



OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

# ANNUAL REPORT

2023-24



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OFFICE OF THE OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

30 September 2024

The Hon 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 ending 30 June 2024, 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

**Gerard Martin PSM**  
Official Secretary to the Governor-General

# CONTENTS

<b>Chapter 1: Overview</b>	<b>1</b>
Official Secretary's Review	2
<b>Chapter 2: Report On Performance</b>	<b>9</b>
Annual Performance Statements 2023–24	10
Outcome Performance	16
Financial Performance	17
Program 1 – Support for the Governor-General and Official Functions	18
Program Component 1 – Support of the Governor-General	19
Key Results	20
Program Component 2 – Management and Maintenance of the Official Properties	32
Key Results	32
Program Component 3 – Administration of the Honours and Awards System	35
Key Results	38
<b>Chapter 3: Management and Accountability</b>	<b>43</b>
Corporate Governance	44
Management of Human Resources	50
Management of Assets and Financial Processes	55
Freedom of Information	60
Energy Efficiency, Ecologically Sustainable Development and Environmental Protection	61
<b>Chapter 4: Financial Statements</b>	<b>67</b>
<b>Chapter 5: Appendices</b>	<b>69</b>
Appendix A: The Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee	70
Appendix B: Order of Australia Awards	77
Appendix C: Australian Bravery Decorations	85
Appendix D: Defence, Meritorious and Long Service Awards	86
Appendix E: Executive Remuneration	88
Appendix F: Accountable Authority	89
Appendix G: Staffing Overview	90
Appendix H: Reportable Consultancy and Non-Consultancy Contracts	98

Appendix I: Aids to Access	138
Appendix J: Agency Resource Statement	139
Appendix K: Audit Committee Details	141

## Chapter 6: Indexes

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Glossary, Abbreviations and Acronyms	144
List of Requirements	147
Index	153

## Figures

---

Figure 1: Organisational Structure at 30 June 2024	6
Figure 2: Strategic Planning Framework	46

## Tables

---

Table 1: Performance Indicators for Program 1	12
Table 2: Financial Performance for Program 1	19
Table 3: Financial Performance for Component 1 of Program 1	19
Table 4: Activities and Correspondence in 2023–24	20
Table 5: Financial Performance for Component 2 of Program 1	32
Table 6: Financial Performance for Component 3 of Program 1	35
Table 7a: Greenhouse Gas Emissions Inventory (Location-Based Approach)	63
Table 7b: Greenhouse Gas Emissions Inventory (Market-Based Approach)	64
Table B1: The Order of Australia Awards (General Division), Australia Day 2024 and The King's Birthday 2024	115
Table B2: The Order of Australia Awards (General Division), The Queen's Birthday 1975 to The King's Birthday 2024	119
Table C1: Australian Bravery Decorations 2023–24	123
Table C2: Australian Bravery Decorations 1975 to 30 June 2024	123
Table D1: Defence, Meritorious and Long Service Awards Approved in 2023–24 and Total Awards Approved Since 1975	124
Table E1: Remuneration for Key Management Personnel (2023–24)	126
Table F1: Details of Accountable Authority (2023–24)	127
Table G1: All Ongoing Employees, by Location (2023–24)	128
Table G2: All Non-Ongoing Employees, by Location (2023–24)	129
Table G3: All Ongoing Employees, by Location (2022–23)	129
Table G4: All Non-Ongoing Employees, by Location (2022–23)	130
Table G5: Ongoing Employees, by Level (2023–24)	130

Table G6:	Non-Ongoing Employees, by Level (2023–24)	131
Table G7:	Ongoing Employees, by Level (2022–23)	131
Table G8:	Non-Ongoing Employees, by Level (2022–23)	132
Table G9:	Employees by Full-Time and Part-Time Status (2023–24)	132
Table G10:	Employees by Full-Time and Part-Time Status (2022–23)	133
Table G11:	Employment Type by Location (2023–24)	133
Table G12:	Employment Type by Location (2022–23)	134
Table G13:	Indigenous Employment (2023–24)	134
Table G14:	Indigenous Employment (2022–23)	134
Table G15:	Employment Arrangements (2023–24)	135
Table G16:	Employment Salary Ranges by Classification Level (Minimum/Maximum) (2023–24)	135
Table H1:	Reportable Consultancy Contracts	136
Table H2:	Organisations Receiving a Share of Reportable Consultancy Contract Expenditure	136
Table H3:	Reportable Non-Consultancy Contracts	136
Table H4:	Organisations Receiving a Share of Reportable Non-Consultancy Contract Expenditure	137
Table I1:	Aids to Access Details (2023–24)	138
Table J1:	Agency Resource Statement 2023–24	139
Table J2:	Expenses and Resources for Outcome 1	140









# OVERVIEW

CHAPTER 1



## OFFICIAL SECRETARY'S REVIEW

Every year, the Office of the Official Secretary to the Governor-General (the Office) is in a unique and privileged position to connect with, and celebrate, Australians across the country.

The work of the Office over the past 12 months represents an ongoing commitment to the Australian community – from program delivery, management and maintenance of official residences, to the administration of the Australian Honours and Awards system.

It was a full year of outreach and engagement activity for the Office, and for Governor-General Hurley and Mrs Hurley who concluded their five-year term. The Governor-General met with members of the community in cities and towns across Australia to celebrate and acknowledge community achievement.

Significant works at Government House and Admiralty House were conducted to address remediation and accessibility issues, while maintaining heritage integrity requirements and ensuring they are fit-for-purpose for years to come. Both properties hosted thousands of visitors, including school children, diplomats, foreign leaders, new Australian citizens, dignitaries, and Australian honours and award recipients, as well as hosting numerous formal and military events.

By the end of their term, the Office facilitated Their Excellencies' patronage of 238 organisations, bringing important awareness to organisations dedicated to health, children and families, Aboriginal and Torres Strait Islander people, regional and rural Australia, education, the arts, defence and services, and other matters important to the Australian community.

Important work continued around the Australian honours and awards system, which recognises the outstanding service and contributions of Australians. The Office has implemented a new administration system (Cloud Awards) to ensure the efficient and effective management of the system into the future.

Like many organisations, the Office is working through ways to improve efficiencies, while planning and prioritising the year ahead.

The end of the financial year coincided with a transition of Governors-General. The Office facilitated the departure of His Excellency General the Honourable David Hurley AC DSC (Retd) and Mrs Hurley, while simultaneously preparing for the arrival of Her Excellency the Honourable Sam Mostyn AC and Mr Beckett SC.

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## OUTLOOK FOR 2024–25

I commenced in the role of Official Secretary on 1 July 2024. I have been impressed by the impact this office can have on the Australian community. I commend the former Governor-General and Mrs Hurley for their unwavering commitment and lasting contribution to the nation. I also thank the former Official Secretary, Mr Paul Singer MVO, for his leadership and commitment to the Office over many years.

As we look to 2024–25, the Office will undergo operational transformation to enhance and contemporise the support for the Governor-General’s role. In doing so, we will move forward with the utmost appreciation and respect for the institution. Integral to this is supporting the Governor-General to fulfil ceremonial, community, constitutional and Commander-in-Chief duties.

There will be a strong focus on transparency, management, accountability and governance, with a review of policies and procedures.

We will focus on the Australian honours system, with a view to improve and expedite nominations and outcomes. While there have been great strides in the way honours lists are managed in recent years, the time between nomination and outcome, and the resultant backlog of nominations, is a major challenge.

Significant budgetary pressures (which resulted in a deficit in 2023–24) will be addressed by reviewing our operations and prioritising in a context of increasing demand.

A new Enterprise Agreement for the Office will be finalised to modernise current arrangements.

Programming of events will be undertaken to support the Governor-General’s priorities to promote community cohesion and represent Australia’s broader national interest.

We will look to strengthen our collaboration with other agencies, including the Department of Parliamentary Services, Department of the Prime Minister and Cabinet, the Department of Defence and the Department of Foreign Affairs and Trade.

We look forward to supporting the first visit to Australia by Their Majesties King Charles III and Queen Camilla. This will be The King’s first visit to Australia since his accession to the throne.

I look forward to the year ahead, where our operating approach will be underpinned by care, kindness and respect, as set out by the Governor-General in her speech on the day of being sworn in.

## OFFICE OVERVIEW

The office of governor-general was established by the Constitution of the Commonwealth of Australia in 1901. The Governor-General represents His Majesty The King in Australia: exercising the executive power of the Commonwealth; upholding and executing its laws and Constitution; and performing a broad range of constitutional, statutory, ceremonial and community responsibilities. The Governor-General is also Commander-in-Chief of the Australian Defence Force. 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 2023–24, this position was held by Mr Paul Singer MVO.

The Office comprises the following branches: Strategic Engagement, Property and Projects, Honours and Awards, Communications and Creativity, People and Culture, Digital Services and a Finance team led by the Chief Financial Officer. The Chief Financial Officer and Directors of each branch report through the Deputy Official Secretary to the Official Secretary in his capacity as Chief Executive Officer. Figure 1 shows the structure of the Office at 30 June 2024.

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 and messages. The branch responds to a large volume of communications from the public and handles visits to Government House by thousands of guests and school children each year.

The Property and Projects branch manages the official residences including grounds and assets and coordinates physical security.

The Honours and Awards branch receives and researches nominations and recommendations for honours and awards for Australians who provide distinguished service to the community and the nation. The branch supports 2 Councils and one Committee, which make recommendations to the Governor-General on honours matters. It also undertakes Office reception, records management and anniversary correspondence roles.

The Digital Services branch is responsible for the provision of information technology services and support and the coordination and delivery of IT projects for the Office.

The Communications and Creativity branch drafts speeches, messages and external communications. This includes outreach and community engagement to increase awareness of and engagement with the Order of Australia, particularly by parts of the community that have been historically under-represented.

The People and Culture branch provides human resources support for the Office.

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

<b>Outcome</b>	The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official households and properties and administration of the Australian honours and awards system
<b>Program 1</b>	Support for the Governor-General and Official Functions
<b>Component 1</b>	Support of the Governor-General
<b>Component 2</b>	Management and maintenance of the official properties
<b>Component 3</b>	Administration of the Australian honours and awards system

The Outcome, Program and Program Components are consistent with those reported in the Office's 2023–24 Portfolio Budget Statements. The cost of corporate functions is allocated across program components.

FIGURE 1: ORGANISATIONAL STRUCTURE AT 30 JUNE 2024











# REPORT ON PERFORMANCE

CHAPTER 2

# ANNUAL PERFORMANCE STATEMENTS 2023–24

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## STATEMENT OF PREPARATION

I, Gerard Martin, as the accountable authority of the Office of the Official Secretary to the Governor-General (the Office), present the 2023–24 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.

Gerard Martin PSM  
Official Secretary to the Governor-General  
30 September 2024

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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
- manage and maintain the official residences at Government House in Canberra and Admiralty House in Sydney
- provide effective administration of the Australian honours system through the Australian Honours and Awards branch.

The planned outcome for the Office is the facilitation of the performance of the Governor-General's role through the organisation and management of official duties, management and maintenance of the official households and properties, and administration of the Australian honours system.

The Office delivers its planned outcome through one program, being Support for the Governor-General and Official Functions.

The objective of this program is to support the Governor-General and official functions and comprises 3 components:

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

Table 1 summarises the results for 2023–24 against key performance indicators for Program 1 as identified on pages 257–259 of the 2023–24 Portfolio Budget Statements and pages 21–26 of the 2023–24 Corporate Plan. Table 2 compares the budget identified in those statements to actual cost during the year.

## PERFORMANCE RESULTS

TABLE 1: PERFORMANCE INDICATORS FOR PROGRAM 1

Program 1.1 deliverables	Key performance indicators	Key measurements	Target for 2023–24	Results for 2023–24
<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	The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties	Governor-General's satisfaction to be assessed	The Governor-General is satisfied	Met: The Governor-General indicated a high degree of satisfaction with the level of advice and administrative support provided, through a variety of channels including regular feedback provided to the Official Secretary and the Governor-General's end-of-term letter.
Personal support – providing support for Their Excellencies and hospitality services for official functions				
Administrative services – providing governance advice and administrative services to the Office				
		Relevant stakeholders satisfaction to be assessed	Baseline (75%) plus 5% (80%)	Partially Met: Formal surveys to facilitate assessment against the target were not conducted. However, feedback from stakeholders including patronages, partner organisations (such as Department of Foreign Affairs and Trade and Department of Prime Minister and Cabinet), and other organisations indicated a high degree of satisfaction with the design and delivery of official functions and hospitality
	The Governor-General is satisfied with the management of the official households	Governor-General's satisfaction to be assessed	Governor-General is satisfied	Met: The Governor-General indicated a high degree of satisfaction with the management of the official households. Feedback was provided through a variety of channels including a year-in-review report at the conclusion of the financial year

Program 1.1 deliverables	Key performance indicators	Key measurements	Target for 2023–24	Results for 2023–24
<b>Component 2: Management and maintenance of the official properties</b>	<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>Governor-General's satisfaction to be assessed</p>	<p>Governor-General is satisfied</p>	<p>Met: The Governor-General indicated a high degree of satisfaction, through a variety of channels including site walkthrough condition evaluations, with the management of the official properties</p>
<p>Managing the Governor-General's official residences, including maintenance of property, equipment and grounds</p>		<p>Carbon emissions</p>	<p>Deliver first stage of the Action Plan</p>	<p>Partially Met: The Office has identified new projects and initiatives as required under the Action Plan; however, they have not yet been approved and implemented</p>
		<p>Heritage governance</p>	<p>Heritage Strategy reviewed with respect to EPBC Act, approved and published</p> <p>The Office will review the heritage values for Admiralty House</p>	<p>Not Met: The Heritage Strategy is currently under review for release in FY24–25</p> <p>Not Met: Due to budget constraints, this work was not progressed during the year</p>
	<p>Ensure the official residences are in appropriate condition for their heritage value and to support the role of the Governor-General</p>	<p>100% of all capital works projects will have a Heritage Values Assessment</p> <p>70% of the property elements with High Heritage Significance will be kept at a condition level rating of 'Good' or better</p>	<p>Met: All project business cases and/or project briefs contained a Heritage Values assessment</p> <p>Met: 100% of property elements with High Heritage Significance were kept at a condition level rating of 'Good' or better</p>	

Program I.1 deliverables	Key performance indicators	Key measurements	Target for 2023–24	Results for 2023–24
<p><b>Component 3: Administration of the Australian Honours and Awards System</b></p> <p>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</p>	<p>The Governor-General and other key stakeholders express satisfaction with the administration of the Australian honours and awards system and support provided</p>	<p>Governor-General's satisfaction to be assessed</p> <p>The council's and committee's satisfaction to be assessed</p>	<p>Governor-General is satisfied</p> <p>75% of respondents indicate expectations were met</p>	<p>Met: 84% of the property elements with Moderate Heritage Significance were kept at a condition level rating of 'Meets minimum operational requirements (Fair)' or better</p> <p>Met: 82% of the property elements with no heritage significance were kept at a condition level rating of 'Meets minimum operational requirements (Fair)' or better</p> <p>Met: The Governor-General indicated a high degree of satisfaction, through a variety of channels, with the administration and level of support provided</p> <p>Met: Surveys were provided to all members of the Order of Australia (in August 2023 and February 2024) and Australian Bravery Decorations Council (in November 2023 and May 2024) and the National Emergency Medal Committee (in November 2023). 100% respondents expressed satisfaction with the support received</p> <p>Met: An annual survey was provided to a subset of relevant stakeholders across all award types and state and territories in November 2023. Feedback was received from various stakeholders expressing satisfaction with our service. 95% of respondents expressed satisfaction with the support received</p>

Program I.1 deliverables	Key performance indicators	Key measurements	Target for 2023–24	Results for 2023–24
<p>Providing secretariat support for the Australian honours advisory bodies.</p> <p>Undertaking the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable.</p> <p>Facilitating the approval of, and changes to, governing instruments within the Australian honours system.</p> <p>Providing insignia to State/Territory Government Houses, service organisations and individuals for issue, and arrange local investitures.</p>	<p>Activities comply with the governing instruments for honours and awards, including the Constitution, for the Order of Australia</p> <p>The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to</p> <p>Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements</p>	<p>Assessment of compliance with targets</p> <p>Consistent and compliant medals</p> <p>Medal stock is adequate</p> <p>Delivery of award insignia</p>	<p>100% of recommendations made are compliant with governing instruments</p> <p>99% of medals issued are compliant</p> <p>99% of medals can be issued when approved</p> <p>99% of insignia delivered in relevant timeframe</p>	<p>Met: 100% of activities complied with relevant governing instruments</p> <p>Met: 99% of medals and insignia met design specifications</p> <p>Met: 100% of medals were issued when approved as stock levels were maintained and control processes followed</p> <p>Partially Met: The relevant timeframe was met for 29 of 35 award types.. Delays in processing some awards did not prevent timely issue of medals and awards for investitures and other presentations</p>
<p>Undertaking promotion and community engagement activities to increase awareness of, and engagement with, the Order of Australia</p>	<p>Nominations received reflect the diversity of Australia (including by field of endeavour, gender and cultural background)</p>	<p>Engraving of awards</p> <p>Targets for diverse nominations</p> <p>Outreach strategy</p> <p>Content</p> <p>Engagement</p> <p>Online and social media</p>	<p>Baseline plus 0.5% (baseline 97%)</p> <p>Targets to be developed for out-years</p> <p>Targets to be developed for out-years</p> <p>50 items to be developed</p> <p>Targets reviewed and updated</p> <p>25% increase on prior year</p>	<p>Met: 97.5% of awards were engraved with the details provided by recipients or recommending authorities</p> <p>Met: Targets for out-years have been developed</p> <p>Targets for out-years have been developed</p> <p>Met: More than 50 items developed</p> <p>Met: Targets were reviewed and updated</p> <p>Met: Audience increased by more than 25% on the prior year</p>

## OUTCOME PERFORMANCE

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

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

During 2023–24, feedback was regularly received from the Governor-General on the quality of the program and reflected in the reports of the Office's Management Committee as appropriate.

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

The Office supported Governor-General Hurley and Mrs Hurley to undertake a program of activity that continued Their Excellencies' focus on celebrating service and contribution to our community, being present to offer comfort in times of natural disaster, and highlighting the good in our community. There were 9 visits to regional, rural or remote locations and another 7 to regions recovering from natural disasters. Their Excellencies also continued to actively support the organisations of which they serve as Patrons.

The management and maintenance of Government House and Admiralty House gave consideration to heritage and value for money. It was pleasing that school tours, open days and community events at Government House and Admiralty House have returned to pre-COVID levels. Visitors were welcomed to the properties throughout the year for events to acknowledge the work of patronage organisations and celebrate the service of individuals.

The Office met or partially met all performance indicators for the Australian honours system.



## FINANCIAL PERFORMANCE

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### OPERATING RESULT

This section provides a summary of the Office's financial performance for the 2023–24 financial year. Departmental and Administered results are shown in the audited financial statements on pages 69–104 of this report.

The operating result is a deficit of \$2.448 million for the 2023–24 financial year. The Office has received an unmodified audit report from the Australian National Audit Office (ANAO) for the 2023–24 financial statements.

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### REPORT AGAINST THE 2023–24 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 J, Table J1 of this report. During 2023–24, the total appropriations available to the Office were \$25.718 million. This comprised \$19.379 million for Department outputs (including \$417,000 towards the Departmental Capital Budget), \$5.844 million for Administered expenses, \$2.924 million towards the Administered Capital Budget, and \$495,000 as Special Appropriation for the Governor-General's salary.

In addition, the Office budgeted that it would receive \$85,000 in resources free-of-charge towards audit fees of the ANAO.

The total expenses and resources for Outcome 1, including Departmental expense appropriations, revenue from other sources, and Administered expense appropriations, are set out in Appendix J, Table J2.

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### CAPITAL WORKS BUDGET

In 2023–24, several major projects were undertaken at the properties under the Office's Property Works Program, to the total value of \$2.219 million.

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### BUDGET VARIATIONS

Detailed explanations for major variances to budget are shown in Chapter 4: Financial statements, on pages 69–104 of this report.

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### SIGNIFICANT CHANGES IN 2023–24

There were no significant changes in 2023–24.

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

The program comprises 3 components:

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

The objectives of this program are to:

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

**TABLE 2: FINANCIAL PERFORMANCE FOR PROGRAM 1**

	Budget estimate 2023–24	Actual 2023–24	Variation 2023–24
	\$000	\$000	\$000
Departmental appropriation – Cost of Components 1, 2 and 3	15,955	18,800	2,845
Administered appropriation	3,377	2,715	662
Expenses not requiring appropriation <sup>1</sup>	2,719	2,986	(267)
<b>Total</b>	<b>22,051</b>	<b>24,501</b>	<b>2,450</b>

1. Expenses not requiring appropriation in the budget year are made up of depreciation and amortisation expenses, audit fees and secondment staff.

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

Resources applied to this component are directed to:

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

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

**TABLE 3: FINANCIAL PERFORMANCE FOR COMPONENT 1 OF PROGRAM 1**

	Budget estimate 2023–24	Actual 2023–24	Variation 2023–24
	\$000	\$000	\$000
Departmental appropriation – Cost of Component 1	6,340	7,333	993
Administered appropriation – Governor-General's salary	495	495	0
Expenses not requiring appropriation <sup>1</sup>	292	290	(2)
<b>Total</b>	<b>7,127</b>	<b>8,118</b>	<b>991</b>

1. Expenses not requiring appropriation in the budget year are made up of depreciation and amortisation expenses, audit fees and secondment staff.

