

*Office of the Governor
Tasmania*

*Annual Report
1 July 2011—30 June 2012*

*Government House
Hobart*



*Available on the Office of the Governor website:
www.govhouse.tas.gov.au*

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OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
TASMANIA **7001**

26th October 2012

The Honourable Lara Giddings MP
Premier of Tasmania
Level 11, Executive Building
15 Murray Street
HOBART 7000

Dear Premier,

In accordance with the provisions of the *Financial Management and Audit Act 1990*, I submit for tabling in the Parliament the Annual Report of the Office of the Governor.

The report covers the period 1st July 2011 to 30th June 2012 and outlines the achievements of the Office of the Governor in providing effective and accountable support to the Governor of Tasmania.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Owen'.

David Owen
Official Secretary

MISSION

The Office of the Governor supports the Governor in the execution of his official and constitutional duties; administers the Governor's program 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;
- maintain and operate Government House, its associated buildings and the Estate at a high level of repair and presentation.

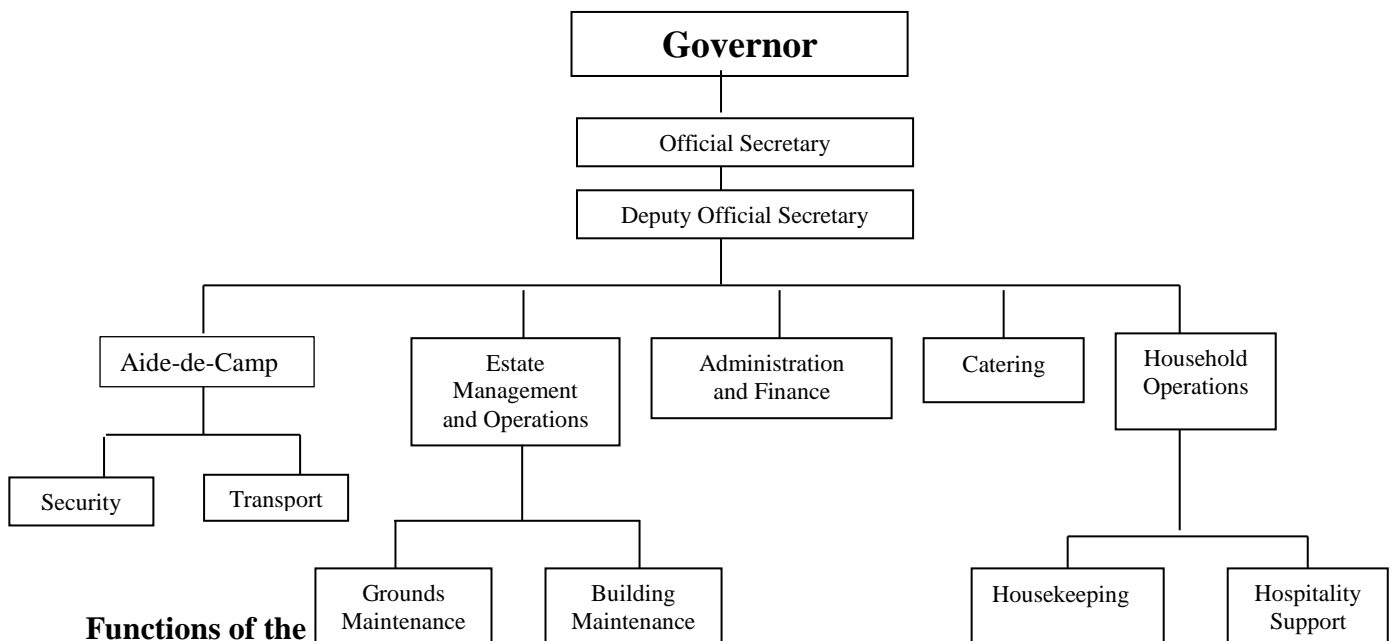
THE OFFICE OF THE GOVERNOR

Overview

For the purposes of annual reporting, the Office of the Governor is classified as an independent public sector entity. The Official Secretary, as the Head of Agency, is appointed by the Governor-in-Council under the *Governor of Tasmania Act 1982*, 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



The role of the Governor is defined by the Letters Patent constituting the office, by legislation and by constitutional conventions. 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.

