Governor-General met with Dr George Katrougalos, Shadow Foreign Affairs Minister of the Hellenic Republic.
- On 3 May 2023, in Lemnos, Greece, the Governor-General met with Dr Konstantinos Moutzouris, Governor, North Aegean Region, Hellenic Republic.
- On 3 May 2023, in Lemnos, Greece, the Governor-General met with Her Excellency Katerina Sakellaropoulou, President of the Hellenic Republic.
- On 5 May 2023, in London, England, the Governor-General met with His Majesty King Charles III.
- On 5 May 2023, in London, England, the Governor-General met with the Right Honourable James Cleverly MP, United Kingdom Secretary of State for Foreign, Commonwealth and Development Affairs.
- On 5 May 2023, in London, England, the Governor-General met with Her Excellency the Right Honourable Mary Simon CC CMM COM OQ CD, Governor-General of Canada.
- On 5 May 2023, in London, England, the Governor-General met with Her Excellency the Right Honourable Dame Cindy Kiro GNZM QSO, Governor-General of New Zealand.
- On 24 May 2023, at Admiralty House, Sydney, the Governor-General met with His Excellency Shri Narendra Modi, Prime Minister of the Republic of India.

- On 19 June 2023, at Government House, Canberra, the Governor-General met with His Majesty Hassanal Bolkiah, Sultan of Brunei Darussalam.
- On 21 June 2023 in Apia, Samoa, the Governor-General met with the Honourable Ms Fiamē Naomi Mata'afa, Prime Minister of Samoa.
- On 22 June 2023, in Apia, Samoa, the Governor-General met with the Honourable Tuala Tevaga Ponifasio, Deputy Prime Minister of Samoa.
- On 23 June 2023 in Nuku'alofa, Tonga, the Governor-General met with His Majesty King Tupou VI, King of the Kingdom of Tonga, and Her Majesty Queen Tuku'aho.
- On 23 June 2023, in Nuku'alofa, Tonga, the Governor-General met with the Honourable Hu'akavameiliku, Prime Minister of the Kingdom of Tonga.
- On 24 June 2023, in Tarawa, Kiribati, the Governor-General met with His Excellency Taneti Maamau, President of the Republic of Kiribati.
- On 25 June 2023, in Apia, Samoa, the Governor-General met with His Highness Afiogo Tuimaleali'ifano Va'aleto'a Sualauvi II, O le Ao o le Malo of Samoa.
- On 26 June 2023 in Funafuti, Tuvalu, the Governor-General met with His Excellency the Reverend Sir Tofgia Vaevalu Falani GCMG MBE, Governor-General of Tuvalu.
- On 26 June 2023, in Funafuti, Tuvalu, the Governor-General met with the Honourable Kausea Natano, Prime Minister of Tuvalu.
- On 27 June 2023 in Rarotonga, Cook Islands, the Governor-General met with His Excellency Sir Tom Marsters KBE, King's Representative to the Cook Islands.
- On 27 June 2023 in Rarotonga, Cook Islands, the Governor-General met with the Honourable Mr Mark Brown, Prime Minister of the Cook Islands.
- On 28 June 2023, in Port Vila, Vanuatu, the Governor-General met with His Excellency Nikenike Vurobaravu, President of the Republic of Vanuatu.
- On 28 June 2023 in Port Vila, Vanuatu, the Governor-General met with the Honourable Mr Alatoi Ishmael Kalsakau, Prime Minister of the Republic of Vanuatu.

OFFICIAL OVERSEAS VISITS

In 2022–23, the Office planned and supported 5 overseas visits by the Governor-General:

- From 26 July to 3 August 2022, the Governor-General travelled to the United Kingdom, where he represented Australia at the Birmingham

2022 Commonwealth Games and to Poland, where he met with the President, Prime Minister and senior officeholders, attended events with the Australian expatriate community and visited Second World War memorial sites.

- From 15 to 21 September 2022, the Governor-General travelled to the United Kingdom where he represented Australia at events to mark the passing of Her Majesty Queen Elizabeth II.
- From 3 to 6 April 2023, the Governor-General undertook a State Visit to Vietnam to mark the 50th anniversary of diplomatic relations between Vietnam and Australia.
- From 1 to 9 May 2023, the Governor-General undertook a State Visit to Greece, where he participated in a bilateral program to recognise and reinforce links between Greece and Australia, to the United Kingdom, where he represented Australia at events to mark the Coronation of His Majesty The King and Her Majesty The Queen, and to the United Arab Emirates, where he attended a medal presentation ceremony for recipients of the Australian Operational Service Medal – Civilian, and attended events with the Australian expatriate community.
- From 21 to 29 June 2023, the Governor-General travelled to South Pacific nations – including Samoa, Tonga, Kiribati, Tuvalu, Vanuatu and the Cook Islands – where he met with national leaders and participated in bilateral programs framed by cultural engagement, gender equality, climate change and education.

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.

- From 7 to 8 August 2022, the Governor-General travelled to Brisbane where he attended the official opening of the Royal Queensland Show ('Ekka') and met with representatives of regional communities from across Queensland.
- On 31 August 2022, at the Australian Institute of Sport, Canberra, the Governor-General attended a physical training session and met with team members and staff of the Women's National Rugby League.
- From 24 to 25 September 2022, the Governor-General travelled to Wollongong, New South Wales, where he attended the UCI World Cycling Championships and met with competitors, staff and volunteers.
- From 26 to 28 September 2022, the Governor-General travelled to Perth, Western Australia, where he opened the Royal Perth Show and

met with long-serving volunteers, visited the Clontarf Foundation and attended dinner with the Governor of Western Australia.

- On 8 October 2022, in Canberra, the Governor-General attended the 40th anniversary of the National Gallery of Australia.
- From 20 to 21 October 2022, the Governor-General travelled to Tasmania, where he opened the Royal Hobart Show and attended the closing ceremony of the Special Olympics in Launceston.
- On 24 October 2022, at Government House, Canberra, the Governor-General hosted members of the Hindu, Jain and Sikh communities, and lit a celebratory lamp in recognition of Deepavali 2022.
- From 29 to 30 October 2022, the Governor-General travelled to Adelaide, where he met with guests, competitors and exhibitors at the Adelaide International Rose and Garden Expo, and attended a Sunday Service at the Ukrainian Catholic Church of Our Lady of Protection.
- On 13 November 2022, in Box Hill, Victoria, the Governor-General attended the re-dedication of the Box Hill Gardens War Memorial.
- On 16 December 2022, in Lismore, New South Wales, the Governor-General attended the re-opening of – and made a blood donation at – the Lismore Blood Donor Centre.
- On 18 January 2023, at Stromlo Forest Park, Canberra, the Governor-General visited the ACT Bushfire Memorial on the 20th anniversary of the 2003 Canberra Bushfires.
- On 20 January 2023, in Ballarat, Victoria, the Governor-General attended the 2023 Girl Guides Australia Jamboree.
- On 3 February 2023, at Government House, Canberra, the Governor-General hosted a reception to mark the commencement of the Centenary of Legacy.
- On 13 February 2023, the Governor-General attended a service to recognise the 15th anniversary of the National Apology to the Stolen Generations, at Parliament House, Canberra.
- On 16 February 2023, at the Embassy of Türkiye, Canberra, the Governor-General signed a condolence book to express the sympathy of all Australians following major earthquakes in Southern and Central Türkiye.
- On 7 March 2023, in Sydney, the Governor-General met with Year 11–12 students and delivered the keynote address at the Halogen Young Leaders Forum.
- On 1 April 2023, in Bundanoon, New South Wales, the Governor-General met with community representatives and residents from across the Southern Highlands at the Brigadoon Highland Gathering.

- On 12 May 2023, at Government House, the Governor-General hosted a barbeque for frontline staff of patronages, emergency service agencies and community associations in recognition of the coronation of His Majesty The King.
- On 14 June 2023, in Canberra, the Governor-General met with senior representatives of communities across Australia and delivered the opening address at the Australian Local Government Association's 2023 National Congress.
- On 20 June 2023, in Ballina, New South Wales, the Governor-General met with local families involved in the Ballina Region for Refugees initiative, in recognition of Refugee Week 2023.

PATRONAGES

At the end of the reporting period, the Governor-General and Mrs Hurley were patrons of 241[1] organisations involved with health, children and families, Aboriginal and Torres Strait Islander people, regional and rural Australia, education, the arts, defence and services, and other matters relevant to the broader Australian community.

They serve as Patron (or in some cases, co-Patrons) of these organisations to help raise their profile and support their work in the community.

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

[1]Of these organisations, the Governor-General is Patron of 158, Mrs Hurley is Patron of 36, with Their Excellencies holding joint Patronage of a further 47.

REGIONAL CENTRE VISITS

During 2022-23, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 15 to 16 October 2022, the Governor-General travelled to Hay, New South Wales, where he attended the Centenary of the Riverina Women's Club and met with primary producers impacted by flood, drought and natural disaster.
- From 14 to 16 November 2022, the Governor-General travelled to Nhulunbuy, Northern Territory, where he met with senior representatives of Aboriginal Corporations from across the East Arnhem region,

attended a Bungal welcome in Yirrkala, and hosted a breakfast for student leaders from schools in Nhulunbuy, Gunyangara and Yirrkala.

- On 24 February 2023, the Governor-General travelled to Batemans Bay, New South Wales, where he attended the official opening of Mission Australia's Walawaani Triple Care Farm.
- On 25 February 2023, the Governor-General travelled to Bellingen, New South Wales, where he attended the Sergeant Matthew Locke MG Charity Match, and met with players, officials and event volunteers.
- From 18 to 20 May 2023, the Governor-General travelled to Geelong, Victoria, where he opened the Order of Australia Association's national conference, visited staff and clients at the Leisurelink Aquatic and Recreation Centre, met with members of the Victoria State Emergency Service's Barwon Unit and attended a lunch with members of the City of Greater Geelong's Youth Council.
- On 19 May 2023, the Governor-General travelled to King Island, Tasmania, where he attended a civic reception, visited the King Island Dairy Company, met with community members at the Currie Harbour Boathouse and delivered the keynote address at the Keep Australia Beautiful National Sustainable Communities Tidy Town Awards.

RESPONSE TO NATURAL DISASTERS

Recognising the significant damage of natural disasters across Australia – including major flood events through 2022 and early 2023 – the Governor-General placed a significant emphasis on visiting affected communities to acknowledge the contributions made by individuals and organisations involved in response, recovery and rebuilding efforts.

- On 22 July 2022, the Governor-General travelled to Windsor, New South Wales, where he received a briefing on the progress of flood recovery, met with representatives of relief agencies, and visited residents and primary producers impacted by flooding.
- On 20 August 2023, the Governor-General travelled to Mount Wilson, New South Wales, where he attended a National Emergency Medal presentation to recognise members of the NSW Rural Fire Serviced involved in the 2019–20 Black Summer bushfires.
- On 16 October 2022, the Governor-General travelled to Hay, New South Wales, where he met with flood-affected residents and primary producers.
- On 22 October 2022, the Governor-General travelled to Bendigo and Maribyrnong, Victoria, where he received briefings on flood recovery efforts, visited the Bendigo Flood Relief Centre, and met with volunteers involved in clean-up.

- On 25 October 2022, the Governor-General travelled to Shepparton and Mooroopna, Victoria, where he visited the Shepparton Incident Control Centre, attended a community lunch and met with clients, staff and volunteers at the Shepparton Emergency Relief Centre.
- On 26 October 2022, the Governor-General travelled to Lismore, New South Wales, where he attended a briefing on the progress of long-term flood recovery operations, attended a lunch to acknowledge frontline recovery staff, and met with flood-affected business owners, residents and school students.
- On 2 November 2022, the Governor-General travelled to Echuca, Victoria, where he received an update on the progress of recovery efforts following flooding across the region, visited the Rochester Relief Centre, attended a community lunch and met with residents and representatives of emergency service agencies.
- On 7 November 2022, the Governor-General travelled to Moree, New South Wales, where he received a briefing on flood damage, met with students and teachers impacted by flooding at Moree East Public School and attended a lunch with residents, business owners and representatives of organisations involved in flood recovery efforts.
- On 17 November 2022, the Governor-General travelled to the Central West region of New South Wales, where he received a briefing on flood response measures at the Forbes Emergency Operation Centre, met with local SES members and volunteers from New Zealand assisting with flood recovery, visited residents in Parkes and met with representatives of response and recovery agencies in Eugowra.
- From 23 to 24 January 2023, the Governor-General travelled to the Lower Murray region of South Australia, where he met with members of the South Australian State Emergency Service in Loxton, attended a lunch with community volunteers involved in clean-up efforts, visited students at Kingston-on-Murray Primary School and met with council staff and contractors involved in flood rebuilding in Renmark.
- From 30 to 31 January 2023, the Governor-General travelled to Broome, Derby and Fitzroy Crossing in Western Australia, where he visited the Department of Fire and Emergency Services' Regional Operations Centre, met with staff of community support agencies, and attended a range of events with residents and business owners impacted by flooding.
- On 28 February 2023, the Governor-General travelled to Ballina, New South Wales, where he attended a memorial service on the first anniversary of the 2022 Lismore Floods and met with members of the 'Tinnie Army'.
- From 4 to 5 March 2023, the Governor-General travelled to Wangaratta and Melbourne, Victoria, where he attended National Emergency Medal presentations to recognise members of the Victorian Country Fire Authority and Victoria State Emergency Service involved in the 2019–20 Black Summer bushfires.

COMMUNICATIONS

Key activities included:

- supporting the Governor-General by producing 220 speeches and remarks for delivery at community events around the country
- providing 174 video or written messages to organisations
- managing engagement with national, local and international media in relation to key events such as the passing of Her Majesty Queen Elizabeth II, the Coronation of His Majesty The King, investiture ceremonies, and to promote community events (including events to support charitable organisations of which the Governor-General and/or Mrs Hurley serve as Patrons)
- 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 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.

CORRESPONDENCE

In 2022–23, the Office received and attended to 3,635 items of general correspondence. In addition, the Honours and Awards branch received more than 28,584 items of correspondence including 4,701 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 7,771 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,026 congratulatory messages on behalf of Her Majesty Queen Elizabeth II or His Majesty The King.

