

10. **Government House proposals** where funding may be sought:

- a. Queen Elizabeth II Celebration Garden in the grounds of Government House Canberra.
  - i. JET to work with Government House on funding if requested

**OFFICIAL****ATTACHMENT C**Government House (GH) Proposals:**10. Queen Elizabeth II Celebration Garden** in the grounds of Government House

Canberra. Proposal includes:

- a. GH are looking to develop a garden a new garden for the Jubilee – the first new garden since the 1950s;
- b. Possible launch on 6 February to mark the accession of The Queen;
- c. The project would be undertaken over a number of years with a possible tree planting as part of The Queen's tree planting canopy initiative; and
- d. GH is proposing to seek Commonwealth Government funding as a possible gift to The Queen.

**Comments:**

s 22(1)(a)(ii)



OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

# ANNUAL REPORT

2021-22





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Jeffrey Barnes  
Deputy Official Secretary  
Office of the Official Secretary to the Governor-General  
Government House  
Canberra ACT 2600

Telephone: (02) 6283 3509

Email: [jeff.barnes@gg.gov.au](mailto:jeff.barnes@gg.gov.au)

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OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

6 October 2022

The Honorable 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 2022, 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 administration of the Australian honours system.

At the heart of each of these functions is a commitment to support the Governor-General to celebrate the good in our community, recognise those whose efforts uplift those around them and acknowledge achievement.

In addition to the Governor-General's important constitutional, ceremonial and Commander-in-Chief responsibilities, a key focus has been to support communities during times of distress. Following the devastating floods in early 2022, the Governor-General and Mrs Hurley made multiple visits to northern New South Wales and South East Queensland to meet with those who had been most impacted.

The Office supported the Governor-General and Mrs Hurley to visit these communities in the immediate aftermath of the emergency and re-visit (both in-person and digitally) in the weeks and months following. As has been the case with the communities affected by the 2019–20 bushfires, the Governor-General and Mrs Hurley will prioritise remaining connected with these communities throughout their term.

The Governor-General and Mrs Hurley's community engagement is underpinned by their patronage of 239 organisations. The Office supports the Governor-General and Mrs Hurley to engage with these organisations during in-person visits where they spend time with volunteers on the ground, facilitating events to welcome them to Government House or Admiralty House, or connecting digitally. Their fields of endeavour are diverse but each, in their own way, seeks to improve their community.

Recognising and celebrating the diversity in our community is another priority for the Office in supporting the Governor-General.

For example, in 2021–22, the Office became responsible for and received resourcing to increase awareness of and engagement with the Order of Australia across the community. The focus is to increase nominations for worthy Australians from parts of our community that have been historically underrepresented (in nominations and therefore outcomes). This work reflects the priority that the Governor-General has put on ensuring that the Order reflects, in outcome and administration, the diversity of Australia and complements his own outreach to different communities about the Order. Building on the positive trend towards gender balance, 2021–22 saw the

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highest percentage of awards to women in the General Division since the Order began. Embedding this function into the ongoing administration of our honours system means that outcomes will be delivered in both the short and long term.

Another focus in 2021–22 in relation to the administration of the Australian honours system was the approval of 29,911 National Emergency Medals for individuals who performed significant or sustained service during the 2019–20 bushfires. The Office has seen firsthand the impact that the award of the National Emergency Medal can have in a community - bringing people together to celebrate and, often, representing a significant milestone in an individual or community's recovery journey.

The easing of COVID-19 restrictions has also seen an increase in the Governor-General's ceremonial duties, including representing Australia overseas:

- to lead celebrations at the Australian National Day at Expo 2020 Dubai in January 2022
- to make the first state visit to Fiji by an Australian Governor-General since 1993, between 25 and 29 April 2022
- to express condolences to the President of the United Arab Emirates, His Highness Sheikh Mohammed bin Zayed Al Nahyan, following the passing of the former President, His Highness Sheikh Khalifa bin Zayed Al Nahyan, in May 2022
- to represent Australia at the 20th anniversary of Independence celebrations in Timor-Leste and the inauguration of His Excellency José Ramos-Horta as President, in May 2022
- to attend Her Majesty The Queen's Platinum Jubilee Celebrations in the United Kingdom, in June 2022, and
- to attend the inauguration ceremony for His Excellency Ferdinand R. Marcos Jr. as President of the Republic of the Philippines in June 2022.

The Office continues to ensure that Government House in Canberra and Admiralty House in Sydney are managed and maintained effectively and efficiently. Significant achievements in 2021–22 included the completion of the Kirribilli Point remediation project which will stabilise the precinct and preserve the historic Marine Barracks for future generations and a review of the Government House Heritage Values to specifically better understand, appreciate and value the First Nations traditional ownership of the lands on which Government House sits.

The Office also progressed its Digital Transformation Program (which includes the Information and Communication Technology, the Australian honours system and the Financial Management Information System modernisation projects). This program of work will transform the

Office's capabilities, including in relation to cyber security, and increase the efficiency of the administration of the honours and awards system.

In 2021–22, as in 2020–21, the COVID-19 pandemic at times impacted 'how' the Office supported the Governor-General. The Office shifted to periods of working almost exclusively from home. Notably, the Office adapted to new ways of achieving our outcomes and supporting the Governor-General. For example, during the two-month lockdown in the Australian Capital Territory between August and October, the Governor-General and Mrs Hurley undertook 286 virtual engagements. Similarly, constitutional and ceremonial responsibilities such as Federal Executive Council and receiving credentials from foreign Heads of Mission were conducted digitally.

As an Office, staff were supported to transition quickly to remote and flexible working arrangements. Planning horizons were shortened and processes streamlined to provide more flexible, agile and responsive support to the Governor-General's program during a dynamic and rapidly changing work environment.

A strong governance culture and a prudent financial management framework resulted in the Office achieving a modest surplus from ordinary operating activities. However, during the year, the Office reflected the impact of additional guidance on the accounting treatment of cloud computing arrangements. The change required outlays under the Office's Digital Transformation Program to be classified as operating rather than capital expenditure, resulting in a technical loss of \$2.97 million. This will be balanced next financial year when the equivalent amount is restored to the 2022–23 operating funding.

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## CELEBRATING THE LIFE AND SERVICE OF HER MAJESTY THE QUEEN

The Queen's Platinum Jubilee this year provided a focal point of activity to acknowledge and celebrate Her Majesty's connection with and contribution to Australia. The Office hosted a series of meaningful engagements to mark The Queen's 70 years of remarkable dedication and service to Australia and the Commonwealth, including an event on Commonwealth Day in March at which the Governor-General and Mrs Hurley unveiled plans for a new 'Queen Elizabeth II' garden to be created on the grounds of Government House.

Although outside the 2021–22 reporting period, the passing of Her Majesty The Queen on 8 September 2022 and accession of King Charles III had, and will continue to have, a significant impact on the Office. The Office worked closely with the Prime Minister's Office, Department of the Prime Minister and Cabinet, and State and Territory Government Houses in the period immediately following The Queen's death to lead and coordinate the nation's response and observances. The Office will continue to work with relevant stakeholders in the period ahead to assist with the transition between monarchs.



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## OUTLOOK FOR 2022–23

The Governor-General occupies a unique position and has the ability to reach, engage with and both comfort and uplift the people of Australia. This ability stems from the nature of the responsibilities of the role and is complemented by the empathy, experience and hard work of the Governor-General and Mrs Hurley. It is supported by the innovative, responsive and strategic work of the Office.

Notwithstanding COVID-19 restrictions allowing for the resumption of normal programming, the Office's operating environment will remain uncertain in 2022–23 because of the ongoing challenges associated with the country's recovery from the pandemic. While the operating environment has changed, the priorities and purpose have not. Significantly, at a time of great social stress and uncertainty the role of the Governor-General has arguably never been more important.

Enabling and supporting the Governor-General to reach and engage with Australians in a meaningful way – whether that be in-person or, drawing on the lessons from the pandemic, by utilising more technology – remains a priority for the Office in 2022–23.

The Office also recognises that in managing and maintaining Government House and Admiralty House it is custodian of not only two of the most historic and significant properties in the country, but of key parts of Australian culture, heritage and history. Another priority in 2022–23 will be to share the rich stories of the properties and make them as accessible as possible for Australians to visit and enjoy.

The Australian honours system is how we as a nation recognise, thank and celebrate achievement, service and bravery in our community. The effective administration of the honours system is another key priority, including increasing community engagement with and understanding of the Order of Australia. In 2022–23 the focus will be on building strategic relationships with partners and stakeholders to help ensure the Order of Australia represents the diversity of Australia.

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

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## OFFICE OVERVIEW

The Office of Governor-General was established by the Constitution of the Commonwealth of Australia in 1901. The Governor-General represents The Queen in Australia: exercising the executive power of the Commonwealth; upholding and executing its laws and Constitution; and performing a broad range of constitutional, statutory, ceremonial and community responsibilities. The Governor-General is also Commander-in-Chief of the Australian Defence Force (ADF). The Governor-General acts on the advice of the elected Australian Government in all relevant matters.

The Office of the Official Secretary to the Governor-General, which was established in 1984 by amendment to the *Governor-General Act 1974*, supports the Governor-General in the fulfilment of these responsibilities as enabled by sections 6–20 of the Act, which is administered by the Prime Minister. Prior to 1984, the Governor-General's office was part of the Department of the Prime Minister and Cabinet. The accountable authority for the Office is the Official Secretary to the Governor-General. During 2021–22, this position was held by Mr Paul Singer MVO.

The Office comprises a Strategic Engagement branch, a People and Services branch, a newly established Project Implementation Cell, an Honours and Awards branch, a Communications and Creativity team and a separate Finance team headed by a Chief Financial Officer, which all report through the Deputy Official Secretary to the Official Secretary in his capacity as Chief Executive Officer. Figure 1 shows the structure of the Office at 30 June 2022.

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

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

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

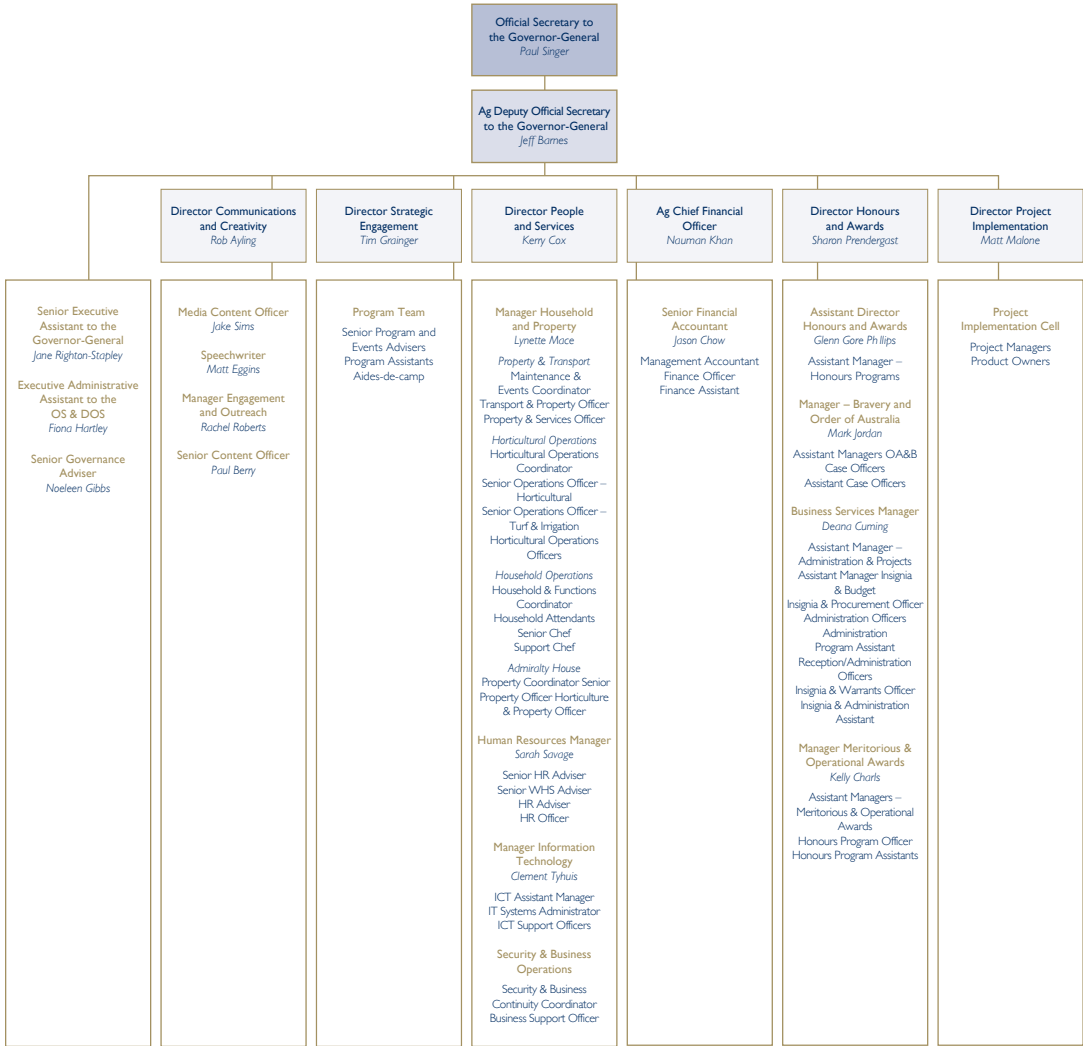
The Project Implementation Cell was established in early 2021 in response to New Policy Proposal (NPP) funding provided by Government and is responsible for the coordination and delivery of significant investment projects for the Office. This includes property projects funded by the Administered Capital Budget and the NPP funded Kirribilli Point Battery Precinct Re-stabilisation project. The cell is also delivering the NPP funded Digital Transformation program consisting of the Information and Communication Technology, the Australian honours system and the Financial Management Information System modernisation projects. This report is structured according to the Office's outcome and program, in line with the accrual budgeting and reporting requirements for Australian Government agencies, and provides information required under government guidelines for the preparation of annual reports.