The Governor, on behalf of all Tasmanians, promotes Tasmania, recognises achievement, encourages worthwhile endeavour and reinforces the State's cultural identity and the values. A key feature of the Governor's close links to Tasmanian society is his current patronage of 108 organisations and other entities. Mrs Underwood is Patron of 22 organisations.

The Office of the Governor supports His Excellency and Mrs Underwood in carrying out all of their Vice-Regal 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 performances.

The Official Secretary convenes staff meetings and liaises 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 to support the Governor in carrying out his constitutional role in the operation of the Parliament and the Executive Government and his official role in the affairs of the Tasmanian community, and to preserve the Government House Estate.

The Output Group consists of the single Output entitled 'Support of the Governor', which has as its first 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 wide range of interstate and international guests and other visitors to the State.

The services provided under this Output Group are delivered by the Governor, his spouse, 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 \$3.310 million for recurrent services.

Consolidated Fund	2011–2012 Estimate \$'000	2011–2012 Actual \$'000	Variation \$'000
Recurrent Services (Appropriation)	3310	3339	29

Performance Indicators for Output 1.1

Output 1.1 Support of the Governor	<p><i>Quality:</i> Satisfaction of the Governor and the organisations and individuals with whom the Office deals;</p> <p>the meeting of heritage standards in the conservation and capital improvement of the Government House Estate.</p> <p><i>Quantity:</i> Management of the Governor's participation in over 400 official events at Government House and throughout Tasmania;</p> <p>maintenance of 15 hectares of grounds including 4.5 hectares of ornamental gardens; substantial vegetable and picking gardens and orchard and</p> <p>Estate management, conservation and maintenance of Government House, seven cottages and ten service outbuildings.</p>
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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;
- arrangements for the Governor and Mrs Underwood'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, the media, community groups and individuals; security and transport; assistance 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 maintain the grounds and buildings and other assets of the Government House Estate to a high standard.

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.

Details of key activities undertaken in 2011–2012

Key Results	Number	
	2010-2011	2011-2012
Executive Council meetings presided over	25	23
Acts receiving Royal Assent	62	72
Receptions held at Government House	50	49
Ambassadors and High Commissioners hosted at Government House	10	13
Official dinners and luncheons	18	19
School visits to Government House	8	6
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	7	18
Investitures and presentation ceremonies held	13	11
Official callers received by the Governor	127	93
External events attended by the Governor & Mrs Underwood either jointly or individually	178	171
Speeches delivered by the Governor	117	103
Speeches delivered by Mrs Underwood	19	19
Visitors on Open Day	2,500	5,500
Total number of guests invited to Government House for receptions, dinners, or other visits including Open Day.	Approx 15,436	Approx 16,937

THE YEAR IN REVIEW

The Governor and Mrs Underwood maintained busy programs of events, both at Government House and around the State during 2011–2012, notwithstanding His Excellency’s being indisposed due to ill health between 28th July and 22nd August 2011.

Constitutional

The Governor's primary role is to safeguard the Tasmanian Constitution and Tasmania’s democratic parliamentary system of government.

The *Constitution Act*, s10 provides that, “The Governor and the Legislative Council and House of Assembly shall together constitute the Parliament of Tasmania.” It is the duty of the Governor to sign all the Bills that have been passed by the two Houses of Parliament in order to make them part of the law of Tasmania. During 2011–2012 His Excellency gave Royal Assent to 72 Bills presented by the Legislative Council of Tasmania.

In addition, the Governor exercises executive power, but (except in very unusual cases) only on the advice of Ministers who are responsible to the Parliament. That advice is generally conveyed through the Executive Council. The Governor presides at regular meetings of the Council, giving the constitutionally required approval to give legal effect to many Government decisions. During 2011–2012 His Excellency presided over 23 meetings of the Executive Council.

At Government House His Excellency held regular meetings with the Premier to discuss matters of State business.

Administration in the absence of the Governor

There were four occasions when the Lieutenant-Governor, the Honourable Chief Justice Ewan Crawford, administered the State of Tasmania in the absence of the Governor.

