



*Office of the Governor
Tasmania*

*Annual Report
1 July 2004—30 June 2005*

*Government House
Hobart*

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MISSION

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

OBJECTIVES

The objectives of the Office of the Governor are to:

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

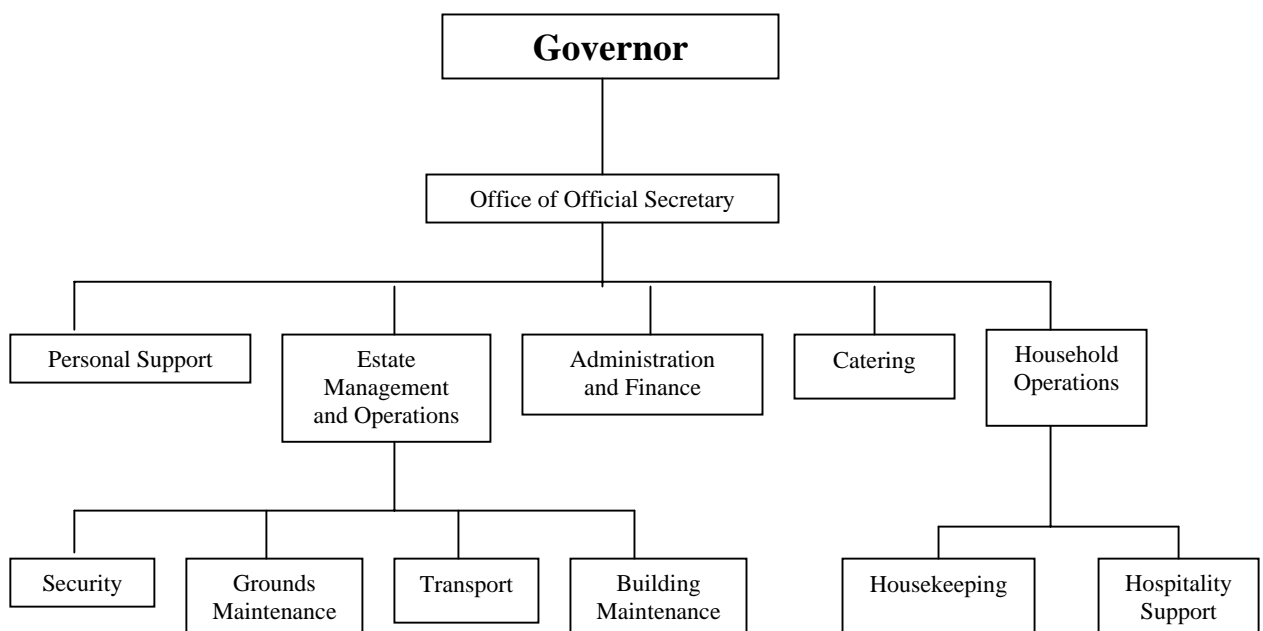
THE OFFICE OF THE GOVERNOR

Overview

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

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

Organisational Structure



Function of the Office

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

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

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

Corporate Governance

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

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

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

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

OUTPUT REPORT

Output 1.1 - Support of the Governor

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

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

Financial Performance

The total resourcing for Output 1 is set out in the table below. The Office budgeted for Output appropriations of \$2.227 million for recurrent services. The Office received additional funds as part of the CIP-EM funding of \$0.15 million. Details on variations are contained in the Financial Statements below.

Consolidated Fund	2004-2005 Estimate \$'000	2004-2005 Actual \$'000	Variation \$'000
Recurrent Services	2,227	2,885	658
CIP-EM	-	151	151
Works and Services	8	0	-8
Reserved-by-Law	490	337	-153
Total Consolidated Fund	2,725	3,373	648

Performance Indicators for Output 1.1

Output 1.1 Support of the Governor	<i>Quality:</i>	Satisfaction of the Governor and the organisations and individuals with whom the Office deals; and Satisfaction of the Governor with the conservation and capital improvement of the Government House Estate.
	<i>Quantity:</i>	Management of the Governor's participation in some 600 official events; Processing of an estimated 5,200 items of correspondence; Maintenance of 15 hectares of grounds including 4.5 hectares of ornamental gardens; and Estate management, conservation and maintenance of Government House, seven cottages and ten service outbuildings.

Qualitative Assessment

The key outcomes for Output 1.1 are that:

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

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

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

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

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

A Year in Review

Resignation

Mr Richard Butler AC surrendered his Commission as Governor on August 9th 2004, having served since October 3rd 2003.

The Lieutenant-Governor, The Honourable William Cox AC, RFD, ED assumed the Administration of the State and remained as Administrator until November 18th 2004.

