

*Office of the Governor  
Tasmania*

*Annual Report  
1 July 2003—30 June 2004*

*Government House Hobart*

## *Table of Contents*

<i>Letter of Transmittal</i>	<i>i</i>
<i>Table of Contents</i>	<i>ii</i>
<i>Mission</i>	<i>1</i>
<i>Objectives</i>	<i>1</i>
<i>The Office of the Governor</i>	<i>1</i>
<i>Overview</i>	<i>1</i>
<i>Organisational Structure</i>	<i>2</i>
<i>Function of the Office</i>	<i>2</i>
<i>Corporate Governance</i>	<i>3</i>
<i>Output Report</i>	<i>3</i>
<i>Output 1.1 Support of the Governor</i>	<i>3</i>
<i>Financial Performance</i>	<i>4</i>
<i>Performance Indicators for Output 1.1</i>	<i>4</i>
<i>Qualitative Assessment</i>	<i>5</i>
<i>A Year in Review</i>	<i>6</i>
<i>Key Results</i>	<i>6</i>
<i>New Governor</i>	<i>7</i>
<i>Sir Guy and Lady Green</i>	<i>7</i>
<i>Mr Richard and Dr Jennifer Butler</i>	<i>7</i>
<i>Highlights</i>	<i>8</i>
<i>Government House</i>	<i>9</i>
<i>Human Resource Management</i>	<i>10</i>
<i>Indicators of Organisational Health</i>	<i>10</i>
- <i>Sick Leave &amp; Overtime</i>	<i>10</i>
- <i>Staff Turnover</i>	<i>10</i>
- <i>Staff Leave</i>	<i>10</i>
- <i>Workers' Compensation</i>	<i>10</i>
<i>Staff Enterprise Agreement</i>	<i>11</i>
<i>Training and Development</i>	<i>11</i>
<i>Training Services</i>	<i>11</i>
<i>Honorary Aides-de-Camp</i>	<i>11</i>
<i>Industrial Relations</i>	<i>11</i>
<i>Occupational Health and Safety</i>	<i>11</i>
<i>Asset Management and Risk Policies</i>	<i>12</i>
<i>Asset Management</i>	<i>12</i>
<i>Major Capital Programmes</i>	<i>12</i>
<i>Asset Management Systems</i>	<i>12</i>
<i>Acquisition and Disposal of Assets</i>	<i>12</i>
<i>Risk Management</i>	<i>12</i>
	<i>ii</i>
<i>Building Restoration and Maintenance</i>	<i>13</i>
<i>Government Procurement</i>	<i>13</i>

- <i>Support for Local Business</i>	13
- <i>Contracts and Consultancies</i>	13
<i>Supplementary Information</i>	14
<i>Pricing</i>	14
<i>Legislation Administered by the Office of the Governor</i>	14
<i>Freedom of Information Requests</i>	14
<i>Compliance Index to Disclosure Requirements</i>	15
<i>Office of the Governor - Financial Statements 2003-2004</i>	16

**Mission** The Office of the Governor supports the Governor in the execution of his official and constitutional duties; administers the Governor's programme of ceremonial and community activities; and administers the Government House Estate.