Administration of the Commonwealth

On 11th November 2011 His Excellency was sworn in as an Administrator of the Commonwealth of Australia, having become the third most senior State Governor in the Commonwealth of Australia.



His Excellency, Justice Kenneth Hayne, and Mr Chris Angus

Ceremonial

At Government House His Excellency hosts and officiates at many ceremonial occasions. This year the Governor conducted a total of 11 investitures and presentations:

- Order of Australia Investiture;
- Royal Humane Society Investiture;
- The Queen's Scout and Guide Awards;
- The Most Venerable Order of St John of Jerusalem presentations and awards;
- The Winston Churchill Fellowships;
- The Rhodes Scholarships;
- The Duke of Edinburgh's Gold Awards;
- The Tasmanian Qualifications Authority Awards;
- The Florence Nightingale Grants and Awards;
- The Governor's Environment Scholarships.



*His Excellency and Mrs Underwood with recipients
of the Florence Nightingale Grants and Awards*

Visitors to Government House

Events and functions hosted by the Governor and Mrs Underwood, brought nearly 17,000 visitors to Government House in 2011-2012.

Diamond Jubilee Open Day

Open Day was held on Sunday 5th February 2012 with the express purpose of celebrating the Diamond Jubilee of the Accession to the Throne of Her Majesty Queen Elizabeth II. Warm summer weather helped attract a crowd of some 5,500 visitors – most individually greeted by His Excellency and Mrs Underwood – who between 11 am and 4 pm enjoyed Royalty-themed exhibitions in each of the State Rooms with an emphasis on the 8 official visits paid to Tasmania by Her Majesty and Prince Philip between 1954 and 2000. In addition the first ever feature-length colour documentary made in Australia, *The Queen in Australia* (1954) screened continuously.

In the grounds of Government House visitors were able to enjoy food and refreshments sold by the Rotary Club of Howrah and the CWA, while enjoying the sounds of the Australian Army Band Tasmania, the TSO Chorus, Tasmania Police Pipe Band and the Hobart City Wind Band. Red Cross, St John Ambulance and Surf Life Saving Tasmania were on hand throughout the day.



Visitors queuing on Open Day



TSO Chorus performing



His Excellency and ladies from the Red Cross Marquee

School and Community Groups

During the year 24 school and community groups visited Government House to view the House and grounds and to learn more about the roles of the Governor and Mrs Underwood. A number of special interest groups visited to view the furnishings, art works and gardens, including the Woodcraft Guild, the Hobart Art Society, staff of John Holland, the U3A Cygnet Garden Group and the Australian Garden History Society.



His Excellency and Mrs Underwood with Mt Carmel School Students

Official Callers

His Excellency received 93 official callers including heads of the Defence Forces, heads of Government Agencies and Enterprises, visiting overseas dignitaries, commanders of visiting Naval vessels, representatives of community organisations including those with Vice-Regal patronage and representatives from the fields of commerce, education, journalism and science and industry.

Receptions

During the year His Excellency and Mrs Underwood hosted 49 receptions totalling over 8,100 guests.

Conferences, Congresses, Symposia:

Antarctic Treaty Consultative Meeting; Australian Anglican Schools Network; Australian Association for Professional and Applied Ethics; Australian Guardianship and Administrative Council; Australian National Square Dance; AUSVEG; Continuing Legal Education Association; Council of Chief Justices and Leadership Program; Distance Education Schools; East Asian Security; Ecological Society of Australia; Engineering Heritage Australia; Institute of Public Administration; Institute of Public Accountants; International Abalone Society; International Education Association; International Hydrographic Organisation; International Education Association; Local Government Women's Association; Order of St Lazarus; Royal Society Mawson Symposium; Samuel Griffith Society; Spiritual Care Australia; Super Science Fellows.

