

# 1. INTRODUCTION

## 1.1 Origins and Role of the Official Establishments Trust

In September 1976, the Fraser Government appointed an independent committee, the Committee on Official Establishments, to advise on the operation, conservation and long term development of the four official residences of the Commonwealth. The final report of that committee, issued in May 1979, recommended that the Official Establishments Trust be established as a permanent, independent body to provide advice relating to the official residences: Government House and The Lodge in Canberra, and Admiralty House and Kirribilli House in Sydney.

The establishment of the Official Establishments Trust (the Trust) as an independent non-statutory body was announced in parliament by the then Prime Minister, Mr Malcolm Fraser, on 20 September 1979. A review of the operation of the Trust was conducted in October 1995. Following the review the then Prime Minister, Mr Paul Keating, approved the continuation of the Trust's organisation and functions as set out in its Charter.

As stated in the Charter, the role of the Trust is to provide considered and objective advice on the conservation and development of the official establishments' buildings and grounds, and on the standards and adequacy of the facilities and accommodation they supply. The Trust also provides continuity of approach through long term planning and has primary responsibility for ensuring that works are carried out in accordance with the long term plans commissioned by the Trust.

The Official Establishments Trust Charter is as follows.

The Trust shall be responsible for advice to the government on the conservation and development of the buildings and grounds of the Official Establishments of the Commonwealth of Australia.

The Trust's principal functions shall be to advise the Prime Minister on:

- the conservation and development of the buildings and grounds of the Official Establishments in both the short and long term;
- the standard of facilities, furniture and fittings necessary for the operation of the Official Establishments;
- the accommodation needs within the Official Establishments of the Governor-General and the Prime Minister, their families, guests and staff, and of dignitaries visiting Australia as official guests of the government;
- the estimates of annual expenditure in relation to the conservation and development of the buildings, facilities, furniture and fittings, and grounds of the Official Establishments; and
- such other matters concerning the Official Establishments as may be referred to it by the government.

In providing advice the Trust should ensure, through close consultation with the occupants, that the personal preferences of the occupants are taken into account, particularly in respect to the private apartments of the Official Establishments. The Trust should also have special regard for the ceremonial and historical aspects of the Official Establishments and for the requirements of other authorities and organisations concerned with the National Estate.

The Trust's major recommendations will be submitted, in the first instance, to the Prime Minister, and the Trust will submit to the Prime Minister each year a report concerning its activities and operations.

The Trust undertakes its advisory role in consultation with the occupants of the residences and representatives of the Office of the Official Secretary to the Governor-General and the Department of the Prime Minister and Cabinet, and in line with heritage guidelines and principles.

## 1.2 Membership

The Prime Minister appoints members of the Trust for terms of two to three years. There are no positions on the Trust for ex-officio government members or representatives nominated by particular non-government organisations.

Membership of the Trust was reviewed during 2002. The Government reappointed Mr Richard Griffin, AM and Mrs Elaine Lawson for a further three years each, commencing on 7 June 2002. Mr Bruce Trethowan was reappointed for a period of two years, commencing on 2 August 2002. Mr Espie Dods, whose term of appointment expires on 24 July 2002, has indicated that he will not be able to accept any offer of reappointment. The members of the Trust as at 30 June 2002 and their periods of appointment (including reappointments) are as follows.

<b>Member</b>	<b>Appointment</b>
Mr Richard Griffin AM (Chairman)	7 June 1999 – 6 June 2005
Mr Bruce Buchanan	31 May 1994 – 7 June 2004
Mr Espie Dods	25 July 1996 – 24 July 2002
Mrs Elaine Lawson	7 June 1999 – 6 June 2005
Mr Bruce Trethowan	2 August 1996 – 1 August 2004
Mrs Gay Stanton	8 June 2001 – 7 June 2004

Mr Griffin has a distinguished business career and has been Chairman of The Australiana Fund since 1995. Mr Buchanan, Mr Trethowan and Mr Dods are highly respected architects. Mrs Lawson was the Senior Curator, Australian Capital Territory Historic Places, until her retirement on 20 July 2001. Mrs Stanton is a highly respected landscape designer.