PROGRAM COMPONENT 2 – MANAGEMENT AND MAINTENANCE OF THE OFFICIAL PROPERTIES

Resources applied to this component are directed to:

- managing the Governor-General's official residences, including maintenance of the property, equipment and grounds and associated administrative services and governance advice.

TABLE 5: FINANCIAL PERFORMANCE FOR COMPONENT 2 OF PROGRAM 1

	Budget Estimate 2022–23	Actual 2022–23	Variation 2022–23
	$ 000	$ 000	$ 000
Departmental appropriation – Cost of Component 2	5,705	4,699	(1,006)
Administered appropriation – Management and maintenance of the official properties	1,540	857	684
Expenses not requiring appropriation	155	174	(19)
Total	**7,400**	**5,729**	**1,671**

PROPERTY MANAGEMENT

The 2 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 2022–23, 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
- seeks approval from the Minister responsible for heritage matters (as required by the EPBC Act) where works have, or are likely to have, a significant impact on heritage issues.

The Office has commenced a review of the heritage values at Government House through consultation and engagement with key stakeholders and visitors. This review is expected to be completed in 2023–24 and will help inform the heritage strategy through future years.

The Office continues to manage its 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 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 has been engaged by Department of the Prime Minister and Cabinet under a Memorandum of Understanding to provide project management and contract administration services for works to external landscape structures at Kirribilli House, leveraging the Office's existing capability and site experience.

The Office has participated in discussions with the Attorney-General's Department for potential project works at Admiralty House leveraging the Office's existing site experience.

The annual priorities and initiatives for both properties are outlined in the Property Management Plan (PMP) which guides all property management decision making. Further, 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 4 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 2022–23, several capital projects were undertaken at the properties, to the total value of $2,028,700 (against a total budget of $3,002,000). The underspend was due to the delay of some planned projects to coincide with operational requirements.

GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2022–23 included:

- completion of a new Yarning Circle for ad-hoc, formal and ceremonial uses
- restoration and conservation work of the Overseers Cottage
- minor projects including replacement of air conditioning, replacement of flag poles, and landscape works.

ADMIRALTY HOUSE

The major works projects undertaken at Admiralty House during 2022–23 included:

- restoration works to the marine barracks to reduce the impact of adverse weather conditions
- completion of works at the southern boundary to restore the sea wall affected by the perpetual action of the ocean
- completion of works at the western wing to rectify the exterior fabric
- commencement of design works to reduce height safety risks at Kirribilli Point parapet and adjacent sandstone walls
- commencement of design works for the refurbishment of the Admirals Steps
- minor projects including carpentry works.

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 maintain the information in this database continues.

Some items are exchanged each year as part of the ongoing program to display a variety of Australian artworks and furniture. As at 30 June 2023, paintings, pieces of furniture, art and sculpture objects with a combined value of approximately $27 million were on loan to the Office.

OFFICIAL PROPERTIES AND COMMUNITY EVENTS

Open Days were held at Government House on 17 March 2023 and at Admiralty House on 3 June 2023. A series of regular opportunities were provided throughout the year for the public to enjoy the properties.

In total, over 34,600 members of the public – including almost 17,000 school students – visited Government House and Admiralty House in 2022–23.

PROGRAM COMPONENT 3 – 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 3 identified in the Portfolio Budget Statements, and Table 6 compares the budget identified in those statements to the component's actual cost during the year.

TABLE 6: FINANCIAL PERFORMANCE FOR COMPONENT 3 OF PROGRAM 1

	Budget Estimate 2022–23	Actual 2022–23	Variation 2022–23
	$ 000	$ 000	$ 000
Departmental appropriation – Cost of Component 3	9,985	8,224	1,761
Administered appropriation – Acquisition of Australian honours medals/insignia, warrants and investiture items	2,696	1,499	1,196
Expenses not requiring appropriation	272	305	(33)
Total	**12,953**	**10,028**	**2,925**

HONOURS AND AWARDS OVERVIEW

Australia's honours 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 introduced including a range of meritorious, operational, gallantry and distinguished awards.

The Honours and Awards branch provides secretariat support to 3 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, tourism, architecture, education, 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 for Australian citizens and permanent residents.

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 makes recommendations to the Governor-General for Honorary awards for 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 presented 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 3 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 King'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 the Prime Minister and Cabinet's website at: **www.pmc.gov.au/government/its-honour**

KEY RESULTS

NOMINATIONS, AWARDS AND INVESTITURES

In 2022–23, 4,123 nominations were received for the Order of Australia, reflecting an increase of over 30% from the previous financial year.

The Council met on 4 occasions during the year to consider nominations and other matters. Of the 2,375 nominations considered, 1,655 resulted in recommendations to the Governor-General and, subsequently, appointments or awards. Thirty-eight per cent of Order of Australia nominations considered by Council were received in the branch in the previous 24 months.

The branch faced challenges in processing due to the significant increase in the number of nominations received.

On the recommendation from the Minister for Defence, the Governor-General approved 50 appointments and awards in the Military Division of the Order of Australia.

In 2022–23, the Honours and Awards branch researched 369 nominations for consideration by the Australian Bravery Decorations Council, who met twice during the year. Ninety-two awards were approved by the Governor-General. Ninety-nine percent of nominations were presented to the Australian Bravery Decorations Council within 6 months of being researched. This is consistent with 2021–22.

- The Governor-General approved 772 awards to recognise excellence in international operations and specified occupations, including police, emergency services and Defence personnel. These awards were processed and gazetted within 6 months of receipt. In addition, 933 Australian Sports Medals were awarded.
- Of long service, and operational awards, 2,323 National Police Service Medals and 10,873 National Medals/Clasps were approved by the Governor-General. The majority of these were processed within 3 months of receipt. In addition, 18,919 National Emergency Medals, all for sustained service were approved by the Governor-General, of these, 13,527 were awarded for service during the 2019–20 bushfires.

Twenty non-Australian citizens were recognised by honorary awards in the Order of Australia during 2022–23 including 15 in the General Division and 5 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 2022–23, 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 2022–23. 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 2022–23 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

The King's Birthday 2023 Honours List was the first time in history that more women than men were recognised in the General Division of the Order of Australia. In addition, there was gender balance or better at the 3 highest levels of award (Companion, Officer and Member).

Ensuring the Order reflects the Australian community has been a priority of the Governor-General and subsequently of the Office. Work is underway to increase awareness of and engagement with the Order across the community, with a particular focus on encouraging nominations for outstanding individuals from parts of the community that have been historically underrepresented. A multi-pronged organic (without paid advertising) approach is in place, including highlighting outstanding recipients,

educating people about how to nominate, making the nomination process more accessible and working with community organisations to encourage nominations. Outputs have included targeted Community Service Announcements, video and written case studies about recipients and nominators, multiple live webinars and close collaboration with stakeholders to encourage nominations.

Significant work has been undertaken in revising nomination forms for the Order of Australia, Australian Bravery Decorations and the National Emergency Medal to capture further information on the cultural background and diversity of nominators and nominees.

The branch worked closely with the team managing and implementing the information and communications technology (ICT) modernisation of a new processing system (Cloud Awards). Aligned with Cloud Awards will be the establishment of a portal which enables organisations and individuals to submit nominations and recommendations online for all awards within the Australian Honours and Awards system. This application also enhances the security of the information provided to the Honours and Awards Branch. Cloud Awards will be launched early in 2023–24.

The branch has undertaken a major review of the technical specifications for all the Australian Honours and Awards insignia, taking into consideration changes to the way insignia have been produced over time, and relevant governance processes and performance measures. This has resulted in the development of a new suite of technical illustrations, specifications and imagery, as well as updated insignia determinations and compliance processes.







MANAGEMENT AND 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 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 2022–23.

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

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 Digital Services 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 People and Services (chairperson), Manager Household and Property,

Project Managers and the Chief Financial Officer. Responsibilities of the sub-committee include overseeing the delivery 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 Digital Services (chairperson), 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 Digital Services, Security and Business Continuity Coordinator, Manager Human Resources, and the IT Manager. Responsibilities of the sub-committee include monitoring 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 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 is comprised of an independent external Chair and 2 independent external members.

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
- employee representatives from across the branches
- 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 2022–23 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 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 2022–23 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 2022–23.

SECURITY FRAMEWORK

The Office continues to work on increasing our maturity in relation to the requirements of the Protective Security Policy Framework (PSPF). The Office is developing 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 the Attorney General's Department 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 2022–23, the engagement of RSM Australia (RSM) and McGrathNicol (McN) for the provision of internal audit services continued.

In 2022–23, RSM undertook a review of the Office's risk management practices to assess the effectiveness of current processes and procedures in place to identify and treat risks. McN completed a review of the Office's performance measurement and reporting, to assess the effectiveness of delivery against obligations from the *Public Governance, Performance and Accountability Act 2013*.

EXTERNAL SCRUTINY

On 29 September 2023, the ANAO provided an unmodified audit opinion on the Office's 2022–23 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 2022–23.

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. The Office continues to work within COVID-safe guidelines and Government advice while still delivering all critical business functions to enable the key functions of the Governor-General. The Office reviews and establishes 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 2015–18, as well as in previous agreements. This continues until January 2025 under OOSGG Determination (No.2) 2021 which was approved by the Australian Public Service Commissioner on 17 December 2021.

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.

On 17 December 2021 the Australian Public Service Commissioner approved the Office's remuneration proposal and OOSGG Determination (No.2) 2021. This Determination applies in addition to the Enterprise Agreement 2015–18. The Determination provides staff with increases to their existing salaries, to the effect of 1.9 per cent from 13 January 2022, then the lower of the applicable Wage Price Index figure or 2 per cent from 13 January 2023 and 13 January 2024, while maintaining the terms and conditions under the Enterprise Agreement 2015–18. The pay rise for January 2023 was increased to 3 per cent in line with Government advice. The Enterprise Agreement is accessible on the Office's intranet.

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

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

MANAGEMENT OF HUMAN RESOURCES

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:

- implementation of a new performance framework, the Annual Performance Agreement (APA), which provides a forum for constructive feedback and enables two-way conversations between staff and their managers. The completion of the APAs throughout the Office has been embraced in a collegial manner, providing opportunities for constructive conversations and facilitating career development
- development and delivery of training programs which allow staff to have increased experience and exposure opportunities to boost organisational capability and support professional development
- increasing the opportunity for flexible working arrangements, including supporting 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 building recruitment capability and increasing process efficiency and formal partnerships with local government, academic institutions and government agencies
- 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
- facilitating 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 2022–23, the Office did not have any officials requiring disclosures under the senior executives and other highly paid staff categories.

The Office has 2 KMP positions, which were occupied by 2 officers during 2022–23. 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 2023, the Office remunerated 92 employees: 90 employees were covered by the Enterprise Agreement (including 4 casual employees), one by the Remuneration Tribunal, and one by an Individual Flexibility Arrangement (IFA).

No employees received performance pay in 2022–23.

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

STAFFING CHANGES AND STATISTICS

In 2022–23, the average staffing level (ASL) for the Office was 84.82. 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 strategic and operational goals. Natural attrition has provided an opportunity to review positions to ensure we have the right people in the right place, with the right capabilities at the right time.

During the 2022–23 financial year there were 39 employee cessations and 28 employee commencements.

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

DEVELOPING STAFF

The Office's focus on employee communication and engagement aims to build organisational culture and collaboration by sharing content that creates a common understanding of purpose, priorities, and processes.

The Office is transforming its approach to internal communications by launching Microsoft Teams and SharePoint as this inspires thinking and connection in an increasingly virtual working environment.

The Office is committed to embedding a learning culture where staff engage in continuous learning through their work and from others, alongside targeted formal learning programs and resources. Employees are supported by their managers and have access to development opportunities that align with individual and organisational capability needs. Promotion of this learning culture is a shared responsibility between staff, their direct manager and the leadership of the organisation.

In 2022–23, there was continued commitment to the development of our staff, delivering training sessions across the Office including: APS Ethics and Values, Privacy, Cyber Security, Work Health and Safety, and Effective Communication. The reintroduction of face-to-face training after COVID-19 has been facilitated and delivered for all staff.

The Office continues to provide its people with access to confidential counselling services through its Employee Assistance Program.

The Office provides opportunities for school-aged students to undertake work experience placements.

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, contractors and visitors.

The Office policies and procedures are fundamental to our commitment to WHS. The Office takes all reasonable and practicable steps to protect the health, safety and wellbeing of all staff and actively communicates with all employees. This provides a greater 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.

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 obligations and responsibilities to ensure the safety of all
- 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 has a full-time, dedicated Senior Work Health Safety Advisor (SWHSA) to oversee health and safety, review WHS policies and processes, raise staff awareness and foster a culture of WHS, manage early intervention and compensation and provide the Health and Safety Representatives (HSRs) with guidance, education and sound advice. The SWHSA regularly consults with management and staff for all WHS initiatives and issues by providing legislative direction and understanding.

The WHS Committee meets every 3 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.

The health and wellbeing program includes the provision of specialist services, influenza vaccinations, guest speakers and health brochures covering a range of topics.

WHS inductions are presented and discussed for all new employees which provides them a greater understanding of their environment and WHS responsibilities whilst employed at the Office. All existing employees are required to undertake annual refresher training on key WHS programs to support and continue education with regards to WHS obligations.

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 charts 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 continues to be reinforced and COVID-safe measures are actively implemented according to advice from ACT Health and Commonwealth initiatives.

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.

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 on a regular basis. Staff across the Office participated in various training sessions including WHS training for managers and staff, first aid and cardiopulmonary resuscitation training, snake safety, epilepsy awareness, managing wellbeing and training in recognising vicarious trauma.

Other mandatory training sessions and presentations included emergency safety training, emergency warden training and e-learning covering ethics and values, cultural awareness, bullying and harassment, diversity and discrimination, security, health safety and wellbeing, and fraud and corruption.

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

The Office continues to support return to work, early intervention and rehabilitation activities as part of a robust tailored injury management program. The Office currently has no active Comcare compensation cases.