**Objectives** The objectives of the Office of the Governor are to:

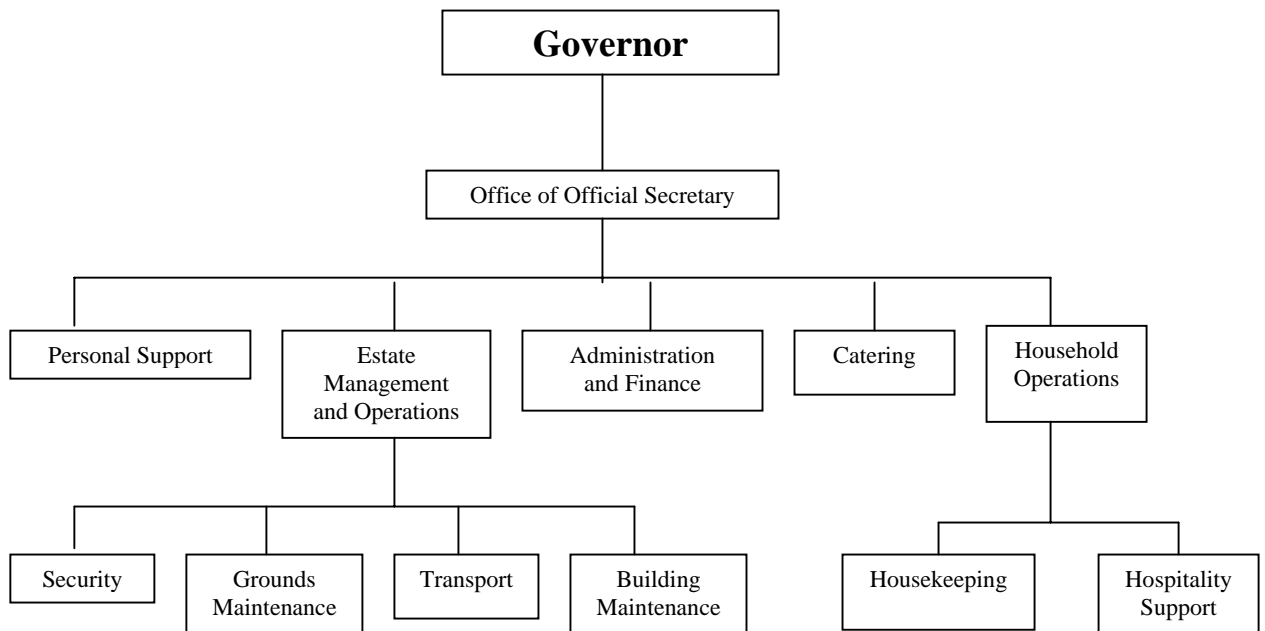
- provide a high standard of policy advice and administrative support to the Governor, including the organisation of his constitutional and ceremonial duties, and his program of community engagements;
- enable the efficient and effective interaction of the Office of the Governor with the Parliament, the Executive Government and the State Service; and
- maintain and operate Government House, its associated buildings, and the Estate generally at a high level of repair and presentation.

## **The Office of the Governor**

**Overview** For the purposes of annual reporting, the Office of the Governor is considered an independent, public-sector entity. Under the Governor of Tasmania Act 1982, the Official Secretary, who is the Head of Agency, is appointed by the Governor-in-Council to assist the Governor in the performance of his duties.

The Official Secretary appoints and employs such persons as he considers necessary for the purposes of assisting the Governor or assisting in the management, administration and maintenance of Government House.

## Organisational Structure



## Function of the Office

The role of the Governor is defined by the Letters Patent constituting the office, by legislation and by constitutional conventions. In essence, the Governor's function is to protect the Constitution, secure the orderly transition of governments, facilitate the work of the Parliament and the Government, act as a non-political representative of the State and participate in the affairs of the Tasmanian community.

Apart from constitutional functions, the Governor acts on behalf of Tasmania in many other ways. Each year the Governor welcomes and extends hospitality to heads of state, ambassadors and other official visitors, and to thousands of other interstate and international visitors to Tasmania, particularly those attending conferences and conventions. The Governor also invests with their awards those on whom The Queen has bestowed honours, participates in public events, and is involved in the activities of the many organisations, regions and other sectors of the community which comprise the State of Tasmania.

In performing these functions, the Governor, on behalf of Tasmania as a whole, recognises achievement, encourages worthwhile endeavours, honours our history, reinforces our cultural identity and reaffirms the essential values of our society.

The Office of the Governor supports His Excellency in carrying out these functions.

## Corporate Governance

The Official Secretary is responsible for managing the Office of the Governor in a way that promotes the proper use of state resources. These responsibilities and the key elements of the administrative framework for the Official Secretary as the Head of Agency are specified in the Financial Management and Audit Act 1990.

The Official Secretary is responsible for establishing strategic priorities, allocating resources, and monitoring and reporting on team and individual performance.

The Official Secretary chairs senior staff meetings on a regular basis and holds regular meetings with various state sector representatives.

The Official Secretary monitors the implementation of employment policies and practices.

## **Output Report**

### Output 1.1

#### Support of the Governor

The objectives of this Output Group are the Governor's constitutional role in the operation of the Parliament and the Executive Government, his official role in the affairs of the Tasmanian community, and the preservation of the Government House Estate.

The Output Group consists of the single Output entitled 'Support of the Governor', which has as its primary objective the efficient and effective intercourse between the Office of the Governor and the Parliament, the Executive Government, the State Service, the Honours Secretariat, the Commonwealth Government and the Tasmanian community. Secondly, it entails the preservation of the Government House Estate. Thirdly, it has the objective of cooperating closely with all arms of government and the community to promote the State of Tasmania to a widening range of international guests and other visitors to the State.