The Remuneration Tribunal increased the level of sitting fees payable to members of the Trust with effect from 5 April 2002. The sitting fees are now \$610 per day for the Chairman and \$460 per day for other Trust members. The tribunal set travelling allowance rates at \$350 per overnight stay in Sydney and \$290 per overnight stay in Canberra.

### **1.3 Acknowledgments**

The Trust acknowledges the assistance and cooperation it received from many people during the year. In particular, it acknowledges the assistance and cooperation of the Governor-General and his wife, Their Excellencies the Right Reverend Dr Peter Hollingworth, AC, OBE and Mrs Ann Hollingworth; the Prime Minister and his wife, the Hon. John Howard, MP and Mrs Janette Howard; the Office of the Official Secretary to the Governor-General; the Official Establishments Unit of the Department of the Prime Minister and Cabinet; and various authorities and consultants.

## **2. RESPONSIBILITIES**

### **2.1 Official Establishments Trust**

The Trust is an advisory body without executive powers and consequently relies on the Department of the Prime Minister and Cabinet and the Office of the Official Secretary to the Governor-General for consultation and for carrying out its recommendations following approval or agreement. It is only with their goodwill that the Trust can effectively perform its role.

The Trust's responsibilities fall into the following main areas:

- buildings
- gardens and grounds
- internal public areas.

The Trust is not responsible for addressing the day-to-day operational requirements of the official establishments.

The Trust exercises its role in relation to the four official residences through its contributions to project planning and recommendations in relation to appropriate consultants and procedures. The Trust also makes recommendations in relation to possible future works required in order to properly conserve and develop the buildings and grounds and maintain appropriate standards of facilities for the official residences.

### **2.2 Office of the Official Secretary to the Governor-General**

The statutory office of Official Secretary to the Governor-General was created in 1984 by amendment to the *Governor-General Act 1974*. Responsibilities of the Official Secretary include the management, maintenance and operation of Government House in Canberra and Admiralty House in Sydney, the Governor-General's two official residences.

Funds applicable to these residences are appropriated to the Office of the Official Secretary, and the Official Secretary reports to the parliament annually concerning the expenditure of those funds. Details of such expenditure during 2001–02 are provided in section 6 of this report and in the 2001–02 Annual Report of the Office of the Official Secretary to the Governor-General.

### **2.3 Department of the Prime Minister and Cabinet**

The Prime Minister's official residences, The Lodge in Canberra and Kirribilli House in Sydney, are administered by the Department of the Prime Minister and Cabinet using funds appropriated to the department by the parliament for that purpose. The department

also provides secretariat support to the Trust. The role of Secretary to the Trust is undertaken by a senior officer of the department's Corporate Support Branch. Funds are provided through departmental appropriations to enable the Trust to carry out its duties in accordance with its Charter.

As are all Commonwealth departments, the department is required to prepare an annual report to the parliament on its activities. Expenditure details in relation to the management of the Prime Minister's two official residences are included in section 6 of this report and in the department's 2001–02 Annual Report.

### **3. POLICY AND PLANNING**

#### **3.1 Policy Considerations**

The four official residences are included on the Register of the National Estate (all except The Lodge incorporate structures that predate Federation). The Trust therefore has a responsibility to ensure that all works carried out are consistent with the philosophical approaches of the relevant conservation plans and the integrity of the residences.

The Canberra residences are also Designated Areas under the *Australian Capital Territory (Planning and Land Management) Act 1988* and any external works at these establishments are subject to the National Capital Plan and approval by the National Capital Authority.

In all its activities the Trust considers the *Statements of Cultural Significance* included on either the Register of the National Estate or state heritage registers.

#### **3.2 Planning Approach**

The official residences are owned by and maintained for the people of Australia. As the houses are the official residences of the Governor-General and the Prime Minister of the day, the Trust has to fully consider issues relating to their ongoing use and serviceability. These include matters such as the practicality of the houses, the occupants' level of amenity, and the public's view of the residences' adequacy, style, standard and presentation. Such considerations mean that not only do the official residences need to be cared for, to protect their important historic building fabric, but they must also be able to be adapted, through alterations and additions, to provide the facilities essential for the occupants to perform their official functions effectively and efficiently.