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 was superseded by the National Disability Strategy 2010–20.

The National Disability Strategy 2010–20 has been superseded and built on by Australia's Disability Strategy 2021–31, which sets out a plan for continuing to improve the lives of people with disability in Australia over the next 10 years. A range of reports will be published including a data dashboard, annual targeted action plan reports, implementation reports every 2 years and 2 major evaluations. Over time the data will form an evidence base to guide decisions on disability changes. Further information can be found at **www.disabilitygateway.gov.au/ads** and **https://www.dss.gov.au/disability-and-carers/disability-strategy.**

The Australian Government, along with state and territory governments and the Australian Local Government Association used results of the National Disability Strategy consultations to inform development of Australia's Disability Strategy 2021–31.

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 $179.2 million (2021–22: $178.4 million).

As at 30 June 2023, administered non-financial assets comprised:

- $169.944 million of land and buildings. These relate to the 2 vice-regal properties: Government House and Admiralty House
- $1.264 million of infrastructure, plant and equipment
- $5.373 million of inventories being medals held by the Office and to be issued under the Australian honours 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 2023, Departmental assets comprised:

- $2.234 million of infrastructure, plant and equipment primarily relating to gardening and information technology
- $0.144 million of intangibles representing ordinary software
- $0.032 million of inventories
- $0.257 million 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.

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

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

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

The Office actively engages with Indigenous enterprises (in accordance with Commonwealth Indigenous Procurement Policy) and 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 considers 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 2022–23, 4 new reportable consultancy contracts were entered into involving total actual expenditure of $179,944. In addition, 12 ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of $486,376. 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 2022–23 was $75,518.

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 2022–23 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 in 2022–23.

The Office undertook 2 market research activities in 2022–23.

Organisation	Purpose	Expenditure
Hall & Partners Pty Ltd	User testing of new honours and awards nomination forms to ensure accessibility and usability.	$32,670 (GST inc.)
Hall & Partners Pty Ltd	Insights to inform activity to increase awareness of and engagement with the Order of Australia by the Australian community.	$32,945 (GST inc.)

DISCRETIONARY GRANTS

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

INFORMATION TECHNOLOGY

The Office's outcomes continue to be underpinned by advancements in the security, reliability, mobility, and functionality of its information and communications technology (ICT) infrastructure, as laid out in the ICT Strategic Plan 2018–23. Notable achievements in the 2022–23 period included:

- establishment of a branch dedicated to managing and delivering digital services, which includes a strong focus on cyber security
- persistent dedication to ICT security governance, aligned with the OOSGG ICT Cyber Security Strategy. This encompasses the ongoing enhancement of security governance policies, standards, and procedures

- implementation of a Security Operations Centre capability in collaboration with an industry partner, enhancing cyber security monitoring and response capabilities
- successful finalisation of the new Cloud Awards Honours and Awards management system, set to launch in July 2023
- execution of a managed services support arrangement with an industry partner, specifically for the Cloud Awards system
- broadening of Honours and Awards diversity data capture through the user-friendly Cloud Awards online portal
- adoption of Microsoft 365 across the Office, substantially boosting mobility, functionality, and collaboration capabilities
- distribution of new laptops to all staff members and provision of new mobile phones to highly mobile staff, fully integrated with Microsoft 365
- transition of a majority of virtual servers from on-premises to Microsoft's Azure cloud platform
- conception of a fresh Office information architecture, strategically designed for the forthcoming migration of all Office files to SharePoint (migration scheduled for second quarter of FY2022–23).
- implementation of Records365 as the new records management tool, with complete adoption set to follow the file migration to SharePoint
- skill enhancement initiatives for both staff and the IT Operations team, oriented toward harnessing the potential of new cloud technologies, namely Microsoft 365 and Azure
- institution of a structured technical change management system to effectively manage IT system changes
- adoption of a service desk ticketing tool to enhance the administration of user support
- establishment of Level 3 IT support capability through collaboration with an industry partner, offering enhanced redundancy, capability, and service.

These achievements were made possible through internal Office funding and the additional funding secured for new policy proposals (NPP) concerning ICT and Honours and Awards modernisation. Collectively, these projects spearheaded a modernisation of the Honours and Awards system, now called Cloud Awards, while simultaneously delivering a digital transformation for the entire Office workforce. This transformation, in turn, has significantly elevated business continuity, mobility, collaboration, and cyber security measures, all contributing to the fulfilment of Office outcomes in a resource-efficient and effective manner. As a PGPA Act agency, the Office has actively participated in and benefited from various whole-of-government arrangements. These initiatives have encompassed coordinated telecommunications services, as well as streamlined software and hardware procurement procedures.

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 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, copies of documents will be provided after the Office receives payment of any charges that apply.

FOI APPLICATIONS IN 2022–23

During 2022–23, 66 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

- 7 were released in full
- 6 were released in part
- 39 were denied under section 6A of the Act
- 2 were denied under other sections of the Act
- 11 were requests that did not relate to documents in possession of the agency and therefore the FOI Act did not apply
- one was withdrawn.

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 continues to apply the Sustainability Plan from the Property Service Provider that identifies energy saving opportunities focusing on reducing energy consumption. All electricity procured in the ACT is from a renewable energy Power Purchase Agreement (PPA), which has net zero emissions under a market-based calculation approach.

As part of the Office's Property Works Program, initiatives and alternative resources are considered, for each project that is undertaken, that can aid in reducing energy consumption across our sites.

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 has commenced investigating possible electric vehicle solutions as part of its programmed vehicle fleet turnover and the associated infrastructure to support such changes. This would complement our current use of electric carts by our Horticulture Operations team at Government House.

RESOURCE EFFICIENCY AND WASTE

The Office has recently undertaken an ICT Uplift Project which has provided staff the ability to reduce the requirement for printing across most business programs. The Office recycles printing paper where printer capability allows.

In 2022–23, the Office continued its partnerships with BinShift and GoTerra to split our waste streams into landfill, mixed recycle, dry compost, paper, soft plastics, 10c deposit and wet compost. The 10c recyclable waste is accumulated and collected by a charity who cashes it in and retains the funds.

The Office further pursues its environmental commitment with other initiatives such as:

- composting of green waste and dry compostable paper products at Admiralty House and Government House
- continued use of a soil sieve at Government House, to enable on-site manufacture of high-quality compost, with savings on materials, handling and costs
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra
- migration from petrol to electric handheld machinery items.

The Office worked within the guidelines issued by the ACT Government 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 2022–23, the Office continued to closely manage its water consumption for irrigation within the licensed allotment.

GREENHOUSE GAS EMISSIONS

TABLE 7A: GREENHOUSE GAS EMISSIONS INVENTORY (LOCATION-BASED APPROACH)

Emission Source	Scope 1 kg CO_2-e	Scope 2 kg CO_2-e	Scope 3 kg CO_2-e	Total kg CO_2-e
Electricity (Location Based Approach)	N/A	697,362	57,318	754,680
Natural Gas	96,988	N/A	24,656	121,645
Fleet Vehicles	22,837	N/A	2,844	25,681
Domestic Flights	N/A	N/A	45,215	45,215
Other Energy	-	N/A	-	-
Total kg CO_2-e *	**119,825**	**697,362**	**130,034**	**947,221**

* CO_2-e = Carbon Dioxide Equivalent

** This data set excludes use of some non-owned equipment such as international travel and non-commercial flights. The Office continues to review the emissions boundary in line with the Department of Finance advice as part of an increasing focus on energy efficiency and sustainability.

TABLE 7B: GREENHOUSE GAS EMISSIONS INVENTORY (MARKET-BASED APPROACH)

Emission Source	Scope 1 kg CO_2-e	Scope 2 kg CO_2-e	Scope 3 kg CO_2-e	Total kg CO_2-e
Electricity (Market Based Approach)	N/A	217,654	28,807	246,461
Natural Gas	96,988	N/A	24,656	121,645
Fleet Vehicles	22,837	N/A	2,844	25,681
Domestic Flights	N/A	N/A	45,215	45,215
Other Energy	-	N/A	-	-
Total kg CO_2-e *	**119,825**	**217,654**	**101,523**	**439,002**

* CO_2-e = Carbon Dioxide Equivalent

** This data set excludes use of some non-owned equipment such as international travel and non-commercial flights. The Office continues to review the emissions boundary in line with the Department of Finance advice as part of an increasing focus on energy efficiency and sustainability.







FINANCIAL STATEMENTS

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Australian National Audit Office

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 2023:

(a) comply with Australian Accounting Standards – Simplified Disclosures 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 2023 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 2023 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.

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 – Simplified Disclosures 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

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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



Amy Wicks

Audit Principal

Delegate of the Auditor-General

Canberra

29 September 2023

Office of the Official Secretary to the Governor-General
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 2023 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
Office of the Official Secretary to the Governor-General

29 September 2023

Signed.....

Debbie Banerjee
Chief Financial Officer
Office of the Official Secretary to the Governor-General

29 September 2023

Office of the Official Secretary to the Governor-General
STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2023

	Notes	2023 $	2022 $	Original Budget $
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	**9,803,052**	9,632,826	10,490,000
Supplier expenses[1]	1B	**12,324,667**	9,200,507	13,077,000
Depreciation and amortisation	5	**636,372**	555,271	482,000
Finance costs	1C	**149**	10	-
Losses from asset write-offs	5	**164**	23,034	-
Total expenses		**22,764,404**	19,411,648	24,049,000
Own-source revenue				
Revenue from contracts with customers	2A	**287,102**	241,482	258,000
Resources received free of charge	2B	**187,916**	175,117	252,000
Total own-source revenue		**475,018**	416,599	510,000
Net cost of services		**(22,289,386)**	(18,995,049)	(23,539,000)
Revenue from Government				
Departmental annual appropriations		**23,057,000**	15,952,000	23,057,000
(Deficit) / Surplus on continuing operations		**767,614**	(3,043,049)	(482,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		**-**	176,037	-
Total other comprehensive loss		**-**	176,037	-
Total comprehensive income/(loss)		**767,614**	(2,867,012)	(482,000)

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

[1]2022 includes $3,206,795 for suppliers – software as a service (SaaS)

Office of the Official Secretary to the Governor-General
STATEMENT OF COMPREHENSIVE INCOME Budget Variance Commentary
for the year ended 30 June 2023

Explanation of Major Variances[1]	Affected line item
Employee benefits Employee benefits were under budget by $687k (6.5%) predominantly because of a lower than budgeted average staffing level (ASL) and delayed recruitment activity. Additionally, an increase in the bond rate resulted in a reduction in the long service leave provision balance, further reducing employee benefits. Employee benefits in the cash flow statement were under budget as a result of the above.	*Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)*
Supplier expenses Supplier expenses were under budget by $752k (5.8%). The main driver was the Office's ICT modernisation program to deploy a contemporary environment based on the Digital Transformation Agency's blueprint. Supplier expenses in the cash flow statement were also under budget as a result of the above.	*Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position), Operating cash used - suppliers (Cash Flow Statement)*
Depreciation and amortisation Depreciation expense was over budget by $154k (32.0%). The main driver was the deployment of new laptops.	*Depreciation expense (Statement of Comprehensive Income), Non-financial assets (Statement of Financial Position), Operating cash used - suppliers (Cash Flow Statement)*
Own source revenue Revenue from contracts with customers was over budget by $29k (11.3%) predominantly as a result of settling an insurance claim with Comcover.	*Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)*

[1]A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the reader's understanding.

Office of the Official Secretary to the Governor-General
STATEMENT OF FINANCIAL POSITION
for the year ended 30 June 2023

	Notes	2023 $	2022 $	Original Budget $
ASSETS				
Financial assets				
Cash and cash equivalents		**161,644**	167,198	167,000
Trade and other receivables	4	**4,350,465**	10,704,984	3,595,000
Total financial assets		**4,512,109**	10,872,182	3,762,000
Non-financial assets				
Property, plant and equipment[1]	5	**2,234,188**	2,317,418	2,265,000
Intangibles	5	**143,744**	243,225	223,000
Inventories		**32,399**	35,005	35,000
Prepayments		**256,686**	223,994	223,000
Total non-financial assets		**2,667,017**	2,819,642	2,746,000
Total assets		**7,179,126**	13,691,824	6,508,000
LIABILITIES				
Payables				
Suppliers	6A	**839,775**	1,366,035	1,374,000
Other payables	6B	**685,128**	241,189	233,000
Leases	6C	**3,524**	-	-
Total payables		**1,528,427**	1,607,224	1,607,000
Provisions				
Employee provisions	7	**2,752,456**	3,252,541	3,177,000
Total provisions		**2,752,456**	3,252,541	3,177,000
Total liabilities		**4,280,884**	4,859,765	4,784,000
Net assets		**2,898,243**	8,832,059	1,724,000
EQUITY				
Contributed equity		**4,586,665**	11,288,095	4,587,000
Asset revaluation reserve		**796,646**	796,646	797,000
Accumulated deficit		**(2,485,068)**	(3,252,682)	(3,660,000)
Total equity		**2,898,243**	8,832,059	1,724,000

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

[1]Right-of-use assets are included in the property, plant and equipment category of non-financial assets.

Office of the Official Secretary to the Governor-General
STATEMENT OF FINANCIAL POSITION Budget Variance Commentary
for the year ended 30 June 2023

Explanation of Major Variances[1]	Affected line item
Trade and other receivables The trade and other receivables were over budget by $756k (21.0%). The Office received funding for an ICT modernisation program with the difference in timing of delivery of the program and appropriated funds resulting in an unspent balance at year end.	*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)*
Non-financial assets Intangible assets were under budget by $79k (35.5%) due to timing of project completion.	*Non-financial assets (Statement of Financial Position), Investing cash used (Cash Flow Statement), Operating cash used (Cash Flow Statement)*
Suppliers' payables Suppliers' payables were under budget by $534k (38.9%) predominantly because of efficient management of account payable processes.	*Payables (Statement of Financial Position), Operating cash used (Cash Flow Statement)*
Provisions Employee provisions were under budget predominantly as a result of changes in the discounting rate.	*Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)*
[1]A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the reader's understanding.	