The Office's outcome and outputs are as follows:

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

The Outcome, Program and Program Components are consistent with those reported in the Office's 2021–22 Portfolio Budget Statements. The cost of corporate functions is allocated across both program components.

FIGURE 1: ORGANISATIONAL STRUCTURE AT 30 JUNE 2022



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

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 and information technology.

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

Receive and research nominations for the conferral of honours and awards on Australians who distinguish themselves in service to the community and the nation, and support the honours advisory bodies that make recommendations to the Governor-General.

Responsible for administered and departmental capital funded projects across the Office. Lead project governance and communications, as well as manage procurements and business workflow.











# REPORT ON PERFORMANCE

CHAPTER 2



## ANNUAL PERFORMANCE STATEMENTS 2021–22

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### STATEMENT OF PREPARATION

I, Paul Singer, as the accountable authority of the Office of the Official Secretary to the Governor-General (the Office), present the 2021–22 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  
06 October 2022

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### PURPOSE

The purpose of the Office is to provide:

- the necessary support to enable the Governor-General to perform official duties, which are constitutional, statutory, ceremonial or community in nature. This includes the management and maintenance of the official residences at Government House in Canberra and Admiralty House in Sydney.
- the effective administration of the Australian honours 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 two components:

1. Support for the Governor-General.
2. Administration of the Australian honours system.

Table 1 summarises the results for 2021–22 against key performance indicators for Program 1 as identified on pages 312–313 of the 2021–22 Portfolio Budget Statements and pages 17–19 of the 2021–22 Corporate Plan. Table 2 compares the budget identified in those statements to actual cost during the year.

PERFORMANCE RESULTS

TABLE 1: PERFORMANCE INDICATORS FOR PROGRAM 1

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2021–22
<b>Component 1: Support of the Governor-General</b>		
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.	<p>The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties.</p> <p>The Governor-General is satisfied with the management of the households.</p>	<p>The Governor-General has indicated a high degree of satisfaction with the level of advice and administrative support provided.</p> <p>The Governor-General has indicated a high degree of satisfaction with the management of the households.</p>
Personal support – providing support for Their Excellencies and hospitality services for official functions.	<p>The properties are managed in accordance with the requirements of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> and government policies relating to heritage properties, and with due consideration of advice provided by the National Capital Authority and other relevant authorities.</p>	<p>Property management has been in accordance with statutory and other requirements.</p>
Administrative services – providing governance advice and administrative services to the Office and managing the Governor-General's official residences, including maintenance of property, equipment and grounds.	<p>The Governor-General has indicated satisfaction with the management of the households.</p>	

TABLE 1 CONT.

Program 1.1 deliverables	Program 1.1 key performance indicators	Results for 2021–22
<b>Component 2: Administration of the Australian Honours System</b>		
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.	Governor-General's, the Councils' and Committee's level of satisfaction to be assessed. Feedback to be sought from relevant stakeholders.	The Governor-General and other stakeholders have expressed satisfaction with the administration and support provided to them.
Providing secretariat support for the Australian honours advisory bodies.	Assessment of compliance with targets. Governor General's and the Council's level of satisfaction to be assessed.	All activities have complied with relevant governing instruments.
Undertaking the administrative tasks associated with the approval of recipients in the Australian honours system and Subsequent announcement where applicable.	Assessment of compliance with targets. Feedback to be sought from relevant stakeholders.	Medals and insignia have met design specifications, stock levels have been maintained and control processes have been followed.
Procuring Australian honours insignia, warrants and investiture items.	Governor-General's, the Councils', Committee's, and state and territory Government Houses level of satisfaction to be assessed.	Insignia and relevant resources have been accurately issued in a timely manner.
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.		

## 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 system.*

During 2021–22, 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.

Despite the ongoing challenge of the COVID-19 pandemic, the Governor-General's program of activity continued many of the themes and priorities Their Excellencies have identified through the term to date. Through an extensive program of in-person and virtual engagement, their Excellencies placed an emphasis on:

- providing support and encouragement to those impacted by flood, fire and other natural disasters, and acknowledging the efforts of response, recovery and relief agencies
- meeting with metropolitan, regional and remote communities to recognise the contributions of Australians making a difference in times of challenge and adversity; and
- supporting the organisations of which they serve as Patrons, including those working to assist veterans, vulnerable Australians, sustainability and the environment.

The Governor-General's ceremonial duties were arranged to ensure both the dignity of each occasion and compliance with COVID-19 requirements. Hospitality was balanced with economy, and maintenance at Government House and Admiralty House was undertaken with careful consideration to heritage and value for money. Pleasing progress was made on efforts to preserve the historic Marine Barracks and the broader Kirribilli Point Battery at Admiralty House.

The Office met all performance indicators for the Australian honours system. While not a formal measure, the Office maintained focus on raising awareness of the Order of Australia, and encouraging nominations from women and segments of the community that have been historically underrepresented such as multicultural and Indigenous communities.

## FINANCIAL PERFORMANCE

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### OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2021–22 financial year. Departmental and Administered results are shown in the audited financial statements on pages 68–112 of this report.

The reclassification of previously capital budget funded projects to operating expenses during the year resulted in an operating deficit for the 2021–22 financial year. As the deficit is caused by a change in accounting treatment of project expenditure it does not have an impact on the ongoing operations of the Office.

The Office has received an unmodified audit report from the Australian National Audit Office (ANAO) for the 2021–22 Financial Statements.

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### REPORT AGAINST THE 2021–22 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 2021–22 the total appropriations available to the Office were \$36,945,000. This was made up of \$29,166,000 for Departmental outputs (including \$6,149,000 towards the Departmental Capital Budget), \$4,510,000 for Administered expenses, \$2,774,000 towards the Administered Capital Budget, and \$495,000 as Special Appropriation for the Governor-General's salary.

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### CAPITAL WORKS BUDGET

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.

In 2021–22, a number of major projects were undertaken at the properties under the Office's Property Works Program to the total value of \$2,498,535.



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## BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 68–112 of this report.

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## SIGNIFICANT CHANGES IN 2021–22

There were no significant changes in 2021–22.

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

The program comprises two components:

1. Support for of the Governor-General; and
2. Administration of the Australian honours 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, and
- undertake the efficient procurement of Australian honours medals and insignia, warrants and investiture items.

TABLE 2: FINANCIAL PERFORMANCE FOR PROGRAM 1

	Budget Estimate 2021–22	Actual 2021–22	Variation 2021–22
	\$ 000	\$ 000	\$ 000
Departmental appropriation - Cost of Components 1 and 2	16,123	15,944	179
Administered appropriation	4,967	2,776	2,191
Expenses not requiring appropriation	2,552	2,735	(183)
<b>Total</b>	<b>23,642</b>	<b>21,455</b>	<b>2,187</b>

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

Resources applied to this component are directed to:

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

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

TABLE 3: FINANCIAL PERFORMANCE FOR COMPONENT 1 OF PROGRAM 1

	Budget Estimate 2021–22	Actual 2021–22	Variation 2021–22
	\$ 000	\$ 000	\$ 000
Departmental appropriation - Cost of Component 1	8,868	8,769	98
Administered appropriation - Governor-General's salary	495	495	0
Administered appropriation - Depreciation	1,985	1,920	65
Expenses not requiring appropriation	312	448	(136)
<b>Total</b>	<b>11,660</b>	<b>11,633</b>	<b>27</b>

## KEY RESULTS

### OFFICIAL ACTIVITIES OVERVIEW

The official activities which form part of Component 1 include representational events such as investitures, receptions, lunches and dinners hosted by the Governor-General. In addition to those functions, the Governor-General attended 189 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2021–22, the Governor-General participated in 562 official engagements, and welcomed 8,761 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](http://www.gg.gov.au)) provided regular updates on the broad range of activities undertaken by the Governor-General.

TABLE 4: ACTIVITIES AND CORRESPONDENCE IN 2021–22

Official activities	Number	Attendees
Events hosted – Government House	95	4,129
Events hosted – Admiralty House	22	651
Events hosted – offsite	0	0
<b>Total</b>	<b>117</b>	<b>4,780</b>
Other domestic events attended	189	N/A
Credentials	27	
Overseas events attended	62	

TABLE 4 CONT.

Official activities	Number	Attendees
Callers	133	
Executive Council meetings	34	N/A
School tours	60	3178 <sup>a</sup>
Congratulatory requests handled	13,701 <sup>b</sup>	N/A
Items of correspondence handled	3,635 <sup>c</sup>	N/A

- a) Includes school students, teaching staff and other accompanying adults.
- b) Requests for messages of congratulation from Her Majesty The Queen and the Governor-General for Australians celebrating special birthdays or wedding anniversaries.
- c) General correspondence, exclusive of matters relating to the Australian honours 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 2021–22, the Office supported the Governor-General in presiding at 34 meetings of the Federal Executive Council, at which 479 agenda items were considered. Royal Assent was given to 101 pieces of legislation.

- On 2 July 2021, the Governor-General hosted a virtual swearing-in ceremony to issue the Instruments of Appointment and the Oaths and Affirmations of Office to five Ministers and two Parliamentary Secretaries.
- On 8 October 2021, the Governor-General hosted a virtual swearing-in ceremony to issue the Instruments of Appointment and the Oaths and Affirmations of Office to three Ministers and one Parliamentary Secretary.
- On 22 April 2022, the Governor-General hosted a virtual swearing-in ceremony to issue the Second Dormant Commission for the Administrator of the Northern Territory.
- On 23 May 2022, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath and Affirmation of Office to the newly elected Prime Minister and four Ministers.
- On 1 June 2022, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath and Affirmation of Office to 30 Ministers and 11 Parliamentary Secretaries.
- On 16 June 2022, the Governor-General hosted a swearing-in ceremony to issue the Instrument of Appointment and the Oath and Affirmation of Office to one Parliamentary Secretary.

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## COMMANDER-IN-CHIEF

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

As Commander-in-Chief, the Governor-General plays an important role, including attending military parades, graduation ceremonies and presenting colours and honours to ADF units. In 2021–22, the Governor-General presided over several military events in Australia:

- On 12 November 2021, the Governor-General attended the March Out Parade for the 70<sup>th</sup> Anniversary of the Army Recruit Training Centre, in Kapooka, New South Wales.
- On 2 December 2021, the Governor-General attended the graduation parade for RAAF Course 06/21 at Point Cook, Victoria.
- On 3 December 2021, the Governor-General attended the 2021 Australian Command and Staff College Graduation Ceremony at the Australian Defence Force Academy, Canberra.
- On 4 December 2021, the Governor-General attended the Australian Defence Force Academy Graduation Parade in Campbell, Canberra.
- On 7 December 2021, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony at Duntroon, Canberra.
- On 11 June 2022, the Governor-General attended The Queen's Birthday Trooping of the Colour Parade at Duntroon, Canberra.

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

## COMMEMORATIONS

- On 11 November 2021, the Governor-General attended the Remembrance Day National Ceremony at the Australian War Memorial, Canberra.
- On 13 February 2022, the Governor-General attended the Bangka Day Service and inauguration of the new Women's Memorial in Adelaide, South Australia.
- On 19 February 2022, the Governor-General attended a Commemorative Service for the 80<sup>th</sup> Anniversary of the bombing of Darwin, in Darwin.
- On 25 April 2022, the Governor-General attended the Anzac Day Dawn Service and the RSL Veterans March and National Address at the Australian War Memorial, Canberra.

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## CEREMONIAL ACTIVITIES

In 2021–22, 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 13 December 2021, at Government House, Canberra, the Governor-General hosted a Ceremonial Welcome (including an Indigenous Welcome to Country), bilateral discussions and a State Dinner in honour of the visit to Australia by His Excellency Moon Jae-in, President of the Republic of Korea.