The services provided under this Output Group are delivered by the Governor, his support staff and the facilities of the Government House Estate.

## Financial Performance

The total resourcing for Output 1 is set out in the table below. The Office budgeted for Output appropriations of \$2.019 million for recurrent services and \$0.2 million in administered funds for 2003-2004. The Office received additional funds as part of the CIP-EM funding of \$0.2 million. Details on variations are contained in the Financial Statements below.

Consolidated Fund	2003-2004 Estimate \$'000	2003-2004 Actual \$'000	Variation \$'000
Recurrent Services	2,131	2,131	-
CIP-EM	-	278	278
Works and Services	8	8	-
Reserved-by-Law	402	403	1
<b>Total Consolidated Fund</b>	<b>2,541</b>	<b>2,820</b>	<b>279</b>

## Performance Indicators for Output 1.1

<p>Output 1.1 Support of the Governor</p>	<p><i>Quality:</i> Satisfaction of the Governor and the organisations and individuals with whom the Office deals; and</p> <p>Satisfaction of the Governor with the conservation and capital improvement of the Government House Estate.</p> <p><i>Quantity:</i> Management of the Governor's participation in nearly 700 official events;</p> <p>Processing of an estimated 5,300 items of correspondence;</p> <p>Maintenance of 15 hectares of grounds including 4.5 hectares of ornamental gardens; and</p> <p>Estate management, conservation and maintenance of Government House, seven cottages and ten service outbuildings.</p>
---	--

## Qualitative Assessment

The key outcomes for Output 1.1 are that:

- all constitutional, statutory and representational activities are supported and meet the expectations of the Governor;
- household operations, including official hospitality, are conducted to the Governor's satisfaction and in a manner that reflects the nature and status of the Office; and
- arrangements for the Governor's and his or her spouse's participation in external events are coordinated to the satisfaction of the Governor and in a manner that reflects the nature and status of the Office.

Personal and administrative staff supporting Output 1.1 assist the Governor with his representational activities, including the planning and organisation of events; relations with government, the Parliament, the Executive Government, the State Service, community groups and individuals; and assisting in the preparation of messages, speeches and correspondence. Advice is also provided on policy, precedent and practice.

Household operations and catering staff supporting the Output provide a high standard of catering services for official functions and a high standard of maintenance of Government House.

Staff supporting the Output in the management of the Estate provide security services and transport, and maintain the grounds and buildings and other assets of the Government House Estate.

The evaluation of performance is assisted by regular assessment and comments by the Governor, guests at official functions, members of the public, government, government bodies and community organisations involved with official events. The tenor of these comments is consistently positive.

## A Year in Review

In addition to fulfilling the constitutional role of governor, both Governors who held office during 2003-2004 maintained busy programmes of events both at Government House and outside.

At Government House they hosted functions for a wide range of people and organisations, local, national and international. These functions involved schools, charitable organisations, aged-care facilities, delegates to conferences and a very wide variety of community groups.

The Governors also conducted a total of 14 investitures and presentations at Government House.

The number of external events continued at a high level. The Governors and their spouses opened or were otherwise involved in a range of State, national and international conferences; meetings; memorial services; church services; cultural events; and sporting events.

Details of key activities undertaken are listed in the table below. The table contains combined details of the activities of both Governors.

Key Results	Number	
	2002-2003	2003-2004
Executive Council meetings presided over	24	25
Acts receiving Royal Assent	78	64
Receptions held at Government House	54	45
Ambassadors and High Commissioners hosted at Government House	18	4
Formal dinners held by the Governors and their spouses	22	13
School visits to Government House	9	4
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	11	7
Investitures and presentation ceremonies held	14	14
Official callers received by the Governor	120	151
Participation in external events by the Governor	224	293
Regional visits undertaken by the Governor	42	38
Speeches delivered by the Governor	136	118
Total number of visitors on Government House Open Day	Approx 10,000	Approx 8,000
Total number of guests invited to Government House for receptions, dinners, or other visits, in addition to Open Day	Approx 15,495	Approx 11,502

New Governor 2003-2004 saw the appointment of a new Governor. On October 3<sup>rd</sup> 2003 Mr Richard Butler AC was sworn in as Governor, and the Honourable Sir Guy Green AC, KBE, CVO relinquished office after eight years as Governor.