Office of the Official Secretary to the Governor-General
STATEMENT OF CHANGES IN EQUITY
for the year ended 30 June 2023

	2023 $	2022 $	Original Budget $
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous year	**11,288,095**	5,139,095	11,288,000
Transactions with owners			
Return of departmental capital budget	**(7,110,430)**	-	(7,553,000)
Departmental capital budget	**409,000**	6,149,000	852,000
Total transactions with owners	**(6,701,430)**	6,149,000	(6,701,000)
Closing balance as at 30 June	**4,586,665**	11,288,095	4,587,000
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous year	**(3,252,682)**	(209,633)	(3,178,000)
Comprehensive income			
Surplus/(deficit) for the year	**767,614**	(3,043,049)	(482,000)
Total comprehensive income/(loss)	**767,614**	(3,043,049)	(482,000)
Closing balance as at 30 June	**(2,485,068)**	(3,252,682)	(3,660,000)
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous year	**796,646**	620,609	797,000
Closing balance as at 30 June	**796,646**	796,646	(2,381,000)
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous year	**8,832,059**	5,550,071	8,907,000
Comprehensive income			
Surplus/(deficit) for the year	**767,614**	(3,043,049)	(482,000)
Other comprehensive income/(loss)	**-**	176,037	-
Total comprehensive income/(loss)	**767,614**	(2,867,012)	(482,000)
Contributed equity			
Departmental capital budget	**(6,701,430)**	6,149,000	(6,701,000)
Total contributed equity	**(6,701,430)**	6,149,000	(6,701,000)
Closing balance as at 30 June	**2,898,243**	8,832,059	1,724,000

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

Accounting Policy

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year and Departmental Capital Budgets are recognised directly in contributed equity in that year.

Office of the Official Secretary to the Governor-General
CASH FLOW STATEMENT
for the year ended 30 June 2023

	2023 $	2022 $	Original Budget $
OPERATING ACTIVITIES			
Cash received			
Appropriations	**22,485,525**	19,029,474	23,057,000
Rendering of services	**270,091**	173,451	258,000
GST received	**1,293,210**	823,039	-
Other	**238,916**	74,413	-
Total cash received	**24,287,742**	20,100,377	23,315,000
Cash used			
Employees	**(10,167,299)**	(9,158,554)	(10,490,000)
Suppliers	**(12,411,315)**	(9,679,068)	(12,825,000)
Section 74 receipts transferred to OPA	**(1,656,828)**	(1,273,982)	-
Interest payments on lease liabilities	**(149)**	(10)	-
Total cash used	**(24,235,591)**	(20,111,614)	(23,315,000)
Net cash from (used by) operating activities	**52,151**	(11,237)	-
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment	**-**	27,273	-
Total cash received	**-**	27,273	-
Cash used			
Purchase of plant and equipment	**(448,650)**	(620,595)	(409,000)
Total cash used	**(448,650)**	(620,595)	(409,000)
Net cash (used by) investing activities	**(448,650)**	(593,322)	(409,000)
FINANCING ACTIVITIES			
Cash received			
Contributed equity - DCB	**392,596**	576,924	409,000
Total cash received	**392,596**	576,924	409,000
Cash used			
Principal payments of lease liabilities	**(1,651)**	(1,790)	-
Total cash used	**(1,651)**	(1,790)	-
Net cash from financing activities	**390,945**	575,134	409,000
Net (decrease) in cash held	**(5,554)**	(29,425)	-
Cash and cash equivalents at the beginning of the reporting year	**167,198**	196,623	167,000
Cash and cash equivalents at the end of the reporting year	**161,644**	167,198	167,000

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 2023

	Notes	2023 $	2022 $	Original Budget $
NET COST OF SERVICES				
EXPENSES				
Suppliers	11	**2,290,492**	2,298,692	4,274,000
Governor-General's salary		**495,000**	495,000	495,000
Depreciation and amortisation	14	**2,035,585**	1,920,439	1,985,000
Write-down and impairment of assets	14	**110,056**	7,479	-
Total expenses		**4,931,133**	4,721,610	6,754,000
INCOME				
Revenue				
Non-taxation revenue				
Revenue from contracts with customers - sale of goods		**43,918**	24,929	38,000
Total non-taxation revenue		**43,918**	24,929	38,000
Total income		**43,918**	24,929	38,000
Net cost of services		**(4,887,215)**	(4,696,681)	(6,716,000)
Deficit		**(4,887,215)**	(4,696,681)	(6,716,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		**-**	4,494,099	-
Total other comprehensive income		**-**	4,494,099	-
Total comprehensive loss attributable to the Australian Government		**(4,887,215)**	(202,582)	(6,716,000)

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

Office of the Official Secretary to the Governor-General
ADMINISTERED SCHEDULE OF ASSETS AND LIABILITIES
for the year ended 30 June 2023

	Notes	2023 $	2022 $	Original Budget $
ASSETS				
Financial assets				
Cash and cash equivalents		**503**	588	1,000
Trade and other receivables	13	**388,589**	213,343	213,000
Total financial assets		**389,092**	213,931	214,000
Non-financial assets				
Land and buildings	14	**169,944,068**	169,941,621	170,927,000
Property, plant and equipment	14	**1,263,881**	1,375,902	1,407,000
Inventories	15	**5,373,278**	4,228,358	4,228,000
Total non-financial assets		**176,581,227**	175,545,881	176,562,000
Total assets administered on behalf of Government		**176,970,319**	175,759,812	176,776,000
LIABILITIES				
Payables				
Suppliers	16	**390,579**	212,787	212,000
Total payables		**390,579**	212,787	212,000
Total liabilities administered on behalf of Government		**390,579**	212,787	212,000
Net assets		**176,579,740**	175,547,025	176,564,000

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

Office of the Official Secretary to the Governor-General
SCHEDULE OF ADMINISTERED ITEMS Budget Variance Commentary
for the year ended 30 June 2023

Explanation of Major Variances[1]	Affected line item
Suppliers The financial statements recognise the cost of medal inventory as an expense once the medal is awarded and issued. The budget recognises supplier expense as the total cash funding available to the office for medals and other related purchases. The variance of $1.98m under budget (46%) is driven by fewer medals being issued than anticipated. Supplier expenses in the cash flow statement were under budget as a result of the above.	*Supplier Expense (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)* *Suppliers Payable (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)*
Trade and other receivables The higher receivable balance of $176k (82.4%) against the budget is related to the timing of GST refunds.	*Trade and other receivables (Administered Schedule of Assets and Liabilities, Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement)*
Non-Financial Assets Inventories exceeded budget by $1.1m (27.1%) mainly driven by more medals being purchased than awarded during the financial year.	*Inventories (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)*
[1]A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the readers understanding.	

Office of the Official Secretary to the Governor-General
ADMINISTERED RECONCILIATION SCHEDULE
for the year ended 30 June 2023

	2023 $	2022 $
Opening assets less liabilities as at 1 July	**175,547,025**	169,391,158
Net cost of services		
Income	**43,918**	24,929
Expenses		
Payments to entities other than corporate Commonwealth entities	**(4,931,133)**	(4,721,610)
Other comprehensive income		
Revaluations transferred from reserves	**-**	4,494,099
Transfers (to)/from the Australian Government		
Appropriation transfers from the Official Public Account (OPA)		
Annual appropriations	**5,803,154**	6,519,077
Special appropriations (unlimited)	**495,000**	495,000
Appropriation transfers to OPA		
Transfers to OPA	**(378,224)**	(655,628)
Closing assets less liabilities as at 30 June	**176,579,740**	175,547,025

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

Accounting Policy

Administered Cash Transfers to and from the Official Public Account

Revenue collected by the Office for use by the Government rather than the Office is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. These transfers to 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 year ended 30 June 2023

	2023 $	2022 $
OPERATING ACTIVITIES		
Cash received		
Sales of goods and rendering of services	**31,829**	24,534
Net GST received	**-**	51,908
Total cash received	**31,829**	76,442
Cash used		
Suppliers	**(3,230,629)**	(4,557,000)
Governor-General's salary	**(495,000)**	(495,000)
Net GST paid	**(190,148)**	-
Total cash used	**(3,915,777)**	(5,052,000)
Net cash (used by) operating activities	**(3,883,948)**	(4,975,558)
INVESTING ACTIVITIES		
Cash used		
Purchase of plant and equipment	**(2,036,067)**	(2,498,534)
Total cash used	**(2,036,067)**	(2,498,534)
Net cash used by investing activities	**(2,036,067)**	(2,498,534)
Cash from Official Public Account		
Appropriations	**6,298,154**	7,014,076
Total cash from Official Public Account	**6,298,154**	7,014,076
Cash to Official Public Account		
Appropriations	**(378,224)**	(655,628)
Total cash to Official Public Account	**(378,224)**	(655,628)
Net decrease in cash held	**(5,920,015)**	(7,474,092)
Cash and cash equivalents at the beginning of the reporting year	**588**	1,116,232
Cash and cash equivalents at the end of the reporting year	**503**	588

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

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Overview

1.1 Outcome

The Office of the Official Secretary to the Governor-General (the Office) is an Australian Government controlled Non-Corporate Commonwealth Entity (NCCE). The Office is a statutory office established under the *Governor-General Act 1974* and 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 three program components:

- Component 1 - Support of the Governor-General
- Component 2 - Management and maintenance of the official properties; and
- Component 3 - Acquisition of Australian honours medals/insignia, warrants and investiture.

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 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 – including simplified disclosures for Tier 2 Entities under AASB 1060 issued by the Australian Accounting Standards Board (AASB) that apply for the reporting year.

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 New Accounting Standards

Two amending standards (*AASB 2021-2 and AASB 2021-6*) were adopted earlier than the application date as stated in the standard. These amended standards have been adopted for the 2022-23 reporting period.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Standard/Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates (AASB 2021-2) and *AASB 2021-6 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies: Tier 2* and *Other Australian Accounting Standards (AASB 2021-6)*	AASB 2021-2 amends AASB 7, AASB 101, AASB 108, AASB 134 and AASB Practice Statement 2. The amending standard requires the disclosure of material, rather than significant, accounting policies, and clarifies what is considered a change in accounting policy compared to a change in accounting estimate. AASB 2021-6 amends the Tier 2 reporting requirements set out in AASB 1049, AASB 1054 and AASB 1060 to reflect the changes made by AASB 2021-2. The details of the changes in accounting policies and adjustments are disclosed below and in the relevant notes to the financial statements. This amending standard is not expected to have a material impact on the entity's financial statements for the current reporting period or future reporting periods.

1.4 Significant Accounting Judgement 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 year.

In accordance with *AASB 13 Fair Value of Property, Plant and Equipment* has been taken to be the market price of similar 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.

1.5 Revenue

Revenue from Government

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

1.6 Cash

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

1.7 Inventories

Inventories held for distribution are valued at cost, adjusted for any loss of service potential. Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

1.8 Taxation

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

1.9 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.

A desktop revaluation of non-financial assets (land only) was undertaken as at 30 June 2023.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

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.

1.10 Events After the Reporting Year

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

1.11 Contingent Assets and Liabilities

At 30 June 2023, the Office had no contingent assets or liabilities to disclose.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1. Expenses

	2023	2022
	$	$
Note 1A: Employee benefits		
Wages and salaries	**8,589,373**	7,899,370
Superannuation		
Defined contribution plans	**970,051**	805,656
Defined benefit plans	**416,972**	531,572
Leave and other entitlements	**(173,344)**	396,228
Total employee benefits	**9,803,052**	9,632,826

Accounting Policy

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

	2023	2022
	$	$
Note 1B: Supplier expenses		
Goods and services supplied or rendered		
Consultants and contractors[1]	**5,618,517**	1,524,054
Travel	**579,222**	298,578
IT services[2]	**2,773,568**	4,128,273
Property maintenance	**1,391,074**	1,234,654
Professional fees	**562,896**	732,566
Printing, consumables and general	**472,492**	568,169
Household and hospitality	**575,962**	399,401
Other	**192,488**	190,359
Total goods and services supplied or rendered	**12,166,219**	9,076,054
Provision of goods	**811,759**	567,157
Rendering of services	**11,354,460**	8,508,897
Total goods and services supplied or rendered	**12,166,219**	9,076,054
Other suppliers		
Workers' compensation expenses	**158,448**	124,453
Total other suppliers	**158,448**	124,453
Total suppliers	**12,324,667**	9,200,507

[1]Consultants and contractors is comprised of $0.67m for consultants and $4.95m for contractors. The increase from 2022 to 2023 in contractor spend is attributed to the need for specialised expertise to enhance project efficiencies.

[2]IT services include cloud computing arrangements.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

	2023	2022
	$	$
Note 1C: Finance costs		
Interest on lease liabilities[1]	**149**	10
Total finance costs	**149**	10

All borrowing costs are expensed as incurred.

[1]Interest component of lease payments for a right of use (ROU) asset recognised under *AASB 16*.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

2. Own-Source Revenue and Gains

	2023	2022
	$	$
Note 2A: Revenue from contracts with customers		
Rendering of services[1]	**286,710**	230,686
Miscellaneous receipts	**392**	10,796
Total revenue from contracts with customers	**287,102**	241,482
Disaggregation of revenue from contracts with customers		
Type of customer:		
Service delivery to Australian Government entities	**286,710**	230,686
Sales to non-Government entities	**392**	10,796
	287,102	241,482

[1]Rendering of services for the current financial year predominantly relates to revenue from the memorandum of understanding (MOU) with the Department of Prime Minister and Cabinet (PM&C) to undertake grounds maintenance at Kirribilli House on its behalf.

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 year. Allowances are made when collectability of the debt is judged to be less rather than more likely.

	2023	2022
	$	$
Note 2B: Resources received free of charge		
Resources received free of charge		
Audit services provided by the Australian National Audit Office	**85,000**	85,000
Secondment arrangements	**102,916**	90,117
Resources received free of charge	**187,916**	175,117

Accounting Policy

Resources received free of charge

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.

Secondments

Secondment arrangement services received free of charge are accounted for as the fair value 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.