## INVESTITURES

The Governor-General presided at 26 investiture ceremonies for Australian honours and award recipients in 2021–22.

This included:

- nine general sessions held at Government House, Canberra in November 2021, which saw the presentation of 85 awards.
- ten general sessions held at Government House, Canberra in May 2022, 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 seven ad hoc investiture ceremonies:

- On 5 August 2021, at Government House, Canberra, the Governor-General invested Ms Frances Adamson AC with the insignia of the Companion of the Order of Australia for eminent service to public administration through the advancement of Australia's diplomatic, trade and cultural interests, particularly with the People's Republic of China and the Indo-Pacific region, to innovative foreign policy development and high level program delivery, and as the 36th Governor appointed in South Australia.
- On 18 November 2021, at Government House, Victoria, the Governor-General invested Mr Neale Daniher AO with the insignia of the Officer of the Order of Australia for distinguished service to people with motor neurone disease and their families through advocacy, public education and fundraising initiatives.



- On 18 November 2021, at Government House, Victoria, the Governor-General invested Rabbi Dr John Levi AC with the insignia of the Companion of the Order of Australia for eminent service to Judaism through seminal roles with religious, community and historical organisations, to the advancement of interfaith understanding, tolerance and collaboration, and to education.
- On 26 November 2021, at Clare Holland House, Canberra, the Governor-General invested the late Ms Kerry Allen OAM with the insignia of the Medal of the Order of Australia for service to the arts through music education.
- On 17 December 2021, in Cobargo, New South Wales, the Governor-General invested Ms May Blacka OAM with the insignia of the Medal of the Order of Australia for service to the community of Cobargo.
- On 5 May 2022, at Government House, Canberra, the Governor-General invested Admiral Yudo Margono AM with the insignia of the Honorary Member of the Order of Australia (Military Division) for exceptional service in strengthening Australian and Indonesian ties through promotion and enhancement of the bilateral relationship between the Royal Australian Navy and the Indonesian Navy.
- On 3 June 2022, at Australia House, London, the Governor-General invested Major General Matthew Hall AO with the insignia of the Officer of the Order of Australia for distinguished service and exceptional leadership as Chief of Staff, Headquarters Joint Operations Command, the Director Defence Intelligence Organisation and the Australian Military Representative to the North Atlantic Treaty Organization.

## 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 2021–22, seven credentials ceremonies were held at Government House for 23 Ambassadors or High Commissioners from Argentina, Belgium, Bhutan, Bosnia-Herzegovina, Brazil, China, Colombia, Ecuador, the Holy See, Indonesia, Ireland, Israel, Kosovo, Lao, Latvia, Malaysia, Monaco, North Macedonia, Pakistan, Peru, Serbia, Switzerland and Ukraine.

Four credentials ceremonies – including three undertaken by video conference – were held for the non-resident Ambassadors or High Commissioners of Kyrgyzstan, the Maldives, Tunisia and Uzbekistan.

## CITIZENSHIP CEREMONIES

The Governor-General presided at three citizenship ceremonies in 2021–22:

- On 17 September 2021, at Government House, Canberra, the Governor-General hosted a virtual Citizenship Ceremony at which Australian Citizenship was conferred on 16 recipients.
- On 26 January 2022, in Crookwell, New South Wales, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 7 recipients.
- On 14 June 2022, in Canberra, the Governor-General hosted a Citizenship Ceremony at which Australian Citizenship was conferred on 30 recipients.

## MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 29 July 2021, at Government House, Canberra, the Governor-General met via video conference with His Excellency Sir David Vunagi GCMG, Governor-General of the Solomon Islands.
- On 13 December 2021, at Government House, Canberra, the Governor-General met with His Excellency Moon Jae-in, President of the Republic of Korea.
- On 21 January 2022, at Admiralty House, Sydney, the Governor-General met with the Right Honourable Elizabeth Truss MP, Secretary of State for Foreign, Commonwealth and Development Affairs, United Kingdom; and the Right Honourable Ben Wallace MP, Secretary of State for Defence, United Kingdom.
- On 28 January 2022, in Dubai, United Arab Emirates, the Governor-General met with His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the United Arab Emirates, Ruler of Dubai.
- On 29 January 2022, in Dubai, United Arab Emirates, the Governor-General met with His Highness Sheikh Abdullah Bin Zayed Al-Nahyan, Minister of Foreign Affairs and International Development, United Arab Emirates.
- On 31 January 2022, in Abu Dhabi, United Arab Emirates, the Governor-General met with His Highness Sheikh Mohammed bin Zayed Al-Nahyan, Crown Prince of Abu Dhabi and Deputy Supreme Commander of the United Arab Emirates Armed Forces.

- On 2 March 2022, at Government House, Canberra, the Governor-General met with His Excellency Lionel Aingimea, President of the Republic of Nauru.
- On 13 April 2022, at Government House, Canberra, the Governor-General met via video conference with His Excellency Sir David Vunagi GCMG, Governor-General of the Solomon Islands.
- On 9 April 2022, at Admiralty House, Sydney, the Governor-General met with Her Royal Highness The Princess Royal.
- On 26 April 2022, at the State House, Suva, the Governor-General met with His Excellency Ratu Wiliame Maivalili Katonivere, President of the Republic of Fiji.
- On 9 May 2022, at Government House, Canberra, the Governor-General spoke by video conference with Her Majesty The Queen.
- On 16 May 2022, in Abu Dhabi, United Arab Emirates, the Governor-General met with Her Excellency Sarah Bint Yousif Al Amiri, United Arab Emirates Minister of State for Advanced Technology.
- On 16 May 2022, in Abu Dhabi, United Arab Emirates, the Governor-General met with His Highness Sheikh Mohammed bin Zayed Al-Nahyan, President of the United Arab Emirates.
- On 16 May 2022, in Abu Dhabi, United Arab Emirates, the Governor-General met with His Highness Sheikh Abdullah bin Zayed Al Nahyan, United Arab Emirates Minister of Foreign Affairs and International Cooperation.
- On 20 May 2022, in Dili, the Governor-General met with His Excellency José Ramos-Horta, President of the Republic of Timor-Leste.
- On 3 June 2022, in London, the Governor-General met with Her Excellency the Right Honourable Dame Cindy Kiro GNZM QSO, Governor-General of New Zealand.
- On 5 June 2022, in London, the Governor-General met with Her Excellency the Right Honourable Mary Simon CC CMM COM OQ CD, Governor-General and Commander-in-Chief of Canada.
- On 30 June 2022, in Manila, the Governor-General met with His Excellency Ferdinand R. Marcos Jr, President of the Republic of the Philippines.

## OFFICIAL OVERSEAS VISITS

In 2021–22, the Office planned and supported six overseas visits by the Governor-General:

- From 27 January to 1 February 2022, the Governor-General travelled to the United Arab Emirates, where he represented Australia at the Dubai World Expo.
- From 25 to 29 April 2022, the Governor-General travelled to Fiji, where he participated in a bilateral program to recognise and reinforce links between Australia and Fiji.
- From 15 to 18 May 2022, the Governor-General travelled to the United Arab Emirates where he represented Australia at events to mark the passing of His Highness Sheikh Khalifa bin Zayed Al Nahyan, the former President of the United Arab Emirates.
- From 19 to 20 May 2022, the Governor-General travelled to Timor-Leste, where he represented Australia at the inauguration of His Excellency José Ramos-Horta as President of the Republic of Timor-Leste, and participated in celebrations to mark the 20th anniversary of the Restoration of Independence of Timor-Leste.
- From 1 to 7 June 2022, the Governor-General travelled to the United Kingdom, where he represented Australia at events to commemorate the Platinum Jubilee of Her Majesty The Queen.
- From 29 June to 1 July 2022, the Governor-General travelled to the Philippines, where he represented Australia at the inauguration of His Excellency Ferdinand R. Marcos Jr. as President of the Republic of the Philippines.

## COMMUNITY ENGAGEMENT

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

- On 8 November 2021, the Governor-General travelled to Wollongong, where he visited the Green Connect community farm and met with local volunteers involved in the UCI Road World Championships scheduled for September 2022.
- On 18 December 2021, the Governor-General travelled to Hobart for the launch of the Australian Antarctic Program's icebreaker, the RSV *Nuyina*.

- On 20 January 2022, the Governor-General travelled to Sydney where he attended the Big hART Acoustic Life of Boatsheds event at the Australian National Maritime Museum.
- On 10 February 2022, in Canberra, the Governor-General attended the 25<sup>th</sup> anniversary celebrations of Canberra Telugu Vaani Radio.
- On 15 February 2022, in Canberra, the Governor-General visited and met with staff at the AEC Command Centre ahead of the 2022 Federal Election.
- On 8 March 2022, the Governor-General hosted a breakfast at Government House and met with local secondary school students in recognition of International Women's Day.
- On 14 February 2022, the Governor-General travelled to Adelaide, South Australia, where he visited the Royal Adelaide Hospital, and met with staff and volunteers at Multicultural Radio 5EBI.
- On 25 March 2022, the Governor-General travelled to Goulburn where he officially opened the city's performing arts centre.
- On 3 April 2022, the Governor-General travelled to Lake Nagambie, Victoria, where he attended the 2022 Australian Rowing Championships.
- On 29 April 2022, the Governor-General attended the opening night of *The Creation* as part of the Canberra International Music Festival.
- On 10 May 2022, the Governor-General travelled to Sydney where he attended the Chief Executive Women's Annual Dinner.
- On 26 May 2022, the Governor-General hosted a Kup-Murri lunch at Government House in recognition of National Sorry Day.
- On 9 June 2022, in Canberra, the Governor-General attended the official opening of the new national office for Soldier On.
- On 11 June 2022, the Platinum Jubilee Ball was held at Government House with the guest list drawn from patronages.
- On 17 June 2022, the Governor-General travelled to Sydney where he visited and met with staff and clients of HOST International in recognition of Refugee Week 2022.
- On 27 June 2022, in Canberra, the Governor-General attended the official opening of the Academy of Science's Shine Dome'.

## PATRONAGES

At the end of the reporting period, the Governor-General and Mrs Hurley were patrons of 239 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.

Of these organisations, the Governor-General is Patron of 157, Mrs Hurley is Patron of 36, with joint Patronage held for a further 46.

## REGIONAL CENTRE VISITS

During 2021–22, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations:

- On 17 November 2021, the Governor-General travelled to Dubbo, New South Wales, where he visited Apollo House, met with primary producers impacted by drought and rodent infestation and attended a lunch with representatives of the Western NSW Local Health District.
- On 19 November 2021, the Governor-General travelled to Bendigo, Victoria, where he met with the staff of Gowns for Doctors, attended a lunch with volunteers of Bendigo Foodshare and announced the winner of the 2021 Arthur Guy Memorial Art Prize.
- On 15 December 2021, the Governor-General travelled to Walgett, where he opened the Walgett PCYC, attended a community barbecue lunch, and met with staff and patients of the Walgett Aboriginal Medical Service.
- On 3 January 2022, the Governor-General travelled to Elmore, Victoria, where, as Chief Scout, he attended the National Scouts Jamboree.
- From 13 to 14 February 2022, the Governor-General travelled to Kangaroo Island, South Australia, where he participated in a turning of the sod ceremony for the Stokes Bay Community Hall, and met with staff at Kangaroo Island Wildlife Park.
- From 18 to 20 February 2022, the Governor-General travelled to Darwin, Northern Territory, where he met with students at Good Shepherd Lutheran College, visited the Foodbank NT warehouse and joined a rehearsal of the Sing Song Signers.
- From 26 to 27 February 2022, the Governor-General travelled to the New South Wales North Coast, where he met with volunteer members of the NSW State Emergency Service's Bellingen Unit, and as Patron, officially opened Mission Australia's Coffs Harbour Centre.

- On 3 April 2022, the Governor-General travelled to Lake Nagambie, Victoria, where he attended the 2022 Australian Rowing Championships.
- On 20 April 2022, the Governor-General travelled to Tamworth, New South Wales, where he met with performers, volunteers and staff involved in the Tamworth Country Music Festival, and attended the 50<sup>th</sup> Golden Guitar Awards.
- On 30 April 2022, the Governor-General travelled to Kiama, New South Wales, where he attended the National Rose Championships.
- On 8 May 2022, the Governor-General travelled to Cobargo, New South Wales, where he attended and met with performers, volunteers and staff involved in the Cobargo Folk Festival.

## RESPONSE TO NATURAL DISASTERS

Recognising the significant damage of natural disasters across Australia – including major flood events in the first half of 2022, and the ongoing impact of the 2019–20 Black Summer bushfires – 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.