Sir Guy and Lady Green Sir Guy's term of office saw an increase in vice-regal activities which promoted Tasmania, especially through providing hospitality for the overseas diplomatic community, and involvement in international conventions and meetings and receptions.

His term also saw greatly increased accessibility to Government House by the public through Open Day, increased numbers of receptions and greater numbers of visits by groups from schools, institutions and community organisations. The number of visitors in 2002-2003 was nearly 26,000.

Sir Guy took a particular interest in Antarctic affairs and scientific matters and was very active in promoting Tasmania's role in Antarctic activities.

He also was active in asserting the importance of the Executive Council and his paper *Governors, Democracy and the Rule of Law* is widely regarded as an authoritative text on Executive Councils.

Lady Green took a particular interest in welcoming interstate and overseas visitors, in making Government House accessible to the community and in restoring and maintaining the heritage values of the estate.

Both Sir Guy and Lady Green were Patrons of numerous community organisations in which they took an active interest.

Mr Richard and Dr Jennifer Butler Mr Butler was educated at the Sydney University, where he received a Bachelor of Economics, and at the Australian National University, where he gained a Master of Economics (International Relations). He also holds Honorary Doctorates from the universities of New England, Sunshine Coast and Rutgers (USA).

Mr Butler's career was largely in the diplomatic service where he held a number of the most senior positions. He was Ambassador and Permanent Representative of Australia to the United Nations for Disarmament Matters; Ambassador to Thailand and Cambodia; Ambassador and Permanent Representative of Australia to the United Nations; and Executive Chairman of the United Nations Special Commission to Disarm Iraq.

He was made a Member of the Order of Australia in 1998 and a Companion of the Order of Australia in 2003.

Mr Butler's wife, Dr Jennifer Butler, is an anthropologist who spent many years working on AIDS education in Thailand, and held a senior position in the Department of Health in New South Wales before moving to Tasmania.

Mr and Dr Butler's son, Mr Seamus Tardif, also came with them from Sydney, and is residing in Government House.

Mr Butler is keen to take advantage of his overseas contacts to promote Tasmania internationally. His and Dr Butler's first official overseas visit was to attend the wedding of Miss Mary Donaldson and the Crown Prince of Denmark in May 2004 which they used to raise the profile of the State, its assets and its produce.

Dr Butler has particular interests in health and social issues and has drawn up a programme of round-table conferences to discuss contemporary issues.

Mr Butler and Dr Butler have embarked on a busy familiarisation programme and have undertaken visits to a large number of regional areas throughout the State.

They have both accepted the position of Patron of a large number of organisations, with which they are beginning to familiarise themselves.

## Highlights

Highlights of the year included:

- The Swearing-in of Mr Richard Butler AC as Governor on October 3<sup>rd</sup> 2004;
- The Governor's Antarctic Forum held at Government House on August 1<sup>st</sup> 2003.
- The wedding of Mr Richard Butler and Dr Jennifer Butler (née Gray) at Government House on October 4<sup>th</sup> 2003;
- The investing of five people with Order of Australia awards for services to the victims of the Bali Bombing on December 12<sup>th</sup> 2003;
- The stay at Government House by the new Governor-General, His Excellency Major-General Michael Jeffrey KC, CVO, MC, and Mrs Jeffrey in February 2004.

- The presentation by the Governor of Tasmania of the Tasmanian of the Year Award to Mr Simon Currant on March 12<sup>th</sup> 2004.
- The Swearing-in of the Honourable Paul Lennon MHA as Premier on March 21<sup>st</sup> 2004;

The staff of the Office continued to maintain a high level of service to the Governors throughout the year in assisting both them and their spouses to maintain their very busy schedules. In addition, the staff has continued to maintain the Government House Estate to a high standard.

## Government House

The *Government House Land Act 1964* designates the Government House Estate as the place of residence of the Governor, which is indeed its prime role. However, the Governor and his or her spouse, in fact, generally occupy only a small part of the residence for their personal accommodation.

Government House has a much broader function than as a home. Being the premises in and from which the Governor and his or her spouse carry out their responsibilities, including many of the Governor's constitutional functions, Government House is above all a working establishment. The residence houses the Governor's offices, as well as the office accommodation for all the staff who assist the Governor and his or her spouse in carrying out their programme of events.