## KEY RESULTS

### OFFICIAL ACTIVITIES OVERVIEW

The official activities which form part of Component I include representational events such as investitures, receptions, lunches and dinners hosted by the Governor-General. In addition to those functions, the Governor-General attended 259 domestic events hosted by others, reflecting considerable ceremonial obligations and regional community engagement. Throughout 2023–24, the Governor-General participated in 647 official engagements and welcomed over 37,200 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 2023–24

Official activities	Number	Attendees
Events hosted – Government House	135	7,020
Events hosted – Admiralty House	67	2,374
Events hosted – offsite	3	76
<b>Total</b>	<b>205</b>	<b>9,470</b>
Other domestic events attended	259	
Credentials	18	
Overseas events attended	73	
Callers	169	
Executive Council meetings	25	
School tours	418	23,800 <sup>a</sup>
Anniversary requests handled	14,229 <sup>b</sup>	N/A
Items of correspondence handled	3,462 <sup>c</sup>	N/A

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

b) Requests for messages of congratulation from His Majesty The King and the Governor-General for Australians celebrating special birthdays or wedding anniversaries.

c) General correspondence, exclusive of matters relating to the Australian honours and awards system.

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## 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 2023–24, the Office supported the Governor-General in presiding at 28 meetings of the Federal Executive Council, at which 445 agenda items were considered. Royal Assent was given to 153 pieces of legislation.

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## COMMANDER-IN- CHIEF

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

As Commander-in-Chief, the Governor-General plays an important role, including attending military parades, graduation ceremonies and presenting colours and honours to ADF units. In 2023–24, the Governor-General presided over several military events in Australia:

- On 27 September 2023, the Governor-General attended the Graduation Parade for Recruit Course 13/23 at RAAF Base, Wagga
- On 8 December 2023, the Governor-General attended the Australian Command and Staff Course Graduation Ceremony, at the Australian Defence Force Academy, Canberra
- On 12 December 2023, the Governor-General attended the Royal Military College Graduation Parade and Commissioning Ceremony at Duntroon, Canberra
- On 14 December 2023, the Governor-General attended the Australian Defence Force Academy Graduation Parade at Campbell, Canberra
- On 28 June 2024, the Governor-General attended the March-Out Parade of the 1st Recruit Training Battalion at Kapooka, New South Wales.

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

## COMMEMORATIONS

- On 2 August 2023, the Governor-General attended the unveiling of the Sister Vivian Bullwinkle Memorial at the Australian War Memorial, Canberra
- On 18 August 2023, the Governor-General attended the commemoration of the 50th anniversary of the end of Australia's involvement in the Vietnam War, at the Australian Vietnam Forces National Memorial, Canberra
- On 6 September 2023, the Governor-General attended the Battle for Australia Commemoration at the Australian War Memorial, Canberra
- On 11 November 2023, the Governor-General attended the Remembrance Day National Ceremony at the Australian War Memorial, Canberra
- On 11 February 2024, the Governor-General attended the 20th anniversary of the Australian Ex-Prisoners of War Memorial, at Ballarat, Victoria
- On 22 February 2024, the Governor-General attended the dedication ceremony of the For Every Drop Shed in Anguish sculpture at the Australian War Memorial, Canberra
- On 25 April 2024, the Governor-General attended the Anzac Day Dawn Service and National Veteran's March in Canberra.

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## CEREMONIAL ACTIVITIES

In 2023–24, 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.

## INVESTITURES

The Governor-General presided at 20 investiture ceremonies for Australian honours and award recipients in 2023–24.

This included 8 general sessions held at Government House in September 2023, which saw the presentation of 128 awards; and 7 general sessions held at Government House in April 2024, which saw the presentation of 113 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 5 ad hoc investiture ceremonies:

- On 17 July 2023, at Government House, Canberra, the Governor-General invested Lieutenant General Scott Berrier AO as an Honorary Officer of the Order of Australia (Military Division), for distinguished service to strengthening the defence intelligence relationship between Australia and the United States of America through leadership, dedication and strategic foresight
- On 2 May 2024, at Government House, Canberra, the Governor-General invested Ms Harinder Sidhu AM with the insignia of the Member of the Order of Australia for significant service to public administration, and to foreign affairs
- On 4 June 2024, at the Australian Embassy in Paris, France, the Governor-General invested General Thierry Burkhard AO as an Honorary Officer of the Order of Australia (Military Division) for his distinguished service as the Chief of Staff of the French Armed Forces
- On 24 June 2024, at Government House, Canberra, the Governor-General invested Ms Avril Haines with the insignia of the Australian Intelligence Medal
- On 27 June 2024, at Government House, Canberra, the Governor-General invested Ms Sam Mostyn AC with the insignia of the Companion of the Order of Australia for eminent service in the social justice, gender equity, sporting, cultural and business sectors, to reconciliation, and to environmental sustainability.

## 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 2023–24, 9 credentials ceremonies were held at Government House for 23 Ambassadors or High Commissioners from Ethiopia, Iran, Ghana, the Netherlands, Brazil, Poland, Czech Republic, Jordan, Fiji, Germany, Malaysia, El-Salvador, Austria, France, Egypt, Mexico, India, Vietnam, Bulgaria, Finland, Greece, the United Arab Emirates and Kenya.

Four credential ceremonies were held at Government House for the non-resident Ambassadors or High Commissioners of Kazakhstan, Marshall Islands, South Sudan and Turkmenistan.

## CITIZENSHIP CEREMONIES

The Governor-General presided at 6 citizenship ceremonies in 2023–24:

- On 17 September 2023, at Government House Canberra, the Governor-General hosted a Citizenship Ceremony at which Citizenship was conferred on 20 recipients
- On 22 September 2023, in Busselton, Western Australia, the Governor-General hosted a Citizenship Ceremony at which Citizenship was conferred on 38 recipients
- On 26 January 2024, in Canberra, the Governor-General attended the National Flag Raising and Citizenship Ceremony at which Citizenship was conferred on 16 recipients
- On 26 January 2024, at Admiralty House, Sydney, the Governor-General hosted a Citizenship Ceremony at which Citizenship was conferred on 51 recipients
- On 3 February 2024, in Canberra, the Governor-General attended a Citizenship Ceremony at which Citizenship was conferred on 75 recipients
- On 17 June 2024, in Canberra, the Governor-General attended a Citizenship Ceremony at which Citizenship was conferred on 8 recipients.



## MEETINGS WITH HEADS OF STATE AND OTHER DIGNITARIES

- On 4 July 2023, at Admiralty House, Sydney, the Governor-General met with His Excellency Mr Joko Widodo, President of the Republic of Indonesia
- On 5 September 2023, at Government House, Canberra, the Governor-General met with His Excellency Mokgweetsi Masisi, President of Botswana
- On 16 October 2023, at Admiralty House, Sydney, the Governor-General met with The Hon Sitiveni Rabuka CF OBE MSD, Prime Minister of the Republic of Fiji
- On 19 October 2023, at Admiralty House, Sydney, the Governor-General met with His Excellency Dr George Vella, President of the Republic of Malta
- On 20 October 2023, at Government House, Canberra, the Governor-General met with His Excellency Gitanas Nausėda, President of Lithuania
- On 23 October 2023, at Admiralty House, Sydney, the Governor-General met with Her Royal Highness Princess Astrid, Princess of Belgium
- On 3 November 2023, at Admiralty House, Sydney, the Governor-General met with Her Excellency Ms Katalin Novak, President of the Republic of Hungary
- On 8 November 2023, at Government House, Canberra, the Governor-General met with The Most Reverend Archbishop Paul Gallagher, Foreign Minister of the Holy See
- On 20 November 2023, in Honiara, Solomon Islands, the Governor-General met with the Honourable Manasseh Sogavare MP, Prime Minister of the Solomon Islands
- On 20 November 2023, in Honiara, Solomon Islands, the Governor-General met with the Honourable John Patteson Oti, Acting Governor-General of Solomon Islands
- On 9 February 2024, at Government House, Canberra, the Governor-General met with the Honourable James Marape MP, Prime Minister of Papua New Guinea
- On 14 February 2024, in Bangkok, Thailand, the Governor-General met with His Excellency Mr Srettha Thavisin, Prime Minister of Thailand
- On 14 February 2024, in Bangkok, Thailand, the Governor-General met with His Majesty Maha Vajiralongkorn Phra Vajiraklaochaoyuhua, King of Thailand

- On 26 February 2024, at Government House, Canberra, the Governor-General met with Mr Jan Lipavsky, Minister of Foreign Affairs of the Czech Republic
- On 29 February 2024, at Government House, Canberra, the Governor-General met with His Excellency Ferdinand R Marcos Jr, President of the Republic of the Philippines
- On 7 March 2024, at Government House, Canberra, the Governor-General met with His Excellency Mr Pham Minh Chinh, Prime Minister of the Socialist Republic of Vietnam
- On 7 March 2024, at Government House, Canberra, the Governor-General met with His Excellency Mr Dato' Seri Anwar Ibrahim, Prime Minister of Malaysia
- On 16 April 2024, in Wellington, New Zealand, the Governor-General met with Her Excellency the Right Honourable Dame Cindy Kiro GNZM QSO, Governor-General of New Zealand
- On 17 May 2024, in Jakarta, Indonesia, the Governor-General met with His Excellency Mr Joko Widodo, President of the Republic of Indonesia
- On 17 May 2024, in Jakarta, Indonesia, the Governor-General met with Mr Prabowo Subianto, President-elect of the Republic of Indonesia
- On 23 May 2024, at Government House, Canberra, the Governor-General met with His Excellency Mr David Adeang, President of Nauru
- On 17 June 2024, at Government House, Canberra, the Governor-General met with His Excellency Mr Li Qiang, Premier of the State Council of the People's Republic of China.

### OFFICIAL OVERSEAS VISITS

In 2023–24, the Office planned and supported 6 international visits by the Governor-General:

- From 19 to 21 October 2023, the Governor-General travelled to Solomon Islands where he represented Australia at the 2023 Pacific Games
- On 17 December 2023, the Governor-General travelled to Antarctica, where he met with members of the Australian Antarctic Division at Wilkins Aerodrome
- From 13 to 17 February 2024, the Governor-General travelled to Thailand where he met with the King and Queen, Prime Minister, and other senior officeholders, visited joint development sites and attended a range of events with the Australian expatriate community

- From 16 to 18 April 2024, the Governor-General undertook a State Visit to New Zealand to mark the bilateral and military links between the two countries
- From 14 to 18 May 2024, the Governor-General undertook a State Visit to Indonesia to highlight the significant bilateral links between the two countries
- From 3 to 8 June 2024, the Governor-General travelled to France, where he attended events to mark the 80th Anniversary of the Normandy Landings and recognise the bilateral links between Australia and France.

## 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 7 July 2023, in Canberra, the Governor-General attended the 2023 KEEPUP Kanga Cup Grand Final
- On 25 July 2023, in Wollongong, New South Wales, the Governor-General participated in the Wollongong leg of the Centenary of Legacy Torch Relay
- On 28 August 2023, at Government House, Canberra, the Governor-General hosted the final leg of the Legacy Torch Relay
- On 8 September 2023, in Hobart, Tasmania, the Governor-General attended the 2023 VIEW National Convention
- On 21 September 2023, in Ascot Vale, Melbourne, the Governor-General opened the 2023 Melbourne Royal Show
- On 12 October 2023, in Melbourne, the Governor-General visited the Australian Multicultural Community Services Centre and met with executive members of the Jewish Community Council of Victoria
- On 27 October 2023, at Government House, Canberra, the Governor-General hosted members of the Hindu, Jain and Sikh communities in recognition of Deepavali
- On 17 November 2023, in Canberra, the Governor-General attended the DreamCricket Gala Day
- On 29 November 2023, in Sydney, the Governor-General attended the presentation ceremony for the Lysicrates Foundation's inaugural James Martin School Walk

- On 1 December 2023, in Sydney, the Governor-General attended the official opening of the Tresillian Wollstonecraft Early Parenting Centre
- On 11 February 2024, in Ballarat, the Governor-General attended a lunch with members of the City of Ballarat council, and representatives of the Ballarat community, including students and community leaders
- On 23 March 2024, the Governor-General opened the Sydney Royal Easter Show and met with exhibitors, volunteers and visitors
- On 3 April 2024, in Ipswich, Queensland, the Governor-General attended a sod-turning ceremony for the Allied Health Building at the University of Southern Queensland's Ipswich Campus
- From 15 to 19 April 2024, the Governor-General hosted over 2,000 Scouts, leaders and other participants at the Governor-General's 2024 Scout Camp.

## PATRONAGES

At the end of the reporting period, the Governor-General and Mrs Hurley were patrons of 238 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 served 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.

## REGIONAL CENTRE VISITS

During 2023–24, almost half of the domestic events attended by the Governor-General were in regional, rural and remote locations.

- From 27 to 30 July 2023, the Governor-General travelled to Townsville, Queensland, where he attended the opening of the 2023 Australian Festival of Chamber Music and met with ADF members participating in Exercise Talisman Sabre
- On 7 September 2023, the Governor-General travelled to Parkes, New South Wales, where he attended Paint the Town REaD's 9th National Early Literacy Conference, attended a lunch with local student representatives and met with staff at CSIRO Parkes Observatory

- From 21 to 23 September 2023, the Governor-General travelled to Busselton, Western Australia, where he visited the Busselton Jetty and Underwater Observatory, met with local community representatives, and attended a Citizenship Ceremony
- On 30 September 2023, the Governor-General travelled to Goulburn, New South Wales, where he attended the Goulburn Lilac City Festival
- From 1 to 2 November 2023, the Governor-General travelled to Longreach, Queensland, where he attended a community lunch, met with students from Longreach School of Distance Education, met with Longreach Scouts and attended the opening of the Longreach Centenary Garden
- On 11 February 2024, the Governor-General travelled to Ballarat, Victoria, where he attended the 20th Anniversary of the Australian Ex-Prisoners of War Memorial and attended a lunch with Ballarat community members
- From 14 to 15 March 2024, the Governor-General travelled to Darwin and Melville Island, Northern Territory, where he attended a meeting with representatives of the Tiwi Land Council, visited Fort Dundas to commemorate the 200th anniversary of British Settlement on the island, visited the Clontarf Academy at Sanderson Middle School, and attended a morning tea with staff and volunteers of the Aboriginal Investment Group
- From 29 to 30 April 2024, the Governor-General travelled to Adelaide, South Australia, where he visited the Meals on Wheels Edwardstown Branch, attended the 2024 National Suicide Prevention Conference, met with staff at the Australian Space Discovery Centre, attended a lunch with members of the 1st Armoured Regiment and 7th Battalion, Royal Australian Regiment and met with members of No. 92 Wing
- On 18 June 2024, the Governor-General travelled to Kandos, New South Wales, where he met with staff of the Kandos Museum and met with local community members.

## RESPONSE TO NATURAL DISASTERS

Recognising the significant damage of natural disasters across Australia – including the ongoing impact of the 2019–20 Black Summer bushfires and the 2022 East Coast floods – the Governor-General placed a significant emphasis on visiting affected communities to acknowledge the contributions made by individuals and organisations involved in response, recovery and rebuilding efforts.

- On 2 November 2023, the Governor-General travelled to Dalby and Tara, Queensland, where he received a briefing on response and relief efforts following bushfires in the Western Downs region, met with

members of the Western Downs Disaster Management Coordination Centre and Incident Control Centre, and visited the Dalby Evacuation Centre and met with evacuees and representatives of relief agencies

- On 27 December 2023, the Governor-General travelled to Cairns, Queensland, where he received a briefing on the progress of recovery operations following ex-Tropical Cyclone Jasper; met with flood-affected residents and volunteer members of Cairns Clean-Up, met with volunteer SES and RFS members and visited the Holloways Beach Community Recovery Pop-Up Hub, and met with service agency representatives, volunteers, and flood-affected residents
- From 5 to 6 February 2024, the Governor-General travelled to the Gold Coast Hinterland and Brisbane where he visited the Gold Coast Disaster and Emergency Management Unit, met with members of the SES, Queensland Rural Fire Service, and Queensland Fire & Rescue involved in recovery operations, visited the Queensland State Disaster and Coordination Centre and QFES State Operations Centre, met with members of the Samford Bowls Club involved in clean-up efforts following adverse weather and localised flooding, and attended a lunch for members of the SES and Queensland Fire & Rescue personnel at the Murrumba Downs SES
- On 6 March 2024, the Governor-General travelled to Beaufort and Pomonal, Victoria, where he received a briefing on the impact of recent bushfires and the progress of recovery and rebuilding efforts, attended a lunch with local community representatives, visited the Pomonal Recovery Hub and met with service agency representatives, school students, business owners, volunteers, and bushfire-affected residents
- From 4 to 5 April 2024, the Governor-General travelled to Ballina and Lismore, New South Wales, where he received an update on the progress of recovery efforts, visited and met with staff and volunteers of Resilient Lismore, and attended a lunch with members of the 'Tinny Army'
- On 28 April 2024, the Governor-General travelled to Kangaroo Island, South Australia, where he met with staff at the Parndana Community Children's Centre, attended a lunch with community members and representatives of Stokes Bay, and attended an afternoon tea with community representatives
- On 18 June 2024, the Governor-General travelled to Bathurst, New South Wales, where he visited the New South Wales Rural Fire Service and met with staff and volunteers.

## COMMUNICATIONS

Key activities of the Office included:

- supporting the Governor-General by producing 181 speeches and remarks for delivery at community events around the country
- providing 182 video or written messages to organisations
- managing engagement with national, local and international media in relation to key events, investiture ceremonies, and to promote community events (including events to support charitable organisations of which the Governor-General and/or Mrs Hurley served as Patrons)
- managing the Governor-General's social media presence to reach and engage with Australians, promote program activity to a large audience, and raise awareness of the Australian honours system
- working with patronages to increase the recognition of their work and achievements through video messages, social media content and media coverage of events hosted or attended by the Governor-General and Mrs Hurley.

## CORRESPONDENCE

In 2023–24, the Office received and attended to 3,462 items of general correspondence. In addition, the Honours and Awards branch received more than 27,165 items of correspondence including 3,534 nominations for Order of Australia and Bravery decorations. This does not include emails received directly by staff.

The Office sent 7,949 congratulatory messages from the Governor-General for significant birthday and wedding anniversaries and 6,350 congratulatory messages on behalf of His Majesty The King.

## PROGRAM COMPONENT 2 – MANAGEMENT AND MAINTENANCE OF THE OFFICIAL PROPERTIES

Resources applied to this component are directed to managing the Governor-General's official residences, including maintenance of the property, equipment and grounds, and associated administrative services and governance advice.

TABLE 5: FINANCIAL PERFORMANCE FOR COMPONENT 2 OF PROGRAM 1

	Budget estimate 2023–24	Actual 2023–24	Variation 2023–24
	\$000	\$000	\$000
Departmental appropriation – Cost of Component 2	4,617	5,383	766
Administered appropriation – Management and maintenance of the official properties	1,336	1,029	(307)
Expenses not requiring appropriation <sup>1</sup>	2,197	2,440	243
<b>Total</b>	<b>8,150</b>	<b>8,852</b>	<b>702</b>

<sup>1</sup> Expenses not requiring appropriation in the budget year are made up of depreciation and amortisation expenses, audit fees and secondment staff.

## KEY RESULTS

### PROPERTY MANAGEMENT

The 2 official residences of the Governor-General (Government House in Canberra and Admiralty House in Sydney) were included in the Commonwealth Heritage List in June 2004 as places of significant heritage value owned or controlled by the Commonwealth. Their inclusion means the Office must protect their heritage value. The Office manages the properties in accordance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

In 2023–24, the Office consistently applied the principles of ecologically sustainable development and considered potential environmental and heritage impacts when making management decisions. To maintain the heritage integrity and standards of the official residences and all property assets, the Office:



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

## GOVERNMENT HOUSE

Major works projects undertaken at Government House during 2023–24 included:

- remediation works to the Gowrie Gardens to address work health and safety issues and accessibility for the area
- remediation in the main house, including end-of-life mechanical asset replacement, remediation of water-damaged surfaces and remediation of failing waterproofing, structural reinforcement where required, removal of hazardous materials, and addressing issues with utility and serviceability with multiple spaces
- internal rectification of the Butler's Cottage including hazardous material removal, replacement of end-of-life fixtures and fittings, installation of thermal insulation for better energy efficiency, and remediation of waterproofing to ensure appropriate amenities for staff working in the space
- replacement of aged and deteriorating garden nursery structure to address identified hazards
- irrigation and solenoid replacement across the estate
- fire detection upgrade to the stables at end-of-life
- roof replacement to the Overseer's Cottage to address significant damage and deterioration and prevent water ingress.

## ADMIRALTY HOUSE

Major works projects undertaken at Admiralty House during 2023–24 included:

- replacement of deteriorated fencing surrounding the business hub building
- work health and safety and privacy-related remediations for the garden depot and shade house and surrounding buildings
- remediation and compliance-related works to parapet stairs and balustrades.

## WORKS OF ART AND OTHER ITEMS

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

Some items are exchanged each year as part of the ongoing program to display a variety of Australian artworks and furniture. As at 30 June 2024, paintings, pieces of furniture, art and sculpture objects with a combined value of approximately \$31 million were on loan to the Office.

## OFFICIAL PROPERTIES AND COMMUNITY EVENTS

Open Days were held at Government House on 7 October 2023 and 16 March 2024, with a scheduled Open Day at Admiralty House in April 2024 cancelled due to adverse weather.

In addition, a series of regular opportunities were provided throughout the year for the public to enjoy both properties.

In total, over 37,200 members of the public – including over 23,000 school students – visited Government House and Admiralty House in 2023–24.

## PROGRAM COMPONENT 3 – ADMINISTRATION OF THE HONOURS AND AWARDS SYSTEM

Resources applied to this component are directed to:

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

Table 1 contains the performance indicators for Program Component 3 identified in the Portfolio Budget Statements, and Table 6 compares the budget identified in those statements to the component's actual cost during the year.

**TABLE 6: FINANCIAL PERFORMANCE FOR COMPONENT 3  
OF PROGRAM 1**

	Budget estimate 2023–24	Actual 2023–24	Variation 2023–24
	\$000	\$000	\$000
Departmental appropriation – Cost of Component 3	4,998	6,084	1,086
Administered appropriation – Acquisition of Australian honours medals/insignia, warrants and investiture items	1,546	1,191	(355)
Expenses not requiring appropriation <sup>1</sup>	230	256	26
<b>Total</b>	<b>6,774</b>	<b>7,530</b>	<b>757</b>

<sup>1</sup> Expenses not requiring appropriation in the budget year are made up of depreciation and amortisation expenses, audit fees and secondment staff.