- From 6 to 7 September 2021, the Governor-General met by video conference with farmers and residents of communities in the Central West of New South Wales impacted by mouse plagues.
- On 29 October 2021, the Governor-General travelled to the New South Wales South Coast, where he attended a National Emergency Medal presentation recognising members of the New South Wales Rural Fire Service (NSWRFS) involved in the 2019–20 Black Summer bushfires in Broulee, and met with local business owners impacted by flooding in Mogo.
- From 3 to 4 November 2021, the Governor-General travelled to Western Sydney where he met with medical professionals and representatives of service agencies involved in supporting the community through the COVID-19 pandemic.
- On 17 November 2021, the Governor-General travelled to Dubbo, New South Wales, where he attended a National Emergency Medal presentation to recognise members of the NSWRFS involved in the 2019–20 Black Summer bushfires.
- From 16 to 17 December 2021, the Governor-General travelled to the New South Wales South Coast, where he attended National Emergency Medal presentations in Eden, Bega, Bermagui and Narooma recognising members of the NSWRFS involved in the 2019–20 Black Summer bushfires.

- From 12 to 14 February 2022, the Governor-General travelled to South Australia, where he attended National Emergency Medal presentations recognising members of the SA Country Fire Service involved in the 2019–20 Black Summer bushfires in Adelaide, the Adelaide Hills, and on Kangaroo Island.
- On 21 April 2022, the Governor-General travelled to Nymboida, New South Wales, where he attended a National Emergency Medal presentation to recognise members of the NSWRFs involved in the 2019–20 Black Summer bushfires.
- From 5 to 7 March 2022, the Governor-General travelled to South-East Queensland, where he received a briefing from emergency service agencies on flood response efforts, and met with flood affected residents and business owners in Brisbane, Gympie and Peregian Beach.
- From 10 to 11 March 2022, the Governor-General travelled to the New South Wales Northern Rivers region, where he visited relief agencies, evacuation centres, and met with flood-affected residents in Ballina, Lismore, Coraki and surrounding communities.
- On 16 March 2022, the Governor-General travelled to Mullumbimby, New South Wales, where he met with flood-affected residents and representatives of agencies involved in flood response and recovery.
- On 17 March 2022, the Governor-General travelled to Windsor and Richmond, New South Wales, where he met with primary producers impacted by major flooding and met with staff and representatives of community support agencies.
- On 28 March 2022, the Governor-General travelled to Wollongong, where he visited and met with staff of the New South Wales State Emergency Service (NSW SES) involved in state-wide flood response and coordination efforts.
- On 28 March 2022, the Governor-General attended a National Emergency Medal presentation in Canberra recognising members of the Australian Capital Territory Emergency Services Agency involved in the 2019–20 Black Summer bushfires.
- On 6 April 2022, the Governor-General returned to Ballina and Lismore where he met with business owners and residents impacted by floods, and volunteers from the NSW SES assisting in ongoing recovery and rebuilding activities.
- On 7 May 2022, the Governor-General travelled to Bairnsdale, Victoria, where he attended a National Emergency Medal presentation recognising members of the Country Fire Authority and the Victorian State Emergency Service involved in the 2019–20 Black Summer bushfires.
- On 8 May 2022, the Governor-General travelled to Cobargo, New South Wales, where he attended a National Emergency Medal presentation recognising members of the NSWRFs involved in the 2019–20 Black Summer bushfires.



- Between 20 and 21 June 2022, the Governor-General made a third visit to the NSW Northern Rivers region, where he received an update on the progress of recovery and rebuilding following major flood events, visited relief centres in Ballina and Lismore, and met with residents, business owners and community representatives in Evans Head and Lennox Head.
- On 22 June 2022, the Governor-General travelled to the Lockyer Valley in South-East Queensland, where he met with primary producers, local residents and representatives of relief agencies following major flooding.

## RESPONSE TO COVID-19

In response to public health measures to slow the spread of COVID-19 – including restrictions on international and domestic travel, and limitations on gatherings – the Governor-General transitioned to an extensive program of virtual engagement during the second half of 2021.

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

- In 2021–22, the Governor-General made 89 telephone calls, recorded 88 video messages and participated in 283 video conferences.
- On 16 August 2021, the Governor-General hosted the virtual National Science Week Design Challenge.
- On 24 August 2021, the Governor-General, as Patron-in-Chief, met by video conference with members of the Australian Paralympic Team competing in the Tokyo 2020 Paralympics.
- On 27 August 2021, the Governor-General participated in a Playgroup Victoria virtual playgroup session with families based across Australia.
- On 3 September 2021, the Governor-General received Letters of Credence through virtual ceremonies with the incoming non-resident Ambassadors for Kyrgyzstan, Tunisia and Maldives.
- On 8 September 2021, the Governor-General hosted a virtual roundtable discussion with senior students from secondary schools across New South Wales.
- On 9 September 2021, the Governor-General participated the national R U OK? Day webinar.
- On 26 September 2021, the Governor-General, as Chief Scout, attended the virtual closing ceremony for the 2021 Cubornet.
- On 11 November 2021, the Governor-General participated in virtual interviews with candidates for the Rhodes Australia Scholarship.

## OFFICIAL PROPERTIES AND COMMUNITY EVENTS

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

In total, over 7,900 people – including 3,178 school students – visited Government House and Admiralty House in 2021–22.

## COMMUNICATIONS

Key activities included:

- supporting the Governor-General by producing 171 speeches and remarks for delivery at community events around the country
- providing 181 video or written messages to organisations
- managing engagement with national, local and international media to: enable access to key events such as investiture ceremonies, promote community events (including events to 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, and
- the Governor-General's National Australia Day and Anzac Day televised addresses (broadcast by the ABC), the television special 'An Australian Audience with Her Majesty' to celebrate the Platinum Jubilee, the television special 'The Order of Australia – Celebrating Australians' to highlight diverse recipients of the Order of Australia.

## CORRESPONDENCE

In 2021–22, the Office received and attended to 3,635 items of general correspondence. In addition, the Honours and Awards branch received more than 24,519 items of correspondence including 3,573 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 7,647 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,054 congratulatory messages on behalf of Her Majesty The Queen.

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## PROPERTY MANAGEMENT

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

In 2021–22, the Office consistently applied the principles of ecologically sustainable development and considered potential environmental and heritage impacts when making management decisions. To maintain the heritage integrity and standards of the official residences and all property assets, the Office:

- engages suitably qualified heritage consultants to provide advice when needed
- maintains a Heritage Strategy as a framework for management of the properties
- has detailed Heritage Management Plans, to meet the EPBC Act requirements, for the residences and associated landscapes
- consults with the National Capital Authority before undertaking works at Government House that fall within the Authority's legislative responsibilities
- consults, as required, with the Department of the Environment on how best to undertake heritage assessments, prepare management plans, and protect the values of the heritage properties, and
- where works have, or are likely to have, a significant impact on heritage issues, seeks approval from the Minister responsible for heritage matters (as required by the EPBC Act).

The annual priorities and initiatives for both properties are outlined in the Property Management Plan (PMP) 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 four years of the forward estimates at a high level, broadly in line with a twenty-year plan prepared in 2014 that identified property works priorities. When unforeseen works arise (for example, when ageing infrastructure fails unexpectedly or latent conditions are encountered during works), the plan is adjusted and priorities reviewed to accommodate emerging needs.

In 2021–22, a number of projects were undertaken at the properties, to the total value of \$2,498,535 (against a total budget of \$2,774,000). The underspend was caused by delays as a result of COVID-19 related impacts.

Notably the Office successfully completed the Kirribilli Point Restabilisation project which the largest heritage conservation project undertaken by the Office in decades. The works have ensured the protection of the heritage listed Marine Barracks from damage that was being caused by the surrounding structures and environment. The heritage structural retaining wall behind and above the Marine Barracks was repaired and reconstructed with a high quality outcome.

The Office continues to manage facilities using the Whole of Australian Government Property Services Arrangements established by the Department of Finance. The Property Service Provider to the Office delivers broad facilities management services including sustainability engineering and provides procurement and reporting efficiencies.

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

The Office has also participated in discussions with the Department of the Prime Minister and Cabinet and the Department of Home Affairs for potential project works at Kirribilli House and Admiralty House leveraging the Office's existing project management capability and site experience.

## GOVERNMENT HOUSE

The major works projects undertaken at Government House during 2021–22 included:

- commencement of the Overseers Cottage Restoration project in order to support heritage obligations and to support a safe, suitable and effective work place
- commencement of design for a replacement carpet in the Main House Drawing room which has reached end of life
- creation of a concept design for the Queen Elizabeth II Garden marking The Queen's Platinum Jubilee
- completion of works in the Main House services wing to address end of life finishes & fittings, and to support a safe, suitable and effective work place
- continuation of the Garden Priority Areas Landscape Restoration project with design for the heritage Gowrie Garden, and
- minor projects including air conditioning, gutter and roofing works to one of the onsite cottages used for office accommodation.

## ADMIRALTY HOUSE

Major works projects were undertaken at Admiralty House during 2021–22 included:

- completion of the re-stabilisation works of the Kirribilli Point Battery Precinct
- commencement of works at the southern boundary to restore the sea wall affected by the perpetual action of the ocean
- commencement of works at the western wing to rectify the exterior fabric, and
- minor projects, including the irrigation system and stone repair.

## WORKS OF ART AND OTHER ITEMS

The Office is grateful to the Australiana Fund, the National Gallery of Australia, the Australian Institute of Aboriginal and Torres Strait Islander Studies, the Australian War Memorial, and the Department of Parliamentary Services for the loan of paintings, sculptures, furniture and other items for public display at Government House and Admiralty House. These ongoing working relationships ensure that important works representing Australia are on display for the tens of thousands of visitors to the properties each year. The Office has partnered with the Australiana Fund to develop a database to assist in the collection management of the art, objects and furniture at the properties. Work to enter the information into this database continues.

Some items are exchanged each year as part of the ongoing program to display a variety of Australian artworks and furniture. As at 30 June 2022, paintings, pieces of furniture and art objects with a combined value of approximately \$27 million were on loan to the Office.

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

Resources applied to this component are directed to:

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

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

TABLE 5: FINANCIAL PERFORMANCE FOR COMPONENT 2 OF PROGRAM 1

	Budget Estimate 2021–22	Actual 2021–22	Variation 2021–22
	\$ 000	\$ 000	\$ 000
Departmental appropriation - Cost of Component 2	7,255	7,175	80
Administered Appropriation - Acquisition of Australian honours medals/insignia, warrants and investiture items	4,472	2,281	2,191
Expenses not requiring appropriation	255	367	(112)
Total	11,983	9,823	2,160

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## 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 three independent advisory bodies: the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee. This support includes the receipt of nominations, research and verification of service and presentation of documentation to these bodies for consideration. Nominations are generally processed in order of receipt, however processing may be expedited in exceptional circumstances.

Advisory body members are appointed with the expectation that they will apply expertise and judgement to their recommendations.

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

### THE ORDER OF AUSTRALIA

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

The Governor-General is Chancellor of the Order and the Official Secretary to the Governor-General traditionally serves as the Secretary of the Order. The Council for the Order of Australia considers nominations in the General Division and makes recommendations to the Governor-General.

Appointments and awards in the Military Division are made by the Governor-General on the recommendation of the Minister for Defence.

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

## HONOURS LISTS

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



## RESOURCES

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

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## KEY RESULTS

### NOMINATIONS, AWARDS AND INVESTITURES

In 2021–22, 3,125 nominations were received for the Order of Australia, reflecting an increase on the previous financial year.

The Council met on five occasions during the year to consider nominations and other matters. Of the 1,856 nominations considered, 1,401 resulted in recommendations to the Governor-General and, subsequently, appointments or awards. Seventy 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, particularly due to the increased volume of nominations received. In 2020–21 92 per cent of nominations considered by the Council were received in the previous 24 months.

On the recommendation from the Minister for Defence, the Governor-General approved 67 appointments and awards in the Military Division of the Order of Australia.

In 2021–22, the Honours and Awards branch researched 260 nominations for consideration by the Australian Bravery Decorations Council, who met twice during the year. Ninety seven 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 2020–21.

The Governor-General approved 836 awards to recognise excellence in international operations and specified occupations, including policy, emergency services and Defence personnel. These awards were processed and gazetted within six months of receipt. In addition, 982 Australian Sports Medals were awarded to official team members from the Invictus Games 2018, the International Sports Federation for Persons with Intellectual Disability (INAS) Global Games 2019 and the Olympic Games (Summer) from 2020.

Of long service, and operational awards, 2,474 National Police Service Medals and 8,896 National Medals/Clasps were approved by the Governor-General. These awards were processed within two months of receipt, consistent with 2020–21. In addition 32,067 National Emergency Medals, all for sustained service were approved by the Governor-General, of these, 29,911 were awarded for service during the 2019-20 bushfires.

Twenty-four non-Australian citizens were recognised by honorary awards in the Order of Australia during 2021–22 including 16 in the General Division and 6 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 2021–22, 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 2021–22. 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 2021–22 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.