Others:

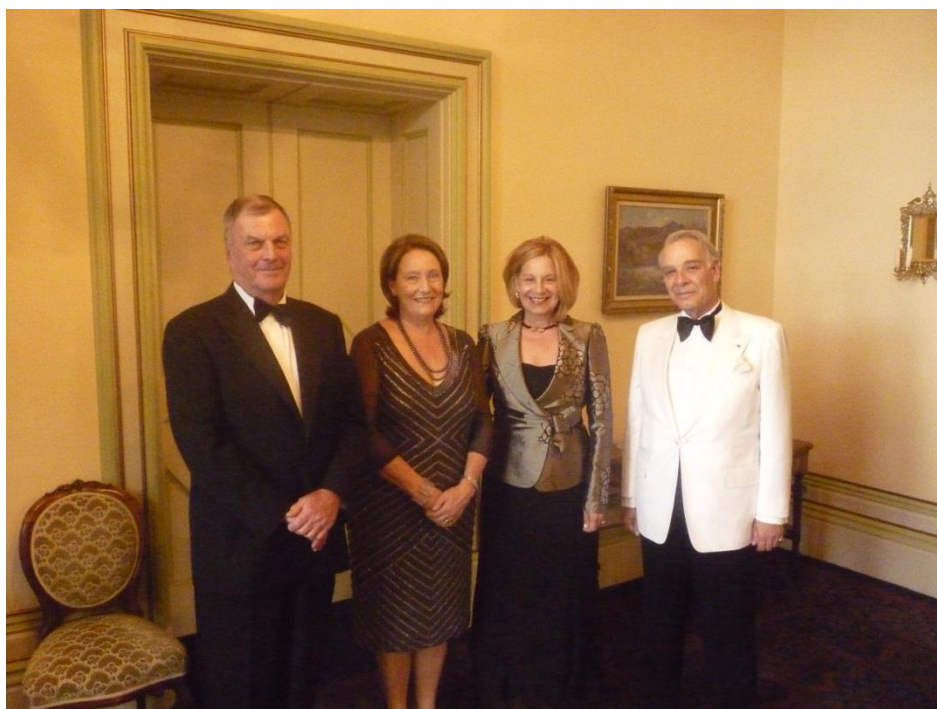
Amundsen Awards and Polar Heritage Committee; Australian and Indian Researchers; Defence Reserves Support Council; Hobart Cup and Regatta Combined; Festival of Voices; International Volunteer Day; Mawson Descendants and Relatives; Nadarzyn Wind Orchestra Poland; Print Radio Tasmania; RAN Battle Class Association; Red Cross; Royal Agricultural Society of Tasmania Wine Show Judges; Royal Hobart Show; Sebastian Lang Lessing Farewell; Senior Naval Personnel; Special Olympics; Tasmanian Classical Ballet; Tasmanian Historical Research Association; Tasmanian Land Conservancy; Tasmanian Tourism Awards; Tasmanian Youth Parliament; Theatre Royal; TSO Chorus; World Diabetes Day; World MS Day.

There were also two Diamond Jubilee Supper Evenings enjoyed by over 600 guests.

Diplomatic and Ambassadorial Calls and Visits

An important part of the Governor's role is in promoting Tasmania, with Government House providing a venue for cultural and business opportunities for the State.

In 2011–2012 His Excellency received calls and provided accommodation and hospitality for Ambassadors and High Commissioners from: China, Czech Republic, Arab Republic of Egypt, Germany, Greece, Italy, Mexico, Netherlands, Norway, Serbia, Uruguay, Vietnam, Canada, New Zealand and the United Kingdom. These official visits provided over 200 Tasmanian guests with the opportunity to meet the diplomats and their partners at luncheons and dinners hosted by His Excellency and Mrs Underwood at Government House.



His Excellency and Mrs Underwood, Mr Alexios Christopoulos Ambassador of Greece and Mrs Matenia Christopoulos

In October 2011 His Excellency and Mrs Underwood again hosted the annual buffet supper and concert featuring the Tasmanian Symphony Orchestra for some 200 international delegates to the Scientific Meeting of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR).

Other Government House events

A farewell dinner was held in honour of Professor Simon Foote of the Menzies Research Institute and a celebratory luncheon honoured Tasmanian-born and educated Professor Elizabeth Blackburn, winner of the 2009 Nobel Prize awarded in Physiology or Medicine.

