



*Office of the Governor
Tasmania*

*Annual Report
1 July 2013 — 30 June 2014*



*Peter George Underwood AC
1937 - 2014*

*Governor of Tasmania
2 April 2008 - 7 July 2014*

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

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TELEPHONE : (03) 6234 2611
FACSIMILE : (03) 6234 2556



OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
TASMANIA 7001

20 October 2014

The Honourable Will Hodgman MP Premier
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 of Tasmania.

The Report covers the period 1 July 2013 to 30 June 2014 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

GOVERNOR PETER GEORGE UNDERWOOD AC

1937 - 2014

His Excellency the Honourable Peter Underwood AC, Governor of Tasmania, was hospitalised on Wednesday 4 June 2014 for surgery to remove a kidney tumour.

The prognosis for a full recovery was good, with the Governor scheduled to resume administration of the State on Sunday 29 June 2014. During this period administration of the State was undertaken by the Lieutenant Governor the Honourable Justice Alan Blow and subsequently the Administrator Justice David Porter.

In early July the Governor suffered a significant post-operation setback. At this time His Excellency's family publicly express their gratitude for the overwhelming support they were receiving from the people of Tasmania.

On 7 July the people of Tasmania were advised that His Excellency had become gravely ill and was being monitored with great care at the Royal Hobart Hospital.

On 8 July 2014 the Official Secretary, Office of the Governor of Tasmania, issued a press release:

“Death of Governor Peter Underwood. It is with great sadness that I advise that His Excellency the Honourable Peter Underwood AC, Governor of Tasmania, died last evening in the presence of his family. His family wish to express their deep gratitude for the care he received at the Royal Hobart Hospital and prior to that at Calvary Hospital Hobart.”

Later that day, the Premier, the Honourable Will Hodgman MP, Madeleine Ogilvie, stepdaughter of the late Peter Underwood AC and Tasmanian Labor MP, and Office of the Governor Official Secretary David Owen each made a media statement in the Executive Building in relation to the passing of His Excellency the Honourable Peter Underwood AC.

The Administrator, the Honourable Justice David Porter, was in attendance as Her Majesty's Vice-Regal representative.

A State Funeral was held for the late Peter Underwood in the Federation Concert Hall, Hobart on Monday 21 July 2014. Attendees included the Governor-General of the Commonwealth of Australia, Governors or their representatives from all States and the Northern Territory, many Federal and State politicians and public dignitaries and a great number of Tasmanians, many of whom were accommodated in the overflow Federation Ballroom.

The Coffin was attended by the late Governor's Honorary Aides-de-Camp. The TSO Orchestra and Chorus performed during the service. The Very Reverend Richard Humphrey, Dean of St David's Cathedral, Hobart and Official Secretary David Owen officiated. Eulogies were delivered by His Excellency the Honourable Alan Blow OAM, Lieutenant Governor of Tasmania; the Honourable William Cox AC RFD ED QC; Mrs Janet Holmes à Court AC; Mr Colin Jackson OAM; family members George Underwood, Sophie Underwood, Sarah Heathcote and William Underwood, with family members Jeannie Lopes, Madeleine Ogilvie and Lucy Ogilvie on stage. Mrs Frances Underwood delivered the final eulogy.

Governor Underwood was laid to rest at a private ceremony in the Cornelian Bay Cemetery, Hobart.

&&

Peter George Underwood was sworn to Office as the 27th Governor of Tasmania at a ceremony in the Government House Ball Room on Wednesday 2 April, 2008. His initial five-year term in Office — the formal duration of a term being at Her Majesty's Pleasure — was by invitation of the then Premier of Tasmania extended to eight years, and was to have ended on Friday 1 April 2016.

As recorded in previous Office of the Governor of Tasmania Annual Reports, Governor Peter Underwood and Mrs Frances Underwood committed themselves to their busy annual programs with much vigour and enthusiasm and a great sense of responsibility in respect of the constitutional importance and social dignity of the Office.

This was borne out by the tremendous goodwill shown towards Governor Underwood and Mrs Underwood by the public throughout Tasmania and by interstate and international visitors to Government house during the six years of Governor Underwood's administration.

The staff at Government House were fortunate to benefit from the wisdom and good cheer of Peter Underwood.

His legacy as the 27th Governor of Tasmania will always be one distinguished by the exceptional service he gave to this high Office.

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.