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## OTHER BUSINESS

### HONOURS AND AWARDS BRANCH – MAJOR ACHIEVEMENTS

Her Majesty The Queen approved amendments to the Letters Patent and Regulations governing the suite of occupation-based meritorious awards in December 2021. The amendments allow for recognition of Australians in these occupations for their outstanding achievements and contributions to the nation's COVID-19 response. Medals awarded for COVID-19 related service do not count against an organisation's annual quota. This change resulted in an additional 54 individuals being recognised in The Queen's Birthday 2022 Honours List.

Following the amendments to the Australian Sports Medal regulations late in 2020, the branch has been liaising with relevant sporting bodies in relation to the recognition of official team members from the declared multi-sport events. Awards have been approved and medals presented to a number of team members from these events.

During the year, the branch developed a number of Frequently Asked Questions for the Governor-General's website to assist members of the community better understand the honours system processes.

The branch is working closely with the team managing and implementing the ICT modernisation of the technology supporting the honours system. This significant work will ensure the branch can better manage the demands of processing an increased number of nominations and be responsive to relevant stakeholders, including the Australian community and advisory body members. The enhanced capability will ensure the branch can continue to meet organisational objectives effectively.

The Office continues work to increase public awareness of the Order of Australia, and the diversity of nominations and outcomes to better reflect Australian society. The branch provides input into this collaborative initiative and is pleased to report that in 2021–22 the positive trend continued for the honours lists with the highest ever percentage of female recipients in the Order of Australia: 47 percent. Another significant achievement was the announcement of five female Companions of the Order in The Queen's Birthday honours list, of a total of eight Companions.





# MANAGEMENT & ACCOUNTABILITY

CHAPTER 3

## CORPORATE GOVERNANCE

The Official Secretary, in his role as Chief Executive Officer and accountable authority, is accountable for the efficient, effective, economical and ethical use of resources and 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 2021–22.

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.

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### 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 Project Implementation branches; and the Chief Financial Officer. The group meets monthly and considers strategic issues affecting the Office, including any emerging or ongoing risks, and monitors the delivery of performance outcomes for the Office.

The Property Sub-Committee provides governance of the integral requirements and responsibilities of the stewardship of the Official Heritage Properties. Membership includes the Deputy Official Secretary, Director Project Implementation (chairperson), Director People and Services,

Manager Household and Property, Project Managers and the Chief Financial Officer. Responsibilities of the sub-committee include overseeing the delivery of the Progress of the Property Works Program to achieve project and property outcomes within scope and on budget.

The Information Technology Sub-Committee provides governance of the growing and complex information technology needs of the Office. Membership includes the Deputy Official Secretary, Director Project Implementation (chairperson), Director People and Services, Chief Financial Officer and the IT Manager. Responsibilities of the sub-committee include developing the IT strategic plan, prioritising projects, and overseeing the delivery and progress of the IT program in accordance with the IT strategic plan.

The Security Sub-Committee provides governance of the integral requirements and responsibilities of physical, personnel and information security. Membership includes the Deputy Official Secretary (chairperson), Director People and Services, Director Project Implementation, Security and Business Continuity Coordinator, Manager Human Resources, and the IT Manager. Responsibilities of the sub-committee include implementation, delivery and progress of security projects and initiatives, the Security Management Plan, the Security Planning Program and Protective Security Policy Framework (PSPF) performance.

The three-person Audit Committee 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. During the year the Audit Committee comprised an independent external Chair and two independent external members.

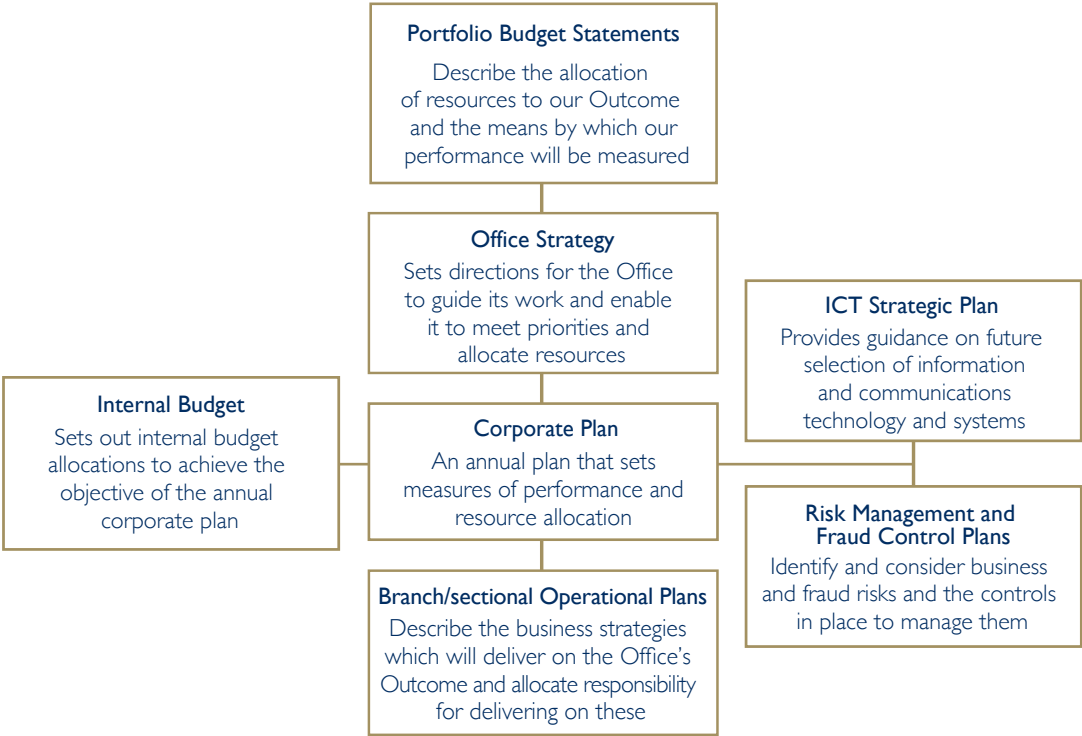
The WCC, representing all staff of the Office, continues to provide a forum for management and employees to discuss matters affecting the workplace. Meetings of the WCC are chaired alternately by a representative of the Official Secretary and a representative of employees. The membership of the WCC comprises:

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

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

STRATEGIC PLANNING

FIGURE 2: STRATEGIC PLANNING FRAMEWORK



CORPORATE PLAN

The Office's Corporate Plan 2021–22 is both a statement of its corporate vision, strategy and objectives, and a business plan. It aims to bring together planning and other strategic and operational activities and to articulate the linkages between them. It is a four-year rolling plan, updated annually, which distils the Office's objectives into a high-level action plan for the current year.



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## RISK MANAGEMENT FRAMEWORK

The Office's Risk Management 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 2021–22 was a maturity level of Advanced, which reflects the Office's high level of maturity and competence in this field.

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## FRAUD CONTROL FRAMEWORK

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

There were no known incidents of fraud in 2021–22.

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## SECURITY FRAMEWORK

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

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## 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 2021–22, the engagement of RSM Australia (RSM) and McGrathNicol (McN) for the provision of internal audit services continued.

In 2021–22, RSM undertook a broad review of the Office's legislative compliance while McN completed a review of the implementation of Protective Security Policy Framework (PSPF) recommendations in accordance with the agreed audit program.

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## EXTERNAL SCRUTINY

On 06 October 2022, the ANAO provided an unmodified audit opinion on the Office's 2021–22 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 2021–22.

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## BUSINESS CONTINUITY

The Office maintains a whole-of-office Business Continuity Plan (BCP), which is supported by individual business area plans. These plans are reviewed, updated and tested regularly. Throughout the COVID-19 pandemic, the Office worked to its COVID-19 Action Plan and abided by all COVID-19 restrictions diligently while still delivering all critical business functions to enable the key functions of the Governor-General. Additionally, the Office has reviewed and established its BCP systems against other risks that have the potential to impact business as usual operations.

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## ETHICAL STANDARDS

Standards of appropriate behavior for staff of the Office are set out in the Office's Code of Conduct and Workplace Behaviors Policy, which were endorsed in the Enterprise Agreement 2015–18, as well as in previous agreements. This continues until 2024 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.

In 2021 staff of the Office voted to continue the terms of the 2015–18 Enterprise Agreement for a further three years beyond the Determination 2020/01 nominal expiry date of 5 January 2022. 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 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 behavior for all staff responsible for procurement.

## MANAGEMENT OF HUMAN RESOURCES

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### KEY ACHIEVEMENTS

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

Key achievements include:

- Implementing a new performance framework to support a high performance culture. The Annual Performance Agreement (APA) has been developed in consultation with staff and aims to provide a forum for constructive feedback and enable two way conversations between staff members and their managers
- delivering over 40 training programs to staff and increasing experience and exposure opportunities to boost organisational capability and support professional development
- increasing flexible working arrangements, including to support staff when working remotely
- delivering outcomes-focused projects that meet the objectives set out in *Giving Hope - Uplifting the Nation*
- building strategies to attract, develop and maintain a talented and diverse workforce, including talent workshops, formal partnerships with local government, academic institutions and government agencies
- facilitating induction and for staff engaged throughout this period
- progressing diversity and inclusion initiatives, including through the Diversity and Inclusion staff working group
- supporting tailored employment for people with disabilities and partnering with support services
- creating a people support program for the Office to support injury and complex case management, and
- continuing the reward and recognition of staff achievement through the Australia Day Achievement Awards and internal acknowledgement.

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### KEY MANAGEMENT PERSONNEL REMUNERATION

The following information relates to the Key Management Personnel (KMP) of the Office consistent with the disclosure requirements of the PGPA Rule 2014 (PGPA Rule). During 2021–22, the Office did not have any officials requiring disclosures under the senior executives and other highly paid staff categories.

The Office has two KMP positions, which were occupied by two officers during 2021–22. The remuneration of the Official Secretary is determined by the Remuneration Tribunal. Further information on the Tribunal can be found at [www.remtribunal.gov.au](http://www.remtribunal.gov.au). The Deputy Official Secretary's remuneration

was determined in accordance with section 34 of the 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.

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## REMUNERATION ARRANGEMENTS

At 30 June 2022, the Office remunerated 99 employees: 97 employees were covered by the Enterprise Agreement (including four casual employees), one by the Remuneration Tribunal, and one by an Individual Flexibility Arrangement (IFA).

No employees received performance pay in 2021–22.

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

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## STAFFING CHANGES AND STATISTICS

In 2021–22, the average staffing level (ASL) for the Office was 81.27. 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 us with the opportunity to ensure we have the right people in the right place, with the right capabilities at the right time.

During the 2021–22 financial year there were 18 employee cessations and 29 employee commencements.

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

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## DEVELOPING STAFF

The Office is committed to providing opportunities for staff to develop skills, capability and experience.

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

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

In 2021–22, there has been a continued commitment to the development of our staff, delivering over 40 training sessions across the Office including: APS Ethics and Values, Privacy, Cyber Security, Work Health and Safety.

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

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## WORKPLACE HEALTH AND SAFETY OVERVIEW

### WORKPLACE HEALTH AND SAFETY STRUCTURE AND OVERSIGHT

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

The OOSGG policies and procedures are fundamental to the Office's 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, and
- ensuring compliance with, and full implementation of, the requirements of the WHS Act, the WHS Regulations and the associated Codes of Practice.

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

The Office implemented a five-stage business continuity plan in response to COVID-19. Safety measures were implemented to protect the health, safety, and welfare of Their Excellencies and our staff, while continuing to deliver on core outcomes for the Office.

The office engaged a full-time, dedicated Senior Work Health Safety Advisor (SWHSA) to oversee Health and Safety, review Work Health and Safety policies and processes, raise staff awareness and increase culture of Work Health and Safety, 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 Work Health and Safety initiatives and issues by providing legislative direction and understanding.

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

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

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

An active health and wellbeing program includes provision of specialist services, influenza vaccinations, 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 responsibilities whilst employed at the Office.

## 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 has been reinforced and COVID-safe measures are actively implemented as per 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.

During 2021–22, there has been a continued commitment to rehabilitation and early intervention programs across the Office through an active focus on effective injury management practices. The Office currently has two active Comcare compensation cases.

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

The Office ensures that mandatory training is undertaken on a regular basis. Staff across the Office participated in various training including first aid and cardiopulmonary resuscitation training, manual handling training, food safety and responsible service of alcohol training.

Other mandatory training sessions and presentations included were cyber security training, emergency safety training, emergency warden training, ergonomics in the workplace, 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.



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## DISABILITY REPORTING

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australia Public Service Commission's State of the Service Reports and the APS Statistical Bulletin. These reports are available at [www.apsc.gov.au](http://www.apsc.gov.au). 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 2010–2020.

The National Disability Strategy 2010–2020 has been superseded and built on by Australia's Disability Strategy 2021–2031, which sets out a plan for continuing to improve the lives of people with disability in Australia over the next ten years. A range of reports will be published including a data dashboard, annual targeted action plan reports, implementation reports every two years and two 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](http://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 2021–2031.

## MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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### ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$178.4 million (2020–21: \$172.1 million).

As at 30 June 2022, administered non-financial assets comprised:

- \$169.9m of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.376m of infrastructure, plant and equipment
- \$4.228m 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 2022, Departmental assets comprised:

- \$2.317m of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.243m of intangibles representing ordinary software
- \$0.035m of inventories
- \$0.224m of other non-financial assets, representing pre-payments made by the Office.

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

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

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## PURCHASING

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

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

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

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

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

The Office actively engages with Indigenous enterprises (in accordance with Commonwealth Indigenous Procurement Policy) and SMEs in its procurement of goods and services, including commitment to pay on time to agreed terms and to seek opportunities to reduce the payment time.

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## CONSULTANTS

The Office engages consultants on an as-required basis to provide professional and specialist services for building works and architectural services, administrative projects, information technology support and systems development, and to facilitate organisational change and management reforms for which the Office does not have the available capacity or staff or there is a need for independent research.

Prior to engaging consultants, the Office takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the PGPA Act and its related rules and regulations including the CPRs and relevant internal policies.

During 2021–22, nine new reportable consultancy contracts were entered into involving total actual expenditure of \$267,278. In addition, five ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$132,890. 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](http://www.tenders.gov.au)

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### LEGAL SERVICES EXPENDITURE

In accordance with the requirements of the Legal Services Directions 2017, the Office reports that total expenditure on external legal services in 2021–22 was \$130,692.

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### COMPETITIVE TENDERING AND CONTRACTING

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

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### AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

The Office did not enter into any contract of \$100,000 or more (including GST) during 2021–22 that did not provide for the Auditor-General to have access to the contractor's premises.

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### EXEMPT CONTRACTS

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

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### ADVERTISING AND MARKET RESEARCH

The Office did not undertake any advertising campaigns in 2021–22.

The Office undertook one market research activity in 2021–22.

Organisation	Purpose	Expenditure
Hall & Partners Pty Ltd	Insights to inform activity to increase awareness of and engagement the Order of Australia by the Australian community.	\$55,000 (GST inc)

DISCRETIONARY  
GRANTS

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

INFORMATION  
TECHNOLOGY

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

Strategic objectives achieved in 2021–22 included:

- support of the Office throughout the ongoing COVID-19 period, allowing both the Governor-General and the Office to continue their duties
- a major uplift of IT security measures undertaken to align the Office with the Australian Cyber Security Centre's (ACSC) Essential 8 controls
- increased focus on ICT security governance, including the development of the OOSGG ICT Cyber Security Strategy and numerous other security governance policies, standard and procedures
- completion of a project to replace the Office's ageing telephony system, and
- implementation of a new Financial Management and Information System (delivered as part of the ICT modernisation program).

The Office received additional funding through government approved New Policy Proposals (NPP) for ICT and Honours and Awards modernisation. This funding was sought to manage the foreseeable demands relating to the Australian Honours and Awards branch, in particular the National Emergency Medal, and to modernise the Office's ways of working. Together this funding will ensure the Office has the capability to manage the current and expected future requirements, whilst minimising the business continuity and security risks. The ICT modernisation program will transform our ICT environment, culture, and practices to support an agile and digital workplace, taking steps to keep pace with the industry and continue to meet organisational objectives in an efficient and cost-effective manner. As a PGPA Act agency, the Office participated in and benefited from a range of the Australian Government's whole-of-government initiatives, including co-ordinated telecommunications services, software and hardware procurement.

## FREEDOM OF INFORMATION

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

The IPS was established by Part II of the *Freedom of Information Act 1982* (FOI Act) with effect from 1 May 2011. Agencies subject to the FOI Act are required to publish information released to the public as part of their IPS. This requirement has replaced the former requirement to publish a section 8 statement in annual reports. The IPS section of the Office's website publishes other information (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

Optional information is published under the following headings:

**Our priorities**

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

**Our finances**

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

**Our lists**

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

**Governor-General's Program**

*daily program of official engagements*

**Speeches**

*copies of selected speeches given by the Governor-General.*

The Office proactively identifies and publishes information that may be of interest to the public (such as new policies or reviews undertaken), additional to the mandatory requirements, in the Disclosure Log on its IPS. The Office's organisational chart and functions are detailed in Chapter 1 of this report and on the website, where a series of links appear in the section on the IPS.

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### FOI PROCEDURES AND INITIAL CONTACT POINT

The Official Secretary is the principal decision maker under section 23 of the FOI Act in respect of requests for access. The FOI Act applies to the Office as a body established for a public purpose by an enactment and, therefore, is a 'prescribed authority' as defined in section 4.

However, Section 6A of the FOI Act provides:

*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](mailto:FOI.IPS@gg.gov.au)

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

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## CHARGES

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

---

## FOI APPLICATIONS IN 2021-22

During 2021-22, 22 FOI requests were received for documents relating to the operations of the Office of the Official Secretary to the Governor-General. Of these:

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

## ENERGY EFFICIENCY, ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

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

The Office reports on ecological sustainability performance in accordance with s 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.

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### ENERGY CONSUMPTION AND GREENHOUSE EMISSIONS

The Office's total electrical power consumption in buildings and grounds reduced by 0.9 per cent. This is due mainly to the decrease of occupied buildings, by staff remote working as a result of COVID-19 restrictions for nine weeks in the 2021–22 financial year, and climatic conditions.

All electricity procured in the ACT is from a renewable energy Power Purchase Agreement (PPA), which has zero emissions under a market-based calculation approach (see Table 6 notes).

The Office continues to apply the Sustainability Plan from the Property Service Provider that identifies energy saving opportunities focusing on reducing energy consumption.

### ENERGY CONSUMPTION – TRANSPORT AND MACHINERY

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

The Office's fuel consumption from transport and machinery reduced considerably this financial year compared with previous years. There was significantly reduced travel due to the COVID-19 related lockdowns in various parts of Australia. As a result, the greenhouse gas emissions from transport and machinery declined by 22 per cent. Transport and machinery fuel consumption and emissions are calculated on vehicles and machinery owned by the Office.



## GREENHOUSE GAS EMISSIONS

The total greenhouse gas emissions from the consumption of energy for all owned assets (buildings and grounds and also transport and machinery) has reduced by 9.3 per cent. The total greenhouse emissions per staff member has decreased by 12 per cent: this is impacted by an increase in the average staffing level from 78.8 in 2020–21 to 81.3 in 2021–22. Air conditioning energy consumption does not alter linearly with reducing or increasing occupancy levels.

The Office continues to review the emissions boundary and what is included in its greenhouse gas emissions as part of an increasing focus on energy efficiency and sustainability.

## RESOURCE EFFICIENCY AND WASTE

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

In 2020–21, the Office partnered with BinShift and GoTerra to split our waste streams into landfill, mixed recycle, dry compost, paper, soft plastics, 10¢ deposit and wet compost. The 10¢ recyclable waste is accumulated and collected by a charity who cashes them in and retains the funds. These initiatives have had positive results with 66m<sup>3</sup> of landfill saved.

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

- the use of worm farms and composting at Admiralty House
- food waste at Government House recycled off-site by GoTerra
- dry compostable paper products composted on site
- continued use of a soil sieve at Government House, to enable on-site manufacture of high quality compost, with savings on materials, handling and costs
- ensuring a low green waste removal (15m<sup>3</sup> over the year across both sites) due to re-use of compostable material. The slight increase was due to seasonal conditions creating greater plant growth
- regular donations of leftover food and flowers to the charities OzHarvest in Sydney and The Yellow Van in Canberra.

## WATER CONSUMPTION

The Office worked within the guidelines issued by the 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 2021–22, the Office continued to closely manage its water consumption for irrigation and importantly adhered to ACT Government Lake water abstraction restrictions.

The Office uses a mix of different types of flow restriction and water-efficient dual-flush toilets to minimise water use across its properties. Staff are encouraged to report any leakage issues promptly to minimise unnecessary water usage. Domestic water usage at Government House increased by 15 per cent and increased at Admiralty House by 11 per cent for an overall increase of 13.9 per cent. These consumption changes and increases are a reflection of the reduced travel due to COVID-19 restrictions and varying climatic conditions.

TABLE 6: ENVIRONMENTAL PERFORMANCE SUMMARY

Indicator	2018–19	2019–20	2020–21	2021–22
<b>Energy consumption in buildings and grounds</b>				
Total electricity consumption (kWh)	935,287	875,866	904,619	897,998
Green power purchased (kWh) 5%	46.8	43.8	45.8	0*
Greenhouse gas emissions from electricity (t CO <sub>2</sub> -e)	841.8	788.3	777.8	702.9**
Gas consumption (MJ)	1,624,662	1,889,017	1,780,071	1,720,885
Greenhouse gas emissions from gas consumption (t CO <sub>2</sub> -e)	104.5	121.5	115.0	111.2
Total energy consumed in buildings and grounds (GJ)	4,992	5,042	5,037	4,954
Total Greenhouse gas emissions from buildings and grounds (t CO <sub>2</sub> -e)	946.3	909.8	892.9	814.1
<b>Energy consumption from transport and machinery</b>				
Total number of fleet vehicles	7	7	6	6
Total unleaded petrol consumption – fleet vehicles and garden machinery (L)	5,780	4,763	5,598	3,386
Total diesel consumption – fleet vehicles and garden machinery (L)	6,680	5,955	7,201	6,467
Fleet vehicles total distance travelled (km)	57,916	43,908	57,078	36,035

TABLE 6 CONT.

Indicator	2018–19	2019–20	2020–21	2021–22
Total direct greenhouse gas emissions of vehicle and machinery fuel consumption (t CO <sub>2</sub> -e)	33.15	28.59	32.30	25.25
<b>Total greenhouse gas emissions</b>				
Total greenhouse emissions (t CO <sub>2</sub> -e)	979.45	938.39	925.20	839.35
Total greenhouse gas emissions per staff (based on average staffing level) (t CO <sub>2</sub> -e/ASL)	12.2	12.8	11.74	10.32
<b>Resource efficiency and waste</b>				
GoTerra – food waste recycling (from Dec 2020)			3.10t	3.26t
Total green waste removal (m <sup>3</sup> )	90	80	84	15
Lake water abstraction (Government House) ML (Total licence is 86ML)	72.18	72.41	36.16	18.7
Total AH Domestic Water kL	3,962	2,435	2,323	2,579
Total GH Domestic Water kL	2,824	3,012	2,033	2,339

\*No green power was purchased from the electricity retailer since July 2021. Note, all electricity procured in the ACT is from a renewable energy PPA, which has zero emissions under a market-based calculation approach.

\*\*based on NGER Determination (July 2021) Part 6, which is a location-based calculation approach. Accounting for the ACT renewable energy PPA under a market-based approach, the emission from electricity is: 194.9 tCO<sub>2</sub>-e (zeroing electricity procured for Government House in the ACT)





# FINANCIAL STATEMENTS

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## INDEPENDENT AUDITOR'S REPORT

To the Prime Minister

### Report on the annual financial statements

#### 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 2022:

- (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 2022 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 2022 and for the year then ended:

- Statement by the Official Secretary to the Governor-General and A/g Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, comprising an Overview Note with 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.

GPO Box 707, Canberra ACT 2601  
38 Sydney Avenue, Forrest ACT 2603  
Phone (02) 6203 7300

In preparing the financial statements, the Official Secretary to the Governor-General is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Official Secretary to the Governor-General is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

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

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

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

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

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

Australian National Audit Office



Amy Wicks

Audit Principal

Delegate of the Auditor-General

Canberra

6 October 2022



**Statement by the Official Secretary to the Governor-General  
and A/g Chief Financial Officer**

In our opinion, the attached financial statements for the year ended 30 June 2022 comply with subsection 42 (2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41 (2) of the PGPA Act.


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

Signed



Paul Singer MVO  
Official Secretary to the Governor-General  
6 October 2022

Signed



Nauman Khan  
A/g Chief Financial Officer  
6 October 2022

**Office of the Official Secretary to the Governor-General**  
**Statement of Comprehensive Income**  
*for the period ended 30 June 2022*

	Notes	2022 \$	2021 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	1A	9,632,826	9,107,624	10,034,000
Suppliers	1B	5,993,712	5,264,998	5,927,000
Suppliers - software as a service (SaaS)	1C	3,206,795	-	-
Depreciation and amortisation	5	555,271	558,369	482,000
Finance costs	1D	10	33	-
Losses from asset sales		23,034	6,926	-
<b>Total expenses</b>		<b>19,411,648</b>	<b>14,937,950</b>	<b>16,443,000</b>
<b>Own-source revenue</b>				
Revenue from contracts with customers	2A	241,482	258,029	171,000
Resources received free of charge	2B	175,117	252,347	85,000
<b>Total own-source revenue</b>		<b>416,599</b>	<b>510,376</b>	<b>256,000</b>
<b>Net (cost of) services</b>		<b>(18,995,049)</b>	<b>(14,427,574)</b>	<b>(16,187,000)</b>
<b>Revenue from Government</b>				
Departmental annual appropriations		15,952,000	14,292,000	15,705,000
<b>(Deficit) attributable to the Australian Government</b>		<b>(3,043,049)</b>	<b>(135,574)</b>	<b>(482,000)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation surplus	5	176,037	-	-
<b>Total other comprehensive income</b>		<b>176,037</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive (loss)<sup>1</sup></b>		<b>(2,867,012)</b>	<b>(135,574)</b>	<b>(482,000)</b>

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

1. Loss primarily driven by the expensing of \$3.2m in SaaS arrangements originally funded via the Departmental Capital Budget (DCB).