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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, conspicuous and distinguished awards.

The Honours and Awards branch provides secretariat support to 3 independent advisory bodies: the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee. Support provided by the Honours and Awards branch includes the receipt of nominations, research and verification of service and the presentation of documentation to these bodies for consideration. Nominations are generally processed in their order of receipt. 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 that recognises achievement and service to the community. The awards celebrate extraordinary contributions in fields as diverse as community service, sport, the arts, education, multicultural affairs and philanthropy. It also includes a Military Division for members of the Australian Defence Force.

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

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

The Assistant Minister to the Prime Minister makes recommendations to the Governor-General for Honorary awards for foreign citizens.

## AUSTRALIAN BRAVERY DECORATIONS

The Australian Bravery Decorations recognise the courageous actions of those who have placed the safety and lives of others before their own.

Bravery nominations are considered by the Australian Bravery Decorations Council, which makes recommendations to the Governor-General.

## NATIONAL EMERGENCY MEDAL

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

The medal is awarded to persons who have rendered sustained or significant service. The Honours and Awards branch processes applications for 'sustained service' and makes recommendations directly to the Governor-General.

Nominations for 'significant service' are considered by the National Emergency Medal Committee, which makes recommendations to the Governor-General.

## OTHER AWARDS

All other awards including military, long service, operational and meritorious 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 across Australia.

The branch works closely with the Directorate of Honours and Awards in the Department of Defence, the Department of the Prime Minister and Cabinet's Parliamentary and Government Division, and contributes to increasing awareness of the Australian honours system.

The work of the 3 advisory bodies necessitates close liaison between the branch and the respective chairs, council and committee members. Strong communication supports business improvement and the consistent evaluation of performance.

## HONOURS LISTS

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

## RESOURCES

Further information on the nomination process and eligibility criteria can be found on the Governor-General's website at: [www.gg.gov.au](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 2023–24, 3,319 nominations were received for the Order of Australia.

The Council met on 4 occasions during the year to consider nominations and other matters. Of the 1,816 nominations considered, 1,232 resulted in recommendations to the Governor-General and, subsequently, appointments or awards. 16 per cent of Order of Australia nominations considered by Council were received in the branch in the previous 24 months.

The branch faced challenges in processing due in part to the significant increase in the number of nominations received. While there have been improvements to the way honours lists are managed in recent years, including in the area of gender representation, the time between nomination and outcomes, and the resulting backlog of nominations, is a major challenge.

On the recommendation from the Minister for Defence, the Governor-General approved 45 appointments and awards in the Military Division of the Order of Australia.

In 2023–24, the Honours and Awards branch researched 383 nominations for consideration by the Australian Bravery Decorations Council, who met twice during the year. 104 awards were approved by the Governor-General. Ninety-nine per cent of nominations were presented to the Australian Bravery Decorations Council within 6 months of being researched. This is consistent with 2022–23.

- The Governor-General approved 532 awards to recognise excellence in international operations and specified occupations, including police, emergency services and Defence personnel. These awards were processed and gazetted within 6 months of receipt. In addition, 218 Australian Sports Medals were awarded.
- Of long service and operational awards, 2,540 National Police Service Medals and 9,745 National Medals/Clasps were approved by the Governor-General. Just over half of these were processed within 3 months of receiving their nomination. 7,230 National Emergency Medals were approved by the Governor-General. Of these, 6,713 were awarded for service during the 2019–20 bushfires.

Six non-Australian citizens were recognised by honorary awards in the Order of Australia during 2023–24 including 2 in the General Division and 4 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 2023–24, 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 2023–24. The branch liaised with 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 2023–24 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

In 2023–24 the Honours and Awards branch implemented a new administration system (Cloud Awards). A public-facing online portal that enables organisations and individuals to submit nominations and recommendations for all awards within the Australian honours and awards system was also launched. Significant stakeholder engagement and training was undertaken to support the rollout. Combined, these systems have significantly enhanced the management and security of information provided to the branch.

The Australian honours and awards system will celebrate its 50th anniversary on 14 February 2025. To mark this occasion, the branch has engaged with a range of national institutions and State Governors seeking to celebrate, educate and promote the honours system with the broader Australian community. A broad range of special events are being planned.









# MANAGEMENT AND ACCOUNTABILITY

CHAPTER 3



## CORPORATE GOVERNANCE

The Official Secretary, in his role as Chief Executive Officer and accountable authority, is accountable for the efficient, effective, economical and ethical use of resources and achievement of the highest possible performance from the Office. The Office's Management Committee assists the Official Secretary to meet his statutory responsibilities under the *Governor-General Act 1974* and the *Public Governance, Performance and Accountability Act 2013*.

The Office recognises the need for a high level of accountability and monitors compliance with the Commonwealth Resource Management Framework and finance law. There were no instances of significant non-compliance with finance law during 2023–24.

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 (WHSC).

The Management Committee comprises the Official Secretary as Chief Executive Officer; the Deputy Official Secretary as Deputy Chief Executive Officer; the Directors of the Honours and Awards, Strategic Engagement, Communications and Creativity, Digital Services, People and Culture, and Property and Projects 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 Property and Projects (chairperson), Manager Property and Security, Project Managers and the Chief Financial Officer. Responsibilities of the sub-committee include overseeing the delivery of the Property Works Program to achieve project and property outcomes within scope and on budget.

The Information Technology Sub-Committee provides governance of the growing and complex information technology needs of the Office. Membership includes the Deputy Official Secretary, Director Digital Services (chairperson), Chief Financial Officer and the IT Manager:

Responsibilities of the sub-committee include developing the IT strategic plan, prioritising projects, and overseeing the delivery and progress of the IT program in accordance with the IT strategic plan.

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

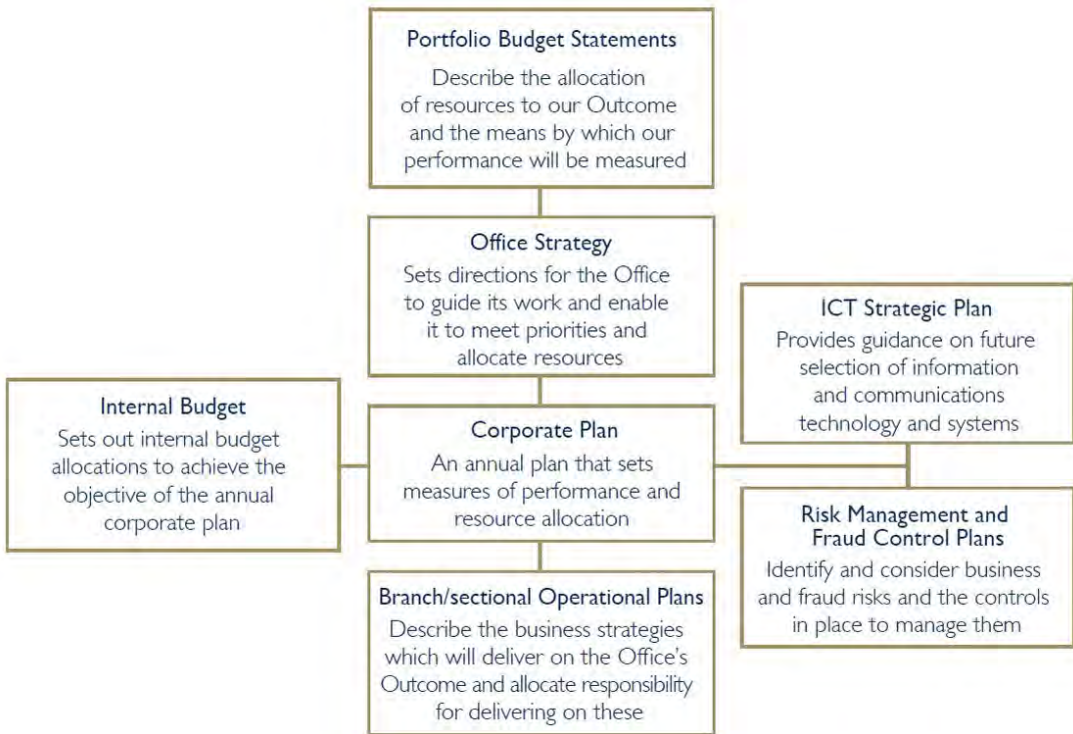
The three-person Audit Committee is responsible for providing independent assurance and assistance to the Official Secretary on the Office's risk oversight, control and compliance frameworks, and performance and financial accountability. The Audit Committee comprises an independent external chair and 2 independent external members.

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

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

The WHSC is chaired by the Director People and Culture. 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.

FIGURE 2: STRATEGIC PLANNING



### CORPORATE PLAN

The Office's Corporate Plan 2023–24 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.

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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 2023–24.

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## SECURITY FRAMEWORK

The Office continues to work on increasing our maturity in relation to the requirements of the Protective Security Policy Framework (PSPF). The Office is developing its policies and processes to further align with the PSPF. Cybersecurity matters were managed in accordance with Australian Signals Directorate guidance. The Office remains committed to its ongoing relationships with the Australian Federal Police and the 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 2023–24, Bellchambers Barrett (BCB) was appointed as the Office's internal auditor for a 3-year term, with a further 3-year extension option. In 2023–24, BCB completed phase one of a review into the renovation of Government House accommodation project, to assess the effectiveness of initial planning. Phases 2 and 3 of this report are to occur in 2024–25. In addition, work commenced on 2 other reviews (procurement and credit card usage), with final reports to be presented in early 2024–25.

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## EXTERNAL SCRUTINY

On 30 September 2024, the Australian National Audit Office provided an unmodified audit opinion on the Office's 2023–24 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 2023–24.

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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. The Office reviews and establishes 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 behaviour for staff of the Office are set out in the Office's Code of Conduct and Workplace Behaviours Policy, which were endorsed in the Office's Enterprise Agreement 2015–18, as well as in previous agreements. This continues until January 2025 under OOSGG Determination (No. 2) 2021, which was approved by the Australian Public Service Commissioner on 17 December 2021.

The Office Code of Conduct reflects the Australian Public Service (APS) Code of Conduct and Values as set out in the *Public Service Act 1999*. Our values are integral to building and maintaining a safe, positive and inclusive culture of high performance and leadership. All staff are required to comply with the Code of Conduct including, at all times, to behave in a way that upholds the values, integrity and reputation of the Office.

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

The Office's procurement policies and guidelines establish clear standards of ethical behaviour 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.

In 2023–24, the Office undertook a range of initiatives and activities to invest in our people and enhance our contemporary ways of work. Key achievements include:

- releasing the Office's 'Our People' Strategy, which has guided the development of the Office's Capability and Development Framework (CDF) to inform strategic workforce planning decisions and operational capability needs of the Office
- designing and delivering an employee survey that captures our staff's workplace experiences and highlights areas of focus for continual improvement and tangible actions
- implementing a new recruitment system that produced efficiencies throughout the recruitment process and improved the experience for candidates and panel members
- launching a new performance appraisal system that encourages higher completion rates and aligns to the Office's objectives outlined in the Corporate Plan
- invigorating the Inclusion & Diversity group to deliver on actions from the Office's recently released Inclusion and Diversity Strategy
- maturing the use of the Office's Learning Management System
- rolling out a new timekeeper system for better and easier timesheet reporting
- increasing health and wellbeing initiatives that promote cross-department connections
- continuing the reward and recognition of staff achievement through the Australia Day Achievement Awards and internal acknowledgement.

In November 2023, the Office also successfully transitioned 84 employees to ongoing employment in line with the *Fair Work Legislation Amendment (Secure Jobs Better Pay) Act 2022*.

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## EXECUTIVE REMUNERATION (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 2023–24, the Office did not have any officials requiring disclosures under the senior executives and other highly paid staff categories.

The Office has 2 KMP positions, which were occupied by 2 officers during 2023–24. 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 8 of the current Enterprise Agreement.

Information relating to KMP remuneration is set out in Appendix E.

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## REMUNERATION ARRANGEMENTS

At 30 June 2024, the Office remunerated 90 employees: 83 employees were covered by the Office's Enterprise Agreement (including 5 casual employees), one by the Remuneration Tribunal, and 6 by an Individual Flexibility Arrangement (IFA).

Staff at the Office are engaged under section 13 of the *Governor-General Act 1974*, and their employment conditions are set out in the Office's Enterprise Agreement 2015–2018. This continues until January 2025 under OOSGG Determination (No. 2) 2021.

Non-SES staff received a 2 per cent pay raise on 13 January 2024 in line with the approved Determination. The Office's Enterprise Agreement and current Determination are accessible on the Office's website.

No employees received performance pay in 2023–24.

The Office offers a range of additional benefits to employees. This includes access to flexible work arrangements, generous leave entitlements, annual influenza immunisation, study assistance, and a range of learning and development opportunities. Employees are also eligible to participate in salary sacrifice arrangements such as additional superannuation contributions.

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 2023–24, the average staffing level (ASL) for the Office was 83.21. The Office actively manages and monitors workforce analytics and data to ensure allocated ASL best meets business needs.

The Office continues to make informed staffing decisions in line with strategic and operational goals. Natural attrition has provided an opportunity to review positions to ensure we have the right people in the right place, with the right capabilities at the right time.

During the 2023–24 financial year there were 24 employee cessations and 23 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 embedding a learning culture where staff engage in continuous learning through their work and from others, alongside targeted formal learning programs and resources. Employees are supported by their managers and have access to development opportunities that align with individual and organisational capability needs. Promotion of this learning culture is a shared responsibility between staff, their direct manager and the leadership of the Office.

In 2023–24 the Office released its 'Our People' Strategy to provide guidance on strategic workforce planning decisions and operational capability needs of the Office while highlighting the importance of having the right people in the right roles, at the right time, with the right skills. Following the release of this strategy, the Office distributed an Employee Survey to candidly capture each individual's workplace experience and to highlight both areas of success to sustain and focus areas of improvement in the workplace.

In June 2024 the Office circulated the Capability and Development Framework, which assists employees of all levels within the Office to understand what is important to individual, team, and organisational performance and growth. The framework ensures that the Office will be able to confirm capability requirements, uplift skills and behaviours, and prepare the Office's workforce to adeptly respond to shifts in technology, workplace trends and environmental factors throughout the employee lifecycle.

The Office also continued to invest in contemporary systems to provide user-friendly solutions for completing learning activities and annual performance appraisals. The Office's mandatory training courses undertaken via the Learning Management System were reviewed, leading to the implementation of improved compliance measures, including annual refresher notifications and tailored reports. This investment has increased completion rates across the Office and ensures that all employees have equal access to personal and professional development.

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## INCLUSION AND DIVERSITY

The Office supports the Governor-General to uplift, encourage, inspire and celebrate Australians. We build cohesion by supporting the Governors-General's engagement with the community, through the administration of the Honours and Awards system and by welcoming people to the Official Residences.

To achieve this effectively, the Office acknowledges the significance of diverse insights, backgrounds and skills. Inclusivity fosters a culture that not only attracts and retains a varied workforce but also empowers our staff to realise their full potential. When our interactions – both internally and with the community we serve – are grounded in empathy, trust and respect, we become a cohesive workforce capable of delivering exceptional results.

In 2023–24, the Office introduced the Inclusion and Diversity Strategy for 2024–27. This strategy delineates the Office's principles and its collective dedication to the ongoing enhancement of workplace diversity and the fostering of an inclusive, safe and respectful culture.

Included in the strategy is a 26-point action plan under the pillars:

- a diverse and thriving workforce
- positive employee experience
- inclusive work processes, policy and systems
- improved inclusion and diversity capability
- good governance.

The strategy was formed in collaboration with the Office's Inclusion & Diversity group, which has been instrumental in championing change and tangible results for the Office.

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## WORKPLACE HEALTH AND SAFETY OVERVIEW

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.

In exercising a commitment to ensuring the health and wellbeing of its staff, and consistent with the legislative obligations of the *Work Health and Safety Act 2011* (WHS Act), the Office implements effective initiatives such as:

- providing a safe and healthy workplace in which people are protected from hazards (or potential hazards) that may cause psychosocial, 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
- regularly inspecting the grounds and property
- conducting workplace assessments for all staff on commencement and providing personal protective equipment where required
- encouraging a cooperative and consultative relationship within the Office on health and safety issues
- ensuring compliance with, and full implementation of, the requirements of the WHS Act, the WHS Regulations and the associated Codes of Practice.

Work areas with higher risks underwent regular inspections and received targeted support for conducting risk assessments and developing mitigation strategies, all with the goal of minimising potential hazards.

The Office continued to offer a range of preventive, early intervention and rehabilitation activities, and support services to staff to ensure they were equipped to perform at their best and reduce time away from work as part of an injury management program. The Office also actively encourages the utilisation and awareness of the Employee Assistance Program (EAP) counselling service available to both employees and their immediate families.

The Office has also partnered with Comcare to offer a range of WHS e-learning courses, accessible anytime through the Office's Learning Management System.

The Office communicates and consults with employees to increase awareness of their obligations under the WHS Act to take all reasonable steps to ensure the safety of themselves and others and report hazards, accidents or near misses. In 2023–24 the Office had zero death, dangerous occurrence, serious personal injury or incapacity cases that mandated notification to Comcare.

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## DISABILITY REPORTING

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. 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.

The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the strategy.

A range of reports on progress of the strategy's actions and outcome areas will be published and available at [www.disabilitygateway.gov.au/ads](http://www.disabilitygateway.gov.au/ads). Over time the data will form an evidence base to guide decisions on disability changes. Further information can be found at [www.dss.gov.au/disability-and-carers/disability-strategy](http://www.dss.gov.au/disability-and-carers/disability-strategy).

Disability reporting is included in the Australian Public Service Commission State of the Service reports and the APS Statistical Bulletin. These reports are available at [www.apsc.gov.au](http://www.apsc.gov.au).

## MANAGEMENT OF ASSETS AND FINANCIAL PROCESSES

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### ASSET MANAGEMENT

The Office manages administered property, plant and equipment, inventory and departmental plant and equipment and intangible assets with a total net book value of \$185.5 million (2022–23: \$179.2 million).

As at 30 June 2024, administered non-financial assets comprised:

- \$175.968 million of land and buildings. These relate to the two vice-regal properties: Government House and Admiralty House
- \$1.329 million of property, plant and equipment
- \$6.805 million of inventories, being medals held by the Office and to be issued under the Australian honours system.

The Office continued to deliver its Property Works Plan under the revised Administered Capital Budget 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 2024, Departmental assets comprised:

- \$1.992 million of property, of infrastructure, plant and equipment primarily relating to gardening and information technology
- \$0.051 million of intangibles representing ordinary software
- \$0.030 million of inventories
- \$0.293 million of other non-financial assets, representing pre-payments made by the Office.

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

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

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## PURCHASING

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

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

Certain positions within the Office have delegated responsibility for the exercise of powers under the PGPA Act. A position-based electronic purchasing workflow system was used for approval of 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 arrangements 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 (SMEs) 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 2023–24, 11 new reportable consultancy contracts were entered into involving total actual expenditure of \$322,779. In addition, 4 ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$30,080. 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 2023–24 was \$19,371.

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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 2023–24 that did not provide for the Auditor-General to have access to the contractor's premises.

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EXEMPT CONTRACTS

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

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ADVERTISING AND  
MARKET RESEARCH

The Office did not undertake any advertising campaigns or market research activities in 2023–24.

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DISCRETIONARY  
GRANTS

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

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## INFORMATION TECHNOLOGY

The Office's Outcomes continue to be underpinned by advances in the security, reliability, mobility and functionality of its information and communications technology (ICT) infrastructure. Notable achievements in 2023–24 included:

- Successful completion of the ICT Modernisation Programme, delivering significant improvement in technology capabilities for the Office with a strong focus on cybersecurity
- Persistent dedication to ICT security governance, aligned with the OOSGG ICT Cyber Security Strategy. This encompasses the ongoing enhancement of security governance policies, standards and procedures
- Implementation of the new 'Cloud Awards' Honours and Awards management system, launched in July 2023
- Adoption of Microsoft 365 across the Office, boosting mobility, functionality and collaboration capabilities
- Implementation of Office Information Architecture, strategically designed to work with SharePoint Online for file management
- Implementation of Records365 as the new records management tool, with complete adoption set to follow file migration to SharePoint Online
- Skill enhancement initiatives for the IT team, oriented towards harnessing the potential of new cloud technologies, namely Microsoft 365 and Azure
- Implementation of a structured technical change management system to effectively manage IT system changes.

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

## FREEDOM OF INFORMATION

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

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)).

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.

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### FOI PROCEDURES AND INITIAL CONTACT POINT

The FOI Act applies to the Office as a body established for a public purpose by an enactment and, therefore, is a 'prescribed authority' as defined in section 4. However, section 6A of the FOI Act provides:

*Official Secretary to the Governor-General – This Act does not apply to any request for access to a document of the Official Secretary to the Governor-General unless the document relates to matters of an administrative nature. For the purposes of this Act, a document in the possession of a person employed under section 13 of the Governor-General Act 1974 that is in his or her possession by reason of his or her employment under that section shall be taken to be in possession of the Official Secretary to the Governor-General.*

The FOI Act therefore has a restricted application to the Office, being relevant only in respect of requests for access to documents that relate to 'matters of an administrative nature'. The High Court has determined that the FOI Act does not apply to requests for access to documents that relate to the discharge of the Governor-General's substantive powers and functions.

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

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

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

## 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 section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*. 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 continues to apply the Sustainability Plan from the Property Service Provider that identifies energy-saving opportunities focusing on reducing energy consumption. All electricity procured in the ACT is from a renewable energy Power Purchase Agreement, which has net zero emissions under a market-based calculation approach.

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

## ENERGY CONSUMPTION – TRANSPORT AND MACHINERY

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

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

## RESOURCE EFFICIENCY AND WASTE

The Office has recently undertaken an ICT Uplift Project that has provided staff the ability to reduce printing requirements across most business programs. Paper from printing and other sources is recycled.