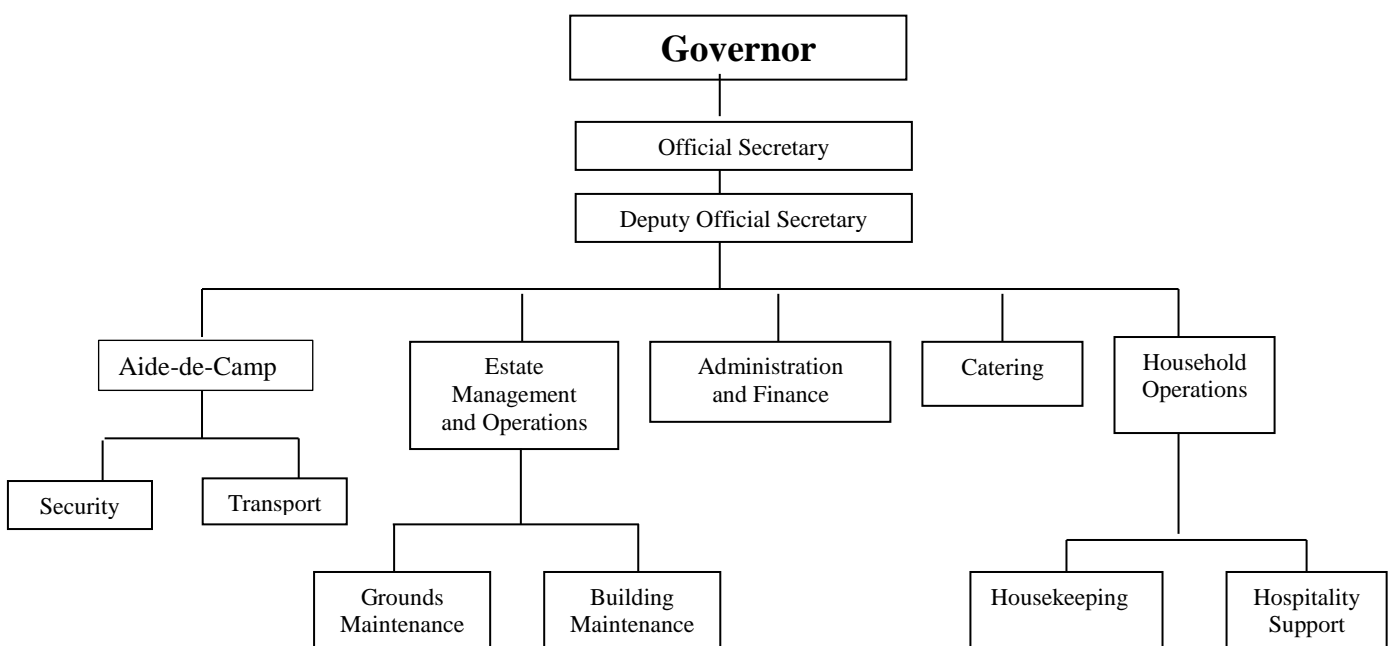
THE OFFICE OF THE GOVERNOR

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





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 indicator of the Office of the Governor's close links to Tasmanian society is in the number organisations enjoying Vice-Regal patronage — 137 during the year in review.

The Office of the Governor supported 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	2013–2014 Estimate \$’000	2013–2014 Actual \$’000	Variation \$’000
Recurrent Services (Appropriation)	3,618	3,585	(33)

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 467 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 Vice-Regal 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 2013–2014

Key Results	Number	
	2012-2013	2013-2014
Executive Council meetings presided over	21	22
Acts receiving Royal Assent	59	55
Receptions held at Government House	57	53
Ambassadors and High Commissioners hosted at Government House	11	11
Official dinners and luncheons	12	16
School visits to Government House	13	9
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	19	38
Swearings-In, Investitures, presentation ceremonies	14	20
Official callers received by the Governor	90	115
External events attended by the Governor and Mrs Underwood either jointly or individually	181	133
Speeches delivered by the Governor	121	98
Speeches delivered by Mrs Underwood	26	25
Visitors on Open Day	0	3,250
Total number of guests	14,399	16,327

THE YEAR IN REVIEW

The Governor and Mrs Underwood maintained busy programs of events, both at Government House and around the State during 2013–2014.

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 2013–2014 His Excellency gave Royal Assent to 55 Bills presented to him by the President or Deputy President of the Legislative Council of Tasmania.

