

*Office of the Governor
Tasmania*



*Annual Report
1 July 2012—30 June 2013*

*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

25th October 2013

The Honourable Lara Giddings MP
Premier of Tasmania
Level 11, Executive Building
15 Murray Street
HOBART TAS 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 2012 to 30th June 2013 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 'D 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.

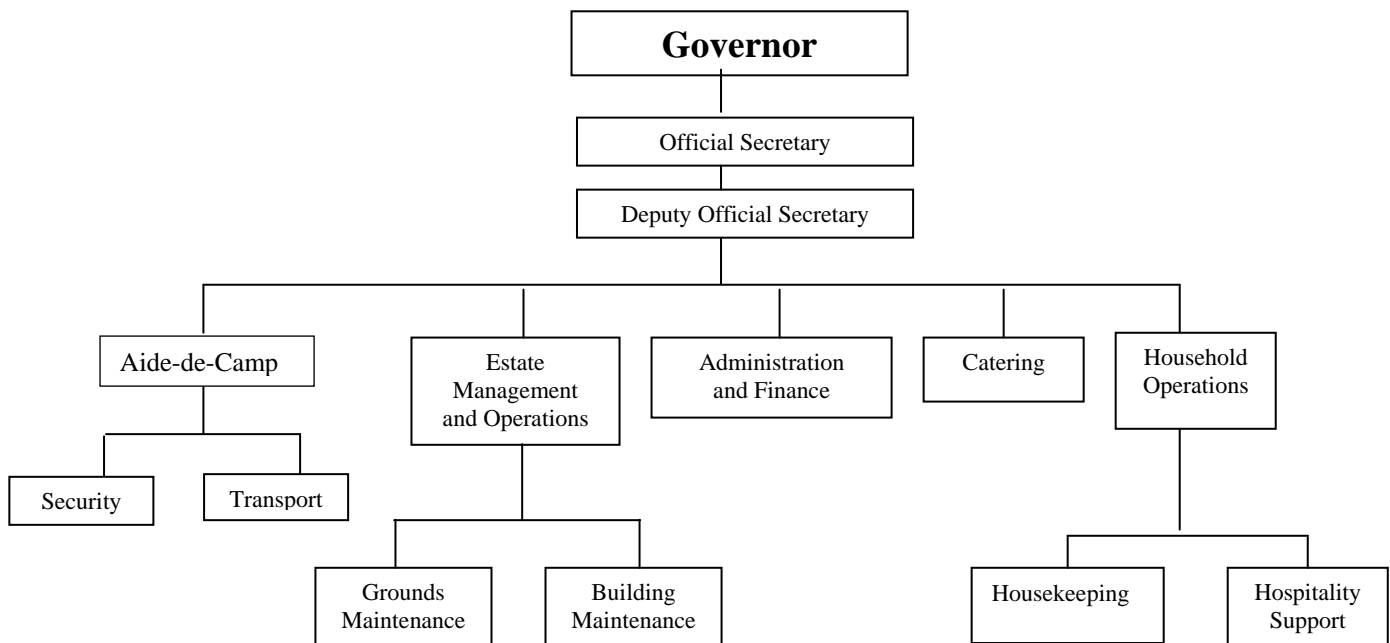
THE OFFICE OF THE GOVERNOR

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





*His Excellency the Honourable Peter Underwood AC
Governor of Tasmania and Mrs Frances Underwood*

Functions of the Office

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 109 organisations and other entities. Mrs Underwood is Patron of 25 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	2012–2013 Estimate \$'000	2012–2013 Actual \$'000	Variation \$'000
Recurrent Services (Appropriation)	3353	3290	(63)

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 477 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;</p> <p>Estate management, conservation and maintenance of Government House and 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 2012–2013

Key Results	Number	
	2011-2012	2012-2013
Executive Council meetings presided over	23	21
Acts receiving Royal Assent	72	59
Receptions held at Government House	49	57
Ambassadors and High Commissioners hosted at Government House	13	11
Official dinners and luncheons	19	12
School visits to Government House	6	13
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	18	19
Investitures and presentation ceremonies held	11	14
Official callers received by the Governor	93	90
External events attended by the Governor and Mrs Underwood either jointly or individually	171	181

Speeches delivered by the Governor	103	121
Speeches delivered by Mrs Underwood	19	26
Visitors on Open Day	5,500	0*
Total number of guests invited to Government House for receptions, dinners and lunches, dignitary visits, morning and afternoon teas, school visits, community group visits, investitures and presentations, official callers, and Open Day.	Approx 16,937	Approx 14,399

*Open Day is held in alternate years



The Governor and members of the Legislative Council of the Parliament of Tasmania, May 2013

THE YEAR IN REVIEW

The Governor and Mrs Underwood maintained busy programs of events, both at Government House and around the State during 2012–2013.