December 2011 marked the centenary of the famed Douglas Mawson-led Australasian Antarctic Expedition and His Excellency and Mrs Underwood ensured that the Office of the Governor played a significant role in marking the anniversary, given the longstanding association of Government House with Antarctic affairs. The Governor hosted a Mawson Marquee Reception at the Regatta Grounds, where guests enjoyed the music of The Boatmen while watching a spectacular sail-past of over 100 vessels, His Excellency giving the salute aboard *MV Egeria*. A Government House reception was also held for the descendants and relatives of the Mawson expeditionary party gathered in Hobart from all parts of Australia and overseas.



His Excellency and Mrs Underwood with descendants and relatives of the Mawson-led Australasian Antarctic Expedition

The Governor and Mrs Underwood host regular morning and afternoon teas for a wide range of community groups and these usually include tours of the State Rooms and an opportunity for guests to stroll in the formal gardens after the tour.

The many functions at Government House provide a showcase for promoting Tasmanian food and beverages. All food served is produced in the Government House kitchen and is of a consistently high standard. Wherever possible Tasmanian produce is used, much of it grown on the Estate, and Tasmanian wines and beers are served.

The Executive Chef and her staff also facilitate work experience individuals and groups from Tasmanian colleges and the VET system.



Ainstie Wagner, Executive Chef, selecting vegetables from the estate garden



Steve Percival, Gardens Supervisor with produce grown in the garden

External Events

These are many and varied and in the year under review the Governor and Mrs Underwood attended over 170 events around Tasmania.

The Governor delivered speeches to open local, national and international conferences and meetings and he also gave numerous Diamond Jubilee addresses. His Excellency writes his own speeches and in the year 2011–2012 he wrote and delivered 103 addresses.



Yacht Race Presentations

The Governor and Mrs Underwood opened numerous art exhibitions and launched books by Tasmanian authors.

The Governor attended a number of funerals of eminent Tasmanians.

Naval vessels of the Royal Australian Navy and visiting naval vessels from other countries regularly dock in Hobart and the Governor frequently attends official receptions aboard these vessels.

As part of the Mawson centenary celebrations The Governor opened a Royal Society of Tasmania Mawson Symposium and he and Mrs Underwood attended a Mawson Centenary Dinner in Hobart.

Many community events are recurring and attended by the Governor, some of which are: the Hobart Show and the Launceston Show; the Hobart Cup and the Launceston Cup; the Combined Clubs Opening Day; Town and Gown parades in Hobart and Launceston; The Sydney-Hobart yacht race; National Meals on Wheels Day; the Local Government Association of Tasmania Conference.



The Royal Hobart Show 2011



ABC Giving Tree Launch 2011

The Governor also traditionally officiates at commemorative services including: Anzac Day; Armistice Day; Australian Peacekeepers' Day; the Battle of Britain; the Battle of the Coral Sea; the Battle of Crete; the Mariners Service; the dedication Service for the Annual Field of Remembrance; Remembrance Day; Tasmania Police Remembrance Day; Vietnam Veterans' Day.

The Governor and Mrs Underwood are keen supporters of the arts in Tasmania and in particular their support for the Tasmanian music industry is evident in the many public performances they attend in their official capacity. In this year these have included: the City of Hobart Eisteddfod; Derwent Valley Concert Band; Festival of Voices; Fire Song; Hobart Chamber Orchestra; Hobart Orpheus Choir; Seraphim Trio; Musica Viva; Tasmanian Symphony Orchestra; Tasmanian Youth Orchestra; Virtuosi Tasmania; 22 SQ.



TSO Orchestra members performing at the CCAMLR Concert



Royal Over-Seas League Competition Winners

Mrs Underwood's Program

The Governor's wife, Mrs Frances Underwood, accompanies the Governor to the majority of external events and they jointly host events at Government House.

Mrs Underwood also conducts a busy program of her own and, with a background in education and music is especially in demand in these areas. During 2011–2012 Mrs Underwood, who also writes her own speeches, addressed numerous groups including U3A Hobart, Vaucluse Gardens residents, New Town-Lenah Valley Probus Club, the Tasmanian Music Teachers' Association Conference, St Mary's College Senior Prize Giving, the War Widows' Guild, the Inspiring Women Conference and the Scottsdale Hospital Auxiliary.