In addition, the Governor exercises executive power, but (with rare exceptions) 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 2013–2014 His Excellency presided over 22 meetings of the Executive Council.

At Government House (prior to the 15 March 2014 State Election) His Excellency held regular meetings with Premier the Honourable Lara Giddings MP to discuss matters of State business.

On 31 March 2014 the Governor held a Swearing-In ceremony at Government House to appoint the newly elected Premier the Honourable Will Hodgman MP and the Ministry, following the 15 March State Election.

On 6 May 2014 at a ceremony at Government House the newly elected Speaker of the House of Assembly the Honourable Elise Archer MP was presented to the Governor.

On 6 May 2014 the Governor presided at the Opening of the 48th Parliament of Tasmania.

On 4 June 2014 at a ceremony at Government House the Lieutenant Governor accepted the Address-in-Reply presented by the President of the Legislative Council the Honourable Jim Wilkinson.

On 25 June 2014 at a ceremony at Government House the Administrator Justice David Porter accepted the Address-in-Reply presented by the Speaker of the House of assembly the Honourable Elise Archer MP.

Administration in the absence of the Governor

There were two periods when the State of Tasmania was administered in the absence of the Governor.

Between 10 July and 23 August 2013 the State was administered by Lieutenant Governor Blow while His Excellency and Mrs Underwood were overseas on annual leave.

While the Governor was hospitalised the State was administered from 4 to 19 June 2014 by the Lieutenant Governor; from 19 to 21 June 2014 by Deputy Administrator Justice Wood for and on behalf of Administrator Justice Porter; and from 21 to 29 June 2014 by Administrator Justice Porter.



Australia Day Investiture, 23 May 2014

Ceremonial

At Government House His Excellency officiates at a variety of ceremonial events. In the year under review the Governor conducted a total of 16 investitures and presentations, including:

- Order of Australia Investiture;
- Queen's Birthday Honours Investiture;
- Defence Reserves Support Council Employer Awards;
- Queen's Scout and Guide Awards;
- Winston Churchill Fellowships;
- Rhodes Scholar announcement;
- Duke of Edinburgh's Gold Awards;

- Tasmanian Qualifications Authority Awards;
- World Diabetes Day Kellion Medal presentations;
- Governor’s Environment Scholarships;
- St John Investiture;
- Royal Life Saving Society Honours Certificates;
- International Human Rights Day Awards;
- Creative Partnerships Australia Awards;
- National Heart Foundation/Menzies Research Institute Honours Scholarships.

Visitors to Government House

Events and functions hosted by the Governor and Mrs Underwood brought some 16,300 visitors to Government House in 2013-2014.



The Friend's School Marimba group, Open Day 1 December 2013

Significant events

On 17 September 2013 the Governor and Mrs Underwood attended the Solemn Liturgical Mass for the Installation of the new Catholic Archbishop of Hobart, Bishop Julian Porteous.

In November 2013 a 16-page Government House booklet replaced the old brochure which had been distributed to guests since the late 1990s. The comprehensively illustrated new booklet, designed by Hobart-based Liminal Studio, covers the history and current usages of Government House and its Estate with an essay on the Role of the Governor. It was produced in two editions, a de luxe version having a double gatefold; that version being distributed to guests on significant occasions including Ambassadorial and High Commissioner Formal Dinners.

On Sunday 1 December 2013 Government House Open Day attracted 3250 visitors who were able to enjoy historic and contemporary displays in each State Room including, for the first time, a lavish display of the business of the Government House kitchen, recreated in the Conservatory. Every visitor was given the new booklet and a Crown-stamped shortbread biscuit. Visitors were then able to take advantage of the good weather to enjoy the magnificent grounds. Excellent support for the Day was provided by Surf Life Saving Tasmania, Australian Red Cross, Rotary Club of Howrah, St John Ambulance, the CWA in Tasmania, Glenorchy City Concert Brass and Community Band, the Friends' School, Tasmania Police Pipe Band, Australian Army Band Tasmania, Clarence City Band, Loose Canon Chamber Singers and the Tasmanian Youth Choir.

On 16 December 2013 the annual end-of-year evening was held in the Ball Room, on this occasion entitled A Christmas Delight and featuring a musical variety concert directed by Robert Jarman. The evening concluded with the Governor pulling a switch to light the Government House Turret Christmas Lights. This tradition, popular with the public, had been in abeyance since 2009 due to the the ageing and somewhat dilapidated light festooning. The old festoons were replaced with LED lights in all-weather purpose designed bulb holders.