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 2012–2013 His Excellency gave Royal Assent to 59 Bills presented to him by the President of 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 2013–2012 His Excellency presided over 21 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 two occasions when the State of Tasmania was administered in the absence of the Governor. Between 22 August and 19 September 2012 the State was administered consecutively by Lieutenant Governor Crawford, Administrator Justice Blow, and Administrator Justice Evans. Between 9 and 21 January 2013 the State was administered by Lieutenant Governor Crawford.

Chief Justice Crawford retired from the Supreme Court of Tasmania on 8 April 2013, on which date he also surrendered his Commission as Lieutenant Governor. At Government House on that date Justice Blow was sworn in as the Chief Justice of Tasmania and then sworn in as the Lieutenant Governor of Tasmania.

At Government House on 11 June 2013, that being the date of retirement of Justice Evans from the Supreme Court of Tasmania, Justice Tennent was sworn in as an Administrator of the State of Tasmania and Justice Porter was sworn in as an Administrator of the State of Tasmania.



His Excellency and Mr Scott Kerr, Clerk of the Executive Council, lead the congratulations for The Honourable Chief Justice Alan Blow, having been sworn in as the Lieutenant Governor of Tasmania, 8 April 2013

Ceremonial

At Government House His Excellency officiates at a variety of ceremonial events. In the year under review the Governor conducted a total of 14 investitures and presentations, including:

- Order of Australia Investiture;
- Queen's Birthday Honours Investiture;
- Defence Reserves Support Council presentations;
- Queen's Scout and Guide Awards;
- Swearing in ceremony for Supreme Court Judge Mr Robert Pearce;
- Winston Churchill Fellowships;
- Rhodes Scholar announcement;
- Duke of Edinburgh's Gold Awards;
- Tasmanian Qualifications Authority Awards;
- Florence Nightingale Grants and Awards;
- Governor's Environment Scholarships.

Visitors to Government House

Events and functions hosted by the Governor and Mrs Underwood brought some 14,400 visitors to Government House in 2012-2013. (This number fluctuates in alternate years, Open Day being held every second year in order to encourage maximum attendance.)



Cystic Fibrosis Tasmania Garden Tea, 7 December 2012

Significant events

In August 2012 the Premier of Tasmania submitted to Her Majesty Queen Elizabeth for her approval a recommendation that His Excellency's term of office as Governor of Tasmania be renewed for a further term. Approval granted, Governor Underwood's second term took effect on 2 April 2013 and will end on 1 April 2016.

On 8 November 2012 Their Royal Highnesses The Prince of Wales and the Duchess of Cornwall visited Tasmania as part of their Australian tour. His Excellency and Mrs Underwood welcomed the Royal couple at Hobart International Airport and made available the Royal Suite at Government House for their use during their busy round of engagements in southern Tasmania. His Excellency and Mrs Underwood subsequently farewelled the Royal visitors at the airport, having accompanied them during their principal engagement with the Tasmanian public in Princes Wharf 1, Hobart.

On 4 February 2013 Her Excellency the Honourable Quentin Bryce, Governor-General of Australia, Mr Stephen Brady, Official Secretary to the Governor-General and entourage arrived at Government House to stay overnight. His Excellency and Mrs Underwood hosted the Governor-General to

facilitate her visit on 5 December to Casey Station, Antarctica to mark the centenary of Sir Douglas Mawson's Australasian Antarctic Expedition.

On 30 April and 1 May 2013 His Excellency and Mrs Underwood hosted the 2-day annual Joint Meeting of Universities Australia and the University Chancellors' Council. This was the first such occasion in recent times that Government House has been the venue for a major national meeting, the delegates being 75 Chancellors and Vice-Chancellors representing every Australian university.