New Governor

The Honourable William John Ellis Cox AC, RFD, ED was sworn in as Governor on December 15th 2004.

His Excellency was educated at St Virgil's College in Hobart, Xavier College in Melbourne and the University of Tasmania. Following his graduation in 1960 as a Bachelor of Law and a Bachelor of Arts he was admitted to the Bar of the Supreme Court of Tasmania.

From 1961 to 1976 he was a partner in the legal firm of Dobson, Mitchell and Allport.

In 1976 he was appointed a Magistrate.

In 1977 he became Crown Advocate and the following year was made a Queen's Counsel.

In 1982 he was appointed a Judge of the Supreme Court of Tasmania and in 1995 he was made Chief Justice.

He was appointed Lieutenant-Governor in 1996.

His Excellency has held offices in a wide range of legal, academic and community organisations, including the Tasmanian Bar Association, the Medico-Legal Society, the Faculty of Law, the Board of Legal Studies, the Board of Legal Education and the Winston Churchill Memorial Trust.

He has had a long association with the Army. He was a member of the Army Reserve from 1954 to 1975 and holds the rank of Lieutenant-Colonel. He was the Commanding Officer of the 6th Field Regiment of the RAA from 1973 to 1975 and from 1993 to 1997 was Colonel Commandant of the RAA (Tasmania Defence Region).

In 1999 he was made a Companion of the Order of Australia and in 2002 a Knight of Grace in the Order of St John.

He is married to Mrs Jocelyn Cox, a qualified barrister and solicitor.

They have two sons and a daughter.

His Excellency and Mrs Cox have undertaken a very busy programme of engagements since His Excellency's appointment. They visited almost all areas of the State; received large numbers of guests at Government House for receptions, dinners, investitures and visits; entertained a wide range of official guests, including heads of state, ambassadors and High Commissioners; and participated in nearly 200 official events throughout the State.

Governor's Programme

In addition to fulfilling the constitutional role of governor, both Governors and the Lieutenant-Governor who held office during 2004-2005 maintained busy programmes of events both at Government House and outside.

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

The Governors also conducted a total of 19 investitures and presentations at Government House.

The number of external events continued at a high level. The Governors and the Lieutenant-Governor and their spouses opened or were otherwise involved in a range

of state, national and international conferences; meetings; memorial services; church services; cultural events; and sporting events.

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

Key Results	Number	
	2003-2004	2004-2005
Executive Council meetings presided over	25	28
Acts receiving Royal Assent	64	87
Receptions held at Government House	45	44
Ambassadors and High Commissioners hosted at Government House	4	8
Formal dinners held by the Governors and their spouses	13	15
School visits to Government House	4	9
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	7	9
Investitures and presentation ceremonies held	14	19
Official callers received by the Governor	151	135
Participation in external events by the Governor	293	194
Regional visits undertaken by the Governor	38	41
Speeches delivered by the Governor	118	106
Total number of visitors on Government House Open Day	Approx 8,000	Approx 8,000
Total number of guests invited to Government House for receptions, dinners, or other visits, in addition to Open Day	Approx 11,502	Approx 11,780

Major Events

August 9th 2004 - Mr Richard Butler AC surrenders his Commission as Governor.

November 18th 2004 - The Governor-Designate, The Honourable William Cox AC, RFD, ED, and Mrs Cox meet the news media at Government House accompanied by the Premier, the Leader of the Opposition and the Leader of the Greens.

December 2nd 2004 - The Honourable Mr Justice Underwood is sworn in as Chief Justice at Government House.

December 15th 2004 - The Honourable William Cox AC, RFD, ED, is sworn in as Governor at Government House.

January 15th 2005 - His Excellency hosts the Bradman Oration Dinner at Government House.

March 2005 - The Crown Prince and Princess of Denmark stay at Government House.

March 15th 2005 - Mrs Shan Tennent is sworn as a Judge of the Supreme Court at Government House.

March 15th 2005 - His Excellency and Mrs Cox host a dinner in honour of the President of Singapore.

May 5th 2005 - Mr Michael Hill is sworn in as an Acting Judge of the Supreme Court at Government House

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

Government House

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

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

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

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

The Government House Estate is of enormous importance to Australia's national heritage, being probably the only Victorian and the only vice-regal estate which has not been significantly encroached upon, which is maintained in its original condition and which continues to operate in its original form.

Events and functions, the provision of which forms an integral part of the Governor's role, bring many thousands of people to Government House. These events include receptions, investitures, presentations, dinners, official calls and visits by groups from a wide cross-section of schools and community organisations. Government House's annual Open Day also regularly attracts large numbers of Tasmanians and visitors to the State, who are encouraged to enjoy both the house and gardens. They also have an opportunity to meet the Governor and his or her spouse. Last year some 20,000 people visited the house and grounds for events and Open Day.