During the year under review there were 35 musical performances at Government House, significant among them being the annual CCAMLR evening concert attended by delegates from 36 countries, and two events open to the public: a performance by the National Boys' Choir and a Hobart Baroque Masterclass.

In September 2013 Government House began taking bookings (via its website and at no charge) for alternate monthly tours of the State Rooms and the Gardens. These proved to be immediately popular and are conducted by either the Garden staff (Estate) or Honorary Aides-de-Camp (State Rooms).

Between 31 March and 25 June 2014, as described elsewhere in this Report, the Governor presided at the various ceremonies and presentations associated with the installation of the new Government of Tasmania.

On 25 April 2014 the Governor delivered the annual Anzac Day address in Hobart, aspects of the content of which led to much public discussion.

On 1 May 2014 filming took place at Government House for the SBS Television show "Gourmet Farmer Afloat", featuring Matthew Evans, Ross O'Meara and Nick Haddow. (The show screens in the first quarter of 2015.)



*Gourmet Farmer Afloat chefs Nick Haddow and Ross O'Meara with
Government House Executive Chef Ainstie Wagner, 1 May 2014*

School and Community Groups

During the year 47 school and community groups visited Government House to view the House and grounds and to learn more about the many and varied roles of the Office.



Clarence U3A Painting Group, November 2013



Bangarra Dance Group, 10 September 2013



Dominic College students in the Clock Tower, 6 November 2013



Bridport Primary School visit, 4 September 2013

Official Callers

The Governor received 115 official callers, a significant increase over previous years. Callers included senior Australian Defence Force personnel, heads of Government Agencies, visiting overseas dignitaries including Ambassadors, High Commissioners and Consuls, representatives of community organisations including those with Vice-Regal patronage and representatives from the fields of commerce, education and the arts.



The Consul General of India Ms Manika Jain, 20 May 2014



The Chinese Ambassador Mr Ma Zhaoxu, 11 February 2014

Receptions

In the period under review the Office of the Governor held 53 receptions totalling some 8,600 guests.

State, national and international conferences, congresses, conventions, meetings and symposia: Australasian Liquor Licensing Authorities; Australian and New Zealand Academy of Management; Australian College of Nurse Practitioners; Australian Deans' Conference; Australian Pain Society; Australian Taxi Golf Association; Australian Wildlife Rehabilitation Organisation; Crime Stoppers Australia; G20 Development Working Group; Glaciological Society's Sea-Ice Symposium; High Performance Liquid Phase Separations and Related Techniques; Hospital and Health Auxiliaries; Hyperbaric Technicians and Nurses Association; Intercoiffure Australia; International Society for the Reform of Criminal Law; National Judicial Orientation Program; Partnership for Observations of the Global Ocean; Planning and Environment Courts and tribunals; Royal Australasian College of Physicians; Royal Australian and New Zealand College of Ophthalmologists; Youth ANZAAS.

Others: Abruzzese Association of Hobart; Australia Council for the Arts; Australian Red Cross; Australian Rotary Health; Big Monkey Theatre; Bill Bleathman retirement; Children's Book Council of Australia Tasmanian Branch; Derwent Valley Concert Band; Federation of Wine and Food Societies of Australia; Hobart Baroque Festival; Hobart Legacy; Hop Products Australia; Ian Potter Foundation; International Volunteer Day; Marketing Summit of the Australia Council for the Arts; Macquarie Island Feral Pest Eradication Project; Island Magazine; Mawson Huts Foundation; Migrant Resource Centre; 'Nathaniel B Palmer' icebreaker vessel; Optometry legislation; Queen's Birthday; Rotary Club of Glenorchy; Royal Hobart Regatta and Hobart Cup Week; Royal Hobart Wine Show; Save the Children Australia; Science Week; Tall Ships Hobart 2013; TMAGgots.



College of Nurse Practitioners Conference reception, 24 September 2013

Diplomatic Calls and Official 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 2013–2014 the Office of the Governor received calls from and provided accommodation and hospitality for Ambassadors and High Commissioners representing: Croatia; European Union; India; Italy; Korea, Republic of; Netherlands; Norway; People's Republic of China; Switzerland; Turkey; United Kingdom; United State of America;



Netherlands Ambassador Her Excellency Mrs Annemieke Ruigrok and Mr Edward Peet were the official guests of His Excellency and Mrs Underwood, September 2013

These official visits provided some 200 Tasmanian guests with the opportunity to meet the diplomats and their partners at Luncheons and Dinners at Government House. While these are social occasions, they afford Tasmanian representatives of business, academic, cultural, sporting and other industries direct access to the representatives of the countries in which they may have significant interests, or are in the process of cultivating such interests.