In 2023–24, the Office continued its partnerships with BinShift and GoTerra to split our waste streams into mixed recyclables, 10c deposit, paper, dry compost, wet compost and landfill. The 10c recyclable waste is accumulated and collected by a charity who cashes it in and retains the funds.

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

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

The Office worked within the guidelines issued by the ACT Government to extract water from Lake Burley Griffin for watering gardens and lawns at Government House. All of the managed landscape (which accounts for 40 per cent of the total property area) at Government House is serviced by drawing water from the lake. During 2023–24, the Office continued to closely manage its water consumption for irrigation within the licensed allotment.

## GREENHOUSE GAS EMISSIONS

The Office has published information about greenhouse gas emissions in the annual report since 2022–23. The figures reported in the Office of the Official Secretary to the Governor-General Annual Report 2022–23 were incorrectly calculated; corrected figures are available on the Office’s website [www.gg.gov.au](http://www.gg.gov.au), with the electronic copies of previous Annual Reports.

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

Emission source	Scope 1 t CO <sub>2</sub> -e	Scope 2 t CO <sub>2</sub> -e	Scope 3 t CO <sub>2</sub> -e	Total t CO <sub>2</sub> -e
Electricity (location-based approach)	N/A	626.515	49.988	676.503
Natural gas	93.905	n/a	23.873	117.777
Solid waste*	n/a	n/a	15.299	15.299
Refrigerants*†	0.000	n/a	n/a	0.000
Fleet and other vehicles	28.330	n/a	7.040	35.371
Domestic commercial flights	n/a	n/a	43.250	43.250
Domestic hire car*	n/a	n/a	0.000	0.000
Domestic travel accommodation*	n/a	n/a	0.720	0.720
Other energy	0.214	n/a	0.053	0.267
<b>Total t CO<sub>2</sub>-e</b>	<b>122.449</b>	<b>626.515</b>	<b>140.223</b>	<b>889.188</b>

Note: the table presents emissions related to electricity usage using the location-based accounting method.  
CO<sub>2</sub>-e = carbon dioxide equivalent.

\* indicates emission sources collected for the first time in 2023–24. The quality of data is expected to improve over time as emissions reporting matures.

† indicates optional emission source for 2023–24 emissions reporting.

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

Emission source	Scope 2 t CO <sub>2</sub> -e	Scope 3 t CO <sub>2</sub> -e	Total t CO <sub>2</sub> -e	Percentage of electricity use
Electricity (location-based approach)	626.515	49.988	676.503	100.00%
Market-based electricity emissions	213.177	26.318	239.495	28.43%
Total renewable electricity	-	-	-	71.57%
Mandatory renewables <sup>1</sup>	-	-	-	18.72%
<b>Voluntary renewables<sup>2</sup></b>	-	-	-	<b>52.85%</b>

Note: the table presents emissions related to electricity usage using both the location-based and the market-based accounting methods. CO<sub>2</sub>-e = carbon dioxide equivalent.

<sup>1</sup> Mandatory renewables are the portion of electricity consumed from the grid that is generated by renewable sources. This includes the renewable power percentage.

<sup>2</sup> Voluntary renewables reflect the eligible carbon credit units surrendered by the entity. This may include purchased large-scale generation certificates, power purchasing agreements, GreenPower and the jurisdictional renewable power percentage (ACT only).









# FINANCIAL STATEMENTS

CHAPTER 4

## Office of the Official Secretary to the Governor-General Table of Contents

Independent Auditor’s Report .....	1
Statement by Officers .....	3
Statement of Comprehensive Income .....	4
Budgetary Explanation – Statement of Comprehensive Income .....	5
Statement of Financial Position .....	6
Budgetary Explanation – Statement of Financial Position .....	7
Statement of Changes in Equity .....	8
Cash Flow Statement .....	9
Administered Schedule of Comprehensive Income .....	10
Administered Schedule of Assets and Liabilities .....	11
Budgetary Explanation – Schedule of Administered Items .....	12
Administered Reconciliation Schedule .....	13
Overview .....	15
1. Expenses .....	17
2. Own-Source Revenue .....	18
3. Fair Value Measurement .....	19
4. Financial Assets .....	20
5. Non-Financial Assets .....	21
6. Payables .....	24
7. Employee Provisions .....	25
8. Key Management Personnel Remuneration .....	26
9. Related Party Disclosures .....	26
10. Financial Instruments .....	27
11. Administered – Expenses .....	28
12. Administered – Fair Value Measurements .....	28
13. Administered – Financial Assets .....	29
14. Administered – Non-Financial Assets .....	29
15. Administered – Inventories .....	30
16. Administered – Payables .....	30
17. Administered – Financial Instruments .....	30
18. Appropriations .....	31
19. Net Cash Appropriation Arrangements .....	34
20. Current/Non-current Distinction for Assets and Liabilities .....	35



## INDEPENDENT AUDITOR'S REPORT

### To the Prime Minister

#### Opinion

In my opinion, the financial statements of the Office of the Official Secretary to the Governor-General (the Entity) for the year ended 30 June 2024:

- (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 2024 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 2024 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to and forming part of the financial statements, comprising material accounting policy information 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 their 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.

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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

30 September 2024

**Office of the Official Secretary to the Governor-General  
Statement by the Official Secretary to the Governor-General  
and Chief Financial Officer**

In our opinion, the attached financial statements for the year ended 30 June 2024 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.....

Gerard Martin PSM  
Official Secretary to the Governor-General  
Office of the Official Secretary to the Governor-General  
30 September 2024



Signed.....

Debbie Banerjee  
Chief Financial Officer  
Office of the Official Secretary to the Governor-General  
30 September 2024

**Office of the Official Secretary to the Governor-General**  
**STATEMENT OF COMPREHENSIVE INCOME**  
*for the year ended 30 June 2024*

	Notes	2024 \$	2023 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	1A	10,456,364	9,803,052	10,542,000
Supplier expenses	1B	7,597,677	12,324,667	5,665,000
Depreciation and amortisation	5	586,905	636,372	482,000
Finance costs	1C	76	149	-
Losses from asset write-offs		1,597	164	-
<b>Total expenses</b>		<b>18,642,619</b>	<b>22,764,404</b>	<b>16,689,000</b>
<b>Own-source revenue</b>				
Revenue from contracts with customers	2A	318,305	287,102	258,000
Resources received free of charge	2B	178,052	187,916	252,000
<b>Total own-source revenue</b>		<b>496,357</b>	<b>475,018</b>	<b>510,000</b>
<b>Gains</b>				
Gains from sale of assets		1,396	-	-
<b>Total Gains</b>		<b>1,396</b>	<b>-</b>	<b>-</b>
<b>Net cost of services</b>		<b>(18,144,866)</b>	<b>(22,289,386)</b>	<b>(16,179,000)</b>
<b>Revenue from Government</b>				
Departmental annual appropriations		15,697,000	23,057,000	15,697,000
<b>(Deficit) / Surplus on continuing operations</b>		<b>(2,447,866)</b>	<b>767,614</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 reserve	5	(14,555)	-	-
<b>Total other comprehensive (loss)/income</b>		<b>(14,555)</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive (loss)/income</b>		<b>(2,462,421)</b>	<b>767,614</b>	<b>(482,000)</b>

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



**Office of the Official Secretary to the Governor-General**  
**STATEMENT OF COMPREHENSIVE INCOME Budget Variance Commentary**  
*for the year ended 30 June 2024*

Explanation of Major Variances <sup>1</sup>	Affected line item
<p><u>Supplier expenses</u> Supplier expenses were over budget by \$1.933m (34.1%). This was primarily due to the prior year delays in the Office's ICT modernisation program which have since been completed in the current financial year.</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> Revenue from contracts with customers was over budget by \$60k (23.4%). This was primarily due to the employment of a dedicated staff member, and increased maintenance activities for the grounds of Kirribilli House. The Office has a memorandum of understanding (MoU) with the Department of Prime Minister and Cabinet (PM&amp;C) to undertake grounds maintenance at Kirribilli House on its behalf. Resources received free of charge was under budget by \$73k (29.3%), as there was only one secondment employee for financial year.</p>	<p><i>Own source income (Statement of Comprehensive Income), Operating cash received - other (Cash Flow Statement)</i></p>
<p><sup>1</sup> A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the reader's understanding.</p>	

**Office of the Official Secretary to the Governor-General**  
**STATEMENT OF FINANCIAL POSITION**  
*as at 30 June 2024*

	Notes	2024 \$	2023 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents		166,431	161,644	167,000
Trade and other receivables	4	<u>2,219,360</u>	<u>4,350,465</u>	<u>10,705,000</u>
<b>Total financial assets</b>		<u>2,385,791</u>	<u>4,512,109</u>	<u>10,872,000</u>
<b>Non-financial assets</b>				
Property, plant and equipment	5	1,992,072	2,234,188	2,218,000
Intangibles	5	51,927	143,744	205,000
Inventories		29,517	32,399	35,000
Prepayments		<u>292,757</u>	<u>256,686</u>	<u>223,000</u>
<b>Total non-financial assets</b>		<u>2,366,273</u>	<u>2,667,017</u>	<u>2,681,000</u>
<b>Total assets</b>		<u>4,752,064</u>	<u>7,179,126</u>	<u>13,553,000</u>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	6A	639,750	839,775	1,374,000
Other payables	6B	590,981	685,128	233,000
Leases	6C	<u>1,800</u>	<u>3,524</u>	<u>-</u>
<b>Total payables</b>		<u>1,232,531</u>	<u>1,528,427</u>	<u>1,607,000</u>
<b>Provisions</b>				
Employee provisions	7	<u>2,666,711</u>	<u>2,752,456</u>	<u>3,177,000</u>
<b>Total provisions</b>		<u>2,666,711</u>	<u>2,752,456</u>	<u>3,177,000</u>
<b>Total liabilities</b>		<u>3,899,242</u>	<u>4,280,883</u>	<u>4,784,000</u>
<b>Net assets</b>		<u>852,822</u>	<u>2,898,243</u>	<u>8,769,000</u>
<b>EQUITY</b>				
Contributed equity		5,003,665	4,586,665	12,114,000
Asset revaluation reserve		782,091	796,646	797,000
Accumulated deficit		<u>(4,932,934)</u>	<u>(2,485,068)</u>	<u>(4,142,000)</u>
<b>Total equity</b>		<u>852,822</u>	<u>2,898,243</u>	<u>8,769,000</u>

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

<sup>1</sup> Right-of-use assets are included in the property, plant and equipment category of non-financial assets.

**Office of the Official Secretary to the Governor-General**  
**STATEMENT OF FINANCIAL POSITION Budget Variance Commentary**  
*as at 30 June 2024*

<b>Explanation of Major Variances<sup>1</sup></b>	<b>Affected line item</b>
<p><u>Trade and other receivables</u></p> <p>Trade and other receivables were under budget by \$8.486m (79.3%). The Original Budget included amounts for the ICT Modernisation Program which were received in the prior year.</p>	<p><i>Trade and other receivables (Statement of Financial Position), Operating cash received (Cash Flow Statement), Appropriations received (Cash Flow Statement), Section 74 receipts transferred to the Official Public Account (OPA) (Cash Flow Statement)</i></p>
<p><u>Non-financial assets</u></p> <p>Plant and equipment and intangibles were under budget by \$379k (15.6%) due to lower than expected spend on non-financial assets, with no new software purchased.</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>Suppliers' payables</u></p> <p>Suppliers and other payables were under budget by \$387k (24.0%). This was attributed towards efficient management of account payable processes.</p>	<p><i>Payables (Statement of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p><u>Provisions</u></p> <p>Employee provisions were under budget by \$510k (16.1%). This is predominantly due to lower than expected ASL, and a change to the discounting rate.</p>	<p><i>Employee benefits expense (Statement of Comprehensive Income), Employee provisions (Statement of Financial Position)</i></p>
<p><u>Contributed equity</u></p> <p>Contributed equity was under budget by \$7.11m (58.7%) which related to funding being reclassified from DCB to Operating in prior year in the original budget.</p>	<p><i>Equity (Statement of Financial Position), Return of departmental capital budget (Statement of Equity)</i></p>
<p><sup>1</sup> A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the reader's understanding.</p>	

**Office of the Official Secretary to the Governor-General**  
**STATEMENT OF CHANGES IN EQUITY**  
*for the year ended 30 June 2024*

	2024 \$	2023 \$	Original Budget \$
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<u>4,586,665</u>	<u>11,288,095</u>	<u>11,697,000</u>
<b>Transactions with owners</b>			
Return of departmental capital budget	-	(7,110,430)	-
Departmental capital budget	<u>417,000</u>	<u>409,000</u>	<u>417,000</u>
<b>Total transactions with owners</b>	<u>417,000</u>	<u>(6,701,430)</u>	<u>417,000</u>
<b>Closing balance as at 30 June</b>	<u>5,003,665</u>	<u>4,586,665</u>	<u>12,114,000</u>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<u>(2,485,068)</u>	<u>(3,252,682)</u>	<u>(3,660,000)</u>
<b>Comprehensive income</b>			
(Deficit)/Surplus for the period	<u>(2,447,866)</u>	<u>767,614</u>	<u>(482,000)</u>
<b>Total comprehensive (loss)/income</b>	<u>(2,447,866)</u>	<u>767,614</u>	<u>(482,000)</u>
<b>Closing balance as at 30 June</b>	<u>(4,932,934)</u>	<u>(2,485,068)</u>	<u>(4,142,000)</u>
<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<u>796,646</u>	<u>796,646</u>	<u>797,000</u>
<b>Comprehensive income</b>			
Other comprehensive (loss)	<u>(14,555)</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive (loss)</b>	<u>(14,555)</u>	<u>-</u>	<u>-</u>
<b>Closing balance as at 30 June</b>	<u>782,091</u>	<u>796,646</u>	<u>797,000</u>
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<u>2,898,243</u>	<u>8,832,059</u>	<u>8,834,000</u>
<b>Adjusted opening balance</b>	<u>2,898,243</u>	<u>8,832,059</u>	<u>8,834,000</u>
<b>Comprehensive income</b>			
(Deficit)/Surplus for the period	<u>(2,447,866)</u>	<u>767,614</u>	<u>(482,000)</u>
Other comprehensive (loss)/income	<u>(14,555)</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive (loss)/income</b>	<u>(2,462,421)</u>	<u>767,614</u>	<u>(482,000)</u>
<b>Contributed equity</b>			
Departmental capital budget	<u>417,000</u>	<u>(6,701,430)</u>	<u>417,000</u>
<b>Total contributed equity</b>	<u>417,000</u>	<u>(6,701,430)</u>	<u>417,000</u>
<b>Closing balance as at 30 June</b>	<u>852,822</u>	<u>2,898,243</u>	<u>8,769,000</u>

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

**Accounting Policy**

Equity Injections

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

**Office of the Official Secretary to the Governor-General**  
**CASH FLOW STATEMENT**  
*for the year ended 30 June 2024*

	2024	2023	Original Budget
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	18,535,184	22,485,525	15,697,000
Rendering of services	377,138	270,091	258,000
GST received (net)	868,553	1,293,210	-
Other	-	238,916	-
<b>Total cash received</b>	<b>19,780,875</b>	<b>24,287,742</b>	<b>15,955,000</b>
<b>Cash used</b>			
Employees	(10,342,531)	(10,167,299)	(10,542,000)
Suppliers	(7,912,108)	(12,411,315)	(5,413,000)
Section 74 receipts transferred to OPA	(1,525,350)	(1,656,828)	-
Interest payments on lease liabilities	(76)	(149)	-
<b>Total cash used</b>	<b>(19,780,065)</b>	<b>(24,235,591)</b>	<b>(15,955,000)</b>
<b>Net cash from operating activities</b>	<b>810</b>	<b>52,151</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment	23,243	-	-
<b>Total cash received</b>	<b>23,243</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>			
Purchase of property, plant and equipment	(325,427)	(448,650)	(417,000)
<b>Total cash used</b>	<b>(325,427)</b>	<b>(448,650)</b>	<b>(417,000)</b>
<b>Net cash (used by) investing activities</b>	<b>(302,184)</b>	<b>(448,650)</b>	<b>(417,000)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity - DCB	307,885	392,596	417,000
<b>Total cash received</b>	<b>307,885</b>	<b>392,596</b>	<b>417,000</b>
<b>Cash used</b>			
Principal payments of lease liabilities	(1,724)	(1,651)	-
<b>Total cash used</b>	<b>(1,724)</b>	<b>(1,651)</b>	<b>-</b>
<b>Net cash from financing activities</b>	<b>306,161</b>	<b>390,945</b>	<b>417,000</b>
<b>Net increase in cash held</b>	<b>4,787</b>	<b>(5,554)</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	161,644	167,198	167,000
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>166,431</b>	<b>161,644</b>	<b>167,000</b>

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

**Office of the Official Secretary to the Governor-General**  
**ADMINISTERED SCHEDULE OF COMPREHENSIVE INCOME**  
*for the year ended 30 June 2024*

	Notes	2024 \$	2023 \$	Original Budget \$
<b>NET COST OF SERVICES</b>				
<b>EXPENSES</b>				
Suppliers	11	2,126,977	2,290,492	2,920,000
Governor-General's salary		495,000	495,000	495,000
Depreciation and amortisation	14	2,219,198	2,035,585	1,985,000
Write-down and impairment of assets	14	131,137	110,056	-
<b>Total expenses</b>		<b>4,972,312</b>	<b>4,931,133</b>	<b>5,400,000</b>
<b>INCOME</b>				
<b>Revenue</b>				
<b>Non-taxation revenue</b>				
Revenue from contracts with customers - sale of goods		37,959	43,918	38,000
<b>Total non-taxation revenue</b>		<b>37,959</b>	<b>43,918</b>	<b>38,000</b>
<b>Total income</b>		<b>37,959</b>	<b>43,918</b>	<b>38,000</b>
<b>Net cost of services</b>		<b>(4,934,353)</b>	<b>(4,887,215)</b>	<b>(5,362,000)</b>
<b>(Deficit) on continuing operations</b>		<b>(4,934,353)</b>	<b>(4,887,215)</b>	<b>(5,362,000)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation reserve		3,509,251	-	-
<b>Total other comprehensive income</b>		<b>3,509,251</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive (loss) attributable to the Australian Government</b>		<b>(1,425,102)</b>	<b>(4,887,215)</b>	<b>(5,362,000)</b>

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

**Office of the Official Secretary to the Governor-General**  
**ADMINISTERED SCHEDULE OF ASSETS AND LIABILITIES**  
*as at 30 June 2024*

	Notes	2024 \$	2023 \$	Original Budget \$
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents		1,006	503	1,000
Trade and other receivables	13	327,409	388,589	213,000
<b>Total financial assets</b>		<b>328,415</b>	<b>389,092</b>	<b>214,000</b>
<b>Non-financial assets</b>				
Land and buildings	14	174,967,544	169,944,068	171,704,000
Property, plant and equipment	14	1,328,681	1,263,881	1,569,000
Inventories	15	6,084,905	5,373,278	4,228,000
<b>Total non-financial assets</b>		<b>182,381,130</b>	<b>176,581,227</b>	<b>177,501,000</b>
<b>Total assets administered on behalf of Government</b>		<b>182,709,545</b>	<b>176,970,319</b>	<b>177,715,000</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	16	1,327,730	390,579	212,000
<b>Total payables</b>		<b>1,327,730</b>	<b>390,579</b>	<b>212,000</b>
<b>Total liabilities administered on behalf of Government</b>		<b>1,327,730</b>	<b>390,579</b>	<b>212,000</b>
<b>Net assets</b>		<b>181,381,815</b>	<b>176,579,740</b>	<b>177,503,000</b>

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

**Office of the Official Secretary to the Governor-General**  
**SCHEDULE OF ADMINISTERED ITEMS Budget Variance Commentary**  
*for the year ended 30 June 2024*

Explanation of Major Variances <sup>1</sup>	Affected line item
<p><u>Suppliers</u></p> <p>Suppliers expenses were under budget \$793k (27.2%). This was driven by fewer medals being issued than anticipated. The financial statements recognise the cost of medal inventory as an expense once the medal is awarded and issued. The budget recognises supplier expense as the total cash funding available to the office for medals and other related purchases.</p> <p>Suppliers payable was over budget by \$1.116m. This primarily relates to the capital works for the refurbishment of Government House prior to the new Governor-General moving in.</p>	<p><i>Supplier expense (Administered Schedule of Comprehensive Income), Inventories (Administered Schedule of Assets and Liabilities), Operating cash used (Cash Flow Statement)</i></p> <p><i>Suppliers payable (Administered Schedule of Financial Position), Operating cash used (Cash Flow Statement)</i></p>
<p><u>Depreciation and amortisation</u></p> <p>Depreciation and amortisation was over budget by \$234k (11.8%). There was more than expected capital works relating to the refurbishment of Government House and various projects around the grounds.</p>	<p><i>Depreciation and amortisation expense (Administered Schedule of Comprehensive Income), Non-financial assets (Administered Schedule of Assets and Liabilities)</i></p>
<p><u>Other comprehensive income</u></p> <p>An independent desktop valuation of Land, buildings and property, plant and equipment resulted in an increase of \$3.509m.</p>	<p><i>Supplier expense (Administered Schedule of Comprehensive Income), Non-financial assets (Administered Schedule of Assets and Liabilities)</i></p>
<p><sup>1</sup> A variation is considered major when the variance between budget and actual is both greater than 10% and greater than 2% of the relevant category (expenses, revenue, assets, liabilities, receipts, or payments). An item below this threshold will be included if considered important for the reader's understanding.</p>	



**Office of the Official Secretary to the Governor-General**  
**ADMINISTERED RECONCILIATION SCHEDULE**  
*for the year ended 30 June 2024*

	2024	2023
	\$	\$
<b>Opening assets less liabilities as at 1 July</b>	<b>176,579,740</b>	175,547,025
<b>Net cost of services</b>		
Income	37,959	43,918
Expenses		
Payments to entities other than corporate Commonwealth entities	(4,972,312)	(4,931,133)
<b>Other comprehensive income</b>		
Revaluations transferred from reserves	3,509,251	-
<b>Transfers (to)/from the Australian Government</b>		
Appropriation transfers from the Official Public Account (OPA)		
Annual appropriations	6,487,372	5,803,154
Special appropriations (unlimited)	495,000	495,000
Appropriation transfers to OPA		
Transfers to OPA	(755,195)	(378,224)
<b>Closing assets less liabilities as at 30 June</b>	<b>181,381,815</b>	176,579,740

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

**Accounting Policy**

*Administered Cash Transfers to and from the Official Public Account*

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

**Office of the Official Secretary to the Governor-General**  
**ADMINISTERED CASH FLOW STATEMENT**  
*for the year ended 30 June 2024*

	2024	2023
	\$	\$
<b>OPERATING ACTIVITIES</b>		
<b>Cash received</b>		
Sales of goods and rendering of services	188,403	31,829
<b>Total cash received</b>	<b>188,403</b>	<b>31,829</b>
<b>Cash used</b>		
Suppliers	(1,909,429)	(3,230,629)
Governor-General's salary	(495,000)	(495,000)
Net GST paid	(81,288)	(190,148)
<b>Total cash used</b>	<b>(2,485,717)</b>	<b>(3,915,777)</b>
<b>Net cash (used by) operating activities</b>	<b>(2,297,314)</b>	<b>(3,883,948)</b>
<b>INVESTING ACTIVITIES</b>		
<b>Cash used</b>		
Purchase of plant and equipment	(3,929,360)	(2,036,067)
<b>Total cash used</b>	<b>(3,929,360)</b>	<b>(2,036,067)</b>
<b>Net cash (used by) investing activities</b>	<b>(3,929,360)</b>	<b>(2,036,067)</b>
<b>Cash from Official Public Account</b>		
Appropriations	6,982,372	6,298,154
<b>Total cash from Official Public Account</b>	<b>6,982,372</b>	<b>6,298,154</b>
<b>Cash to Official Public Account</b>		
Appropriations	(755,195)	(378,224)
<b>Total cash (to) Official Public Account</b>	<b>(755,195)</b>	<b>(378,224)</b>
<b>Net increase/(decrease) in cash held</b>	<b>503</b>	<b>(85)</b>
Cash and cash equivalents at the beginning of the reporting period	503	588
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>1,006</b>	<b>503</b>
The above statement should be read in conjunction with the accompanying notes.		