Mrs Underwood addressing Vaocluse Gardens residents

Among her other roles Mrs Underwood hosts the annual Hamilton Literary Society Lecture featuring a prominent Tasmanian author; she chairs the Tasmanian Antarctic Gateway working group; she teaches at Adult Education; she is a member of the Calvary Community Council; and she is a member of the TSO Chorus.

Mrs Underwood continues to oversee a significant program of musical performances at Government House through musical evenings, workshops and at receptions, enabling Tasmanian musicians to perform for local, national and international audiences. In the past year these have included: the Tasmanian Youth Chorale; Haircutters' Quartet; 22 SQ; Royal Over-Seas League Music Competition Winners; Jabra Latham; Andrew Bainbridge; Elané Ensemble; TSO Chorus; Gondwana Voices Workshop.

Mrs Underwood herself frequently plays the piano for guests at functions in the Government House Drawing Room and Ball Room.



A rhododendron variety named in honour of Mrs Underwood, presented to her by Maurice Kupesch, Emu Valley Rhododendron Gardens



Tasmanian Classical Ballet Company Dancers

The Government House Website

<http://www.govhouse.tas.gov.au/>

The website is updated daily and receives around 2,000 visitors each month. Comment regarding the site content has been consistently positive. The website provides information on all aspects of the operation of the Office ranging from the function of the Governor, biographical information, a pictorial diary of the official duties of His Excellency and Mrs Underwood, and access to the text of speeches delivered by them, through to advice regarding protocol, the history of the House and a guide to the House and Gardens. The website has proved to be a valuable tool for increasing awareness of the role and activities of the Office.

The Government House Estate

The Estate is a major national treasure, 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.

The *Government House Land Act 1964* designates the Government House Estate as the place of residence of the Governor and his wife, which is its prime role. However, the Governor and his wife 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 Mrs Underwood 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 staff.

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.

As well as the Governor and Mrs Underwood, 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 Estate comprises 15 hectares of grounds including 4.5 hectares of ornamental gardens; substantial vegetable and picking gardens and an orchard. Produce from the gardens provide a significant proportion of the fruit and vegetables used in the kitchen and in the floral arrangements used throughout the House.

In 2011–2012 significant work began on restoring the external stone fabric of Government House, following the recommendations set out in a report, "Tasmanian Government House Stone Condition Report October 2011" prepared by Brad Rizzolo.

Staff

In June 2012 the Official Secretary Mrs Anne Parker resigned unexpectedly. The Deputy Official Secretary became Acting Official Secretary. Mrs Parker was initially employed in 2000 as the Senior Advisor to the Governor and in 2008 she was appointed Official Secretary.

HUMAN RESOURCE MANAGEMENT

Indicators of Organisational Health

Sick Leave & Overtime	2009-2010	2010-2011	2011-2012
Average sick leave taken per FTE (days)	7.76	5.13	4.97
Total sick leave taken (days)	189.73	117.4	108.6
Total overtime payments for the year (\$)	12,970	7,866	2,630
Total overtime payments per FTE (\$)	530	344	344

Staff Turnover	2009-2010	2010-2011	2011-2012
Separations	2	3	3
Commencements	3	2	2
FTE at 30 June*	24.46	22.86	21.83

*This does not include casual or externally contracted staff

Staff Leave Balances	2009-2010	2010-2011	2011-2012
Current entitlements – all employees (days)	1,616	1,655	1,314
Average number of LSL days per FTE*	55	59	51
Average number of annual recreation leave days per FTE	12	13	9

* Including pro rata of less than 10 years

Workers' Compensation	2009-2010	2010-2011	2011-2012
Cases at 1 July	0	0	1
New cases for F/Y	0	4	3
Completed cases at 30 June	0	3	3
Total cases at 30 June	0	1	1
Working days lost F/Y	0	3	4

Staff Enterprise Agreement and Staff Award

The conditions of service of all staff employed by the Official Secretary are determined by the Governor of Tasmania Staff Enterprise Agreement, which was renewed in March 2012 for a further three-year period, and the amended Governor of Tasmania Staff Award which took effect in February 2012 following consultations with the Public Sector Management Office of the Department of Premier and Cabinet and the Australian Workers' Union.