On the initial recognition of secondment arrangement services as an asset or an expense, the Office recognises any related amounts in accordance with the relevant standard. The Office recognises the excess of the fair value of the services over the recognised related amounts as income immediately in the income statement.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

3. Fair Value Measurement

	Fair value measurements at the end of the reporting year	
	2023	2022
Non-financial assets		
Property, plant and equipment	**2,234,188**	2,317,418
Total property, plant and equipment	**2,234,188**	2,317,418
Total fair value measurements	**2,234,188**	2,317,418

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.

Refer to Note 5.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

4. Financial Assets

	2023	2022
	$	$
Note 4: Trade and other receivables		
Appropriations receivable[1]	**4,111,100**	10,465,803
Other receivables	**114,380**	8,589
GST receivable from the Australian Taxation Office	**124,985**	230,592
Total goods and services receivables	**4,350,465**	10,704,984
Total trade and other receivables (net)	**4,350,465**	10,704,984

Credit terms for goods and services were within 30 days (2022: 30 days)

[1]To be read in conjunction with Note 18. Excludes unspent cash of $161,644.

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 (SPPI), 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.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

5. Non-Financial Assets

Current Year - Reconciliation of Property, Plant and Equipment

	Property, plant and equipment $	Computer software purchased $	Total $
As at 1 July 2022			
Gross book value	2,509,358	1,002,858	**3,512,216**
Accumulated depreciation, amortisation and impairment	(191,940)	(759,633)	**(951,573)**
Total as at 1 July 2022	**2,317,418**	**243,225**	**2,560,643**
Additions	**452,720**	**1,105**	**453,825**
Asset purchases	*431,842*	-	***431,842***
Work in progress	*15,703*	*1,105*	***16,808***
Right-of-use assets	*5,175*	-	***5,175***
Depreciation and amortisation	**(535,786)**	**(100,586)**	**(636,372)**
Disposals	**(164)**	**-**	**(164)**
Gross book value of disposed assets	*(3,600)*	-	***(3,600)***
Accumulated depreciation of disposed assets	*3,436*	-	***3,436***
Total as at 30 June 2023	**2,234,188**	**143,744**	**2,377,932**
Total as at 30 June 2023 represented by:			
Gross book value	2,958,480	1,003,962	**3,962,442**
Accumulated depreciation and impairment	(724,292)	(860,218)	**(1,584,510)**
Total as at 30 June 2023	**2,234,188**	**143,744**	**2,377,932**

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Revaluations of non-financial assets
A desktop revaluation of non-current assets (Land only) at Government House and Admiralty House was conducted as at 30 June 2023 by an independent valuer, JLL, in accordance with the revaluation policy stated at Note 5. This resulted in no change in the fair value of the non-current assets.

Contractual commitments for the acquisition of property, plant, equipment and intangible assets
Contractual commitments relating to non-financial assets amounted to $94,787 (2022: $72,761) 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.

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*

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

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 years, as appropriate.

Depreciation rates applying to each class of depreciable assets are based on the following remaining useful lives:

	2023	2022
Buildings on freehold land	1 to 125 years	1 to 126 years
Plant and equipment	1 to 53 years	1 to 54 years
Furniture and fittings, fine arts and antiques	to 181 years	3 to 182 years
Motor vehicles	1 to 11 years	2 to 11 years
Ceremonial motor vehicles	31 years	32 years
Computer hardware	1 to 7 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 2023. 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 (2022: 5 years). All software assets were assessed for indications of impairment as at 30 June 2023. No indicators of impairment were identified.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

6. Payables

	2023	2022
	$	$
Note 6A: Suppliers		
Trade creditors and accruals	**839,775**	1,366,035
Total suppliers	**839,775**	1,366,035

Supplier payables are settled within 20 days (2022: 20 days).

	2023	2022
	$	$
Note 6B: Other payables		
Salaries and wages	**228,094**	199,064
Superannuation	**37,479**	33,587
Other	**419,555**	8,538
Total other payables	**685,128**	241,189

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

	2023	2022
	$	$
Note 6C: Leases		
Lease liabilities	**3,524**	-
Total leases	**3,524**	-
Maturity analysis - contractual undiscounted cash flows		
Within 1 year	**1,724**	-
Within 1 to 5 years	**1,800**	-
Total leases	**3,524**	-

Total cash outflow for leases for the year ended 30 June 2023 was $1,800 (2022: $1,800).

The above lease disclosure should be read in conjunction with the accompanying note 1C.

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 year 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.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

7. Employee Provisions

	2023	2022
	$	$
Note 7: Employee provisions		
Leave	**2,752,456**	3,252,541
Total employee provisions	**2,752,456**	3,252,541

Accounting Policy

Liabilities for short-term employee benefits and termination benefits due within twelve months of the end of the reporting year 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 year minus the fair value at the end of the reporting year 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 calculated using Department of Finance (DoF) Shorthand Model which incorporates the work of an actuary as at 30 June 2023. 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 DoF'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.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

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.

	2023	2022
	$	$
Short-term employee benefits		
Salary	**552,140**	518,958
Annual leave	**37,090**	34,918
Total short-term employee benefits	**589,230**	553,876
Post-employment benefits		
Superannuation	**68,843**	72,270
Total post-employment benefits	**68,843**	72,270
Other long-term employee benefits		
Long service[1]	**18,248**	2,194
Total other long-term employee benefits	**18,248**	2,194
Total key management personnel remuneration expenses	**676,321**	628,340

The total number of KMP that are included above is 2 (2022: 2).

[1]Long-service leave reflects the effect of the current bond rate which increased from 3.7% in the prior year to 4.0% this financial year.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

9. Related Party Disclosures

Related party relationships:
The Office is an Australian Government controlled entity. Related parties to the Office are KMP and other Australian Government entities. The Office has assessed the KMP to comprise of 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 year by the Office, it has been determined that there are no related party transactions to be separately disclosed.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

10. Financial Instruments

	2023 $	2022 $
Note 10: Categories of financial instruments		
Financial assets		
Financial assets at amortised cost		
Cash and cash equivalents	**161,644**	167,198
Trade and other receivables (net)	**114,380**	8,589
Total financial assets at amortised cost	**276,024**	175,787
Financial liabilities		
Financial liabilities measured at amortised cost		
Trade creditors	**839,775**	1,366,035
Other	**419,555**	8,538
Total financial liabilities measured at amortised cost	**1,259,330**	1,374,573

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 Liabilities 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 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 year 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'.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

11. Administered – Expenses

	2023 $	2022 $
11: Suppliers		
Goods and services supplied or rendered		
Cost of medals[1]	**1,984,805**	2,126,078
Other	**305,687**	172,614
Total good and services supplied or rendered	**2,290,492**	2,298,692
Provision of goods	**1,984,012**	2,198,379
Services rendered	**306,480**	100,313
Total goods and services supplied or rendered	**2,290,492**	2,298,692

[1]Relates to the volume of medals being issued during the financial year.

12. Administered – Fair Value Measurements

	Fair value measurements at the end of the reporting year	
	2023 $	2022 $
Non-financial assets		
Land	**115,000,000**	115,000,000
Buildings	**54,944,068**	54,941,621
Property, plant and equipment	**1,263,881**	1,375,902
Total non-financial assets	**171,207,949**	171,317,523
Total fair value measurements of assets in the statement of financial position	**171,207,949**	171,317,523

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.

Desktop revaluations of land assets at Government House and Admiralty House were conducted as at 30 June 2023 by an independent valuer, JLL, in accordance with the revaluation policy stated at Note 5. This resulted in no change in the fair value of the non-financial land assets.

13. Administered – Financial Assets

	2023 $	2022 $
13: Trade and other receivables		
Goods and services receivables in connection with:		
Trade receivables	**388,589**	213,343
Total trade and other receivables (net)	**388,589**	213,343

Credit terms for goods and services were within 30 days (2022: 30 days).

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

14. Administered – Non-Financial Assets

Reconciliation of property, plant and equipment and intangibles

	Land $	Buildings $	Total land and buildings $	Property plant and equipment $	Total $
As at 1 July 2022					
Gross book value	115,000,000	54,961,026	169,961,026	1,376,831	**171,337,857**
Accumulated depreciation, amortisation and impairment	-	(19,405)	(19,405)	(929)	**(20,334)**
Total as at 1 July 2022	**115,000,000**	**54,941,621**	**169,941,621**	**1,375,902**	**171,317,523**
Additions					
Work in progress	-	2,036,069	2,036,069	-	**2,036,069**
Revaluations and impairments recognised in other comprehensive income	-	(108,406)	(108,406)	(1,652)	**(110,058)**
Depreciation and amortisation	-	(1,925,216)	(1,925,216)	(110,369)	**(2,035,585)**
Total as at 30 June 2023	**115,000,000**	**54,944,068**	**169,944,068**	**1,263,881**	**171,207,949**
Total as at 30 June 2023 represented by:					
Gross book value	115,000,000	56,887,096	171,887,096	1,373,530	**173,260,626**
Accumulated depreciation, amortisation and impairment	-	(1,943,028)	(1,943,028)	(109,649)	**(2,052,677)**
Total as at 30 June 2023	**115,000,000**	**54,944,068**	**169,944,068**	**1,263,881**	**171,207,949**

Revaluations of non-financial assets
Desktop revaluation of land assets at Government House and Admiralty House was conducted as at 30 June 2023 by an independent valuer, JLL, in accordance with the revaluation policy stated at Note 5.

Contractual commitments for the acquisition of property, plant, equipment and intangible assets. Contractual commitments relating to non-financial assets amounted to $679,977 (2022: $1,004,278) GST inclusive.

Buildings
Capital improvements to Government House and Admiralty House's official properties are undertaken from the Office's Administered Capital Budget (ACB).

15. Administered – Inventories

	2023 $	2022 $
15: Inventories		
Inventories held for distribution	**5,373,278**	4,228,358
Total suppliers	**5,373,278**	4,228,358

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 2023, $1,984,805 of inventory was recognised as an expense (2022: $2,126,078).

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

16. Administered – Payables

	2023	2022
	$	$
16A: Suppliers		
Trade creditors and accruals	**390,579**	212,787
Total suppliers	**390,579**	212,787

Creditor payables are settled within 20 days (2022: 20 days).

17. Administered – Financial Instruments

	2023	2022
	$	$
17A: Cash and cash equivalents		
Financial assets at amortised cost		
Loans and receivables:		
Cash and cash equivalents	**503**	588
Trade and other receivables	**388,589**	213,343
Total financial assets at amortised cost	**389,092**	213,931
Total financial assets	**389,092**	213,931
Financial liabilities		
Financial liabilities measured at amortised cost		
Suppliers	**390,579**	212,787
Total financial liabilities	**390,579**	212,787

Financial assets and liabilities in this note reconcile with the disclosure at the Administered Schedule of Assets and Liabilities.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

18. Appropriations

18: Annual Appropriations

	2023 Appropriations				
	Appropriation Act	PGPA Act			
	Annual Appropriation	Adjustments to appropriation[4]	Total appropriation	Appropriation applied in 2023 (current and prior years)	Variance
	$	$	$	$	$
DEPARTMENTAL					
Ordinary annual services[1]	23,057,000	509,000	23,566,000	(22,832,238)	733,762
Capital budget[2,3]	852,000	-	852,000	(392,731)	459,269
Total departmental	**23,909,000**	**509,000**	**24,418,000**	**(23,224,969)**	**1,193,031**
ADMINISTERED					
Ordinary annual services					
Administered items	4,274,000	-	4,274,000	(3,367,607)	906,393
Capital budget[2]	3,002,000	-	3,002,000	(1,925,116)	1,076,884
Total administered	**7,276,000**	**-**	**7,276,000**	**(5,292,723)**	**1,983,277**

Notes:
[1]Ordinary annual services are appropriated through Appropriation Act 1 and Act 3 (PAES).
[2]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.
[3]DCB includes s51 quarantine of $443k.
[4]Section 74 receipts.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

18. Appropriations – cont'd

18: Annual Appropriations

	2022 Appropriations				
	Appropriation Act	PGPA Act		Appropriation applied in 2022 (current and prior years)	
	Annual Appropriation	Adjustments to appropriation[3]	Total appropriation		Variance[4]
	$	$	$	$	$
DEPARTMENTAL					
Ordinary annual services[1]	15,952,000	510,000	16,462,000	(18,294,616)	(1,832,616)
Capital budget[2]	6,149,000	-	6,149,000	(576,924)	5,572,076
Total departmental	**22,101,000**	**510,000**	**22,611,000**	**(18,871,540)**	**3,739,460**
ADMINISTERED					
Ordinary annual services					
Administered items	4,510,000	-	4,510,000	(3,392,872)	1,117,128
Capital budget[2]	2,707,000	-	2,707,000	(2,502,987)	204,013
Total administered	**7,217,000**	**-**	**7,217,000**	**(5,895,859)**	**1,321,141**

Notes:
[1]Ordinary annual services are appropriated through Appropriation Act 1 and Act 3 (PAES).
[2]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.
[3]Section 74 receipts.
[4]The variance of $1.8m in ordinary annual services is primarily because of expenditure relating to SaaS relevant to the ICT modernisation project. Funding for the ICT modernisation project was appropriated through DCB which was underspent by $5.6m due to SaaS expenditure being paid through drawdowns from ordinary annual services appropriations.

The variance of $1.1m in administered ordinary annual services is predominantly as a result of receiving nominations and liaising with stakeholders relating to National Emergency Medals, particularly with regard to eligible Local Government Areas (LGA's) and clarification on roles and responsibilities to verify service in direct response to the emergency. At times the inflow of this information from external agencies has not been timely which has added to the overall timeframes of the process. In addition, supplier side delivery constraints have also been a limiting factor in the Office's ability to issue the medals as per previous forecasts thereby contributing to the underspend.