An important part of the Governor's role is to provide hospitality to Tasmanians and visitors to the State and a significant portion of Government House is set aside for this purpose. This includes the state rooms, which are used principally for official functions, and the kitchen and catering facilities, which are needed to provide for these events. In addition, rooms are always kept available for visiting heads of state, ambassadors and other official visitors to Tasmania to stay at Government House.

In addition to the Governor and his or her spouse, there are seven other families living in cottages on the Estate. These are staff members who are required to be on call at all times and whose remuneration package includes accommodation. The other buildings on the Estate are all fully used as storage areas, workshops and garages.

The Government House Estate is of enormous importance to Australia's national heritage, being

probably the only Victorian and the only vice-regal estate which has not been significantly encroached upon, which is maintained in its original condition and which continues to operate in its original form.

Events and functions, the provision of which forms an integral part of the Governor's role, bring many thousands of people to Government House. These events include receptions, investitures, presentations, dinners, official calls and visits by groups from a wide cross-section of schools and community organisations. Government House's annual Open Day also regularly attracts large numbers of Tasmanians and visitors to the State, who are encouraged to enjoy both the house and gardens. They also have an opportunity to meet the Governor and his or her spouse. Last year over 19,000 people visited the house and grounds for events and Open Day. In the previous year there were nearly 26,000.

## Human Resource Management

### Indicators of Organisational Health

<b>Sick Leave &amp; Overtime</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Average sick leave taken per FTE (days)	6	5	3.5
Total sick leave taken (days)	145	115	90
Total overtime payments for the year (\$)	9,074	15,890	14,292
Total overtime payments per FTE (\$)	370	649	560

<b>Staff Turnover</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Separations	3	0	1
Commencements	3	0	1
FTE at 30 June*	24.5	24.5	24.5

\*This does not include casual or externally contracted staff

<b>Staff Leave</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Current entitlements – all employees (days)	1,755	1,921	2102
Average number of LSL days per FTE*	46	50	52
Average number of annual recreation leave days per FTE	26	29	34
Average number of sick leave days taken per FTE	6	5	3.5

\* Including pro rata of less than 10 years

<b>Workers' Compensation</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Cases at 1 July	0	0	1
New cases for F/Y	0	1	6
Completed cases at 30 June	0	0	1
Total cases at 30 June	0	1	6

Working days lost F/Y	0	0	0
-----------------------	---	---	---

**Staff Enterprise Agreement** The conditions of service of all staff employed by the Official Secretary are determined by the Governor of Tasmania Staff Enterprise Agreement. This Agreement was renewed in February 2003 for a further three-year period.

The Agreement continues to be a success. Its emphasis on flexible working arrangements maintains an efficient and productive organisation, while providing increased job satisfaction for all staff.

**Training and Development** Staff training is encouraged and funded where it is relevant to the work and professional development of staff members.

<b>Staff Development and Training</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Number of individual staff who received formal training	22	7	13
Number of person days training	78	25	20
Expenditure on training	\$8,834	\$1,015	\$4,122

**Training Services** The Government House kitchen makes itself available to assist schools in training in culinary arts, catering and kitchen management. During the year it provided staff development for teachers and work experience for seven students from four colleges and schools.

**Honorary Aides-de-Camp** Government House has continued to benefit from the outstanding service provided by His Excellency's four Honorary Aides-de-Camp from the Air Force, the Army, the Navy and Tasmania Police. They provide assistance at all major functions at Government House and attend the Governor and his or her spouse at numerous outside events.

**Industrial Relations** To promote an equitable and harmonious working environment employees are encouraged to raise issues and concerns with their supervisors or the Official Secretary. Should the internal grievance-resolution system be unsuccessful in resolving a grievance or dispute, employees are able to have disputes reviewed by the Industrial Relations Commission.

**Occupational Health and Safety** The Office of the Governor promotes safe working practices and has an Occupational Health and Safety Committee that meets on a regular basis.

The Office has a rehabilitation officer for staff returning

to work after injury or illness.

## **Asset Management and Risk Policies**

### **Asset Management**

The financial statements for 2003-2004 are reported on a cash and accrual basis, and they contain full details of the Office of the Governor's asset-management policies as notes to the statements. The assets of the Office of the Governor have been valued in accordance with the Office's accounting policies and procedures, and these values are disclosed in the statements, together with appropriate notes on valuation methods.

The Office of the Governor maintains a register of assets with a value of \$5,000 or more. In addition, other factors such as attractiveness and portability are considered when determining whether an asset should be recorded in the Office of the Governor's asset register.