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

### Overview

#### 1.1 Outcome

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

##### Outcome 1

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

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

Departmental activities are identified under one program - Support for the Governor-General and Official Functions and three program components:

- Component 1 - Support for the Governor-General;
- Component 2 - Management and maintenance of the official properties; and
- Component 3 – 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 year.

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

#### 1.3 New Accounting Standards

All new and revised standards, interpretations and amending standards that were issued prior to the sign-off date and applicable to the current reporting period did not and are not expected to have a material financial impact on the Office's financial statements.

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

### 1.4 Significant Accounting Judgement and Estimates

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

In accordance with *AASB 13 Fair Value Measurement* 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.

### 1.5 Revenue

#### Revenue from Government

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

#### Sale of Assets

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

### 1.6 Cash

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

### 1.7 Inventories

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

### 1.8 Taxation

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

### 1.9 Reporting of Administered Activities

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

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

#### Revenue

All administered revenues are revenues relating to the course of ordinary activities performed by the Office on behalf of the Australian Government. As such, administered appropriations are not revenues of the Office in that the Office only oversees distribution or expenditure of the funds as directed.

Revenue is generated from the sale of replacement medals to recipients who earlier received awards under the Australian Honours and Awards system. Administered fee revenue is recognised when it is invoiced. It is recognised at its nominal amount less any impairment allowance account. Collectability of debts is reviewed at balance date. Allowances are made when collection of the debt is judged to be less rather than more likely.

### 1.10 Events After the Reporting Year

There are no subsequent events occurring after 30 June 2024 that would have a material impact on the financial statements.

### 1.11 Contingent Assets and Liabilities

The Office is not aware of any material contingent assets or liabilities as at 30 June 2024.

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

**1. Expenses**

	2024	2023
	\$	\$
<b>Note 1A: Employee benefits</b>		
Wages and salaries	8,603,080	8,589,373
Superannuation		
Defined contribution plans	987,395	970,051
Defined benefit plans	397,256	416,972
Leave and other entitlements	468,633	(173,344)
<b>Total employee benefits</b>	<b>10,456,364</b>	<b>9,803,052</b>

**Accounting Policy**

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

**Note 1B: Supplier expenses**

**Goods and services supplied or rendered**

Consultants and contractors <sup>1</sup>	2,711,440	5,618,517
Travel	392,231	579,222
IT services <sup>2</sup>	1,355,862	2,773,568
Property maintenance	1,133,063	1,391,074
Professional fees	759,856	562,896
Printing, consumables and general	270,581	472,492
Household and hospitality	605,976	575,962
Other	249,934	192,488
<b>Total goods and services supplied or rendered</b>	<b>7,478,943</b>	<b>12,166,219</b>

Provision of goods	763,700	811,759
Rendering of services	6,715,243	11,354,460
<b>Total goods and services supplied or rendered</b>	<b>7,478,943</b>	<b>12,166,219</b>

**Other suppliers**

Workers' compensation expenses	118,734	158,448
<b>Total other suppliers</b>	<b>118,734</b>	<b>158,448</b>
<b>Total suppliers</b>	<b>7,597,677</b>	<b>12,324,667</b>

<sup>1</sup> Consultants and contractors is comprised of \$2.643m for contractors and \$0.068m for consultants. The decrease from 2022-23 to 2023-24 in contractor spend is attributed to the finalisation of the office's ICT modernisation program.

<sup>2</sup> IT services include cloud computing arrangements.

**Note 1C: Finance costs**

Interest on lease liabilities <sup>1</sup>	76	149
<b>Total finance costs</b>	<b>76</b>	<b>149</b>

<sup>1</sup> Interest component of lease payments for a right of use (ROU) asset recognised under AASB 16.

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

**2. Own-Source Revenue**

	2024	2023
	\$	\$
<b>Note 2A: Revenue from contracts with customers</b>		
Rendering of services <sup>1</sup>	318,305	286,710
Miscellaneous receipts	-	392
<b>Total revenue from contracts with customers</b>	<b>318,305</b>	<b>287,102</b>
<b>Disaggregation of revenue from contracts with customers</b>		
Type of customer:		
Service delivery to Australian Government entities	318,305	286,710
Sales to non-Government entities	-	392
	<b>318,305</b>	<b>287,102</b>

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

**Accounting Policy**

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

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

Receivables for goods and services, which have 30-day (2023: 30-day) terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting year. Allowances are made when collectability of the debt is judged to be less rather than more likely.

**Note 2B: Resources received free of charge**

Resources received free of charge		
Audit services provided by the Australian National Audit Office	85,000	85,000
Secondment arrangements	93,052	102,916
<b>Resources received free of charge</b>	<b>178,052</b>	<b>187,916</b>

**Accounting Policy**

Resources received free of charge

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

Secondments

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

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

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

**3. Fair Value Measurement**

	Fair value measurements at the end of the reporting period	
	2024	2023
	\$	\$
<b>Note 3: Non-financial assets</b>		
Property, plant and equipment	1,992,072	2,234,188
<b>Total property, plant and equipment</b>	<b>1,992,072</b>	<b>2,234,188</b>
<b>Total fair value measurements</b>	<b>1,992,072</b>	<b>2,234,188</b>

**Accounting Policy**

In accordance with *AASB 13 Fair Value Measurement* 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.

Desktop valuations of property, plant and equipment assets at Government House and Admiralty House were conducted as at 30 June 2024 by an independent valuer, Jones Lang Lasalle (JLL), in accordance with the revaluation policy stated at Note 5. This resulted in a decrease of \$14,555 in the fair value of the non-financial property, plant and equipment assets.

The experts provided written assurance that the models developed to value assets are in compliance with accounting and valuation standards. The valuations took into consideration uncertain market conditions which have exerted downward pressure on asset values and reducing liquidity. These include challenges in the global economy resulting in a more volatile transactional market, reduced market activity and buyers and sellers sentiment, and continued effects from the COVID-19 pandemic such as significant cost inflation and high interest rates.

The valuation methodologies used (the market approach and the depreciated replacement cost method) have reflected current market conditions.

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

**4. Financial Assets**

	2024	2023
	\$	\$
<b>Note 4: Trade and other receivables</b>		
<b>Goods and services receivables</b>		
Other receivables	55,547	114,380
GST receivable from the Australian Taxation Office	36,114	124,985
<b>Total goods and services receivables</b>	<b>91,661</b>	<b>239,365</b>
<b>Appropriation receivables</b>		
Appropriations receivable <sup>1</sup>	2,127,699	4,111,100
<b>Total appropriation receivables</b>	<b>2,127,699</b>	<b>4,111,100</b>
<b>Total trade and other receivables (net)</b>	<b>2,219,360</b>	<b>4,350,465</b>

Credit terms for goods and services were within 30 days (2023: 30 days)

<sup>1</sup> To be read in conjunction with Note 18. Excludes unspent cash of \$166,431.

**Accounting Policy**

*Financial assets*

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



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

**5. Non-Financial Assets**

**5: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment**

	Property, plant and equipment \$	Computer software purchased \$	Total \$
<b>As at 1 July 2023</b>			
Gross book value	2,958,480	1,003,962	<b>3,962,442</b>
Accumulated depreciation, amortisation and impairment	(724,292)	(860,218)	<b>(1,584,510)</b>
<b>Total as at 1 July 2023</b>	<b>2,234,188</b>	<b>143,744</b>	<b>2,377,932</b>
<b>Additions</b>			
Asset purchases	311,085	-	<b>311,085</b>
Work in progress	14,342	-	<b>14,342</b>
Revaluations and impairments recognised in other comprehensive income	(14,555)	-	<b>(14,555)</b>
Depreciation and amortisation	(495,088)	(91,817)	<b>(586,905)</b>
<b>Disposals</b>			
Gross book value of disposed assets	(68,990)	-	<b>(68,990)</b>
Accumulated depreciation of disposed assets	11,090	-	<b>11,090</b>
<b>Total as at 30 June 2024</b>	<b>1,992,072</b>	<b>51,927</b>	<b>2,043,999</b>
<b>Total as at 30 June 2024 represented by</b>			
Gross book value	2,000,833	1,003,962	<b>3,004,795</b>
Accumulated depreciation, amortisation and impairment	(8,761)	(952,035)	<b>(960,796)</b>
<b>Total as at 30 June 2024</b>	<b>1,992,072</b>	<b>51,927</b>	<b>2,043,999</b>

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

### Revaluations of non-financial assets

A desktop valuation of non-current assets at Government House and Admiralty House was conducted as at 30 June 2024 by an independent valuer, JLL, in accordance with the revaluation policy. This resulted in a decrease of \$14,555 in the fair value of the non-current assets.

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

Contractual commitments relating to non-financial assets amounted to \$68,478 (2023: \$94,787) GST inclusive.

### Accounting Policy

#### Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

#### Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$3,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

#### ROU Assets

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

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

#### Revaluations

Following initial recognition at cost, property plant and equipment (excluding ROU assets) are carried at fair value (or an amount not materially different from fair value) less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets. The Office undertakes independent valuations on an annual basis for administered land assets. Independent valuations for property, plant and equipment are undertaken on a triennial basis.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

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

Depreciation

Depreciable property, plant and equipment are written-off to their estimated residual values over their estimated useful lives to the Office using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting years, as appropriate.

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

	<u>2024</u>	<u>2023</u>
Buildings on freehold land	1 to 125 years	1 to 125 years
Plant and equipment	1 to 53 years	1 to 53 years
Furniture and fittings, fine arts and antiques	1 to 181 years	1 to 181 years
Motor vehicles	1 to 11 years	1 to 11 years
Ceremonial motor vehicles	31 years	31 years
Computer hardware	1 to 7 years	1 to 7 years

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

Impairment

All assets were assessed for indications of impairment as at 30 June 2024. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Office was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Intangibles

The Office's intangibles comprise purchased software for internal use. In the absence of an active market these assets are carried at cost less accumulated amortisation and accumulated impairment losses. Software is amortised on a straight-line basis over its anticipated useful life. The average useful life of the Office's software is 4 years (2023: 5 years). All software assets were assessed for indications of impairment as at 30 June 2024. No indicators of impairment were identified.

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

**6. Payables**

	2024	2023
	\$	\$

**Note 6A: Suppliers**

Trade creditors and accruals	<u>639,750</u>	<u>839,775</u>
<b>Total suppliers</b>	<u>639,750</u>	<u>839,775</u>

Supplier payables are settled within 20 days (2023: 20 days).

**Note 6B: Other payables**

Salaries and wages	315,546	228,094
Superannuation	38,223	37,479
Other	<u>237,212</u>	<u>419,555</u>
<b>Total other payables</b>	<u>590,981</u>	<u>685,128</u>

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

**Note 6C: Leases**

Lease liabilities	<u>1,800</u>	<u>3,524</u>
<b>Total leases</b>	<u>1,800</u>	<u>3,524</u>

**Maturity analysis - contractual undiscounted cash flows**

Within 1 year	1,800	1,724
Within 1 to 5 years	<u>-</u>	<u>1,800</u>
<b>Total leases</b>	<u>1,800</u>	<u>3,524</u>

Total cash outflow for leases for the year ended 30 June 2024 was \$1,800 (2023: \$1,800).

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

**Accounting Policy**

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

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

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

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

**7. Employee Provisions**

	2024	2023
	\$	\$
<b>Note 7: Employee provisions</b>		
Leave	<u>2,666,711</u>	<u>2,752,456</u>
<b>Total employee provisions</b>	<u>2,666,711</u>	<u>2,752,456</u>

**Accounting Policy**

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

Leave

The liability for employee benefits includes provision for annual leave and long service leave.

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

The liability for long service leave has been calculated using Department of Finance (DoF) Shorthand Model which incorporates the work of an actuary as at 30 June 2024. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

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

The PSS is a defined benefit scheme for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the DoF's administered schedules and notes.

The Office makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The Office accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions.

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

**8. Key Management Personnel Remuneration**

Key management personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of the entity. The Office has determined the KMP to be the Official Secretary and the Deputy Official Secretary. KMP remuneration is reported in the table below.

	2024	2023
	\$	\$
<b>Note 8: Key management personnel remuneration</b>		
<b>Short-term employee benefits</b>		
Short-term employee benefits <sup>1</sup>	629,445	589,230
Post-employment benefits	75,973	68,843
Other long-term employee benefits <sup>2</sup>	449	18,248
<b>Total key management personnel remuneration expenses</b>	<b>705,867</b>	<b>676,321</b>

The total number of KMP that are included above is 2 (2023: 2).

<sup>1</sup> A review of the Official Secretary's remuneration for 2018-19 to 2023-24 resulted in evidence of underpayment of \$10,228, which has been accrued to be paid in full.

<sup>2</sup> Other long-term employee benefits (long-service leave) reflects the effect of the current bond rate which increased from 4.00% in the prior year to 4.31% this financial year.

**9. Related Party Disclosures**

**Related party relationships:**

The Office is an Australian Government controlled entity. Related parties to the Office are KMP and other Australian Government entities. The Office has assessed the KMP to comprise of the Official Secretary and the Deputy Official Secretary.

**Transactions with related parties:**

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting year by the Office, it has been determined that there are no related party transactions to be separately disclosed.

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

**10. Financial Instruments**

	2024	2023
	\$	\$
<b>Note 10: Categories of financial instruments</b>		
<b>Financial assets</b>		
<b>Financial assets at amortised cost</b>		
Cash and cash equivalents	166,431	161,644
Trade and other receivables (net)	55,547	114,380
<b>Total financial assets at amortised cost</b>	<b>221,978</b>	<b>276,024</b>
<b>Financial liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors and accruals	639,750	839,775
Other	237,212	419,555
<b>Total financial liabilities measured at amortised cost</b>	<b>876,962</b>	<b>1,259,330</b>

**Accounting Policy**

Financial Assets

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

Financial Liabilities at Amortised Cost

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

1. the financial asset is held in order to collect the contractual cash flows; and
2. the cash flows are SPPI on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

Effective Interest Method

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

Impairment of Financial Assets

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

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

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

Financial Liabilities

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

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

<b>11. Administered – Expenses</b>		
	2024	2023
	\$	\$
<b>Note 11: Suppliers</b>		
<b>Goods and services supplied or rendered</b>		
Cost of medals <sup>1</sup>	1,727,390	1,984,805
Other	399,587	305,687
<b>Total good and services supplied or rendered</b>	<b>2,126,977</b>	<b>2,290,492</b>
Provision of goods	1,624,498	1,984,012
Services rendered	502,479	306,480
<b>Total goods and services supplied or rendered</b>	<b>2,126,977</b>	<b>2,290,492</b>

<sup>1</sup> Relates to the volume of medals being issued during the financial year.

<b>12. Administered – Fair Value Measurements</b>		
<b>Note 12: Fair value measurement</b>		
	Fair value measurements at the end of the reporting period	
<b>Non-financial assets</b>		
Land	115,000,000	115,000,000
Buildings	59,967,544	54,944,068
Property, plant and equipment	1,328,681	1,263,881
<b>Total non-financial assets</b>	<b>176,296,225</b>	<b>171,207,949</b>
<b>Total fair value measurements of assets in the statement of financial position</b>	<b>176,296,225</b>	<b>171,207,949</b>

In relation to the official properties administered by the Office, the disposal of land is restricted as follows:

- In the case of Government House – by government zoning under the National Capital plan, and
- In the case of Admiralty House – by New South Wales Legislation – *Governor-General's Residence (Grant) Act 1945*

**Accounting Policy**

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

Desktop valuations of land, buildings and property, plant and equipment assets at Government House and Admiralty House were conducted as at 30 June 2024 by an independent valuer, JLL, in accordance with the revaluation policy stated at Note 5. This resulted in an increase of \$3,509,251 in the fair value of the non-financial buildings and property, plant and equipment assets.

The experts provided written assurance that the models developed to value assets are in compliance with accounting and valuation standards. The valuations took into consideration uncertain market conditions which have exerted downward pressure on asset values and reducing liquidity. These include challenges in the global economy resulting in a more volatile transactional market, reduced market activity and buyers and sellers sentiment, and continued effects from the COVID-19 pandemic such as significant cost inflation and high interest rates. The valuations also took into consideration that real estate markets and in particular certain niches in the market (unique properties such as those held by the Office) are less volatile.

The valuation methodologies used (the market approach and the depreciated replacement cost method) have reflected current market conditions.



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

**13. Administered – Financial Assets**

	2024	2023
	\$	\$
<b>Note 13: Trade and other receivables</b>		
<b>Goods and services receivables in connection with:</b>		
Trade receivables	327,409	388,589
<b>Total trade and other receivables (net)</b>	<b>327,409</b>	<b>388,589</b>

Credit terms for goods and services were within 30 days (2023: 30 days)

**14. Administered – Non-Financial Assets**

<b>Note 14: Reconciliation of land, buildings and property, plant and equipment</b>					
	Land	Buildings	Total land and buildings	Property plant and equipment	Total
	\$	\$	\$	\$	\$
<b>As at 1 July 2023</b>					
Gross book value	115,000,000	56,887,096	171,887,096	1,373,530	173,260,626
Accumulated depreciation, amortisation and impairment	-	(1,943,028)	(1,943,028)	(109,649)	(2,052,677)
<b>Total as at 1 July 2023</b>	<b>115,000,000</b>	<b>54,944,068</b>	<b>169,944,068</b>	<b>1,263,881</b>	<b>171,207,949</b>
<b>Additions</b>					
Work in progress	-	3,694,882	3,694,882	160,441	3,855,323
Assets	-	74,037	74,037	-	74,037
<b>Revaluations and impairments recognised in other comprehensive income</b>					
Depreciation and amortisation	-	3,495,214	3,495,214	14,037	3,509,251
Disposals	-	(2,109,520)	(2,109,520)	(109,678)	(2,219,198)
	-	(131,137)	(131,137)	-	(131,137)
<b>Total as at 30 June 2024</b>	<b>115,000,000</b>	<b>59,967,544</b>	<b>174,967,544</b>	<b>1,328,681</b>	<b>176,296,225</b>
<b>Total as at 30 June 2024 represented by:</b>					
Gross book value	115,000,000	59,973,839	174,973,839	1,329,640	176,303,479
Accumulated depreciation, amortisation and impairment	-	(6,295)	(6,295)	(959)	(7,254)
<b>Total as at 30 June 2024</b>	<b>115,000,000</b>	<b>59,967,544</b>	<b>174,967,544</b>	<b>1,328,681</b>	<b>176,296,225</b>

**Commitments**

Contractual commitments relating to non-financial assets amounted to \$992,736 (2023: \$679,977) GST inclusive.

**Buildings**

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

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

**15. Administered – Inventories**

	2024	2023
	\$	\$
<b>Note 15: Inventories</b>		
Inventories held for distribution	6,084,905	5,373,278
<b>Total inventories</b>	<b>6,084,905</b>	<b>5,373,278</b>

Inventory consists of medals and related items (such as citation books) held for distribution. The medals inventory is not held for sale and is carried at cost adjusted when applicable for any loss of service potential. During 2024, \$1,727,390 of inventory was recognised as an expense when distributed (2023: \$1,984,805)

**Accounting Policy**

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.