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

*for the period ended 30 June 2022*

<b>Explanations of major variances<sup>1</sup></b>	<b>Affected line items (and statement)</b>
<p><u>Employee expenses</u></p> <p>Employee expenses were under budget by \$401k (4%) predominantly because of a lower than budgeted average staffing level (ASL) due to the impacts of COVID-19 on recruitment activity. Additionally, an increase in the bond rate from 1.5% to 3.7% resulted in a reduction in the long service leave provision balance, further reducing employee expenses.</p> <p>Employee expenses in the cash flow statement were under budget by \$875k (9%) as a result of the above.</p>	<p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)</i></p>
<p><u>SaaS expenses</u></p> <p>SaaS expenses were over budget by \$3.2m (100%) due to the Office receiving capital funding for its ICT modernisation program which is not reflected in the supplier budget. The Office has subsequently obtained approval from the Department of Finance (DoF) for the reclassification of the funds into "operating" to bring the funding type and associated expenses in line with each other.</p> <p>Supplier expenses in the cash flow statement were also over budget as a result of the above.</p>	<p><i>Suppliers expense (Statement of Comprehensive Income), Suppliers payable (Statement of Financial Position), Operating cash used - suppliers (Cash Flow Statement)</i></p>
<p><u>Own source revenue</u></p> <p>Revenue from contracts with customers exceeded budget by \$70k (41%) predominantly as a result of settling an insurance claim with Comcover relating to a fire panel which was damaged by lightning.</p> <p>Resources received free of charge exceeded budget by \$90k (106%) primarily due to the recognition of secondment arrangements under AASB 1058 in support of the Governor-General's program.</p>	<p><i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i></p>
<p>1. Variances are considered to be 'major' based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader's understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul>	

**Office of the Official Secretary to the Governor-General**  
**Statement of Financial Position**  
*as at 30 June 2022*

	Notes	2022 \$	2021 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial Assets</b>				
Cash and cash equivalents	10	167,198	196,623	88,000
Trade and other receivables	4	10,704,984	6,982,559	5,476,000
<b>Total financial assets</b>		<b>10,872,182</b>	<b>7,179,182</b>	<b>5,564,000</b>
<b>Non-Financial Assets</b>				
Plant and equipment	5	2,317,418	2,023,137	8,755,000
Intangibles	5	243,225	532,046	708,000
Inventories		35,005	34,076	35,000
Prepayments		223,994	224,160	102,000
<b>Total non-financial assets</b>		<b>2,819,642</b>	<b>2,813,419</b>	<b>9,600,000</b>
<b>Total assets</b>		<b>13,691,824</b>	<b>9,992,601</b>	<b>15,164,000</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	6A	1,366,035	1,426,107	1,364,000
Other payables	6B	241,189	170,211	251,000
Leases	6C	-	1,790	3,000
<b>Total payables</b>		<b>1,607,224</b>	<b>1,598,108</b>	<b>1,618,000</b>
<b>Provisions</b>				
Employee provisions	7	3,252,541	2,844,422	2,616,000
<b>Total provisions</b>		<b>3,252,541</b>	<b>2,844,422</b>	<b>2,616,000</b>
<b>Total liabilities</b>		<b>4,859,765</b>	<b>4,442,530</b>	<b>4,234,000</b>
<b>Net assets</b>		<b>8,832,059</b>	<b>5,550,071</b>	<b>10,930,000</b>
<b>EQUITY</b>				
Contributed equity		11,288,095	5,139,095	11,155,000
Asset revaluation reserve		796,646	620,609	621,000
(Accumulated deficit)		(3,252,682)	(209,633)	(846,000)
<b>Total equity</b>		<b>8,832,059</b>	<b>5,550,071</b>	<b>10,930,000</b>

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

**Office of the Official Secretary to the Governor-General**  
**Statement of Financial Position Budget Variance Commentary**  
*for the period ended 30 June 2022*

<b>Explanations of major variances<sup>1</sup></b>	<b>Affected line items (and statement)</b>
<p><u>Trade and other receivables</u></p> <p>The higher receivable balance of \$5.2m (95%) against the budget is predominantly related to undrawn appropriations as at year end. The Office received funding for the ICT modernisation program with the difference in timing of delivery of the program and appropriated funds resulting in an unspent balance as at year end.</p>	<p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to the Official Public Account (OPA) (Cash Flow Statement)</i></p>
<p><u>Non-financial assets</u></p> <p>Non-financial assets were under budget by \$6.7m (71%) as a result of SaaS expenditure being reclassified from capital funded projects to operating expenses during the financial year.</p> <p>Cash used for the purchase of property, plant and equipment in the cash flow statement were under budget by \$5.5m (90%) as a result of the above.</p>	<p><i>Non-financial assets (Statement of Financial Position), Investing cash used (Cash Flow Statement), Operating cash used (Cash Flow Statement)</i></p>
<p><u>Provisions</u></p> <p>Employee provisions exceeded budget by \$636k (24%) predominantly as a result of staff transferring to the Office bringing leave balances from their former agencies.</p> <p>In addition, staff have taken less annual leave during the financial year as a result of COVID-19 travel restrictions; contributing to a higher liability balance.</p>	<p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)</i></p>
<p>1. Variances are considered to be ‘major’ based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader’s understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul>	

Office of the Official Secretary to the Governor-General  
Statement of Changes in Equity  
for the period ended 30 June 2022

	Retained earnings			Asset revaluation surplus			Contributed equity/capital			Total equity		
	2022	2021	Original Budget	2022	2021	Original Budget	2022	2021	Original Budget	2022	2021	Original Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Opening balance</b>												
Balance carried forward from previous period	(209,633)	(74,059)	(364,000)	620,609	620,609	621,000	5,139,095	3,271,095	5,006,000	5,550,071	3,817,645	5,263,000
<b>Comprehensive income</b>												
Other comprehensive income	-	-	-	176,037	-	-	-	-	-	176,037	-	-
(Deficit) for the period	(3,043,049)	(135,574)	(482,000)	-	-	-	-	-	-	(3,043,049)	(135,574)	(482,000)
<b>Total comprehensive (loss)</b>	<b>(3,043,049)</b>	<b>(135,574)</b>	<b>(482,000)</b>	<b>176,037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,867,012)</b>	<b>(135,574)</b>	<b>(482,000)</b>
Department capital budget <sup>1</sup>	-	-	-	-	-	-	6,149,000	1,868,000	6,149,000	6,149,000	1,868,000	6,149,000
<b>Total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,149,000</b>	<b>1,868,000</b>	<b>6,149,000</b>	<b>6,149,000</b>	<b>1,868,000</b>	<b>6,149,000</b>
<b>Closing balance as at 30 June</b>	<b>(3,252,682)</b>	<b>(209,633)</b>	<b>(846,000)</b>	<b>796,646</b>	<b>620,609</b>	<b>621,000</b>	<b>11,288,095</b>	<b>5,139,095</b>	<b>11,155,000</b>	<b>8,832,059</b>	<b>5,550,071</b>	<b>10,930,000</b>

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

Major variances between the actual and original budgeted amounts for 2021-22 are described in the budget variances commentary in the statement of comprehensive income and statement of financial position.

Equity injections

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

1. To be read in conjunction with Note 18.



**Office of the Official Secretary to the Governor-General**  
**Cash Flow Statement**  
*for the period ended 30 June 2022*

	2022 \$	2021 \$	Original Budget \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	19,029,474	15,015,259	15,705,000
Rendering of services	173,451	219,018	171,000
GST received	823,039	427,326	-
Other	74,413	54,319	-
<b>Total cash received</b>	<b>20,100,377</b>	<b>15,715,922</b>	<b>15,876,000</b>
<b>Cash used</b>			
Employees	(9,158,554)	(8,841,118)	(10,034,000)
Suppliers	(9,679,068)	(5,622,331)	(5,842,000)
Section 74 receipts transferred to OPA	(1,273,982)	(993,840)	-
Interest payments on lease liabilities	(10)	(33)	-
<b>Total cash used</b>	<b>(20,111,614)</b>	<b>(15,457,322)</b>	<b>(15,876,000)</b>
<b>Net cash from / (used by) operating activities</b>	<b>(11,237)</b>	<b>258,600</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment	27,273	7,361	-
<b>Total cash received</b>	<b>27,273</b>	<b>7,361</b>	<b>-</b>
<b>Cash used</b>			
Purchase of property, plant and equipment	(620,595)	(831,394)	(6,149,000)
<b>Total cash used</b>	<b>(620,595)</b>	<b>(831,394)</b>	<b>(6,149,000)</b>
<b>Net cash used by investing activities</b>	<b>(593,322)</b>	<b>(824,033)</b>	<b>(6,149,000)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity - DCB	576,924	675,859	6,149,000
<b>Total cash received</b>	<b>576,924</b>	<b>675,859</b>	<b>6,149,000</b>
<b>Cash used</b>			
Principal payments of lease liabilities	(1,790)	(1,767)	-
<b>Total cash used</b>	<b>(1,790)</b>	<b>(1,767)</b>	<b>-</b>
<b>Net cash from financing activities</b>	<b>575,134</b>	<b>674,092</b>	<b>6,149,000</b>
<b>Net increase/(decrease) in cash held</b>	<b>(29,425)</b>	<b>108,659</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	196,623	87,964	88,000
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>167,198</b>	<b>196,623</b>	<b>88,000</b>

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

Major variances between the actual and original budgeted amounts for 2021-22 are described in the budget variances commentary in the statement of comprehensive income and statement of financial position.

**Office of the Official Secretary to the Governor-General**  
**Administered Schedule of Comprehensive Income**  
*for the year ended 30 June 2022*

	Notes	2022 \$	2021 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Suppliers	11	2,298,692	1,147,764	4,510,000
Governor-General's salary		495,000	495,000	495,000
Depreciation and amortisation	14	1,920,439	1,842,918	1,985,000
Write-down and impairment of assets		7,479	30,942	-
<b>Total expenses</b>		<b>4,721,610</b>	<b>3,516,624</b>	<b>6,990,000</b>
<b>Income</b>				
<b>Revenue</b>				
<b>Non-taxation revenue</b>				
Revenue from contracts with customers - sale of goods		24,929	25,710	38,000
<b>Total non-taxation revenue</b>		<b>24,929</b>	<b>25,710</b>	<b>38,000</b>
<b>Total income</b>		<b>24,929</b>	<b>25,710</b>	<b>38,000</b>
<b>Net cost of services</b>		<b>(4,696,681)</b>	<b>(3,490,914)</b>	<b>(6,952,000)</b>
<b>Deficit</b>		<b>(4,696,681)</b>	<b>(3,490,914)</b>	<b>(6,952,000)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation reserve	14	4,494,099	12,850,000	-
<b>Total other comprehensive income</b>		<b>4,494,099</b>	<b>12,850,000</b>	<b>-</b>
<b>Total comprehensive (loss) / surplus</b>		<b>(202,582)</b>	<b>9,359,086</b>	<b>(6,952,000)</b>

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



**Office of the Official Secretary to the Governor-General**  
**Administered Schedule of Assets and Liabilities**  
*as at 30 June 2022*

	Notes	2022 \$	2021 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents		588	1,116,232	1,000
Trade and other receivables	13	213,343	253,159	199,000
<b>Total financial assets</b>		<b>213,931</b>	<b>1,369,391</b>	<b>200,000</b>
<b>Non-financial assets</b>				
Land and buildings	14	169,941,621	164,822,600	152,016,000
Property, plant and equipment	14	1,375,902	1,422,728	2,005,000
Inventories	15	4,228,358	3,077,337	1,901,000
<b>Total non-financial assets</b>		<b>175,545,881</b>	<b>169,322,665</b>	<b>155,922,000</b>
<b>Total assets administered on behalf of Government</b>		<b>175,759,812</b>	<b>170,692,056</b>	<b>156,122,000</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	16	212,787	1,300,898	148,000
<b>Total payables</b>		<b>212,787</b>	<b>1,300,898</b>	<b>148,000</b>
<b>Total liabilities administered on behalf of Government</b>		<b>212,787</b>	<b>1,300,898</b>	<b>148,000</b>
<b>Net assets</b>		<b>175,547,025</b>	<b>169,391,158</b>	<b>155,974,000</b>