The major assets of the Office of the Governor are the buildings on the Estate, including Government House and its outbuildings, and the colonial and imported antique furniture in the main building. These assets are classified as items of exceptional heritage significance. A complete valuation of the buildings and land was completed in 2001-2002.

A full valuation of furniture, objets d'art and other heritage assets was completed in December 2002.

### **Major Capital Programmes**

The conservation and restoration of the main house and of the Government House Estate continued throughout the year.

### **Asset Management Systems**

The Office of the Governor maintains a computerised database of assets, with regular updates to record acquisitions, transfers and disposals.

### **Acquisition and Disposal of Assets**

The acquisition and disposal of assets is undertaken in accordance with the requirements of the Financial Management and Audit Act 1990.

### **Risk Management**

The Office of the Governor recognises that risk management is an integral part of the management process, and has a number of mechanisms for the management of risks associated with its activities.

## Building Restoration and Maintenance

Considerable time and resources are required on a continuing basis to maintain Government House and its estate.

In 2003-2004 the Office of the Governor began the implementation of a Catch-up Building Restoration and Maintenance Plan for Government House and its outbuildings.

During the year a number of important projects were completed, including stoneworks on outbuildings, a lavatory for people with disabilities and the replacement of a rotted floor in the basement of the main building.

## Government Procurement

### *Support for Local Business*

The Office of the Governor ensures that Tasmanian businesses are given every opportunity to compete for the provision of goods and services to the Office. It is the Office of the Governor's policy to support Tasmanian businesses whenever they offer best value for money

### *Contracts and Consultancies*

In 2003-2004, the Office of the Governor awarded no contracts with a value over \$50,000 and continued one contract with a value of less than \$50,000 as per the table below.

<b>Name of Contractor</b>	<b>Description</b>	<b>Value</b>
Sinclair Knight	Building Services – Alarm monitoring	\$1,000

**Supplementary  
Information**

Pricing	The Office of the Governor does not undertake any activities requiring the pricing of goods or services.
Legislation Administered by the Office of the Governor	There are no statutes administered by the Office of the Governor.
Freedom of Information Requests	There were no requests in 2003-2004

Compliance Index to  
Disclosure Requirements

The compliance index below details the statutory disclosure requirements applicable to the Office of the Governor, a description of the reporting requirements and a page reference for the location within the Annual Report where the requirement is satisfied.

**Compliance Index Table**

<b>Reference</b>	<b>Description</b>	<b>Location</b>
FMAAs.27(1)(a)	A report on the performance of the functions and powers of the Head of Agency	Annual Report
TI 701(1)(b)	Details of, and reasons for, any major changes which have taken place in relation to the programs, aims, functions or organisational structure of the Agency.	Annual Report
TI 701(1)(a) & (e)	A summary, together with quantitative measures where relevant, of the objectives and functions of programs or activities, including significant outcomes, key efficiency measures, targets, proposed plans and any ministerial objectives.	Pages 4-10
TI 701(1)(b)	Economic or other factors that have affected the achievement of operational objectives	Annual Report
PSSRA s.13	Statement regarding contributions to non-RBF superannuation funds, including a report that the Department has met its obligations under the <i>Superannuation Guarantee (Administration) Act 1992</i> .	Page 29
TI 701(1)(d)(i) & (ii)	Details of major capital projects.	Page 12
TI 701(1)(g)	Statement of asset management policies and an outline of asset management strategies and initiatives.	Page 12
TI 701(1)(f)	Statement of risk management policies and an outline of significant risk management activities and initiatives.	Page 12
TI 701(1)(c)	Pricing policies of goods and services provided, the last review date and reference to documents that contain the pricing information; with details of cost-recovery policies and their application, as appropriate.	Page 14
TI 701(1)(i) & (ii)	Details of all major contracts awarded, including the value of work and the name and locality of contractors.	Page 13
TI 701(1)(h)(i)(l)	The Office of the Governor's support for local businesses, including the number of procurement contracts awarded, the number of local bids received and the extent of local participation in procurement activities.	Page 13
TI 701(1)(n)	Any matters deemed relevant by the Head of Agency.	Annual Report
TI 701(1)(l) FMAA s.27(2) & (3) FMAA s.27(1)(c)	Financial statements of the Office of the Governor for the financial year.	Page 16-45
TI 701(1)(m)	Auditor-General's report on Financial Statements	Page 18-19