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.

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, sometimes in conjunction with staff of the adjacent Royal Tasmanian Botanical Gardens.



Executive Chef, Ainstie Wagner, with Sacred Heart College Students, Ms Verity Kitto and Ms Brianna O'Keefe

External Events

These are many and varied and in the year under review the Governor and Mrs Underwood attended 133 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 wrote all of his speeches and in the year 2013–2014 he wrote and delivered 121 addresses. Mrs Underwood delivered 25 speeches. They both also wrote Messages for Annual Reports of organisations of which he was Patron.



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, including the State funerals of the late Michael Hodgman AM QC and the late Brian Harradine.

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; 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 Vice-Regal couple which further demonstrates the significance of their roles in associating closely with the Tasmanian community. Some of them were: the Naval, Military and Air Force Club Luncheon; Australian Army Cadets Battalion exercises; State Cinema 100th Anniversary evening;

Cressy District High School 150th Anniversary Fair; International Wall of Friendship plaque dedications; University of Tasmania Summer School workshops; Cygnet Town Hall Centenary; Longford 200th Anniversary; Cricket Tasmania luncheon; National Trust Heritage Festival; Hobart Photographic Society; Museums Australia; Chancellor's Lecture.



At the Battle of Britain Commemorative Service, 8 September 2013

The Governor traditionally officiates at commemorative services including: Anzac Day; Armistice 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.



The Cygnet Town Hall Centenary Commemoration, 19 January 2014

The Governor and Mrs Underwood were keen supporters of the arts in Tasmania and their support for the cultural industry was evident in the many public performances they attended in their official capacity. In the year under review these included: Musica Viva; Tasmanian Symphony Orchestra; Hobart Chamber Orchestra; Eisteddfod Highlights Concert; Australian Association of Decorative and Fine Arts Societies lectures; Bangarra Dance Theatre; Epsom House; MONA; Hobart Baroque; Tasdance.

Mrs Underwood's Program

The Governor's wife, Mrs Frances Underwood, accompanied the Governor to the majority of his external events and they jointly hosted many events at Government House.

Mrs Underwood also conducted a busy program of her own, both at Government House and externally, and with a background in education and music she was especially in demand in these areas. During 2013–2014 Mrs Underwood addressed numerous groups including: the Hamilton Literary Society; Clarence U3A; the Claremont Daffodil and Spring Farm Show; Southern Region Probus Club; Tasmanian Hospital and Health Care Auxiliaries; Tasmanian Antarctic Gateway Working Group; Buckingham Bowls Club; Red Cross in Tasmania; the Friends of St Giles; Child Health Association Tasmania; Musica Viva Tasmania Committee; Sisters of Charity.

She also regularly wrote Messages for Annual Reports of organisations of which she was Patron.



Mrs Underwood addresses the Friends of St. Giles, 12 November 2013

Mrs Underwood herself frequently played the piano for guests at functions in the Government House Drawing Room and Ball Room, and she invited musicians and musical groups to record in the Ball Room including: Virtuosi Tasmania, Dean Stevenson, and Maria Grenfell.



Mr Steve Martin of Virtuosi Tasmania recording in the Ball Room

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 Vice-Regal engagements and access to the texts of speeches, 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); in the year under review these included concerts and the new initiative of conducted monthly tours of the State Rooms and Gardens.

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 carries out his responsibilities, including many of the Governor's constitutional functions, Government House is primarily a working establishment.

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.



Some 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

During the year under review long-serving Greenkeeper Peter Hogue retired. The Governor's Aide-de-Camp, Captain Scott Cason, took up employment elsewhere at the termination of his one-year contract. Lieutenant Colonel David Hughes was appointed Aide-de-Camp to the Governor. Household staff Fay Helidoniotis and Kim Watt resigned contract positions to take up employment elsewhere. Sandra Wallis joined the Household Staff.

Security Guards are employed on a casual basis. They are rostered on for night shifts and weekend shifts ensuring that the Governor and the Estate is professionally attended at all times.

Casual staff are hired as required for kitchen and functions duties.