The Staff Enterprise Agreement is designed to recognise the variety of employee positions and their specific tasks tailored to the unique working environment of the Office of the Governor. Emphasis is placed on flexible working arrangements to maintain an efficient and productive organisation, while striving to ensure appropriate job satisfaction for all staff.

The amended Staff Award contains new salaries and classification and career structures designed to further improve workplace efficiency and harmony by aligning Office of the Governor employee conditions more closely with those of the Tasmanian State Service. This re-alignment will be an ongoing process over at least the next financial year.

Training and Development

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

Staff Development and Training	2009-2010	2010-2011	2011-2012
Number of individual staff who received formal training	15	10	9
Number of person days training	8	5	9
Expenditure on training	\$2,126	\$2,265	\$1,360

Training Services

Government House makes itself available to assist students with practical training in horticulture, culinary arts, catering and kitchen management. During the year, work experience placements were provided in the gardens (Polytechnic and RTGB students) and in our kitchen (Rosny College, Elizabeth College, Drysdale College, Hutchins School and a VET hospitality student).

Honorary Aides-de-Camp

Government House has continued to benefit from the outstanding service provided by His Excellency's Honorary Aides-de-Camp from the Air Force, Army, Navy and Tasmania Police. They provide, at no charge to the Office of Governor, assistance at all major functions at Government House and attend the Governor and Mrs Underwood at numerous outside events.



L-R: Lieutenant Shona Prior RANR, Lieutenant-Colonel David Hughes, Squadron Leader Steve de Haan, Lieutenant Richard Catt RANR, Major Malcolm McWilliams, Inspector Glen Woolley APM

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 practices of the Office of the Governor are in accordance with the *Workers Rehabilitation and Compensation Act 1988*. The Office of Governor Workers Compensation Injury Management Program was given approval pursuant to S143(7) of the *Workers Compensation and Rehabilitation Act* in August 2010.

ASSET MANAGEMENT AND RISK POLICIES

Asset Management

The financial statements for 2011–2012 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 \$10,000 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 made as at 1st July 2011.

A full valuation of *objets d’art* and other heritage assets was completed in March and June 2010 respectively. A full valuation of heritage furniture was completed in June 2011.

Major Maintenance Programs

Significant programs undertaken in 2011–2012: repairs to external stonework; interior painting on all three levels.

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.

Estate Maintenance

In keeping with its outstanding historical and cultural significance, the buildings and grounds which comprise the Estate are maintained to a high standard. During 2011–2012 a total of \$172,000 was expended on maintenance and restoration works on the Estate. These included major restoration and repair of stonework and external woodwork; painting on all three levels; and maintenance and upgrading where required, including to security systems, plumbing, roofing, ceilings, and timber framing. Equipment purchases included ovens, washing machines, a coffee machine and a shredder, while significant improvements were made to the Government House audio systems constantly in use at functions when His Excellency addresses guests and when musicians perform. Effective and efficient grounds maintenance was ensured with regular plantings and repairs to and upgrades of outdoor equipment.

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.

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 2011–2012.

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

Reference	Description	Location
FMAAs.27(1)(a)	A report on the performance of the functions and powers of the Head of Agency	Pages 5-6
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 5-8
TI 701(1)(b)	Economic or other factors that have affected the achievement of operational objectives	Financial Statement
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> .	Financial Statement
TI 701(1)(d)(i) & (ii)	Details of major capital projects.	Page 22
TI 701(1)(g)	Statement of asset management policies and an outline of asset management strategies and initiatives.	Page 22
TI 701(1)(f)	Statement of risk management policies and an outline of significant risk management activities and initiatives.	Page 22
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 23
TI 701(1)(i) & (ii)	Details of all major contracts awarded, including the value of work and the name and locality of contractors.	Page 23
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 23
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 25
TI 701(1)(m)	Auditor-General's report on Financial Statements	Appended