The variance of $204k in ACB is due to COVID-19 lock down restrictions during the financial year resulting in delays in works.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

18. Appropriations – cont'd

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

Authority	2023 $	2022 $
DEPARTMENTAL		
Appropriation Act (No. 1) 2020-21 DCB[1]	**1,384,295**	1,384,295
Appropriation Act (No 1) 2021-2022	**-**	3,108,508
Appropriation Act (No 1) 2021-2022 DCB[2]	**5,726,000**	5,726,000
Appropriation Act (No 1) 2021-2022 Unspent Cash	**-**	167,198
Appropriation Act (No 3) 2021-2022	**-**	247,000
Appropriation Act (No 3) 2022-2023	**443,000**	-
Appropriation Act - Supply Act (No. 3) 2022-23	**3,651,831**	-
Appropriation Act (No 1) 2022-2023 Unspent Cash	**161,644**	-
Appropriation Act (No 1) 2022-2023 DCB	**16,269**	-
TOTAL	**11,383,038**	10,633,001
ADMINISTERED		
Appropriation Act (No 1) 2019-2020	**-**	193,342
Appropriation Act (No 1) 2020-2021	**-**	-
Appropriation Act - Supply Act (No. 1) 2020-21 - Operating	**-**	-
Appropriation Act 1 - DCB - Non-Operating 2020-2021	**-**	-
Appropriation Act (No 1) 2021-2022	**1,127,058**	1,158,178
Appropriation Act 1 - DCB - Non-Operating 2021-2022	**127,482**	311,043
Appropriation Act (No 1) 2022-2023	**-**	-
Appropriation Act (No 3) 2022-2023	**937,512**	-
Appropriation Act (No 1) - DCB - Non-Operating 2022-2023	**83,841**	-
Appropriation Act (No 3) - DCB - Non-Operating 2022-2023	**1,176,604**	-
TOTAL	**3,452,498**	1,662,562

[1]2020-21 DCB in FY2022-23 includes s51 quarantine of $1.38m.
[2]2021-22 DCB in FY2022-23 includes s51 quarantine of $5.73m.

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

			Appropriation Applied	
			2023	2022
Authority	Type	Purpose	$	$
Governor-General Act 1974 - s3 Salary of Governor-General	Limited	Governor-General Salary	**495,000**	495,000
Total special appropriations applied			**495,000**	495,000

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

19. Net Cash Appropriation Arrangements

	2023	2022
	$	$
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	**767,614**	(2,867,012)
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections)[1,2]	**636,372**	553,503
Plus: depreciation of right-of-use assets funded through appropriations[2]	**1,725**	1,768
Less: lease principal repayments funded through appropriations[2]	**(1,651)**	(1,790)
Net Cash Operating Surplus/(Deficit)	**1,404,060**	(2,313,531)

[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 appropriations. Capital budgets are to be appropriated in the year 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.

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

20. Current/Non-current Distinction for Assets and Liabilities

	2023	2022
	$	$
Note 20A: Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	**161,644**	167,198
Trade and other receivables	**4,350,465**	10,704,984
Prepayments	**253,724**	214,143
Inventories	**32,399**	35,005
Total no more than 12 months	**4,798,232**	11,121,330
More than 12 months		
Plant and equipment	**2,234,188**	2,317,418
Intangibles - computer software	**143,744**	243,225
Prepayments	**2,962**	9,851
Total more than 12 months	**2,380,894**	2,570,494
Total assets	**7,179,126**	13,691,824
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	**839,775**	1,366,035
Other payables	**685,128**	241,189
Leases	**1,724**	-
Employee provisions	**1,177,523**	1,313,790
Total no more than 12 months	**2,704,150**	2,921,014
More than 12 months		
Leases	**1,800**	-
Employee provisions	**1,574,934**	1,938,751
Total more than 12 months	**1,576,734**	1,938,751
Total liabilities	**4,280,884**	4,859,765

Office of the Official Secretary to the Governor-General
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

20B: Administered - Aggregate Assets and Liabilities

	2023	2022
	$	$
Note 20B: Administered - Aggregate Assets and Liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	**503**	588
Trade and other receivables	**388,589**	213,343
Inventories	**5,373,278**	4,228,358
Total no more than 12 months	**5,762,370**	4,442,289
More than 12 months		
Land and buildings	**169,944,068**	169,941,621
Property, plant and equipment	**1,263,881**	1,375,902
Total more than 12 months	**171,207,949**	171,317,523
Total assets	**176,970,319**	175,759,812
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	**390,579**	212,787
Total no more than 12 months	**390,579**	212,787
Total liabilities	**390,579**	212,787





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 2023

The Order of Australia was established as part of the Australian honours system by Letters Patent signed by Queen Elizabeth II 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

Ms Shelley Reys AO (Chair)
Ms Annie Butler
The Honourable Cheryl Edwardes AM
Ms Robyn Kruk AO
Ms Cathy McGowan AO
Professor Samina Yasmeen AM
Vacant
Vacant

COUNCIL FOR THE ORDER OF AUSTRALIA ATTENDANCE

MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

Colonel Michael Miller LVO RFD (New South Wales)

Mr Jeremi Moule (Victoria)

Ms Filomena (Filly) Morgan PSM (Queensland)

Mr Rik Morris (South Australia)

Ms Kaylene Gulich PSM (Western Australia)

Ms Jenny Gale PSM (Tasmania)

Mr Craig Kitchen MVO (Northern Territory)

Ms Kathy Leigh (Australian Capital Territory)

MEMBERS – EX OFFICIO

Senator the Honourable Katy Gallagher
Vice-President of the Federal Executive Council

General Angus Campbell AO DSC
Chief of the Defence Force

Mr David Williamson

Deputy Secretary and Chief Operating Officer, Governance and Corporate
Department of the Prime Minister and Cabinet

THE AUSTRALIA DAY 2023 HONOURS LIST MEETING – 30 AUGUST TO 1 SEPTEMBER 2022

Ms Shelley Reys AO (Chair)

The Honourable Cheryl Edwardes AM

Mr Rupert Myer AO

Mr Nyunggai Warren Mundine AO

Professor Mathew Vadas AO

Professor Samina Yasmeen AM

Colonel Michael Miller LVO RFD (New South Wales)

Mr Jeremi Moule (Victoria)

Ms Filomena (Filly) Morgan PSM (Queensland)

Mr Rik Morris (South Australia)

Ms Kaylene Gulich (Western Australia)

Mr Rodney Nockles (Tasmania)

Mr Craig Kitchen MVO (Northern Territory)

Ms Kathy Leigh (Australian Capital Territory)

The Honourable Patrick Gorman MP

Ms Stephanie Foster PSM

THE KING'S BIRTHDAY 2023 HONOURS LIST MEETING – 28 FEBRUARY TO 2 MARCH 2023

Ms Shelley Reys AO
Ms Annie Butler
The Honourable Cheryl Edwardes AM
Ms Cathy McGowan AO
Mr Rupert Myer AO
Professor Samina Yasmeen AM
Colonel Michael Miller LVO RFD (New South Wales)
Ms Vivien Allimonos (Victoria)
Ms Filomena (Filly) Morgan PSM (Queensland)
Ms Carolyn Sladden (South Australia)
Ms Kaylene Gulich (Western Australia)
Mr Rodney Nockles (Tasmania)
Mr Craig Kitchen MVO (Northern Territory)
Ms Katy Haire (Australian Capital Territory)
The Honourable Patrick Gorman MP
Mr David Williamson

AUSTRALIAN BRAVERY DECORATIONS

AS AT 30 JUNE 2023

The Australian Bravery Decorations were established as part of the Australian honours system by Letters Patent signed by Queen Elizabeth II 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
Ms Heidi Gan
(Vacant)

AUSTRALIAN BRAVERY DECORATIONS COUNCIL ATTENDANCE

MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

Mr Shane Fitzsimmons AO AFSM (New South Wales)
Mr Fin Bird (Victoria)
Ms Filomena (Filly) Morgan PSM (Queensland)
Mr Rik Morris (South Australia)
Ms Elenna Dionisio (Western Australia)
Ms Courtney Ingham (Tasmania)
Commander Hege Ronning-Burns (Northern Territory)
Commissioner Georgeina Whelan AM CSC and Bar (Australian Capital Territory)

MEMBERS – EX OFFICIO

Dr Paul Robards AM
Acting First Assistant Secretary People Services
Department of Defence

Mr Peter Rush
First Assistant Secretary Government Division
Department of the Prime Minister and Cabinet

AUSTRALIAN BRAVERY DECORATIONS COUNCIL MEETING – 16 NOVEMBER 2022

Ms Teresa Hart PSM (Chair
Dr Craig Challen SC OAM
Mr Dennis Quick (Virtual)
Ms Heidi Gan
Commissioner Shane Fitzsimmons AO AFSM (New South Wales)
Ms Julia Sheedy (Queensland)
Mr Fin Bird (Victoria)
Ms Elenna Dionisio (Western Australia)
Commander Hege Ronning-Burns (Northern Territory)
Ms Courtney Ingham (Tasmania)
Mr John Reid PSM
Dr Paul Robards AM

AUSTRALIAN BRAVERY DECORATIONS COUNCIL MEETING – 10 MAY 2023

Ms Teresa Hart PSM (Chair)
Dr Craig Challen SC OAM
Ms Heidi Gan
Mr Rik Morris (South Australia)
Mr Shane Fitzsimmons AO AFSM (New South Wales)
Ms Libby Gregoric (Queensland)
Mr Fin Bird (Victoria)
Mr Nick Hagley (Western Australia)
Commander Hege Ronning-Burns (Northern Territory)
Ms Courtney Ingham (Tasmania)
Commissioner Georgeina Whelan AM CSC and Bar (Australian Capital Territory)
Mr David Belgrave
Dr Paul Robards AM

NATIONAL EMERGENCY MEDAL COMMITTEE

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

MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

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

MEMBERS – EX OFFICIO

Ms Justine Saunders APM
Chief Operating Officer
Department of Home Affairs

Mr Peter Rush
First Assistant Secretary Government Division
Department of the Prime Minister and Cabinet

NATIONAL EMERGENCY COMMITTEE ATTENDANCE

NATIONAL EMERGENCY MEETING 13–17 NOVEMBER 2022

Commissioner Shane Fitzsimmons AO AFSM (Chair)
Mr Robert Cameron OAM
Ms Andrea Heath
Ms Justine Saunders APM (virtual)
Mr John Reid

APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2023 AND THE KING'S BIRTHDAY 2023

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels			
					AC	AO	AM	OAM
Architecture	M	4	3	75.0%	0	1	2	0
	F	2	2	100.0%	0	0	2	0
The Arts	M	56	38	67.9%	2	1	12	23
	F	73	61	83.6%	0	1	20	40
Building and Construction	M	3	2	66.7%	0	0	1	1
	F	0	0	0.0%	0	0	0	0
Business & Commerce	M	51	31	60.8%	0	5	14	12
	F	45	33	73.3%	0	2	20	11
Community	M	537	354	65.9%	0	7	33	314
	F	525	377	71.8%	0	7	55	315
Conservation and the Environment	M	23	17	73.9%	0	2	5	10
	F	35	27	77.1%	0	1	5	21
Dentistry	M	5	5	100.0%	0	0	4	1
	F	6	6	100.0%	0	1	4	1
Disabled	M	9	5	55.6%	0	0	2	3
	F	14	10	71.4%	0	1	2	7
Education	M	58	44	75.9%	0	2	14	28
	F	83	56	67.5%	0	2	23	31
Engineering	M	6	5	83.3%	0	0	1	4
	F	0	0	0.0%	0	0	0	0
Industrial Relations	M	6	2	33.3%	0	0	2	0
	F	3	0	0.0%	0	0	0	0
Information Technology	M	0	0	0.0%	0	0	0	0
	F	4	2	50.0%	0	0	0	2

TABLE B1 CONT.

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels			
					AC	AO	AM	OAM
International Relations	M	11	5	45.5%	0	2	1	2
	F	7	4	57.1%	0	1	0	3
The Law	M	34	23	67.6%	1	3	10	9
	F	17	12	70.6%	0	0	8	4
Library and Related Occupations	M	0	0	0.0%	0	0	0	0
	F	0	0	0.0%	0	0	0	0
Local Government	M	28	17	60.7%	0	0	1	16
	F	27	19	70.4%	0	2	3	14
Multicultural Affairs	M	31	21	67.7%	0	0	3	18
	F	32	18	56.3%	0	0	2	16
Media	M	16	11	68.8%	0	1	3	7
	F	19	13	68.4%	0	0	5	8
Medicine	M	147	112	76.2%	1	18	58	35
	F	103	80	77.7%	3	11	38	28
Mining	M	6	2	33.3%	0	0	2	0
	F	4	3	75.0%	0	0	2	1
Parliament & Politics	M	20	12	60.0%	1	0	4	7
	F	12	11	91.7%	2	2	5	2
Primary Industry	M	26	19	73.1%	0	0	7	12
	F	8	5	62.5%	0	0	1	4
Public Service	M	23	9	39.1%	1	1	4	3
	F	16	9	56.3%	0	4	3	2
Religion	M	10	4	40.0%	0	0	1	3
	F	6	4	66.7%	0	0	1	3
Science, Technological Developments, R & D	M	21	14	66.7%	1	4	6	3
	F	21	16	76.2%	0	4	11	1
Sport	M	90	63	70.0%	0	0	4	59
	F	51	44	86.3%	0	2	9	33

TABLE B1 CONT.

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels			
					AC	AO	AM	OAM
Surveying & Mapping	M	2	1	50.0%	0	0	0	1
	F	0	0	0.0%	0	0	0	0
Tourism & Hospitality	M	12	7	58.3%	0	1	2	4
	F	4	3	75.0%	0	0	2	1
Transport	M	14	8	57.1%	0	3	3	2
	F	3	2	66.7%	0	0	1	1
Veterinary Science	M	3	3	100.0%	0	1	1	1
	F	3	1	33.3%	0	0	1	0
TOTAL	**M**	**1,252**	**837**	**66.9%**	**7**	**52**	**200**	**578**
	F	**1,123**	**818**	**72.8%**	**5**	**41**	**223**	**549**
		2,375	**1,655**	**69.7%**	**12**	**93**	**423**	**1,127**

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: Anomalies may occur when comparing to previous years, possibly due to the deferral of promulgation, terminations, cancellations, or resignations from the Order of Australia.