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 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; Major Malcolm McWilliams, Australian Army; Lieutenant Shona Prior, Lieutenant Christopher Sykes, Royal Australian Navy; Flight Lieutenant Catherine Gavan, Royal Australian Air Force.



*Tasmania Police Inspectors Glen Woolley and Grant Twining
Honorary ADCs to His Excellency*

HUMAN RESOURCE MANAGEMENT

Indicators of Organisational Health

Sick Leave & Overtime	2011-2012	2012-2013	2013-2014
Average sick leave taken per FTE (days)	4.97	4.5	6.8
Total sick leave taken (days)	108.6	95.97	138.47*
Total overtime payments for the year (\$)	2,630	6,290	6,108
Total overtime payments per FTE (\$)	120	295	301

*57 attributable to one staff member

Staff Turnover	2011-2012	2012-2013	2013-2014
Separations	3	2	3
Commencements	2	1	2
FTE at 30 June*	21.83	21.32	20.32

*This does not include casual or externally contracted staff

Staff Leave Balances	2011-2012	2012-2013	2013-2014
Current entitlements – all employees (days)	1,314	1,129	1,384
Average number of LSL days per FTE*	51	42	46
Average number of annual recreation leave days per FTE	93	11	22*

* Including pro rata recreation leave

Workers' Compensation	2011-2012	2012-2013	2013-2014
Cases at 1 July	1	0	1
New cases for F/Y	3	1	1
Completed cases at 30 June	3	0	1
Total cases at 30 June	1	1	1
Working days lost F/Y	4	60.5	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.

Training and Development

Staff training is encouraged and funded where relevant to staff work and professional development.

Staff Development and Training	2011-2012	2012-2013	2013-2014
Number of individual staff who received formal training	9	11	8
Number of person days training	9	13	28
Expenditure on training	\$1,360	\$6,489	\$1,460

Training Services

Government House makes itself available to assist students with practical training in horticulture, culinary arts, catering and kitchen management. During the year, VET and work experience placements were provided in catering as follows: Elizabeth College, 5 students; New Town High School, 1 student over 4 months; St. Michaels Collegiate School, 4 students; Hobart College, 2 students; Sacred Heart College, 2 students; The Friends' School, 7 students; St Aloysius Catholic College, 2 students; Rosny College, 4 students.

Executive Chef Ainstie Wagner also participated in community fund raising for: Rotary Club of Salamanca; Moonah Primary School's Stephanie Alexander kitchen garden; Go Red for Heart Health at Ouse Country Club; Colony 47 End of Winter Feast.

Horticulture student work placements/practical days were as follows: 9 individual TasTAFE students on separate placements of c. 4 days; duration; 2 practical days for classes of 15 TasTAFE students; 14 individual RTBG single-day student placements over 4 consecutive weeks; 3 practical days for classes of 15-20 RTBG students. Other group visits: 2 educational visits by refugee groups organised through the Phoenix Centre. The first group was from the Bhutanese Community. The second group was from the African community with the visits' focus being on showing participants the range of produce that can be grown in the Hobart area particularly in relation to seasonal restrictions.



Two of our VET students tend the vegie patch as part of their Horticulture Certificate II course

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 Tasmanian Industrial 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 2013–2014 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 1 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.

Maintenance and Capital Programs

The following programs were undertaken in 2013–2014:

Internal — upgrading of the bathroom and kitchen in the Governor’s apartment, the first such improvement to the latter since the early 1970s and which included restoring the room to its original design (by removal of a low false ceiling and cumbersome walk-in pantry); re-upholstering of the Ball Room’s 3 gilt wood settees and 9 beechwood banquets including attachment of castors to minimise risk of injury when they are being moved, which is frequent.

External — installation of poled sensor security lighting outside the 4 occupied staff cottages and simultaneous laying of safer roadside kerbing and guttering.

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.

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 2013–2014.

[Images in this Annual Report were supplied by: Geoff Harrison; 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 7
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 27
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 6-10
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 32
TI 701(1)(g)	Statement of asset management policies and an outline of asset management strategies and initiatives.	Page 32
TI 701(1)(f)	Statement of risk management policies and an outline of significant risk management activities and initiatives.	Page 33
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 34
TI 701(1)(i) & (ii)	Details of all major contracts awarded, including the value of work and the name and locality of contractors.	Page 34
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 33
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.	Appended
TI 701(1)(m)	Auditor-General's report on Financial Statements	Appended