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

**Office of the Official Secretary to the Governor-General**  
**Schedules of Administered Items Budget Variance Commentary**  
*for the period ended 30 June 2022*

<b>Explanations of major variances<sup>1</sup></b>	<b>Affected line items (and schedule)</b>
<b>Suppliers</b>	
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.	<i>Supplier expense (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)</i>
The under budget variance of \$2.2m (49%) is because fewer National Emergency Medals were issued than anticipated.	<i>Suppliers Payable (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i>
<b>Non-Financial Assets</b>	
Land and buildings exceeded budget by \$17.9m (12%) predominantly as a result of an increase in the fair value of land and buildings following independent revaluations conducted by Jones Lang LaSalle Australia Pty Limited (JLL) subsequent to the 2021-22 budget.	<i>Land and buildings (Administered Schedule of Assets and Liabilities), Other comprehensive income (Administered Schedule of Other Comprehensive Income)</i>
Inventories exceeded budget by \$2.3m (122%) mainly because of more medals being purchased during the financial year to cater for the expected influx of National Emergency Medals nominations as a result of the 2019 bush fire crisis.	<i>Inventories (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i>
<p>1. Variances are considered to be ‘major’ based on the following criteria:</p> <ul style="list-style-type: none"> <li>• the variance between budget and actual is greater than 10%; and</li> <li>• the variance between budget and actual is greater than 2% of the relevant category (Income, Expenses and Equity totals); or</li> <li>• an item below this threshold but is considered important for the reader’s understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of an entity.</li> </ul>	

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

*for the year ended 30 June 2022*

	2022	2021
	\$	\$
<b>Opening assets less liabilities as at 1 July</b>	<b>169,391,158</b>	153,332,117
<b>Net cost of services</b>		
Income	24,929	25,710
Expenses		
Payments to entities other than corporate Commonwealth entities	(4,721,610)	(3,516,624)
<b>Other comprehensive income:</b>		
Revaluations transferred to reserves	4,494,099	12,850,000
<b>Transfers to/from the Australian Government:</b>		
Annual Appropriations	6,519,077	6,754,735
Special Appropriations	495,000	495,000
Appropriation transfers to OPA:		
Transfers to OPA	(655,628)	(549,780)
<b>Closing assets less liabilities as at 30 June</b>	<b>175,547,025</b>	169,391,158

**Administered Cash Transfers to and from the OPA**

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

Office of the Official Secretary to the Governor-General  
Administered Cash Flow Statement  
for the period ended 30 June 2022

	Notes	2022 \$	2021 \$	Original Budget \$
<b>OPERATING ACTIVITIES</b>				
Cash received				
Sales of goods and rendering of services		24,534	28,689	38,000
Net GST received		51,908	-	-
<b>Total cash received</b>		<b>76,442</b>	<b>28,689</b>	<b>38,000</b>
Cash used				
Suppliers		(4,557,000)	(1,332,597)	(4,510,000)
Governor-General's salary		(495,000)	(495,000)	(495,000)
Net GST paid		-	(28,256)	-
<b>Total cash used</b>		<b>(5,052,000)</b>	<b>(1,855,853)</b>	<b>(5,005,000)</b>
<b>Net cash flows used by operating activities</b>		<b>(4,975,558)</b>	<b>(1,827,164)</b>	<b>(4,967,000)</b>
<b>INVESTING ACTIVITIES</b>				
Cash used				
Purchase of property, plant and equipment		(2,498,534)	(3,757,251)	(2,707,000)
<b>Total cash used</b>		<b>(2,498,534)</b>	<b>(3,757,251)</b>	<b>(2,707,000)</b>
<b>Net cash flows used by investing activities</b>		<b>(2,498,534)</b>	<b>(3,757,251)</b>	<b>(2,707,000)</b>
<b>Net (decrease) in cash held</b>		<b>(7,474,092)</b>	<b>(5,584,414)</b>	<b>(7,674,000)</b>
Cash from OPA:				
-Appropriations <sup>1</sup>		7,014,076	7,249,736	7,712,000
<b>Total cash from OPA</b>		<b>7,014,076</b>	<b>7,249,736</b>	<b>7,712,000</b>
Cash to OPA for:				
- Appropriations		(655,628)	(549,780)	(38,000)
<b>Total cash to OPA</b>		<b>(655,628)</b>	<b>(549,780)</b>	<b>(38,000)</b>
Cash and cash equivalents at the beginning of the reporting period		1,116,232	691	1,000
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>588</b>	<b>1,116,232</b>	<b>1,000</b>

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

Major variances between the actual and original budgeted amounts for 2021-22 are described in the budget variances commentary in the statement of comprehensive income and statement of financial position.

1. Appropriations include \$2,502,987 Administered Capital Budget (ACB) (2021: \$3,760,928).

#### Overview Note: Summary of Significant Accounting Policies

##### 1.1 Outcome

The Office of the Official Secretary to the Governor-General (the Office) is an Australian Government controlled not-for-profit entity. The Office is a statutory office established under the *Governor-General Act 1974* 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 two program components:

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

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

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

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

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

##### 1.2 Basis of Preparation of the Financial Statements

The financial statements are 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 period.

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



### 1.3 New Accounting Standards

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

Standard/Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 1060 General Purpose Financial Statements - Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities	AASB 1060 applies to annual reporting periods beginning on or after 1 July 2021 and replaces the reduced disclosure requirements (RDR) framework. The application of AASB 1060 involves some reduction in disclosure compared to the RDR with no impact on the reported financial position, financial performance and cash flows of the entity.

### 1.4 Significant Accounting Judgements and Estimates

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

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. In some instances, the Office's buildings are purpose built and may in fact realise more or less in the market. A revaluation was undertaken as at 30 June 2022.

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

### 1.5 Revenue

#### Revenue from Government

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

#### 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.

### **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 Period**

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 2022, the Office had no contingent assets or liabilities to disclose.

**From:** s 22(1)(a)(ii)  
**To:** [HOST](#)  
**Cc:** [Government House - Media](#)  
**Subject:** GG message - The Australiana Fund [SEC=OFFICIAL]  
**Date:** Friday, 19 August 2022 8:57:57 AM  
**Attachments:** [image002.png](#)  
[image005.png](#)  
[220909 GG message - The Australiana Fund FINAL.pdf](#)

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Hi, s 22(1)(a)(ii)

Please see attached a signed message from the Governor-General for The Australiana Fund AGM.

The text also appears below.

Hope it all goes well.

Cheers, s 22(1)(a)(ii)

(Speechwriting Unit / Government House / s 22(1)(a)(ii) )

**Message from the Governor-General – The Australiana Fund**

s 22(1)(a)(ii)

One of those contributions is the sculpture, 'Coming together, Moving forward, Standing tall'. Linda and I see the statues of an emu and a kangaroo each morning and reflect on the partnership between The Australiana Fund and BackTrack Youth Works that made it possible. It will be the centrepiece of the Queen Elizabeth II Garden and a tribute to Her Majesty The Queen.

s 22(1)(a)(ii)

s 22(1)(a)(ii)





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

### **The Australiana Fund**

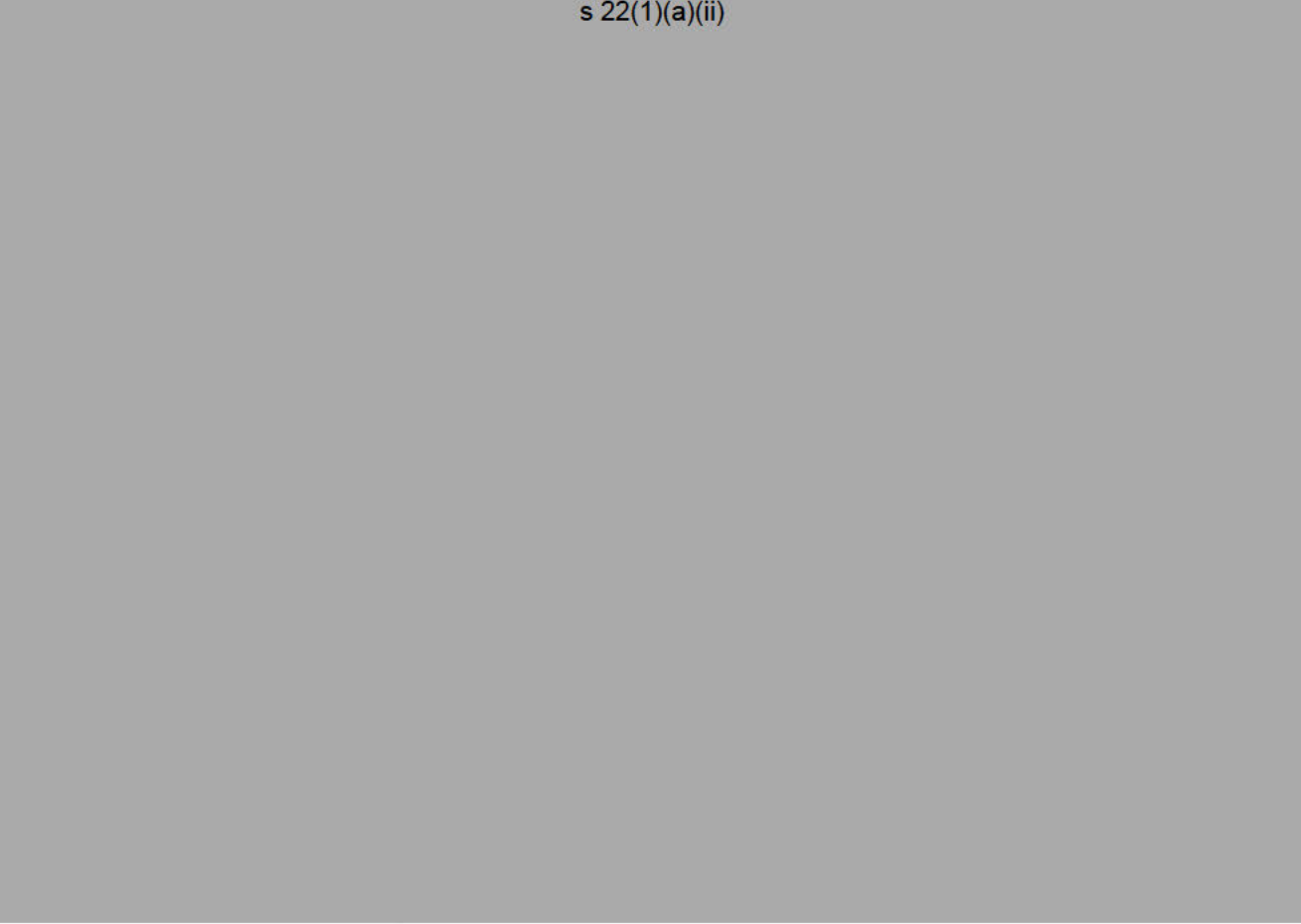
s 22(1)(a)(ii)

One of those contributions is the sculpture, 'Coming together, Moving forward, Standing tall'. Linda and I see the statues of an emu and a kangaroo each morning and reflect on the partnership between The Australiana Fund and BackTrack Youth Works that made it possible. It will be the centrepiece of the Queen Elizabeth II Garden and a tribute to Her Majesty The Queen.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

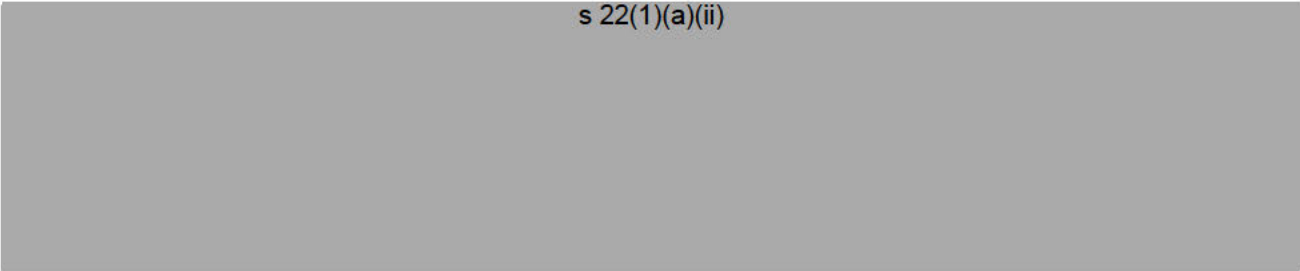
s 22(1)(a)(ii)

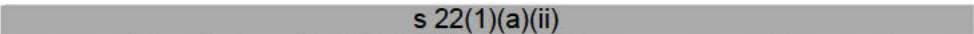


**Forward Planning:**

Government House

s 22(1)(a)(ii)



11.  s 22(1)(a)(ii) They also intend to delay the launch of their Jubilee Garden concept until later in the year.
12. Government House has also advised that they are not seeking any additional funding at this point in time.

s 22(1)(a)(ii)