**16. Administered – Payables**

<b>Note 16: Suppliers</b>		
Trade creditors and accruals	1,327,730	390,579
<b>Total suppliers</b>	<b>1,327,730</b>	<b>390,579</b>

Creditor payables are settled within 20 days (2023: 20 days)

**17. Administered – Financial Instruments**

<b>Note 17: Categories of Financial Instruments</b>		
<b>Financial assets at amortised cost</b>		
Cash and cash equivalents	1,006	503
Trade and other receivables	327,409	388,589
<b>Total financial assets at amortised cost</b>	<b>328,415</b>	<b>389,092</b>
<b>Total financial assets</b>	<b>328,415</b>	<b>389,092</b>
<b>Financial liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Suppliers	1,327,730	390,579
<b>Total financial liabilities</b>	<b>1,327,730</b>	<b>390,579</b>

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

**18. Appropriations**

Note 18: Annual Appropriations

	2024 Appropriations					Variance
	Appropriation Act	PGPA Act	Total appropriation	Appropriation applied in 2024 (current and prior years)	\$	
	Annual Appropriation	Adjustments to appropriation <sup>3</sup>				
	\$	\$	\$	\$	\$	\$
<b>DEPARTMENTAL</b>						
Ordinary annual services <sup>1</sup>	15,697,000	745,668	16,442,668	(18,530,396)	(2,087,728)	
Capital budget <sup>2</sup>	417,000	-	417,000	(307,885)	109,115	
<b>Total departmental</b>	<b>16,114,000</b>	<b>745,668</b>	<b>16,859,668</b>	<b>(18,838,281)</b>	<b>(1,978,613)</b>	
<b>ADMINISTERED</b>						
Ordinary annual services	2,920,000	-	2,920,000	(3,306,338)	(386,338)	
Administered items	2,924,000	-	2,924,000	(2,643,008)	280,992	
Capital budget <sup>2</sup>						
<b>Total administered</b>	<b>5,844,000</b>	<b>-</b>	<b>5,844,000</b>	<b>(5,949,346)</b>	<b>(105,346)</b>	

**Notes:**

- <sup>1</sup> Ordinary annual services are appropriated through Appropriation Act 1.
- <sup>2</sup> Departmental Capital Budget (DCB) and Administered Capital Budget (ACB) are appropriated through Appropriation Act 1. They form part of ordinary annual services and are not separately identified in the Appropriation Acts.
- <sup>3</sup> Section 74 receipts.

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

18. Appropriations – cont'd

Note 18: Annual Appropriations (cont'd)

	2023 Appropriations					Variance
	Appropriation Act		PGPA Act		Total appropriation	
	Annual Appropriation		Adjustments to appropriation <sup>3</sup>			
\$	\$	\$	\$	\$	\$	
<b>DEPARTMENTAL</b>						
Ordinary annual services <sup>1</sup>	23,057,000		509,000		23,566,000	733,762
Capital budget <sup>2,4</sup>	852,000		-		852,000	459,269
<b>Total departmental</b>	<b>23,909,000</b>		<b>509,000</b>		<b>24,418,000</b>	<b>1,193,031</b>
<b>ADMINISTERED</b>						
Ordinary annual services	4,274,000				4,274,000	906,393
Administered items	3,002,000				3,002,000	1,076,884
Capital budget <sup>2</sup>						
<b>Total administered</b>	<b>7,276,000</b>				<b>7,276,000</b>	<b>1,983,277</b>

Notes:

- <sup>1</sup> Ordinary annual services are appropriated through Appropriation Act 1.
- <sup>2</sup> DCB and ACB are appropriated through Appropriation Act 1. They form part of ordinary annual services and are not separately identified in the Appropriation Acts.
- <sup>3</sup> Section 74 receipts.
- <sup>4</sup> DCB includes section 51 quarantine of \$443,000.

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

**18. Appropriations – cont'd**

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

	2024	2023
	\$	\$
<b>DEPARTMENTAL</b>		
<i>Appropriation Act (No. 1) 2020-2021 DCB<sup>1</sup></i>	-	1,384,295
<i>Appropriation Act (No. 1) 2021-2022 DCB<sup>2</sup></i>	<b>5,726,000</b>	5,726,000
<i>Appropriation Act (No. 3) 2022-2023</i>	-	443,000
<i>Appropriation Act - Supply Act (No. 3) 2022-23</i>	-	3,651,831
<i>Appropriation Act (No. 1) 2022-2023 DCB</i>	-	16,269
<i>Appropriation Act (No. 1) 2022-2023 Unspent Cash</i>	-	161,644
<i>Appropriation Act (No. 1) 2023-2024</i>	<b>2,002,315</b>	-
<i>Appropriation Act (No. 1) 2023-2024 DCB</i>	<b>125,384</b>	-
<i>Appropriation Act (No. 1) 2023-2024 Unspent Cash</i>	<b>166,431</b>	-
<b>Total</b>	<b>8,020,130</b>	11,383,038
<b>ADMINISTERED</b>		
<i>Appropriation Act (No. 1) 2021-2022</i>	-	1,127,058
<i>Appropriation Act (No. 1) - Capital Budget (DCB) - Non Operating 2021-2022</i>	-	127,482
<i>Appropriation Act (No. 1) - Capital Budget (DCB) - Non Operating 2022-2023</i>	-	83,841
<i>Appropriation Act - Supply Act (No. 3) 2022-2023</i>	<b>335,735</b>	937,512
<i>Appropriation Act - Supply Act (No. 3) - Capital Budget (DCB) - Non Operating 2022-2023</i>	<b>286,455</b>	1,176,604
<i>Appropriation Act (No. 1) 2022-2023 Unspent Cash</i>	-	503
<i>Appropriation Act (No. 1) 2023-2024</i>	<b>1,341,995</b>	-
<i>Appropriation Act (No. 1) - Capital Budget (DCB) - Non Operating 2023-2024</i>	<b>1,382,464</b>	-
<i>Appropriation Act (No. 1) 2023-2024 Unspent Cash</i>	<b>1,006</b>	-
<b>Total</b>	<b>3,347,655</b>	3,453,001

<sup>1</sup> 2020-21 DCB in FY2022-23 includes section 51 quarantine of \$1.38m. As per section 39, these quarantined funds lapsed on 1 July 2023.

<sup>2</sup> 2021-22 DCB in FY2023-24 includes section 51 quarantine of \$5.73m. As per section 39, these quarantined funds will lapse on 1 July 2024.

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

Authority	Type	Appropriation applied	
		2024	2023
		\$	\$
<i>Governor-General Act 1974 - s3 Salary of Governor-General</i>	Limited	Governor-General Salary	
		<b>495,000</b>	495,000
<b>Total special appropriations applied</b>		<b>495,000</b>	495,000

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

**19. Net Cash Appropriation Arrangements**

	2024	2023
	\$	\$
<b>Note 19: Net Cash Appropriation Arrangements</b>		
<b>Total comprehensive (loss)/income - as per the Statement of Comprehensive Income</b>	<b>(2,462,421)</b>	767,614
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) <sup>1,2</sup>	<b>585,180</b>	636,372
Plus: depreciation of right-of-use assets funded through appropriations <sup>2</sup>	<b>1,725</b>	1,725
Less: lease principal repayments funded through appropriations <sup>2</sup>	<b>(1,724)</b>	(1,651)
<b>Net Cash Operating (Deficit)/Surplus</b>	<b>(1,877,240)</b>	1,404,060

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

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

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

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

	2024	2023
	\$	\$
<b>Note 20A: Departmental - Aggregate Assets and Liabilities</b>		
<b>Assets expected to be recovered in:</b>		
<b>No more than 12 months</b>		
Cash and cash equivalents	166,431	161,644
Trade and other receivables	2,219,360	4,350,465
Prepayments	292,757	253,724
Inventories	29,517	32,399
<b>Total no more than 12 months</b>	<b>2,708,065</b>	<b>4,798,232</b>
<b>More than 12 months</b>		
Property, plant and equipment	1,992,072	2,234,188
Intangibles	51,927	143,744
Prepayments	-	2,962
<b>Total more than 12 months</b>	<b>2,043,999</b>	<b>2,380,894</b>
<b>Total assets</b>	<b>4,752,064</b>	<b>7,179,126</b>
<b>Liabilities expected to be settled in:</b>		
<b>No more than 12 months</b>		
Suppliers	639,750	839,775
Other payables	590,981	685,128
Leases	1,800	1,724
Employee provisions	1,094,823	1,177,523
<b>Total no more than 12 months</b>	<b>2,327,354</b>	<b>2,704,150</b>
<b>More than 12 months</b>		
Leases	-	1,800
Employee provisions	1,571,888	1,574,934
<b>Total more than 12 months</b>	<b>1,571,888</b>	<b>1,576,734</b>
<b>Total liabilities</b>	<b>3,899,242</b>	<b>4,280,884</b>

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

	2024	2023
	\$	\$
<b><u>Note 20B: Administered - Aggregate Assets and Liabilities</u></b>		
<b>Assets expected to be recovered in:</b>		
<b>No more than 12 months</b>		
Cash and cash equivalents	1,006	503
Trade and other receivables	327,409	388,589
Inventories	6,084,905	5,373,278
<b>Total no more than 12 months</b>	<b>6,413,320</b>	<b>5,762,370</b>
<b>More than 12 months</b>		
Land and buildings	174,967,544	169,944,068
Property, plant and equipment	1,328,681	1,263,881
<b>Total more than 12 months</b>	<b>176,296,225</b>	<b>171,207,949</b>
<b>Total assets</b>	<b>182,709,545</b>	<b>176,970,319</b>
<b>Liabilities expected to be settled in:</b>		
<b>No more than 12 months</b>		
Suppliers	1,327,730	390,579
<b>Total no more than 12 months</b>	<b>1,327,730</b>	<b>390,579</b>
<b>Total liabilities</b>	<b>1,327,730</b>	<b>390,579</b>









# APPENDICES

CHAPTER 5

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

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## THE ORDER OF AUSTRALIA

AS AT 30 JUNE 2024

The Order of Australia was established as part of the Australian honours system by Letters Patent signed by Queen Elizabeth II on 14 February 1975.

### CHANCELLOR OF THE ORDER

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

### SECRETARY OF THE ORDER

Mr Paul Singer MVO  
Official Secretary to the Governor-General

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## COUNCIL FOR THE ORDER OF AUSTRALIA

### MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

Ms Shelley Reys AO (Chair)  
Ms Annie Butler  
Ms Ellie Cole AM  
Professor Helen Milroy AM  
Ms Robyn Kruk AO  
Mr Rupert Myer AO  
Professor Samina Yasmeen AM  
(One vacant position)

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

Colonel Michael Miller LVO RFD (New South Wales)  
Mr Jeremi Moule (Victoria)  
Ms Filomena (Filly) Morgan PSM (Queensland)  
Mr Rik Morris (South Australia)  
Ms Kaylene Gulich PSM (Western Australia)  
Ms Katherine Morgan-Wicks PSM (Tasmania)  
Mr Craig Kitchen MVO (Northern Territory)  
Ms Kathy Leigh (Australian Capital Territory)

**MEMBERS – EX OFFICIO**

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

General Angus Campbell AO DSC  
Chief of the Defence Force

Mr Martin Hehir PSM  
Deputy Secretary Governance  
Department of the Prime Minister and Cabinet

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**COUNCIL FOR  
THE ORDER  
OF AUSTRALIA  
ATTENDANCE**

**THE AUSTRALIA DAY 2024 HONOURS LIST  
MEETING – 15 TO 17 AUGUST 2023**

Ms Shelley Reys AO (Chair)  
Ms Annie Butler  
The Honourable Cheryl Edwardes AM  
Professor Helen Milroy AM  
Mr Rupert Myer AO  
Professor Samina Yasmeen AM  
Colonel Michael Miller LVO RFD (New South Wales)  
Ms Vivien Allimonos (Deputy) (Victoria)  
Ms Filomena (Filly) Morgan PSM (Queensland)  
Mr Rik Morris (South Australia)  
Ms Kaylene Gulich PSM (Western Australia)  
Mr Rodney Nickles (Deputy) (Tasmania)  
Mr Craig Kitchen MVO (Northern Territory)  
Ms Alison Playford (Deputy) (Australian Capital Territory)  
Mr David Williamson (Deputy)

**THE KING'S BIRTHDAY 2024 HONOURS LIST  
MEETING – 20 TO 21 FEBRUARY 2024**

Ms Shelley Reys AO (Chair)  
Ms Ellie Cole AM  
Professor Helen Milroy AM  
Ms Robyn Kruk AO  
Mr Rupert Myer AO  
Professor Samina Yasmeen AM  
Colonel Michael Miller LVO RFD (New South Wales)  
Mr Joshua Puls MVO (Deputy) (Victoria)  
Ms Filomena (Filly) Morgan PSM (Queensland)  
Mr Rik Morris (South Australia)  
Ms Kaylene Gulich PSM (Western Australia)  
Mr Craig Kitchen MVO (Northern Territory)  
Ms Katy Haire (Deputy) (Australian Capital Territory)  
The Honourable Patrick Gorman MP (Deputy)  
Mr Andrew Walter (Deputy)

### THE KING'S BIRTHDAY 2024 HONOURS LIST MEETING – 3 MAY 2024

Ms Shelley Reys AO (Chair)  
Ms Annie Butler  
Ms Ellie Cole AM  
Professor Helen Milroy AM  
Mr Rupert Myer AO  
Colonel Michael Miller LVO RFD (New South Wales)  
Mr Joshua Puls (Deputy) (Victoria)  
Ms Filomena (Filly) Morgan PSM (Queensland)  
Mr Rik Morris (South Australia)  
Ms Kaylene Gulich PSM (Western Australia)  
Ms Courtney Ingham (Deputy) (Tasmania)  
Ms Kathy Leigh (Australian Capital Territory)  
The Honourable Patrick Gorman MP (Deputy)  
Mr Andrew Walter (Deputy)

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### AUSTRALIAN BRAVERY DECORATIONS

#### AS AT 30 JUNE 2024

The Australian Bravery Decorations were established as part of the Australian honours system by Letters Patent signed by Queen Elizabeth II on 14 February 1975.

#### SECRETARY

Mr Paul Singer MVO  
Official Secretary to the Governor-General

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### AUSTRALIAN BRAVERY DECORATIONS COUNCIL

#### MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

Ms Georgie Cornish (Chair)  
Dr Craig Challen SC OAM  
Ms Heidi Gan  
Mr Rob Webb

### MEMBERS – NOMINATED BY STATE AND TERRITORY GOVERNMENTS

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

### MEMBERS – EX OFFICIO

Ms Cassir Haynes  
Acting First Assistant Secretary People Services  
Department of Defence  
  
Mr Andrew Walter  
First Assistant Secretary Government Division  
Department of the Prime Minister and Cabinet

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### AUSTRALIAN BRAVERY DECORATIONS COUNCIL ATTENDANCE

### AUSTRALIAN BRAVERY DECORATIONS COUNCIL MEETING – 9 NOVEMBER 2023

Ms Teresa Hart PSM (Chair)  
Dr Craig Challen SC OAM  
Ms Heidi Gan  
Mr Rob Webb  
Mr Shane Fitzsimmons AO AFSM (New South Wales)  
Mr Fin Bird (Victoria)  
Ms Julia Sheedy (Deputy) (Queensland)  
Mr Rik Morris (South Australia)  
Ms Elenna Dionisio (Western Australia)  
Ms Courtney Ingham (Tasmania)  
Commander Hege Ronning-Burns APM (Northern Territory)  
Mr Jason Jones (Deputy) (Australian Capital Territory)  
Ms Cassie Haynes  
Mr Andrew Walter



### AUSTRALIAN BRAVERY DECORATIONS COUNCIL MEETING – 8 MAY 2024

Ms Georgie Cornish (Chair)  
Dr Craig Challen SC OAM  
Ms Heidi Gan  
Mr Rob Webb  
Mr Shane Fitzsimmons AO AFSM (New South Wales)  
Mr Fin Bird (Victoria)  
Ms Julia Sheedy (Deputy) (Queensland)  
Mr Rik Morris (South Australia)  
Ms Elenna Dionisio (Western Australia)  
Ms Courtney Ingham (Tasmania)  
Commander Hege Ronning-Burns APM (Northern Territory)  
Commissioner Wayne Phillips (Australian Capital Territory)  
Ms Cassie Haynes  
Mr Andrew Walter

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### NATIONAL EMERGENCY MEDAL COMMITTEE

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

#### MEMBERS – NOMINATED BY THE AUSTRALIAN GOVERNMENT

Mr Shane Fitzsimmons AO AFSM (Chair)  
Mr Robert Cameron OAM  
Ms Quinn Cramer

#### MEMBERS – EX OFFICIO

Ms Justine Saunders APM  
Chief Operating Officer  
Department of Home Affairs  
  
Mr Andrew Walter  
First Assistant Secretary Government Division  
Department of the Prime Minister and Cabinet

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**NATIONAL  
EMERGENCY MEDAL  
COMMITTEE  
ATTENDANCE**

**NATIONAL EMERGENCY MEETING – 12 JULY 2023**

Mr Shane Fitzsimmons AO AFSM (Chair)

Mr Robert Cameron OAM

Ms Andrea Heath

Ms Justine Saunders

Mr Peter Rush

**NATIONAL EMERGENCY MEETING –  
28 NOVEMBER 2023**

Mr Shane Fitzsimmons AO AFSM (Chair)

Mr Robert Cameron OAM

Ms Quinn Cramer

Ms Justine Saunders

Mr Andrew Walter

## APPENDIX B: ORDER OF AUSTRALIA AWARDS

TABLE B1: THE ORDER OF AUSTRALIA AWARDS (GENERAL DIVISION), AUSTRALIA DAY 2024 AND THE KING'S BIRTHDAY 2024

Categories	Number of nominations considered	Total awarded	% awarded	AC	AO	AM	OAM
<b>Architecture</b>							
M	8	5	62.5	0	0	2	3
F	2	2	100.0	0	1	1	0
<b>Arts</b>							
M	31	22	71.0	1	3	3	15
F	58	42	72.4	0	2	14	26
<b>Building and construction</b>							
M	3	2	66.7	0	0	1	1
F	3	2	66.7	0	0	0	2
<b>Business and commerce</b>							
M	32	27	84.4	0	2	10	15
F	33	25	75.6	1	0	15	9
<b>Community</b>							
M	394	259	65.7	0	4	38	217
F	408	276	67.6	0	2	48	226
X	1	1	100.0	0	0	0	1
<b>Conservation and the environment</b>							
M	10	8	80.0	0	1	3	4
F	24	14	58.3	0	1	2	11
<b>Dentistry</b>							
M	6	4	66.7	0	0	2	2
F	5	2	40.0	0	0	1	1
<b>Disabled welfare</b>							
M	8	7	87.5	0	0	0	7
F	13	8	61.5	0	0	0	8

TABLE B1: CONT.

Categories	Number of nominations considered	Total awarded	% awarded	AC	AO	AM	OAM
<b>Education</b>							
M	49	40	81.6	0	2	15	23
F	47	35	74.5	2	3	11	19
<b>Engineering</b>							
M	5	4	80.0	0	1	2	1
F	1	0	0.0	0	0	0	0
<b>Information technology</b>							
M	2	1	50.0	0	0	1	0
F	4	0	0.0	0	0	0	0
<b>Industrial relations</b>							
M	3	1	33.3	0	0	1	0
F	0	0	0.0	0	0	0	0
<b>International relations</b>							
M	8	4	50.0	0	0	1	3
F	4	2	50.0	0	0	0	2
<b>Law</b>							
M	20	14	70.0	0	2	9	3
F	17	12	70.6	0	2	8	2
<b>Library and related occupations</b>							
M	1	1	100.0	0	0	1	0
F	0	0	0.0	0	0	0	0
<b>Local government</b>							
M	18	8	44.4	0	0	0	8
F	13	7	53.8	0	0	0	7
<b>Media</b>							
M	19	14	73.7	0	1	4	9
F	11	9	81.8	0	0	2	7
<b>Medicine</b>							
M	106	65	61.3	0	6	36	23
F	102	76	74.5	1	8	38	29

TABLE B1: CONT.

Categories	Number of nominations considered	Total awarded	% awarded	AC	AO	AM	OAM
<b>Mining</b>							
M	3	2	66.7	0	0	1	1
F	3	2	66.7	0	0	2	0
<b>Multicultural affairs</b>							
M	31	18	58.1	0	0	0	18
F	27	17	63.0	0	0	2	15
<b>Parliament and politics</b>							
M	15	10	66.7	3	2	3	2
F	11	8	72.7	0	1	5	2
<b>Primary industry</b>							
M	12	9	75.0	0	0	2	7
F	3	2	66.7	0	0	0	2
<b>Public service</b>							
M	10	3	30.0	0	0	1	2
F	10	2	20.0	1	0	1	0
<b>Public service (federal)</b>							
M	10	4	40.0	0	2	2	0
F	6	3	50.0	0	0	2	1
<b>Religion</b>							
M	10	5	50.0	0	0	0	5
F	9	5	55.6	0	0	1	4
<b>Science, technological developments, research and development</b>							
M	25	21	84.0	1	3	14	3
F	20	15	75.0	0	3	5	7
<b>Sport and leisure</b>							
M	66	47	71.2	0	1	4	42
F	54	49	90.7	0	0	8	41
<b>Tourism and hospitality</b>							
M	7	3	42.9	0	0	1	2
F	5	4	80.0	0	0	1	3

TABLE B1: CONT.

Categories	Number of nominations considered	Total awarded	% awarded	AC	AO	AM	OAM
<b>Transport</b>							
M	6	2	33.3	0	0	0	2
F	1	0	0.0	0	0	0	0
<b>Veterinary science</b>							
M	2	2	100.0	0	0	1	1
F	1	0	0.0	0	0	0	0
<b>TOTAL</b>							
<b>M</b>	<b>920</b>	<b>612</b>	<b>66.5</b>	<b>5</b>	<b>30</b>	<b>158</b>	<b>419</b>
<b>F</b>	<b>895</b>	<b>619</b>	<b>69.2</b>	<b>5</b>	<b>23</b>	<b>167</b>	<b>424</b>
<b>X</b>	<b>1</b>	<b>1</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>TOTAL</b>	<b>1816</b>	<b>1232</b>	<b>67.8</b>	<b>10</b>	<b>53</b>	<b>325</b>	<b>844</b>

Note: includes nominations deferred to future meetings.

\* Not all of the AK/AD appointments were considered by the Council for the Order of Australia.