HUMAN RESOURCE MANAGEMENT

Indicators of Organisational Health

Sick Leave & Overtime	2002-2003	2003-2004	2004-2005
Average sick leave taken per FTE (days)	5	3.5	4.5
Total sick leave taken (days)	115	90	117
Total overtime payments for the year (\$)	15,890	14,292	9,954
Total overtime payments per FTE (\$)	649	560	416

Staff Turnover	2002-2003	2003-2004	2004-2005
Separations	0	1	3
Commencements	0	1	3
FTE at 30 June*	24.5	24.5	23.9

*This does not include casual or externally contracted staff

Staff Leave	2002-2003	2003-2004	2004-2005
Current entitlements – all employees (days)	1,921	2,102	1,863
Average number of LSL days per FTE*	50	52	48
Average number of annual recreation leave days per FTE	29	34	30
Average number of sick leave days taken per FTE	5	3.5	5

* Including pro rata of less than 10 years

Workers' Compensation	2002-2003	2003-2004	2004-2005
Cases at 1 July	0	1	1
New cases for F/Y	0	6	1
Completed cases at 30 June	0	1	2
Total cases at 30 June	0	6	1
Working days lost F/Y	0	0	12

Staff Enterprise Agreement

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

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

Training and Development

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

Staff Development and Training	2002-2003	2003-2004	2004-2005
Number of individual staff who received formal training	7	13	14
Number of person days training	25	20	28
Expenditure on training	\$1,015	\$4,122	\$1,758

Training Services

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

Honorary Aides-de-Camp

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

Industrial Relations

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

Occupational Health and Safety

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

The Office has a rehabilitation officer for staff returning to work after injury or illness.

ASSET MANAGEMENT AND RISK POLICIES

Asset Management

The financial statements for 2004-2005 are reported on a cash and accrual basis, and they contain full details of the Office of the Governor's asset-management policies as notes to the statements. The assets of the Office of the Governor have been valued in accordance with the Office's accounting policies and procedures, and these values are disclosed in the statements, together with appropriate notes on valuation methods.

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

The major assets of the Office of the Governor are the buildings on the Estate, including Government House and its outbuildings, and the colonial and imported antique furniture in the main building. These assets are classified as items of exceptional heritage significance. A complete valuation of the buildings and land was instigated on April 12th 2005, but had not been completed by June 30th 2005.

A full valuation of furniture, objets d'art and other heritage assets was completed in June 2005.

Major Capital Programmes

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

Asset Management Systems

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

Acquisition and Disposal of Assets

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

Risk Management

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

Building Restoration and Maintenance

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

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

During the year a number of important projects were completed, including stoneworks on the main residence and on outbuildings, the replacement of lead flashings and painting.

Government Procurement

Support for Local Business

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

Contracts and Consultancies

In 2004-2005, the Office of the Governor awarded no contracts with a value over \$50,000 and continued one contract with a value of less than \$50,000 as per the table below.

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

SUPPLEMENTARY INFORMATION

Pricing

The Office of the Governor does not undertake any activities requiring the pricing of goods or services.

Legislation Administered by the Office of the Governor

There are no statutes administered by the Office of the Governor.

Freedom of Information Requests

There were no requests in 2004-2005

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	Annual Report
TI 701(1)(b)	Details of, and reasons for, any major changes which have taken place in relation to the programs, aims, functions or organisational structure of the Agency.	Annual Report
TI 701(1)(a) & (e)	A summary, together with quantitative measures where relevant, of the objectives and functions of programs or activities, including significant outcomes, key efficiency measures, targets, proposed plans and any ministerial objectives.	Pages 3-7
TI 701(1)(b)	Economic or other factors that have affected the achievement of operational objectives	Annual Report
PSSRA s.13	Statement regarding contributions to non-RBF superannuation funds, including a report that the Department has met its obligations under the <i>Superannuation Guarantee (Administration) Act 1992</i> .	Page 26
TI 701(1)(d)(i) & (ii)	Details of major capital projects.	Page 10
TI 701(1)(g)	Statement of asset management policies and an outline of asset management strategies and initiatives.	Page 10
TI 701(1)(f)	Statement of risk management policies and an outline of significant risk management activities and initiatives.	Page 10
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 11
TI 701(1)(i) & (ii)	Details of all major contracts awarded, including the value of work and the name and locality of contractors.	Page 11
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 11
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 13-39
TI 701(1)(m)	Auditor-General's report on Financial Statements	Page 15-16