On 18 April 2013 His Excellency and Mrs Underwood hosted a Royal Opera House Masterclass in the Ball Room. The Masterclass was conducted by David Gowland, the ROH Jette Parker Artistic Director of the Young Artists' Programme and featured a select number of Australia's most prominent young opera singers. The event was notable too for being the first time members of the public were able to book online to attend (at no charge) a Government House event.

On 11 April 2013 His Excellency and Mrs Underwood hosted a reception to mark the inaugural international festival of Hobart Baroque. Foremost contemporary pianist Michael Kieran Harvey performed for the guests.

On 5 April 2013 ABC TV's 7.30 *Tasmania* program aired "A Governor's Life", an extended 14-minute feature by presenter Airlie Ward on the constitutional role of the Governor of Tasmania and the many and varied community events with which His Excellency and Mrs Underwood are associated each year. Extensive footage of Government House and its gardens provided a unique opportunity for television viewers to appreciate one of Australia's most significant heritage assets.



An unusual Drawing Room event - the Governor and Mrs Underwood interviewed by presenter Airlie Ward for 7.30 Tasmania

School and Community Groups

During the year 32 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. Over 300 school students attended during the year and nearly 1000 community group members.



Dunalley Primary School Grade 1 / 2 students enjoyed a visit to Government House, 12 March 2013

Official Callers

The Governor received 90 official callers including heads of the Defence Forces, heads of Government Agencies, 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.



Official visiting Navy callers upon the Governor usually reciprocate with invitations to on-board functions. The Governor aboard HMAS Warramunga, 26 October 2012

Receptions

His Excellency and Mrs Underwood hosted 57 receptions totalling over 10,000 guests.

State, national and international conferences, congresses, conventions, meetings and symposia: Alzheimer's Australia; Council of Ambulance Authorities; Australasian Biospecimens Network; Australasian College for Emergency Medicine; Australasian College of Phlebology; Australasian Professional Legal Education Council; Australian Council for Adult Literacy; Australian Entomological Society; Australian Society of Anaesthetists; Australian & New Zealand Burn Association; Australia & New Zealand Glaucoma Interest Group; Australian & New Zealand Third Sector Research Association; Corrective Services Administrators' Council; General Surgeons Australia; Emergency Nurses; Forensic Sciences; Paramedics Australasia; Strategic Science in Antarctica; Tasmanian Advocacy; Tasmanian Council of Social Service; Technologies and Simulation in Health; YMCA.

Others: 12th/40th Battalion RTR 25th Anniversary; Australian 49ers; Australian Olympic Medallists; Australian Real Tennis Open Championships; Australian Wooden Boat Festival & Hobart Cup; Beacon Foundation; Country Women's Association of Australia; Defence Reserves Support Council; GASP! Project; Hobart Baroque; Hobart Chamber Orchestra; Hobart City Mission; Ogilvie High School Old Boys; Old Hobartian Association; Opus House project; Order of the Eastern Star; Queen's Birthday; Red Cross; Royal Automobile Club of Tasmania; Royal Flying Doctor Service; Royal Hobart Show; Wine Show Judges; Royal Life Saving Society; St George's Anglican Church; Salamanca Rotary Club; Sustainable Living Tasmania; Ten Days on the Island.



Reception for the 10th International Conference for Emergency Nurses, 11 October 2012

Diplomatic and Ambassadorial Calls and Visits

An important part of the Governor's role is to promote Tasmania to visiting foreign dignitaries. Ambassadors and High Commissioners, usually accompanied by their partners, are invited to stay at Government House while paying their official two or three-day visits to Tasmania. In this way the Office of the Governor plays a key role in enhancing the formal itinerary planned by the State Protocol Office of the Department of Premier and Cabinet.

In 2012–2013 His Excellency received calls from and provided accommodation and hospitality for Ambassadors and High Commissioners representing: Denmark; France; Hungary; India; Japan; Korea; Indonesia; New Zealand; the People's Republic of China; Singapore; Spain; Timor Leste; Turkey; United Kingdom; United States; Uruguay. The Governor also received a delegation of senior politicians representing ASEAN, the Association of South East Asian Nations.