AK = Knight of the Order of Australia; AD = Dame of the Order of Australia;

AC = Companion of the Order of Australia; AO = Officer of the Order of Australia;

AM = Member of the Order of Australia; OAM = Medal of the Order of Australia;

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

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

**TABLE B2: THE ORDER OF AUSTRALIA AWARDS  
(GENERAL DIVISION), THE QUEEN'S BIRTHDAY 1975  
TO THE KING'S BIRTHDAY 2024**

	Number of nominations considered	Total awarded	% awarded	AK*	AD*	AC	AO	AM	OAM
<b>Architecture</b>									
M	294	194	66.0	0	0	3	35	111	45
F	37	27	73.0	0	0	0	2	21	4
<b>Arts</b>									
M	2,200	1,418	64.5	0	0	30	162	537	689
F	1,563	1,085	69.4	0	1	14	76	341	653
<b>Building and construction</b>									
M	264	158	59.8	0	0	2	8	81	67
F	12	10	83.3	0	0	0	2	5	3
<b>Business and commerce</b>									
M	2,515	1,422	56.5	2	0	45	283	720	372
F	430	278	64.7	0	0	6	45	148	79
<b>Community</b>									
M	21,535	11,148	51.8	1	0	41	244	1,555	9,307
F	12,809	7,729	60.3	0	0	22	185	1,034	6,488
X	3	2	66.7	0	0	0	0	0	2
<b>Conservation and the environment</b>									
M	864	621	71.9	0	0	1	41	201	378
F	520	351	67.5	0	0	1	16	75	259
<b>Dentistry</b>									
M	302	181	59.9	0	0	0	14	106	61
F	33	24	72.7	0	0	0	3	13	8
<b>Disabled welfare</b>									
M	717	454	63.3	0	0	0	7	117	330
F	757	505	67.7	0	0	0	11	87	407

TABLE B2: CONT.

	Number of nominations considered	Total awarded	% awarded	AK*	AD*	AC	AO	AM	OAM
<b>Education</b>									
M	2,247	1,341	59.7	1	0	30	193	583	534
F	1,330	871	65.5	0	0	10	71	351	439
<b>Engineering</b>									
M	447	283	63.3	0	0	4	43	155	81
F	18	15	83.3	0	0	1	2	8	4
<b>Industrial relations</b>									
M	364	231	63.5%	0	0	5	22	115	89
F	34	26	76.5%	0	0	1	3	10	12
<b>Information technology</b>									
M	55	27	49.1	0	0	0	5	15	7
F	22	13	59.1	0	0	0	1	6	6
<b>International relations</b>									
M	477	247	51.8	0	0	3	40	99	105
F	303	180	59.4	0	0	2	22	61	95
<b>Law</b>									
M	999	599	60.0	1	0	56	143	300	99
F	220	159	72.3	0	0	13	34	71	41
<b>Library and related occupations</b>									
M	40	26	65.0	0	0	0	3	13	10
F	64	42	65.6	0	0	0	1	19	22
<b>Local government</b>									
M	1,828	945	51.7	0	0	1	7	170	767
F	386	228	59.1	0	0	0	5	42	181
<b>Media</b>									
M	763	433	56.7	0	0	5	36	167	225
F	190	125	65.8	0	0	1	12	51	61



TABLE B2: CONT.

	Number of nominations considered	Total awarded	% awarded	AK*	AD*	AC	AO	AM	OAM
<b>Medicine</b>									
M	4,384	2,578	58.8	0	0	51	390	1,242	895
F	1,715	1,166	68.0	0	0	19	128	495	524
<b>Mining</b>									
M	180	110	61.1	0	0	4	25	52	29
F	18	12	66.7	0	0	0	2	8	2
<b>Multicultural affairs</b>									
M	1,564	780	49.9	0	0	0	20	109	651
F	572	348	60.8	0	0	0	0	37	311
<b>Parliament and politics</b>									
M	719	421	58.6	2	0	45	119	166	89
F	147	100	68.0	0	1	5	25	45	24
<b>Primary industry</b>									
M	1,323	871	65.8	0	0	2	52	346	471
F	113	84	74.3	0	0	0	2	20	62
<b>Public service</b>									
M	2,128	995	46.8	7	0	64	268	390	266
F	402	192	47.8	0	2	14	29	64	83
<b>Religion</b>									
M	745	403	54.1	0	0	8	21	126	248
F	142	89	62.7	0	0	0	2	20	67
<b>Science, technological developments, research and development</b>									
M	944	621	65.8	1	0	44	168	313	95
F	205	148	72.2	0	0	12	43	65	28
<b>Sport and leisure</b>									
M	4,201	2,554	60.8	0	0	6	52	383	2,113
F	1,371	984	71.8	0	0	4	17	125	838

TABLE B2: CONT.

	Number of nominations considered	Total awarded	% awarded	AK*	AD*	AC	AO	AM	OAM
<b>Surveying and mapping</b>									
M	49	31	63.3	0	0	0	2	10	19
F	1	1	100.0	0	0	0	0	0	1
<b>Tourism and hospitality</b>									
M	287	172	59.9	0	0	0	13	64	95
F	72	46	63.9	0	0	0	2	18	26
<b>Transport</b>									
M	496	252	50.9	0	0	5	27	90	130
F	33	21	63.6	0	0	0	2	7	12
<b>Veterinary science</b>									
M	129	91	70.5	0	0	0	10	43	38
F	22	16	72.7	0	0	0	2	9	5
<b>TOTAL</b>									
<b>M</b>	<b>53,060</b>	<b>29,607</b>	<b>55.8</b>	<b>15</b>	<b>0</b>	<b>455</b>	<b>2,453</b>	<b>8,379</b>	<b>18,305</b>
<b>F</b>	<b>23,541</b>	<b>14,875</b>	<b>63.2</b>	<b>0</b>	<b>4</b>	<b>125</b>	<b>745</b>	<b>3,256</b>	<b>10,745</b>
<b>X</b>	<b>3</b>	<b>2</b>	<b>66.7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
	<b>76,604</b>	<b>44,484</b>	<b>58.1</b>	<b>15</b>	<b>4</b>	<b>580</b>	<b>3,198</b>	<b>11,635</b>	<b>29,052</b>

Note: includes nominations deferred to future meetings.

\* Not all of the AK/AD appointments were considered by the Council for the Order of Australia.

AK = Knight of the Order of Australia; AD = Dame of the Order of Australia;  
AC = Companion of the Order of Australia; AO = Officer of the Order of Australia;  
AM = Member of the Order of Australia; OAM = Medal of the Order of Australia;  
X = Non-binary gender specified, or gender unspecified.

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

## APPENDIX C: AUSTRALIAN BRAVERY DECORATIONS

TABLE C1: AUSTRALIAN BRAVERY DECORATIONS 2023-24

	Number of nominations considered	Total awarded	% awarded	Award levels				
				CV	SC	BM	CBC	GBC
<b>Total</b>	<b>383</b>	<b>104</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>43</b>	<b>5(49)*</b>

CV = Cross of Valour; SC = Star of Courage; CM = Bravery Medal; CBC = Commendation for Brave Conduct; GBC = Group Bravery Citation.

Brackets indicate the total number of people recognised within the Group Brave Citations.

TABLE C2: AUSTRALIAN BRAVERY DECORATIONS 1975 TO 30 JUNE 2024

	Number of nominations considered	Total awarded	% awarded	Award levels				
				CV	SC	BM	CBC	GBC
<b>Total</b>	<b>11,530</b>	<b>5,475</b>	<b>47.5</b>	<b>5</b>	<b>182</b>	<b>1,560</b>	<b>2,367</b>	<b>1,360</b>

CV = Cross of Valour; SC = Star of Courage; CM = Bravery Medal; CBC = Commendation for Brave Conduct; GBC = Group Bravery Citation.

## APPENDIX D: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS

TABLE D1: DEFENCE, MERITORIOUS AND LONG SERVICE AWARDS APPROVED IN 2023-24 AND TOTAL AWARDS APPROVED SINCE 1975

Award	Awards approved 1 July 2023 – 30 June 2024	Total awards approved to 30 June 2024
Victoria Cross for Australia	0	5
Companion of the Order of Australia (Military Division)	0	26
Officer of the Order of Australia (Military Division)	4	296
Member of the Order of Australia (Military Division)	16	1,360
Medal of the Order of Australia (Military Division)	25	1,419
Star of Gallantry	0	8
Medal for Gallantry	6	82
Commendation for Gallantry	3	114
Unit Citation for Gallantry	0	6
Distinguished Service Cross	0	110
Distinguished Service Medal	1	219
Commendations for Distinguished Service	2	525
Meritorious Unit Citation	0	27*
Conspicuous Service Cross	50	1,422
Conspicuous Service Medal	66	1,616
Nursing Service Cross	0	28
Public Service Medal	132	3,116
Australian Police Medal	75	2,295
Australian Fire Service Medal	68	1,812
Ambulance Service Medal	28	573
Emergency Services Medal	36	663
Australian Corrections Medal	40	223
Australian Intelligence Medal	7	33**
Australian Antarctic Medal	0	110
Civilian Service Medal 1939-1945	9	7,125

TABLE D1: CONT.

Award	Awards approved 1 July 2023 – 30 June 2024	Total awards approved to 30 June 2024
Police Overseas Service Medal/Clasp	2	6,587
Humanitarian Overseas Service Medal/Clasp	7	4,719
National Police Service Medal	2,540	52,230
National Emergency Medal/Clasp	7,230	78,639
Champion Shots Medal	0	87
National Medal/Clasp	9,745	293,508
80th Anniversary Armistice Remembrance Medal	0	71
Australian Sports Medal	218	20,145
Centenary Medal	0	15,845
<b>Total</b>	<b>20,310</b>	<b>495,044</b>

Notes:

372,956 awards in other categories were approved between 1975 and 30 June 2004, bringing the total number of awards approved to **868,000**. Due to a change in administration arrangements these awards are no longer processed by the secretariat.

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

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

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

## APPENDIX E: EXECUTIVE REMUNERATION

During the reporting period ended 30 June 2024, the Office had 2 executives who met the definition of key management personnel (KMP). Their names and the length of term as KMP are summarised below:

Name	Position	Term as KMP
Paul Singer	Official Secretary	Full year
Jeffrey Barnes	Deputy Official Secretary	Full year

**TABLE E1: REMUNERATION FOR KEY MANAGEMENT PERSONNEL (2023-24)**

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination Benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Paul Singer	Official Secretary	314,935	–	60,724	43,324	(268)	–	–	418,715
Jeff Barnes	Deputy Official Secretary	253,239	–	547	32,649	717	–	–	287,152
<b>Total</b>		<b>568,174</b>	<b>–</b>	<b>61,271</b>	<b>75,973</b>	<b>449</b>	<b>–</b>	<b>–</b>	<b>705,867</b>

## APPENDIX F: ACCOUNTABLE AUTHORITY

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TABLE F1: DETAILS OF ACCOUNTABLE AUTHORITY (2023-24)

Name	Position/title held	Period as the accountable authority or member	
		Date of commencement	Date of cessation
Paul Singer MVO	Official Secretary to the Governor-General	1 July 2023	30 June 2024

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## APPENDIX G: STAFFING OVERVIEW

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

**TABLE G1: ALL ONGOING EMPLOYEES, BY LOCATION (2023-24)**

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
NSW	2	-	2	1	-	1	-	-	-	-	-	-	-	-	-
Qld	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ACT	32	1	33	37	6	43	-	-	-	-	-	-	-	-	-
NT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
External Territories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>34</b>	<b>1</b>	<b>35</b>	<b>38</b>	<b>6</b>	<b>44</b>									



TABLE G2: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2023-24)

	Male			Female			Non-Binary			Prefers Not To Answer			Uses A Different Term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
NSW	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Qld	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ACT	2	1	3	2	4	6	-	-	-	-	-	-	-	-	-
NT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
External Territories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>7</b>	-	-	-	-	-	-	-	-	-

TABLE G3: ALL ONGOING EMPLOYEES, BY LOCATION (2022-23)

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

TABLE G4: ALL NON-ONGOING EMPLOYEES, BY LOCATION (2022-23)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
NSW	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-
Qld	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ACT	4	1	5	4	3	7	-	-	-	-	-	-	-	-	-
NT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
External Territories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

TABLE G5: ONGOING EMPLOYEES, BY LEVEL (2023-24)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
Statutory Officer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SES Equivalent Officer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 8	3	-	3	4	-	4	-	-	-	-	-	-	-	-	-
GHO 7	8	-	8	6	-	6	-	-	-	-	-	-	-	-	-
GHO 6	8	1	9	6	-	6	-	-	-	-	-	-	-	-	-
GHO 5	5	-	5	6	3	9	-	-	-	-	-	-	-	-	-
GHO 4	2	-	2	11	2	13	-	-	-	-	-	-	-	-	-
GHO 3	7	-	7	4	-	4	-	-	-	-	-	-	-	-	-
GHO 2	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
GHO 1	-	-	-	1	1	2	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>34</b>	<b>1</b>	<b>35</b>	<b>38</b>	<b>6</b>	<b>44</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

TABLE G6: NON-ONGOING EMPLOYEES, BY LEVEL (2023-24)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
Statutory Officer	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
SES Equivalent Officer	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
GHO 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 5	1	-	1	1	1	2	-	-	-	-	-	-	-	-	-
GHO 4	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-
GHO 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 2	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
GHO 1	-	-	-	-	4	4	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

TABLE G7: ONGOING EMPLOYEES, BY LEVEL (2022-23)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
Statutory Officer	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
SES Equivalent Officer	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
GHO 8	3	-	3	3	-	3	-	-	-	-	-	-	-	-	-
GHO 7	5	-	5	5	1	6	-	-	-	-	-	-	-	-	-
GHO 6	11	-	11	7	-	7	-	-	-	-	-	-	-	-	-
GHO 5	5	-	5	4	3	7	-	-	-	-	-	-	-	-	-
GHO 4	5	-	5	10	2	12	-	-	-	-	-	-	-	-	-
GHO 3	7	-	7	2	-	2	-	-	-	-	-	-	-	-	-
GHO 2	1	-	1	1	-	1	-	-	-	-	-	-	-	-	-
GHO 1	-	-	-	1	1	2	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>39</b>	<b>-</b>	<b>39</b>	<b>33</b>	<b>7</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

TABLE G8: NON-ONGOING EMPLOYEES, BY LEVEL (2022-23)

	Male			Female			Non-binary			Prefers not to answer			Uses a different term		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total
Statutory Officer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SES Equivalent Officer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 7	1	-	1	1	-	1	-	-	-	-	-	-	-	-	-
GHO 6	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-
GHO 5	1	-	1	2	-	2	-	-	-	-	-	-	-	-	-
GHO 4	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-
GHO 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GHO 2	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
GHO 1	-	-	-	-	4	4	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

TABLE G9: EMPLOYEES BY FULL-TIME AND PART-TIME STATUS (2023-24)

	Ongoing			Non-ongoing			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	
Statutory Officer	-	-	-	1	-	1	1
SES Equivalent Officer	-	-	-	1	-	1	1
GHO 8	7	-	7	-	-	-	7
GHO 7	14	-	14	-	-	-	14
GHO 6	14	1	15	-	-	-	15
GHO 5	11	3	14	2	1	3	17
GHO 4	13	2	15	1	-	1	16
GHO 3	11	-	11	-	-	-	11
GHO 2	1	-	1	-	1	1	2
GHO 1	1	1	2	-	4	4	6
<b>Total</b>	<b>72</b>	<b>7</b>	<b>79</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>90</b>

**TABLE G10: EMPLOYEES BY FULL-TIME AND PART-TIME STATUS (2022-23)**

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

**TABLE G11: EMPLOYMENT TYPE BY LOCATION (2023-24)**

	Ongoing	Non-ongoing	Total
NSW	3	2	5
Qld	-	-	-
SA	-	-	-
Tas	-	-	-
Vic	-	-	-
WA	-	-	-
ACT	76	9	85
NT	-	-	-
External Territories	-	-	-
Overseas	-	-	-
<b>Total</b>	<b>79</b>	<b>11</b>	<b>90</b>

TABLE G12: EMPLOYMENT TYPE BY LOCATION (2022-23)

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

TABLE G13: INDIGENOUS EMPLOYMENT (2023-24)

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

TABLE G14: INDIGENOUS EMPLOYMENT (2022-23)

	Total
Ongoing	3
Non-ongoing	1
<b>Total</b>	<b>4</b>

**TABLE G15: EMPLOYMENT ARRANGEMENTS (2023-24)**

	SES	Non-SES	Total
Enterprise Agreement	–	83	83
Individual Flexibility Arrangement	1	5	6
Remuneration Tribunal	1	–	1
<b>Total</b>	<b>2</b>	<b>88</b>	<b>90</b>

**TABLE G16: EMPLOYMENT SALARY RANGES BY CLASSIFICATION LEVEL (MINIMUM/MAXIMUM) (2023-24)**

	Minimum salary	Maximum salary
GHO 8	\$132,675	\$150,407
GHO 7	\$115,145	\$124,318
GHO 6	\$90,102	\$103,436
GHO 5	\$83,424	\$88,436
GHO 4	\$74,792	\$81,178
GHO 3	\$66,167	\$72,396
GHO 2	\$58,526	\$65,301
GHO 1	\$51,162	\$57,805

## APPENDIX H: REPORTABLE CONSULTANCY AND NON- CONSULTANCY CONTRACTS

TABLE H1: REPORTABLE CONSULTANCY CONTRACTS

Reportable consultancy contracts 2023–24	Number	Expenditure \$
New contracts entered into during the reporting period	11	322,779
Ongoing contracts entered into during a previous reporting period	4	30,080
<b>Total</b>	<b>15</b>	<b>352,859</b>

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

Organisation receiving a share of reportable consultancy contract expenditure 2023–24	ABN	Expenditure \$
DJAS Architecture Pty Ltd	83 008 620 504	224,172
GML Heritage Pty Ltd	60 001 179 362	26,480
North Security.Digital Pty Ltd	39 613 493 584	16,500
Australian Government Solicitor	69 405 937 639	16,112
ESBS ATF Sampath Trust	39 512 598 639	14,800

TABLE H3: REPORTABLE NON-CONSULTANCY CONTRACTS

Reportable non-consultancy contracts 2023–24	Number	Expenditure \$
New contracts entered into during the reporting period	138	9,551,361
Ongoing contracts entered into during a previous reporting period	67	2,302,853
<b>Total</b>	<b>205</b>	<b>11,854,214</b>



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

Organisation receiving a share of reportable non-consultancy contract expenditure 2023–24	ABN	Expenditure \$
Projex Building Group Pty Ltd Previously (FM Projects)	77 109 570 863	2,635,265
Signcraft Pty Ltd	29 003 712 098	2,139,703
Jones Lang LaSalle (ACT) Pty Ltd	69 008 585 260	869,265
Digital61 Pty Ltd	42 620 189 862	785,052
Strategic Reform Pty Ltd	34 146 766 707	339,800

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

## APPENDIX I: AIDS TO ACCESS

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TABLE I1: AIDS TO ACCESS DETAILS (2023-24)

Annual report contact officer	Jeffrey Barnes – Deputy Official Secretary to the Governor-General
Contact phone number	02 6283 3509
Contact email	<a href="mailto:jeff.barnes@gg.gov.au">jeff.barnes@gg.gov.au</a>
Website	<a href="http://www.gg.gov.au">www.gg.gov.au</a>

## APPENDIX J: AGENCY RESOURCE STATEMENT

TABLE J1: AGENCY RESOURCE STATEMENT 2023-24

		Available for 2023-24 \$'000 (a)	Payments made 2023-24 \$'000 (b)	Balance remaining 2023-24 \$'000 (b) - (a)
<b>Ordinary annual services</b>				
Departmental appropriation <sup>1</sup>		19,637	18,088	(1,549)
Additional S74 Receipts		258	746	488
<b>Total</b>		<b>19,895</b>	<b>18,834</b>	<b>(1,061)</b>
Administered expenses <sup>2</sup>				
<b>Outcome I</b>		<b>5,844</b>	<b>5,950</b>	
<b>Total</b>		<b>5,844</b>	<b>5,950</b>	
<b>Total ordinary annual services</b>	<b>A</b>	<b>25,223</b>	<b>24,784</b>	
Salary to the Governor-General: Governor-General Act 1974		495	495	
Total special appropriations excluding special accounts	<b>B</b>	495	495	
<b>Total resourcing and payments (A + B)</b>		<b>26,234</b>	<b>25,279</b>	

<sup>1</sup> This includes prior year departmental appropriations. Includes an amount of \$0.417m in 2023-24 for the Departmental Capital Budget.

<sup>2</sup> This includes prior year administered appropriations. Includes an amount of \$2.924m in 2023-24 for the Administered Capital Budget.

**TABLE J2: EXPENSES AND RESOURCES FOR OUTCOME 1**

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property, and administration of the Australian Honours and Awards system.

	Budget* 2023–24 \$'000 (a)	Actual expenses 2023–24 \$'000 (b)	Variation 2023–24 \$'000 (b) - (a)
<b>Program 1: Support for the Governor-General and Official Activities</b>			
<b>Administered expenses</b>			
Ordinary annual services	2,920	3,306	(386)
Special appropriations	495	495	-
Expenses not requiring appropriation in the Budget year <sup>1</sup>	1,985	2,219	234
<b>Total Administered expenses</b>	<b>5,400</b>	<b>6,021</b>	<b>621</b>
<b>Departmental expenses</b>			
Departmental appropriation	15,697	18,054	2,357
s74 External Revenue <sup>2</sup>	258	746	488
Expenses not requiring appropriation in the Budget year	734	767	33
<b>Total departmental expenses</b>	<b>16,689</b>	<b>19,567</b>	<b>2,878</b>
<b>Total for Program 1</b>	<b>22,089</b>	<b>25,587</b>	<b>3,498</b>
<b>Average staffing level (number)</b>	<b>96</b>	<b>83</b>	

\* Full year budget, including any subsequent adjustments made in 2023–24 via additional estimates.