TABLE B2: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), THE QUEEN'S BIRTHDAY 1975 TO THE KING'S BIRTHDAY 2023

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels					
					AK*	AD*	AC	AO	AM	OAM
Architecture	M	286	189	66.1%	0	0	3	35	109	42
	F	35	25	71.4%	0	0	0	1	20	4
The Arts	M	2,169	1,396	64.4%	0	0	29	159	534	674
	F	1,505	1,043	69.3%	0	1	14	74	327	627
Building and Construction	M	261	156	59.8%	0	0	2	8	80	66
	F	9	8	88.9%	0	0	0	2	5	1
Business & Commerce	M	2,483	1,395	56.2%	2	0	45	281	710	357
	F	397	253	63.7%	0	0	5	45	133	70
Community	M	21,141	10,889	51.5%	1	0	41	240	1,517	9,090
	F	12,401	7,453	60.1%	0	0	22	183	986	6,262
	X	2	1	50.0%	0	0	0	0	0	1
Conservation and the Environment	M	854	613	71.8%	0	0	1	40	198	374
	F	496	337	67.9%	0	0	1	15	73	248
Dentistry	M	296	177	59.8%	0	0	0	14	104	59
	F	28	22	78.6%	0	0	0	3	12	7
Disabled	M	709	447	63.0%	0	0	0	7	117	323
	F	744	497	66.8%	0	0	0	11	87	399
Education	M	2,198	1,301	59.2%	1	0	30	191	568	511
	F	1,283	836	65.2%	0	0	8	68	340	420
Engineering	M	442	279	63.1%	0	0	4	42	153	80
	F	17	15	88.2%	0	0	1	2	8	4
Industrial Relations	M	361	230	63.7%	0	0	5	22	114	89
	F	34	26	76.5%	0	0	1	3	10	12
Information Technology	M	53	26	49.1%	0	0	0	5	14	7
	F	18	13	72.2%	0	0	0	1	6	6
International Relations	M	469	243	51.8%	0	0	3	40	98	102
	F	299	178	59.5%	0	0	2	22	61	93

TABLE B2 CONT.

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels					
					AK*	AD*	AC	AO	AM	OAM
The Law	M	979	585	59.8%	1	0	56	141	291	96
	F	203	147	72.4%	0	0	13	32	63	39
Library and Related Occupations	M	39	25	64.1%	0	0	0	3	12	10
	F	64	42	65.6%	0	0	0	1	19	22
Local Government	M	1,810	937	51.8%	0	0	1	7	170	759
	F	373	221	59.2%	0	0	0	5	42	174
Multicultural Affairs	M	1,533	762	49.7%	0	0	0	20	109	633
	F	545	331	60.7%	0	0	0	0	35	296
Media	M	744	419	56.3%	0	0	5	35	163	216
	F	179	116	64.8%	0	0	1	12	49	54
Medicine	M	4,278	2,513	58.7%	0	0	51	384	1,206	872
	F	1,613	1,090	67.6%	0	0	18	120	457	495
Mining	M	177	108	61.0%	0	0	4	25	51	28
	F	15	10	66.7%	0	0	0	2	6	2
Parliament & Politics	M	704	411	58.4%	2	0	42	117	163	87
	F	136	92	67.6%	0	1	5	24	40	22
Primary Industry	M	1,311	862	65.8%	0	0	2	52	344	464
	F	110	82	74.5%	0	0	0	2	20	60
Public Service	M	2,108	988	46.9%	7	0	64	266	387	264
	F	386	187	48.4%	0	2	14	28	61	82
Religion	M	735	398	54.1%	0	0	8	21	126	243
	F	133	84	63.2%	0	0	0	2	19	63
Science, Technological Developments, R & D	M	919	600	65.3%	1	0	43	165	299	92
	F	185	133	71.9%	0	0	12	40	60	21
Sport	M	4,135	2,507	60.6%	0	0	6	51	379	2,071
	F	1,317	935	71.0%	0	0	4	17	117	797
Surveying & Mapping	M	49	31	63.3%	0	0	0	2	10	19
	F	1	1	100.0%	0	0	0	0	0	1

TABLE B2 CONT.

Category		Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels					
					AK*	AD*	AC	AO	AM	OAM
Tourism & Hospitality	M	280	169	60.4%	0	0	0	13	63	93
	F	67	42	62.7%	0	0	0	2	17	23
Transport	M	490	250	51.0%	0	0	5	27	90	128
	F	32	21	65.6%	0	0	0	2	7	12
Veterinary Science	M	127	89	70.1%	0	0	0	10	42	37
	F	21	16	76.2%	0	0	0	2	9	5
TOTAL	**M**	**52,140**	**28,995**	**55.6%**	**15**	**0**	**450**	**2,423**	**8,221**	**17,886**
	F	**22,646**	**14,256**	**63.0%**	**0**	**4**	**121**	**721**	**3,089**	**10,321**
	X	**2**	**1**	**50.0%**	**0**	**0**	**0**	**0**	**0**	**1**
		74,788	**43,252**	**57.8%**	**15**	**4**	**571**	**3,144**	**11,310**	**28,208**

Note: includes nominations deferred to future meetings.

* 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.

Note: Anomalies may occur when comparing to previous years, possibly due to the deferral of promulgation, terminations, cancellations, or resignations from the Order of Australia.

APPENDIX C: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2022–23

Category	Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels				
				CV	SC	BM	CBC	GBC
Interception of armed offender	27	3	11%	0	0	2	1	0
Rescue from animal attacks	7	6	86%	0	0	1	1	4
Rescue from armed offender	37	4	11%	0	0	1	3	0
Rescue from electrical hazard	0	0	0%	0	0	0	0	0
Rescue from explosive hazard	10	4	40%	0	0	0	4	0
Rescue from fire – aircraft	9	0	0%	0	0	0	0	0
Rescue from fire – building	37	27	73%	0	0	4	4	19
Rescue from fire – bushfire	6	0	0%	0	0	0	0	0
Rescue from fire – motor vehicle	26	17	65%	0	0	3	3	11
Rescue from fire – other	5	3	60%	0	0	0	3	0
Rescue from gases, toxic fumes etc	0	0	0%	0	0	0	0	0
Rescue from heights, cliffs	6	0	0%	0	0	0	0	0
Rescue from holes, wells or mines	0	0	0%	0	0	0	0	0
Rescue from inland waters	12	3	25%	0	0	1	2	0
Rescue from other situation	125	4	3%	0	0	0	1	3
Rescue from path of oncoming vehicle	1	1	100%	0	0	0	1	0
Rescue from water – other	9	6	67%	0	0	0	3	3
Rescue from water – sea	49	13	27%	0	0	6	7	0
Rescue from water – submerged vehicle	3	1	33%	0	0	0	1	0
TOTAL	**369**	**92**	**25%**	**0**	**0**	**18**	**34**	**40**

TABLE C2: AUSTRALIAN BRAVERY DECORATIONS 1975 TO 30 JUNE 2023

Category	Number Of Nominations Considered	Total Awarded	% Awarded	Award Levels				
				CV	SC	BM	CBC	GBC
Interception of armed offender	1,178	581	49%	1	15	186	277	102
Rescue from animal attacks	259	155	60%	0	16	66	55	18
Rescue from armed offender	1,010	549	54%	0	44	196	193	116
Rescue from electrical hazard	91	38	42%	1	1	13	23	0
Rescue from explosive hazard	406	293	72%	2	18	72	64	137
Rescue from fire – aircraft	95	46	48%	0	3	33	10	0
Rescue from fire – building	1,383	705	51%	0	12	213	401	79
Rescue from fire – bushfire	562	179	32%	0	3	24	41	111
Rescue from fire – motor vehicle	1,011	654	65%	0	27	214	301	112
Rescue from fire – other	132	93	70%	0	8	36	20	29
Rescue from gases, toxic fumes etc.	54	32	59%	0	2	20	10	0
Rescue from heights, cliffs	221	93	42%	0	4	29	43	17
Rescue from holes, wells or mines	188	125	66%	1	4	31	15	74
Rescue from inland waters	1,115	524	47%	0	1	101	233	189
Rescue from other situation	1,128	209	19%	0	3	40	107	59
Rescue from path of oncoming vehicle	141	65	46%	0	1	32	32	0
Rescue from water – other	96	22	23%	0	0	2	13	7
Rescue from water – sea	1,841	900	49%	0	20	232	416	232
Rescue from water – submerged vehicle	236	108	46%	0	0	9	70	29
TOTAL	**11,147**	**5,371**	**48%**	**5**	**182**	**1,549**	**2,324**	**1,311**

APPENDIX D: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS

TABLE D1: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS APPROVED IN 2022–23 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards Approved 1 July 2022 to 30 June 2023	Total Awards Approved To 30 June 2023
Victoria Cross for Australia	0	5
Companion of the Order of Australia (Military Division)	0	26
Officer of the Order of Australia (Military Division)	6	292
Member of the Order of Australia (Military Division)	28	1,344
Medal of the Order of Australia (Military Division)	16	1,394
Star of Gallantry	0	8
Medal for Gallantry	1	76
Commendation for Gallantry	1	111
Unit Citation for Gallantry	0	6
Distinguished Service Cross	3	110
Distinguished Service Medal	2	218
Commendations for Distinguished Service	2	523
Meritorious Unit Citation	0	27*
Conspicuous Service Cross	59	1,372
Conspicuous Service Medal	48	1,550
Nursing Service Cross	0	28
Public Service Medal	150	2,984
Australian Police Medal	84	2,220
Australian Fire Service Medal	65	1,744
Ambulance Service Medal	44	545
Emergency Services Medal	34	627
Australian Corrections Medal	43	183
Australian Intelligence Medal	9**	26
Australian Antarctic Medal	3	110
Civilian Service Medal 1939–1945	25	7,116
Police Overseas Service Medal/Clasp	32	6,585

TABLE D1 CONT.

Award	Awards Approved 1 July 2022 to 30 June 2023	Total Awards Approved To 30 June 2023
Humanitarian Overseas Service Medal/Clasp	167	4,712
National Police Service Medal	2,323	49,690
National Emergency Medal/Clasp	18,919	71,409
Champion Shots Medal	0	87
National Medal/Clasp	10,873	283,763
80th Anniversary Armistice Remembrance Medal	0	71
Australian Sports Medal	933	19,927
Centenary Medal	0	15,845
TOTAL	**33,870**	**474,734**

Notes:

372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to **847,690**. 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.

Meritorious Unit Citation – * indicates the number of unit citations awarded, not individuals included.

Australian Intelligence Medal – **1 x AIM recipient will remain unpublished.

APPENDIX E: EXECUTIVE REMUNERATION

During the reporting period ended 30 June 2023, the Office had 2 executives who met 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
Jeffrey Barnes	Deputy Official Secretary	Full year

TABLE E1: REMUNERATION FOR KEY MANAGEMENT PERSONNEL (2022–23)

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	291,769	-	58,513	41,671	9,774	-		401,727
Jeffrey Barnes	Deputy Official Secretary	213,672	-	25,276	27,172	8,474	-		274,594
Total		505,441	-	83,789	68,843	18,248			676,321

APPENDIX F: ACCOUNTABLE AUTHORITY

TABLE F1: DETAILS OF ACCOUNTABLE AUTHORITY (2022–23)

		Period as the accountable authority or member	
Name	Position/title held	Date of commencement	Date of Cessation
Paul Singer MVO	Official Secretary to the Governor-General	1 July 2022	30 June 2023

APPENDIX G: STAFFING OVERVIEW

TABLE G1: ALL ONGOING EMPLOYEES, BY LOCATION (2022–23)

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
NSW	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
Qld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACT	38	0	38	32	7	39	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**39**	**0**	**39**	**33**	**7**	**40**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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 (2022–23)

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
NSW	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
Qld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACT	4	1	5	4	3	7	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**4**	**1**	**5**	**4**	**4**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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 (2021–22)

	Male			Female			Non-Binary, Prefers Not To Answer, Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
NSW	2	0	2	1	0	1	0	0	0
Qld	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0
Tas	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0
ACT	39	0	39	39	8	47	0	0	0
NT	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0
Total	**41**	**0**	**41**	**40**	**8**	**48**	**0**	**0**	**0**

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 (2021–22)

	Male			Female			Non-Binary, Prefers Not To Answer, Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
NSW	0	0	0	0	0	0	0	0	0
Qld	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0
Tas	0	0	0	0	0	0	0	0	0
Vic	0	0	0	0	0	0	0	0	0
WA	0	0	0	0	0	0	0	0	0
ACT	3	0	3	3	0	3	0	0	0
NT	0	0	0	0	0	0	0	0	0
External Territories	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0
Total	**3**	**0**	**3**	**3**	**0**	**3**	**0**	**0**	**0**

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 (2022–23)

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
Statutory Officer	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
SES Equivalent Officer	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
GHO 8	3	0	3	3	0	3	0	0	0	0	0	0	0	0	0
GHO 7	5	0	5	5	1	6	0	0	0	0	0	0	0	0	0
GHO 6	11	0	11	7	0	7	0	0	0	0	0	0	0	0	0
GHO 5	5	0	5	4	3	7	0	0	0	0	0	0	0	0	0
GHO 4	5	0	5	10	2	12	0	0	0	0	0	0	0	0	0
GHO 3	7	0	7	2	0	2	0	0	0	0	0	0	0	0	0
GHO 2	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
GHO 1	0	0	0	1	1	2	0	0	0	0	0	0	0	0	0
Total	**39**	**0**	**39**	**33**	**7**	**40**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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 (2022–23)

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
Statutory Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES Equivalent Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GHO 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GHO 7	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
GHO 6	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
GHO 5	1	0	1	2	0	2	0	0	0	0	0	0	0	0	0
GHO 4	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
GHO 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GHO 2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
GHO 1	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0
Total	**4**	**1**	**5**	**4**	**1**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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 (2021–22)

	Male			Female			Non-Binary, Prefers Not To Answer, Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
Statutory Officer	1	0	1	0	0	0	0	0	0
SES Equivalent Officer	0	0	0	0	0	0	0	0	0
GHO 8	4	0	4	2	0	2	0	0	0
GHO 7	6	0	6	5	1	6	0	0	0
GHO 6	12	0	12	14	0	14	0	0	0
GHO 5	3	0	3	6	3	9	0	0	0
GHO 4	9	0	9	5	3	8	0	0	0
GHO 3	6	0	6	5	0	5	0	0	0

TABLE G7 CONT.