The Governor and Mrs Underwood with the Ambassador of Japan, His Excellency Mr Yoshitaka Akimoto and Mrs Kumiko Akimoto, 15 May 2013

These official visits provided some 400 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. While these are social occasions, they afford Tasmanian representatives of business, academic, cultural, sporting and other industries intimate access to the representatives of the countries in which they may have significant interests, or are in the process of cultivating such interests.

In October 2012 His Excellency and Mrs Underwood again hosted the annual evening concert and reception for some 200 international delegates to the Scientific Meeting of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR). The concert featured nationally acclaimed singer Maria Lurighi with pianist Andrew Legg, and the Diemen Quartet (Brendan Conroy, Josephine St Leon, Jeremy Williams, Yuen Yum Williams).

Government House productivity and training services

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, beers and spirits are served.



Fine fare from the Government House kitchen

The Executive Chef and her staff also facilitate work experience individuals and groups from Tasmanian colleges and the VET and TAFE systems. The Garden Supervisor and his staff regularly facilitate education workshops and tours for students in the sector, often in conjunction with staff of the adjacent Royal Tasmanian Botanical Gardens.

External Events

These are many and varied and in the year under review the Governor and Mrs Underwood attended 181 events around Tasmania.

The Governor delivered speeches to open local, national and international conferences and meetings and he gave speeches to a variety of community organisations. His Excellency writes all of his speeches and in the year 2012–2013 he wrote and delivered 121 addresses. He also regularly writes Messages for Annual Reports of organisations of which he is Patron.



On 9 July 2012 the Governor officially opened the new Hobart premises of the Heart Foundation Tasmania Division. Mrs Underwood and Foundation Chair Mr Derris Gillam look on

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.

The Governor regularly conducts workshops for University of Tasmania Faculty of Law students, at the University.



The Vice-Regal vehicle escorted during celebrations to mark the centenary of the Palais Theatre, Franklin, 3 November 2012

Many community events are recurring and attended by the Governor, some of which are: the Royal Hobart Show and the Royal 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; Scouts and Guides Tasmania AGM; Legacy Luncheons; Australian Institute of Company Directors annual Gold Medal Luncheon.

There is also considerable diversity each year in the events attended by the Governor and Mrs Underwood which collectively underscore the significance of their roles in associating closely with the Tasmanian community. Some of them were: unveiling a newly restored Royal Carriage for the Don River Railway; turning the first sod for the Fairway Rise Village aged care facility; launching the 2013 Vinnies Winter appeal; unveiling an Engineering Heritage National Marker; attending a Choir of High Hopes performance; opening the Jordan River School Farm's 'Big Woolly Day Out'; opening the new Optical Observatory at Bisdee Tier; opening the AWM exhibition 'Nurses: from Zululand to Afghanistan'; opening the Underwater Hockey Association Nationals; launching two new Loui's vans; opening the Canine Exhibition; unveiling International wall of Friendship commemorative stones; presenting World Diabetes day medals; attending the 2012 Antarctic Season Opening launch; opening the 42nd Parallel Interpretation site.



On 30 September 2012 the Governor unveiled this tablet commemorating the 150th anniversary of the founding of the town of Dover

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; National Police Remembrance Day; Vietnam Veterans' Day.



Anzac Day Commemorative Service, Hobart Cenotaph, 25 April 2013. His Excellency traditionally lays the first of many wreaths marking the anniversary of the initial major military action fought by Australian and New Zealand forces in the First World war

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 the year under review these included: Musica Viva; Tasmanian Symphony Orchestra; ‘The Magic of Mozart’; Royal Opera House; David Hansen; Dame Kiri Te Kanawa; Hobart Chamber Orchestra; Eisteddfod Highlights Concert; Rostrum’s Voice of Youth National Finals; ABC Classic FM Concert; Festival of Voices.