<sup>1</sup> Expenses not requiring appropriations in the budget year are made up of depreciation and amortisation expenses, audit fees and secondment staff.

<sup>2</sup> Estimated expenses incurred in relation to receipts retained under section 74 of the *PGPA Act 2013*.

## APPENDIX K: AUDIT COMMITTEE DETAILS

The audit committee charter can be found at [www.gg.gov.au/office-official-secretary-governor-general](http://www.gg.gov.au/office-official-secretary-governor-general).

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual remuneration
Elizabeth Montano (Chair)	Ms Montano holds the degrees of Bachelor of Arts and Bachelor of Laws (UNSW) and is a Fellow of the Australian Institute of Company Directors. She has over 20 years' experience as chair, deputy chair and member of boards and audit committees across a range of government and not-for-profit entities. She has broad-ranging experience in governance and the machinery of government including in financial and performance reporting, risk, assurance and program and project management and oversight. As a former CEO of AUSTRAC, she was the first woman to lead a Commonwealth law enforcement/regulatory agency. Prior to that appointment, she was a financial services specialist with King & Wood Mallesons.	5/5	\$21,522.53
Maria Storti (Independent member)	Ms Storti specialises in financial management, governance and risk management. Ms Storti holds the degrees of Master of Business Administration and Bachelor of Economics, and is a fellow of the Chartered Accountants Australia and New Zealand, fellow of the Australian Institute of Company Directors, and member of the Institute of Internal Auditors – Australia. She is an independent chair and a member of several Commonwealth audit committees. She is a former EY advisory partner and has worked with professional services firms in the areas of audit, consultancy and risk. Ms Storti has held several senior executive roles in various sectors, with responsibility for corporate planning in those positions.	5/5	\$10,578.00
David Bryant (Independent member)	Dr Bryant specialises in information technology systems and controls, project management, governance and risk management. Dr Bryant holds the degrees of Bachelor of Information Technology, MBA in Technology Management and Doctor of Philosophy in Management Information Systems. He is also an Australian Computer Society Certified Professional and Certified Practising Project Director (Australian Institute of Project Management). He has significant experience in the ICT sector, including ICT governance, risk management, ICT projects and services delivery in the public sector, and is an independent member of several Commonwealth department and agency audit committees.	5/5	\$10,500.00





# INDEXES

CHAPTER 6

## GLOSSARY, ABBREVIATIONS AND ACRONYMS

Item	Description
AAls	Under the PGPA Act, the 'accountable authority' is the person or group of persons responsible for, and control over, each Commonwealth entity's operations.  An accountable authority can issue written instructions about any matter relating to the finance law that all officials of the entity must adhere to. These are referred to as accountable authority instructions (AAls)
ACB	Administered Capital Budget
ADF	Australian Defence Force
administered items	Assets, liabilities, revenues or expenses that are controlled by the Australian Government but managed by the Office on the Government's behalf
Administrator	The person (conventionally, the longest serving State Governor) appointed by The Queen to administer the Government of the Commonwealth of Australia when the Governor-General is overseas or ill, or if the Governor-General temporarily absents himself from office, or if the position of Governor-General is vacant
Admiralty House	The Governor-General's official residence at Kirribilli in Sydney
AFP	Australian Federal Police
Agency	A Department of State, Department of Parliament or prescribed agency under the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
Aide-de-camp (ADC)	An officer of the military who is appointed to act as the military attendant to the Governor-General
ANAO	Australian National Audit Office
AC	Companion of the Order of Australia
AM	Member of the Order of Australia
AO	Officer of the Order of Australia
ASL	Average staffing level
Budget	The announced fiscal and economic outlook for Australia for a financial year. It includes expenditure and revenue estimates for the current financial year, the Budget year and the 3 forward financial years
CPRs	The Commonwealth Procurement Rules, which set out the Australian Government's requirements for the procurement of goods and services by agencies
Credentials Ceremony	Ceremony at which a newly appointed foreign ambassador or high commissioner to Australia formally presents their credentials
CSC	Conspicuous Service Cross
CVO	Commander of the Royal Victorian Order
DCB	Department Capital Budget
Enterprise Agreement	Wage and working conditions negotiated within an organisation and made under the <i>Fair Work Act 2009</i>



Item	Description
departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in the production of its outputs
EAP	Employee Assistance Program
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
FOI Act	Freedom of Information Act 1982
gazettal regulations	Rules, officially approved and published in the Commonwealth of Australia Special Notices Gazette, which set out service and actions that may qualify citizens for various award types
General Division of the Order of Australia	That section of awards in the Order of Australia through which community members may be recognised
Government House	The Governor-General's official residence at Yarralumla in Canberra
GST	goods and services tax
heritage property	A property with particular aesthetic, historic, scientific, social or other values, listed on the Commonwealth Heritage List
HR	human resources
IT, ICT	Information technology, information and communications technology
IFA	Individual Flexibility Arrangement
IPS	Information Publication Scheme
insignia	A symbol or token of status or office; in this context medals and documents associated with an office, honour or award
investiture	Ceremony at which the Governor-General presents Australian honours and awards
KMP	Key Management Personnel
long service awards	Awards made in recognition of long, diligent or efficient service, usually in uniformed service occupations
LVO	Lieutenant of the Royal Victorian Order
meritorious awards	Awards for which the recipient is assessed as having gone above and beyond normal expectations
MP	Member of Parliament
MVO	Member of the Royal Victorian Order
NEM	National Emergency Medal
NPSM	National Police Service Medal
OAM	Medal of the Order of Australia
official activities	Constitutional, statutory, ceremonial and public duties undertaken by the Governor-General in carrying out the role
OOSGG	Office of the Official Secretary to the Governor-General
PBS	Portfolio Budget Statements; statements that explain where appropriated funds are to be spent for a portfolio
PGPA Act	Public Governance, Performance and Accountability Act 2013
PMP	Property Management Plan

Item	Description
post nominals	Letters placed after the name of a person to indicate that they hold a position, educational degree, accreditation, office, or honour
PSPF	Protective Security Policy Framework
PWP	Property Works Plan
Retd	Retired (used after the name of a retired armed forces officer)
SES	Senior Executive Service
SMEs	small and medium sized enterprises
State Visit	A formal visit by a foreign head of state to another nation, at the invitation of that nation's head of state
WCC	Workplace Consultative Committee
WHS	work health and safety
WHS Act	Work Health and Safety Act 2011

## LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	i	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	ii-iv	Table of contents (print only).	Mandatory
17AJ(b)	153-158	Alphabetical index (print only).	Mandatory
17AJ(c)	144-146	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	147-152	List of requirements.	Mandatory
17AJ(e)	138	Details of contact officer.	Mandatory
17AJ(f)	138	Entity's website address.	Mandatory
17AJ(g)	inside front cover	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	2-6	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	4-6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	4-6	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	5	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	10	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	4, 127	Name of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(ii)	4, 127	Position title of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(iii)	127	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(c)	Report on the Performance of the entity		
<b>Annual performance Statements</b>			
17AD(c)(i); 16F	10-15	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	17	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	139-140	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.
17AD(d)	Management and Accountability		
<b>Corporate Governance</b>			
17AG(2)(a)	i, 47	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	i	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	i	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	i	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	44-49	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to noncompliance with Finance law and action taken to remedy noncompliance.	If applicable, Mandatory
<b>Audit Committee</b>			
17AG(2A)(a)	141	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	141	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	141	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	141	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	141	The remuneration of each member of the entity's audit committee.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>External Scrutiny</b>			
17AG(3)	48	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	48	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	N/A	Information on any reports on operations of the entity by the AuditorGeneral (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory
<b>Management of Human Resources</b>			
17AG(4)(a)	50-55	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	128-135	Statistics on the entity's employees on an ongoing and nonongoing basis, including the following:  (a) statistics on fulltime employees;  (b) statistics on parttime employees;  (c) statistics on gender;  (d) statistics on staff location.	Mandatory
17AG(4)(b)	128-135	Statistics on the entity's APS employees on an ongoing and nonongoing basis, including the following:  Statistics on staffing classification level;  Statistics on fulltime employees;  Statistics on parttime employees;  Statistics on gender;  Statistics on staff location;  Statistics on employees who identify as Indigenous.	Mandatory
17AG(4)(c)	51, 135	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	135	Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	135	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	54	A description of nonsalary benefits provided to employees.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(d)(i)	51	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory
<b>Assets Management</b>			
17AG(5)	55-56	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, Mandatory
<b>Purchasing</b>			
17AG(6)	56-58	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
<b>Reportable consultancy contracts</b>			
17AG(7)(a)	57	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	57	A statement that "During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]".	Mandatory
17AG(7)(c)	57	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	57	A statement that "Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website."	Mandatory
<b>Reportable non-consultancy contracts</b>			
17AG(7A)(a)	136-137	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7A)(b)	137	A statement that <i>“Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.”</i>	Mandatory
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	136-137	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
<b>Australian National Audit Office Access Clauses</b>			
17AG(8)	58	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the AuditorGeneral with access to the contractor’s premises, the report must include the name of the contractor; purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
<b>Exempt contracts</b>			
17AG(9)	58	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
<b>Small business</b>			
17AG(10)(a)	57	A statement that <i>“[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”</i>	Mandatory
17AG(10)(b)	56-57	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	N/A	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that <i>“[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”</i>	If applicable, Mandatory
<b>Financial Statements</b>			
17AD(e)	67-104	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<b>Executive Remuneration</b>			
17AD(da)	51, 126	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(f)	<b>Other Mandatory Information</b>		
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that <i>“During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”</i>	If applicable, Mandatory
17AH(1)(a)(ii)	58	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	59	A statement that <i>“Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</i>	If applicable, Mandatory
17AH(1)(c)	55	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	60	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	N/A	Correction of material errors in previous annual report	If applicable, Mandatory
17AH(2)	60-64	Information required by other legislation	Mandatory



## INDEX

### A

access details, *inside front cover*, 138  
accountable authority, 4, 10, 44, 127  
    see also Official Secretary  
Accountable Authority Instructions, 49, 56  
Admiralty House, Kirribilli  
    events and visits hosted, 2, 16, 20  
    Open Days, 34  
    property management, 2, 16, 32, 34  
    security management, 48  
advertising and market research, 58  
agency resource statement, 139  
aids to access, 138  
anniversary correspondence, 20, 31  
Annual Performance Statements, 10–40  
APS Code of Conduct and Values, 49  
artworks and other items, 34  
assets management, 55–56  
Assistant Minister to the Prime Minister, 36  
Attorney General's Department, 48  
Audit Committee, 44, 45, 48, 141  
audit plan, 48  
audit report, 17, 48, 69–70  
Auditor-General see Australian National Audit Office  
AusTender, 58  
Australia Day Achievement Awards, 50  
Australia Day Honours List, 38  
Australian Army, 21  
Australian Bravery Decorations  
    awards, 123  
    establishment, 36, 111  
    nominations, 38  
    overview, 37

Australian Bravery Decorations Council  
    advisory body, 36, 37, 38  
    meetings, 112–113  
    members, 111–112  
Australian Federal Police, 48  
Australian honours system  
    50th anniversary, 40  
    administration of, 2, 3, 35–40  
    Cloud Awards, 2, 40, 59  
    key results, 38–39  
    overview, 36–38  
    stakeholders, 37  
    see also Australian Bravery Decorations; long  
    service and occupational awards; National  
    Emergency Medal; Order of Australia  
Australian Institute of Aboriginal and Torres Strait  
Islander Studies, 34  
Australian National Audit Office  
    access clauses, 58  
    audit report, 17, 48, 69–70  
Australian Signals Directorate, 48  
Australian Sports Medal, 39, 125  
Australian War Memorial, 34  
Australiana Fund, 34  
Australia's Disability Strategy 2021–2031, 55  
awards see Australian honours system

### B

Barnes, Jeffrey, 126, 138  
Beckett, His Excellency Mr Simeon, 2  
Bellchambers Barrett, 48  
Berrier, Lieutenant General Scott, 23  
Bryant, David, 141  
budget variations, 17  
Burkhard, General Thierry, 23  
Business Continuity Plan, 48

## C

Camilla, Her Majesty The Queen, 3  
Capability and Development Framework, 50, 52  
capital works budget, 17  
ceremonial activities, 22–31  
Chancellor of the Order, 36, 108  
Charles III, His Majesty The King  
    congratulatory messages from, 20, 31  
    visit to Australia, 3  
Chief Executive Officer *see* Official Secretary  
Chief Financial Officer, 44  
Chief Risk Officer, 47  
citizenship ceremonies, 24  
Cloud Awards, 2, 40, 59  
Code of Conduct and Workplace Behaviours Policy, 49  
Comcare notifications, 54  
Commander-in-Chief of the Australian Defence Force, 4, 21–22  
Commonwealth Fraud Control Framework, 47  
Commonwealth Indigenous Procurement Policy, 57  
Commonwealth Ombudsman, 48  
Commonwealth Procurement Rules, 56  
Commonwealth Resource Management Framework, 44  
Commonwealth Risk Management Policy, 47  
communications (speeches, messages, media engagement, social media), 31  
Communications and Creativity branch, 5  
community engagement, 27–28  
competitive tendering and contracting, 58  
congratulatory messages, 20, 31  
constitutional activities, 21  
consultants, 57, 136–137  
contact details, *inside front cover*, 138  
corporate governance, 44–49  
Corporate Plan 2023–24, 11, 46  
correspondence handled, 20, 31  
Council for the Order of Australia  
    advisory body, 36, 38

    meetings, 110–111  
    members, 108–109  
COVID-19 pandemic, 16, 48  
credentials ceremonies, 20, 24  
cybersecurity, 48, 59

## D

Defence, meritorious and long service awards, 39, 124–125  
Department Capital Budget, 56  
Department of Defence, 3, 21, 37  
Department of Foreign Affairs and Trade, 3, 24  
Department of Parliamentary Services, 3, 34  
Department of the Prime Minister and Cabinet, 3, 4, 37  
Department of Veterans' Affairs, 21  
Deputy Official Secretary  
    remuneration, 51, 126  
    roles, 44, 47  
Digital Services branch, 5  
diplomatic mission credentials ceremonies, 24  
disability reporting, 55  
discretionary grants, 59

## E

Employee Assistance Program, 54  
Employee Survey, 52  
energy consumption, 61–62  
Enterprise Agreement, 3, 51, 135  
Environment and Sustainability Portal, 61  
*Environment Protection and Biodiversity Conservation Act 1999*, 32, 61  
environmental performance, 61–64  
ethical standards, 49  
Executive Council meetings, 20  
executive remuneration, 51, 126  
exempt contracts, 58  
expenses and resources for outcome, 140  
external scrutiny, 48

## F

- Fair Work Legislation Amendment (Secure Jobs Better Pay) Act 2022*, 50
- Federal Executive Council, 21
- financial management, 55–59
- financial performance
  - of program components, 19, 32, 35
  - summary, 17
- financial statements, 68–104
- foreign awards for Australian citizens, 39
- Fraud Control Plan, 47
- Fraud Risk Assessment, 47
- freedom of information, 60–61
- Freedom of Information Act 1982*, 58, 60
- furniture, 34

## G

- Giving Hope – Uplifting the Nation strategy, 50
- Government House, Canberra
  - events and visits hosted, 2, 16, 20
  - Open Days, 34
  - property management, 2, 16, 32, 33
  - security management, 48
- Governor-General
  - number of official engagements, 16, 20
  - patronage of organisations, 2, 16, 28, 31
  - roles, 4, 10, 21
  - see also Chancellor of the Order; Commander-in-Chief of the Australian Defence Force; Hurley, General the Honourable David; Mostyn, Her Excellency the Hon Sam; Program 1, Component 1: Support of the Governor-General
- Governor-General Act 1974*, 4, 44, 51
- grants, discretionary, 59
- greenhouse gas emissions, 63–64

## H

- Haines, Ms Avril, 23
  - heads of state, heads of government and other dignitaries, visits by/meetings with, 25–26
  - heritage management, 2, 16, 32–34
  - Honours and Awards branch
    - correspondence handled, 31
    - major achievements, 40
    - nominations researched, 38
    - roles, 5, 36
  - honours lists, 38
  - household operations, 38–39
  - human resources
    - disability reporting, 55
    - employee benefits, 51
    - employment arrangements, 135
    - Enterprise Agreement, 3, 51, 135
    - Inclusion and Diversity Strategy, 50, 53
    - Indigenous employees, 134
    - key achievements, 50
    - learning, training and development, 52, 54
    - 'Our People' Strategy, 50, 52
    - remuneration, 51, 126, 135
    - staff development, 52
    - workforce statistics, 52, 128–135
  - Hurley, General the Honourable David, 2, 16, 108
    - see also Governor-General
  - Hurley, Mrs, 2, 16
- ## I
- Inclusion and Diversity Strategy, 50, 53
  - Indigenous enterprises, participation in procurement, 57
  - information and communications technology, 45, 59
    - see also Cloud Awards
  - Information Publication Scheme, 60
  - Information Technology Sub-Committee, 45
  - internal audit arrangements, 48

international operations and specified occupations,  
awards for, 39, 124–125  
investitures, 23, 38–39

## K

key management personnel, 51, 126  
key performance indicators, 12–15  
The King's Birthday Honours List, 38

## L

learning, training and development, 52  
Learning Management System, 50, 52, 54  
legal services expenditure, 58  
letter of transmittal, i  
long service and operational awards, 37, 39, 124–125

## M

machinery and transport, energy consumption of, 62  
management and accountability, 44–64  
Management Committee, 44  
Martin, Gerard, 10  
meritorious service awards, 36, 37, 38, 124–125  
Military Division, Order of Australia, 36, 38, 124  
military events and commemorations, 21–22  
Montano, Elizabeth, 141  
Mostyn, Her Excellency the Hon Sam, 2, 23

## N

National Emergency Medal  
awards, 39, 125  
establishment, 113  
overview, 37  
National Emergency Medal Committee  
advisory body, 36, 37  
meetings, 114  
members, 113  
National Gallery of Australia, 34

National Medal, 36, 125  
National Medal/Clasp, 39, 125  
National Police Service Medal, 39, 125  
natural disasters, 29–30  
nominations, awards and investitures, key results, 38–39  
non-Australian citizens, awards to, 39  
non-compliance with finance law, 44  
non-consultancy contracts, 136–137

## O

Office of the Official Secretary to the  
Governor-General  
organisational structure, 6  
outlook for 2024–25, 3  
overview, 4–5  
performance report, 10–40  
purpose, 10–11  
official activities overview, 20  
Official Secretary  
remuneration, 51, 126  
review by, 2–6  
roles, 4, 44  
Secretary of the Order, 36, 108  
*see also* accountable authority  
online portal, 40  
Open Days, 34  
operating result, 17  
operational transformation, 3  
Order of Australia  
awards 1975–2024, 119–122  
awards 2024, 115–118  
community engagement, 5  
establishment, 36, 108  
Military Division, 36, 38, 124  
nominations received, 38  
to non-Australian citizens, 39  
overview, 36  
organisational structure, 6

'Our People' Strategy, 50, 52  
    see also human resources  
outcome, 5, 10  
    expenses and resources, 140  
    performance report, 16  
outlook for 2024–25, 3  
overseas visits, 20, 26–27  
overview of Office, 4–5

## P

parliamentary reviews, 48  
patronage of organisations, 2, 16, 28, 31  
People and Culture branch, 4  
performance pay, 51  
performance report  
    Annual Performance Statements, 10–40  
    Component 1: key performance indicators, 12  
    Component 2: key performance indicators, 13–14  
    Component 3: key performance indicators, 14–15  
    financial performance summary, 17  
    outcome summary, 16  
Portfolio Budget Statements, 5, 11  
    financial performance against budget, 17  
procurement, 49, 56–57  
Program 1, Support for the Governor-General and Official Functions  
    activities and correspondence, 20  
    financial performance, 19  
    objectives, 5, 11, 18  
    official activities overview, 20  
    performance results, 18–40  
Program 1, Component 1: Support of the Governor-General, 5, 11  
    financial performance, 19  
    key performance indicators, 12  
    performance results, 19–31  
Program 1, Component 2: Management and maintenance of the official properties, 5, 11  
    financial performance, 32

    key performance indicators, 13–14  
    performance results, 32–34  
Program 1, Component 3: Administration of the Australian Honours and Awards System, 5, 11  
    financial performance, 35  
    key performance indicators, 14–15  
    performance results, 35–40  
Property and Projects branch, 4  
property management, 2, 16, 32–34  
Property Sub-Committee, 44–45  
Property Works Program, 45, 56, 61  
Protective Security Policy Framework, 45, 48  
*Public Governance, Performance and Accountability Act 2013*, 44  
*Public Service Act 1999*, 49  
purchasing, 56–57  
purpose of Office, 10–11

## R

regional, rural and remote Australia, visits to, 28–29  
remuneration  
    employees, 51, 135  
    executive remuneration, 51, 126  
Remuneration Tribunal, 51  
reportable consultancy contracts, 57, 136–137  
resource efficiency, 62  
Risk Management Framework, 47  
Royal Assent to legislation, 21  
Royal Australian Air Force, 21  
Royal Australian Navy, 21

## S

school tours, 20  
sculpture, 34  
Secretary of the Order, 36, 108  
security management, 48  
Security Management Plan, 45  
Security Planning Program, 45

Security Sub-Committee, 45  
Sidhu, Ms Harinder, 23  
significant changes in 2023–24, 17  
Singer, Paul, 3, 4, 108, 111, 126  
small business participation in procurement, 57  
staff see human resources  
stakeholders, honours system, 37  
Storti, Maria, 141  
Strategic Engagement branch, 4  
strategic planning framework, 46

## T

training, learning and development, 50, 52, 54  
transport and machinery, energy consumption of, 62

## W

waste management, 62  
water consumption, 62  
website, 40  
work health and safety, 53–54  
*Work Health and Safety Act 2011*, 53–54  
Work Health and Safety Committee, 44, 46  
workforce see human resources  
Workplace Consultative Committee, 44, 45  
works of art and other items, 34