	Male			Female			Non-Binary, Prefers Not To Answer, Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
GHO 2	0	0	0	1	0	1	0	0	0
GHO 1	0	0	0	2	1	3	0	0	0
Total	**41**	**0**	**41**	**40**	**8**	**48**	**0**	**0**	**0**

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 (2021–22)

	Male			Female			Non-Binary, Prefers Not To Answer, Uses A Different Term		
	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*	Full-time	Part-time	*Total*
Statutory Officer	0	0	0	0	0	0	0	0	0
SES Equivalent Officer	0	0	0	0	0	0	0	0	0
GHO 8	0	0	0	0	0	0	0	0	0
GHO 7	0	0	0	0	0	0	0	0	0
GHO 6	1	0	1	0	0	0	0	0	0
GHO 5	0	0	0	0	0	0	0	0	0
GHO 4	0	0	0	0	0	0	0	0	0
GHO 3	2	0	2	3	0	3	0	0	0
GHO 2	0	0	0	0	0	0	0	0	0
GHO 1	0	0	0	0	0	0	0	0	0
Total	**3**	**0**	**3**	**3**	**0**	**3**	**0**	**0**	**0**

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 (2022–23)

	Ongoing			Non-ongoing			
	Full- time	Part- time	*Total Ongoing*	Full- time	Part- time	*Total Non-ongoing*	*Total*
Statutory Officer	1	0	1	0	0	0	1
SES Equivalent Officer	1	0	1	0	0	0	1
GHO 8	6	0	6	0	0	0	6
GHO 7	10	1	11	2	0	2	13
GHO 6	18	0	18	2	0	2	20
GHO 5	9	3	12	3	0	3	15
GHO 4	15	2	17	1	0	1	18
GHO 3	9	0	9	0	0	0	9
GHO 2	2	0	2	0	1	1	3
GHO 1	1	1	2	0	4	4	6
Total	**72**	**7**	**79**	**8**	**1**	**9**	**92**

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 (2021–22)

	Ongoing			Non-ongoing			
	Full- time	Part- time	*Total Ongoing*	Full- time	Part- time	*Total Non-ongoing*	*Total*
Statutory Officer	1	0	1	0	0	0	1
SES Equivalent Officer	0	0	0	0	0	0	0
GHO 8	6	0	6	0	0	0	6
GHO 7	11	1	12	0	0	0	12
GHO 6	26	0	26	1	0	1	27
GHO 5	9	3	12	0	0	0	12
GHO 4	14	3	17	0	0	0	17
GHO 3	11	0	11	5	0	5	16

TABLE G10 CONT.

	Ongoing			Non-ongoing			
	Full- time	Part- time	*Total Ongoing*	Full- time	Part- time	*Total Non-ongoing*	*Total*
GHO 2	1	0	1	0	0	0	1
GHO 1	2	1	3	0	0	0	3
Total	**81**	**8**	**89**	**6**	**0**	**6**	**95**

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 (2022–23)

	Ongoing	Non-ongoing	Total
NSW	2	1	3
Qld	0	0	0
SA	0	0	0
Tas	0	0	0
Vic	0	0	0
WA	0	0	0
ACT	77	12	89
NT	0	0	0
External Territories	0	0	0
Overseas	0	0	0
Total	**79**	**13**	**92**

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 (2021–22)

	Ongoing	Non-ongoing	Total
NSW	3	0	3
Qld	0	0	0
SA	0	0	0
Tas	0	0	0
Vic	0	0	0
WA	0	0	0
ACT	86	6	92
NT	0	0	0
External Territories	0	0	0
Overseas	0	0	0
Total	**89**	**6**	**95**

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 (2022–23)

	Total
Ongoing	3
Non-Ongoing	1
Total	**4**

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 (2021–22)

	Total
Ongoing	2
Non-Ongoing	1
Total	**3**

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 (2022–23)

	SES	Non-SES	Total
Enterprise Agreement	0	90	90
Individual Flexibility Arrangement	1	0	1
Remuneration Tribunal	1	0	1
Total	**2**	**90**	**92**

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) (2022–23)

	Minimum Salary	Maximum Salary
GHO 8	$130,073	$147,457
GHO 7	$112,887	$121,880
GHO 6	$88,335	$101,407
GHO 5	$81,788	$86,701
GHO 4	$73,325	$79,586
GHO 3	$64,869	$70,976
GHO 2	$57,378	$64,020
GHO 1	$50,031	$56,671

Note: 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 2022–23	Number	Expenditure $
New contracts entered into during the reporting period	4	179,944
Ongoing contracts entered into during a previous reporting period	12	486,376
Total	**16**	**666,320**

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

Organisations receiving a share of reportable consultancy contract expenditure 2022–23	ABN	Expenditure $
North Security.Digital Pty Ltd	39 613 493 584	321,206
Ionize Pty Ltd	62 153 569 941	169,684
GML Heritage Pty Ltd	60 001 179 362	60,475
Hall & Partners Pty Ltd	28 130 990 288	59,650
Strategic Reform Pty Ltd	34 146 766 707	21,000

TABLE H3: REPORTABLE NON-CONSULTANCY CONTRACTS

Reportable non-consultancy contracts 2022–23	Number	Expenditure $
New contracts entered into during the reporting period	140	7.637m
Ongoing contracts entered into during a previous reporting period	49	10.721m
Total	**189**	**18.358m**

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

Organisations receiving a share of reportable non-consultancy contract expenditure 2022–23	ABN	Expenditure $
Veritec Pty Ltd	21 166 493 394	2,338,616
Cash's Awards and Promotions Solutions Pty Ltd	90 167 060 602	2,181,081
Digital61 Pty Ltd	42 620 189 862	1,340,351
Strategic Reform Pty Ltd	34 146 766 707	1,101,467
Jones Lang LaSalle (ACT) Pty Ltd	69 008 585 260	1,046,312

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 (2022–23)

Annual Report Contact Officer	Jeffrey Barnes Deputy Official Secretary to the Governor-General
Contact Phone Number	02 6283 3509
Contact Email	jeff.barnes@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 in days to complete corrections
18	100	10	10	22

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	9	100
HSR training	2	50
CPR Refresher training	4	100
Emergency Management training	8	100
Epilepsy Awareness training	11	100
Snake Safety training	16	100
Managing wellbeing and recognising vicarious trauma	17	100
Comcare WHS training	90	82
WHS induction	48	100
Health & wellbeing activities	Optional	65

TABLE J3: NOTIFIABLE INCIDENTS

Notifiable incidents	2022–23	2021–22	2020–21	2019–20
Deaths	0	0	0	0
Dangerous occurrences	1	3	0	1
Serious personal injury	0	0	0	0
Incapacity	0	0	0	0

APPENDIX K: AGENCY RESOURCE STATEMENT

TABLE K1: AGENCY RESOURCE STATEMENT 2022–23

		Available for 2022–23 $'000 (a)	Payments made 2022–23 $'000 (b)	Balance remaining 2022–23 $'000 (a) – (b)
Ordinary Annual Services				
Departmental appropriation[1]		26,989	21,059	5,930
Additional S74 Receipts		(258)	509	(767)
Total		*26,731*	*21,568*	*5,163*
Administered expenses[2]				
Outcome 1		7,276	5,293	
Total		*7,276*	*5,293*	
Total ordinary annual services	**A**	**34,007**	**26,861**	
Salary to the Governor-General: *Governor-General Act 1974*		495	495	
Total special appropriations excluding special accounts	**B**	**495**	**495**	
Total resourcing and payments (A+B)		**34,502**	**27,356**	

[1] This includes prior year departmental appropriations. Includes an amount of $0.409m in 2022–23 for the Departmental Capital Budget.

[2] This includes prior year administered appropriations. Includes an amount of $2.693m in 2022–23 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* 2022–23 $'000 (a)	Actual Expenses 2022–23 $'000 (b)	Variation 2022–23 $'000 (a) – (b)
Program 1: Support for the Governor-General and Official Activities			
Administered expenses			
Ordinary Annual Services	7,276	5,896	1,380
Special appropriations	495	495	-
Expenses not requiring appropriation in the Budget year	1.985	2,146	(161)
Total Administered expenses	**9,756**	**8,537**	**1,219**
Departmental expenses			
Departmental appropriation[1]	26,989	22,228	4,761
Expenses not requiring appropriation in the Budget year	734	824	(90)
Total Departmental expenses	**27,723**	**23,052**	**4,671**
Total for Program 1	**37,479**	**31,589**	**5,890**
Average Staffing Level (number)	**87**	**85**	

* Full year budget, including any subsequent adjustments made in 2022-23 via additional estimates

[1] Departmental appropriation combines 'Ordinary annual services (*Appropriation Act No 1*) including $0.409m 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
Elizabeth Montano (Independent member from 1 July 2022–13 December 2023, Chair from 14 December 2022–30 June 2023)	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 20 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. 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 financial services specialist with King & Wood Mallesons.	4/4	$12,175
Maria Storti (Independent member)	Ms Storti specialises in financial management, governance and risk management. Ms Storti holds the degrees of Master of Business Administration and Bachelor of Economics, and is a fellow of the Chartered Accountants Australia and New Zealand, fellow of the Australian Institute of Company Directors, and member of the Institute of Internal Auditors – Australia. She is an independent chair and a member of several Commonwealth audit committees. She is a former EY advisory partner and has worked with professional services firms in the areas of audit, consultancy and risk. Ms Storti has held several senior executive roles in various sectors, with responsibility for corporate planning in those positions.	4/4	$9,690

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual remuneration
David Bryant (Independent member from 14 December 2022–30 June 2023)	Dr Bryant specialises in information technology systems and controls, project management, governance and risk management. Dr Bryant holds the degrees of Bachelor of Information Technology, MBA in Technology Management and Doctor of Philosophy in Management Information Systems. He is also an Australian Computer Society Certified Professional and Certified Practising Project Director (Australian Institute of Project Management). He has significant experience in the ICT sector, including ICT governance, risk management, ICT projects and services delivery in the public sector, and is an independent member of several Commonwealth department and agency audit committees.	3/4	$6,300
Will Laurie (Chair from 1 July 2022 –13 December 2022)	Mr Laurie has held leadership roles in professional firms, including Price Waterhouse, PwC and Boyce CA. 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. His commercial Board experience includes On-line retailing; Economic and Social Modelling; and Property Management. He holds a Bachelor of Economics from Sydney University and a graduate diploma in Applied Finance and Investment.	2/4	$9,805.76





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CHAPTER 6

GLOSSARY, ABBREVIATIONS AND ACRONYMS

AAIs	Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, with 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)
AC	Companion of the Order of Australia
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 King 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
AM	Member of the Order of Australia
ANAO	Australian National Audit Office
AO	Officer of the Order of Australia
ASL	Average staffing level
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 *Fair Work Act 2009*

departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in the production of its outputs
EAP	Employee Assistance Program
EPBC Act	*Environment Protection and Biodiversity Conservation Act 1999*
ICT	information and communications technology
KMP	key management personnel
PGPA Act	*Public Governance, Performance and Accountability Act 2013*
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
RAR	1 RAR – 1st Battalion, Royal Australian Regiment 6 RAR – 6th Battalion, Royal Australian Regiment
Retd	Retired (used after the name of a retired armed forces officer)
SMEs	Small and medium sized enterprises
State Visit	A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state
WCC	Workplace Consultative Committee
WHS	Work health and safety
WHS Act	*Work Health and Safety Act 2011*

LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	–	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)	i	Table of contents (print only).	Mandatory
17AJ(b)	164	Alphabetical index (print only).	Mandatory
17AJ(c)	156–157	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	158–163	List of requirements.	Mandatory
17AJ(e)	148	Details of contact officer.	Mandatory
17AJ(f)	148	Entity's website address.	Mandatory
17AJ(g)	inside front cover	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)	5–8	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)	6, 137	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	6, 137	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	137	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
17AD(c)	Report on the Performance of the entity		
	Annual performance Statements		
17AD(c)(i); 16F	12–17	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)	19	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	150–151	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		
	Corporate Governance		
17AG(2)(a)	i, 53	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)	50–55	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 non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory

	Audit Committee		
17AG(2A)(a)	152	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	152–153	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	152–153	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	152–153	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	152–153	The remuneration of each member of the entity's audit committee.	Mandatory
	External Scrutiny		
17AG(3)	54	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	54	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)	54	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
	Management of Human Resources		
17AG(4)(a)	56–61	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	138–145	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)	138–145	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: • 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)	146	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the *Public Service Act 1999*.	Mandatory
17AG(4)(c)(i)	146	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	146	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	59	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	57	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory
	Assets Management		
17AG(5)	61–62	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory
	Purchasing		
17AG(6)	62–64	An assessment of entity performance against the *Commonwealth Procurement Rules*.	Mandatory
	Reportable consultancy contracts		
17AG(7)(a)	63	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	63	A statement that *'During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of $[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of $[specified million]'*.	Mandatory
17AG(7)(c)	63	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)	63	A statement that *'Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.'*	Mandatory
	Reportable non-consultancy contracts		
17AG(7A)(a)	147	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7A)(b)	148	A statement that *'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'*	Mandatory
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	147–148	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
	Australian National Audit Office Access Clauses		
17AG(8)	64	If an entity entered into a contract with a value of more than $100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
	Exempt contracts		
17AG(9)	64	If an entity entered into a contract or there is a standing offer with a value greater than $10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory

	Small business		
17AG(10)(a)	62	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)	62–63	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	N/A	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that *'[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'*	If applicable, Mandatory
	Financial Statements		
17AD(e)	73–116	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
	Executive Remuneration		
17AD(da)	56–57, 136	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 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)	64	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	64	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)	60–61	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	66	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	N/A	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	66–70	Information required by other legislation.	Mandatory

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