Mrs Underwood’s Program

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

Mrs Underwood also conducts a busy program of her own, both at Government House and externally, and with a background in education and music she is especially in demand in these areas. During 2012–2013 Mrs Underwood, who also writes her own speeches, addressed numerous groups including: Hobart City Mission/Hobart Mum’s Network; Choir of High Hopes; National Conference for the Council of Adult Literacy; Country Women’s association in Tasmania; Emmanuel Christian School Heart of Art Exhibition; Girl Guides Jamboree; Heart Foundation; Inner Wheel Australia Conference; Opus House launch; Optomeyes Art Exhibition; Shoreline Combined Probuss Club; RSL

Women's Auxiliary; Tasmanian Music Teachers' Association Concert; *The Ambitions of Jane Franklin* book launch.

She also regularly writes Messages for Annual Reports of organisations of which she is Patron.



Mrs Underwood cuts the CWA Birthday Cake celebrating the 70th Birthday of the Hobart Shop Committee

On 6 March 2013 Mrs Underwood visited the Dunalley Primary School, following the bushfires that destroyed much of the town, where she engaged with the Grade 1 and 2 students in preparation for a subsequent visit by them to Government House.

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; as Patron of Red Cross in Tasmania she attends the annual AGM and hosts a reception for members; she is a member of the Calvary Community Council; she is a member of the TSO Chorus.



Mrs Underwood is the President of the Hamilton Literary Society. This photograph was taken on 1 November 2012, on the stairs where members of the Society were photographed with Lady Teresa Hamilton in 1889, the year the Society was founded

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: Tasmanian Youth Orchestra; Elanee Ensemble; Collegiate Singers; Piano quartet Amanda Lee, Eunice Sim, Sam Hindell, Jack Barnes; The Diemen Quartet; Andrew Legg and Maria Lurighi; Hobart Chamber Orchestra; Derwent Valley Concert Band wind quartet; Collegiate Senior String Quartet; Glenorchy City Concert Brass; Trio 2000; TSO Chorus.

On 19 April 2013 Mrs Underwood launched Vivace Young Voices Together (formerly the Australian Rosny Children's Choir).

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



The TSO Chorus performs regularly in the Ball Room at Government House

The Government House Website

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 home page of the website provides advice on certain public events at Government House, for which tickets are able to be reserved online (the events are free).

The Government House Estate

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 primarily a working establishment. The residence houses the Governor's and Mrs Underwood's offices, as well as 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 provide for these events. In addition, accommodation suites are always kept available for visiting heads of state, ambassadors and other official visitors to Tasmania to stay at Government House.



The Dining Room is regularly used for Luncheons and Dinners, seating a maximum of 34 guests

Seven staff members and their families are accommodated in cottages on the Estate. These are staff members who are required to be on call at all times, seven days a week, and whose remuneration package includes accommodation. The other buildings on the Estate are all fully utilised 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.

Staff

In June 2013 long-serving Government House staff member Jenny Cherrie passed away after succumbing to illness. She had been appointed as the Governor's Personal Secretary in 1988. In her lengthy career as a staff member Jenny was a highly valued and popular member of the Government House family.

David Owen was appointed Official Secretary on 13 August 2012 for a period of four years, having served for a period as Acting Official Secretary. Richard Catt was appointed Deputy Official Secretary on 4 February 2013 for a period of four years, with that position being significantly restructured. Leanne McDougall was appointed as Executive and Projects Officer (part-time) on 10 December 2012 for a period of three years, the position being structured to accommodate developments and improvements in certain administrative aspects of the Office of the Governor. Captain Scott Cason was appointed Aide-de-Camp to His Excellency on 22 April 2013 for a period

of one year; the role of ADC being somewhat restructured to reflect a core aspect of the position, namely provision of comprehensive event and information briefings for the Governor's and Mrs Underwood's programs.

Honorary Aides-de-Camp

The Office of the Governor continues to benefit from outstanding service provided in a variety of roles to His Excellency by his Honorary Aides-de-Camp. They provide, at no charge to the Office of Governor, assistance at all major functions at Government House and they attend the Governor and Mrs Underwood at numerous external events, particularly during weekends. In their work they exemplify the high standards and attention to detail that Tasmanians and visitors to Tasmania appreciate in the Office of the Governor.

The current Honorary Aides-de-Camp are: Inspector Glen Woolley, Inspector Grant Twining, Tasmania Police; Lieutenant Colonel David Hughes, Major Malcolm McWilliams, Australian Army; Lieutenant Shona Prior, Lieutenant Christopher Sykes, Royal Australian Navy; Flight Lieutenant Catherine Gavan, Royal Australian Air Force.

During the year under review Honorary Aides-de-Camp Inspector Michael Grant (Tasmania Police) and Squadron Leader Steve de Haan (RAAF) relinquished their roles after serving Tasmanian Governors with distinction for many years.



Honorary Aides-de-Camp Flight Lieutenant Catherine Gavan and Major Malcolm McWilliams

Security Guards

During the year under review casual Security Guard Martin Kennewell retired after a number of years' service.

HUMAN RESOURCE MANAGEMENT

Indicators of Organisational Health

Sick Leave & Overtime	2010-2011	2011-2012	2012-2013
Average sick leave taken per FTE (days)	5.13	4.97	4.5
Total sick leave taken (days)	117.4	108.6	95.97
Total overtime payments for the year (\$)	7,866	2,630	6,290
Total overtime payments per FTE (\$)	344	120	295

Staff Turnover	2010-2011	2011-2012	2012-2013
Separations	3	3	2
Commencements	2	2	1
FTE at 30 June*	22.86	21.83	21.32

*This does not include casual or externally contracted staff

Staff Leave Balances	2010-2011	2011-2012	2012-2013
Current entitlements – all employees (days)	1,655	1,314	1,129
Average number of LSL days per FTE*	59	51	42
Average number of annual recreation leave days per FTE	13	9	11

* Including pro rata of less than 10 years

Workers' Compensation	2010-2011	2011-2012	2012-2013
Cases at 1 July	0	1	0
New cases for F/Y	4	3	1
Completed cases at 30 June	3	3	0
Total cases at 30 June	1	1	1
Working days lost F/Y	3	4	60.5

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 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.

Agreement was reached during the year in question with the Public Sector Management Office of the Department of Premier and Cabinet to amalgamate the Enterprise Agreement and Staff Award into a single document. This is a significant, ongoing project.

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	2010-2011	2011-2012	2012-2013
Number of individual staff who received formal training	10	9	11
Number of person days training	5	9	13
Expenditure on training	\$2,265	\$1,360	\$6,489

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, and VET hospitality students).

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.

Work 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.

Following commencement of the *Work Health and Safety Act 2012* on 1 January 2013, the Office of the Governor commenced implementing workplace measures and standards to ensure compliance with the provisions of the Act. This included funds expended on staff development and training.

ASSET MANAGEMENT AND RISK POLICIES

Asset Management

The financial statements for 2012–2013 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 2012–2013: 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 2012–2013 a total of \$114,000 was expended on buildings maintenance and grounds maintenance works on the Estate. These included ongoing restoration and repair of stonework; painting on all three levels; and maintenance and upgrading where required, including to roofings, guttering and ceilings. Rodent and rabbit pest control measures were ongoing. Upgrading commenced on the Governor’s apartment kitchen (for the first time since the early 1970s) and bathroom. Regular upgrading/maintenance occurred to the gas, smoke and thermal detector systems throughout the main building and cottages. Where required there were repairs to carpets and replacement of curtains. Funds were expended on external lighting.

Equipment purchases included a convotherm oven, Roller Press and camera equipment. Effective and efficient grounds maintenance was ensured with regular plantings and repairs to and upgrades of outdoor equipment.

Funds were allocated for the production (design, photography, print) of a new Government House brochure to replace the modest brochure in use since 1995 and all copies of which will have been distributed by late 2013, enabling the new brochure to be released on Open Day 2013 (1 December).

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 2012–2013.

[Images in this Annual Report were supplied by: Chelsea Parsons; Roger Lovell; Richard Catt]

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	Page 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.	Staff - page 26
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 maintenance projects.	Page 30
TI 701(1)(g)	Statement of asset management policies and an outline of asset management strategies and initiatives.	Page 30
TI 701(1)(f)	Statement of risk management policies and an outline of significant risk management activities and initiatives.	Page 30
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 31
TI 701(1)(i) & (ii)	Details of all major contracts awarded, including the value of work and the name and locality of contractors.	Page 31
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 31
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 (33)
TI 701(1)(m)	Auditor-General's report on Financial Statements	Appended