To assist in achieving those aims the Trust has previously commissioned expert consultants to prepare conservation and management reports, tracing the evolution of the houses and appraising their significance, historically and architecturally, and their decorative sequences. The reports give essential guidance, authority and continuity to the upkeep and improvement of the four houses. The grounds and gardens also receive attention and each establishment has a Grounds Conservation and Management Plan.

On the basis of these reports the Trust developed (with the assistance of consultants) a design approach that became the basis for the development of detailed management plans for each residence and its gardens and grounds. In applying those plans, and developing longer term plans, the Trust recognises that the houses are private residences and that it needs to be sensitive to the requirements of the occupants.

## **4. ACTIVITIES OF THE TRUST**

### **4.1 Meetings of the Trust**

The Trust usually meets quarterly in Canberra or Sydney. During 2001–02 the Trust met on five occasions: at Government House, Canberra in July 2001; at Admiralty House, Sydney in September and December 2001; at The Lodge, Canberra in March 2002; and at Admiralty House in June 2002.

To assist in the formulation of advice, Trust members have each been given responsibility in relation to a particular residence, which includes maintaining contact with its occupants and relevant officials. The members responsible for residences report any matters requiring consideration to the Trust at its meetings. These arrangements are designed to ensure that full account is taken of the needs and views of the occupants while the role of the Trust in relation to the long term maintenance and planning requirements of the establishments is maintained.

During 2001–02, membership of the four House Committees was as follows.

<b>Committee</b>	<b>Members</b>
Government House	Mr Richard Griffin AM Mrs Elaine Lawson Mrs Gay Stanton
Admiralty House	Mr Bruce Buchanan Mr Espie Dods Mr Bruce Trethowan
The Lodge	Mrs Elaine Lawson Mr Bruce Buchanan Mr Bruce Trethowan (Mrs Gay Stanton for horticultural advice)
Kirribilli House	Mr Richard Griffin AM Mrs Gay Stanton Mr Espie Dods

## **4.2 Government House**

The main focus for the Trust in 2001–02 in relation to Government House was the finalisation of the review, referred to in last year's Annual Report, of the 1991 Strategic Plan. That review, completed in December 2001, updated the 1991 document in the light of building work undertaken over recent years and recommended priorities for the scheduling of future work. In particular, the priorities included:

- the redevelopment of the weatherboard 'old office' area in the north-east corner of Government House, which has been redundant since the construction of the Chancery Building in 1995
- the development of more appropriate office space for the Honours Secretariat
- the development of better viewing access for the public
- the provision of facilities conveying information about the House at the Dunrossil Drive entrance.

During the year, the Trust gave consideration to, and approved in principle, the design work undertaken by architects Allom Lovell & Associates in relation to the replacement of the weatherboard 'old office' area with a multipurpose room in a style consistent with that of the rest of Government House.

Maintenance carried out in 2001–02 included the repainting of the Chancery Building, the refurbishment of the Lakeside Suite and the continuation of work on the electrical supply to the House. The existing six-year painting program for the House and its associated buildings was completed in 2001–02. Each building was completely repainted once in the six-year period and at other times its paintwork was washed down or touched up as necessary. Following advice, consideration is being given to extending the painting cycle to eight years for the next contract.

## **4.3 Admiralty House**

Tanner & Associates, Architects and Planners, continue to be the advisers on, and project managers of, building works at Admiralty House. During the year, concrete steps on the southern verandah of the House, which were badly worn and potentially dangerous, were replaced with sandstone consistent with the original fabric of the building. A new sandstone step and paving were installed at the front door of the House, both enhancing the appearance of the entrance and overcoming drainage problems.

## **4.4 The Lodge**

The refurbishment of the ground floor reception rooms of The Lodge commenced in early 2002. These areas had last been refurbished in 1986. The condition of the entrance foyer, morning room and drawing room had deteriorated to a point where restoration was required. The floor coverings had been badly affected, with frayed edges requiring trimming from time to time.

The two main reception rooms – the morning room and drawing room, formerly known as the 'yellow room' and 'brown room' respectively – are being redecorated in complementary themes, rather than as two distinctive areas as was previously the case.

At reporting date, the wallpaper had been removed and the two rooms had been painted in lighter colours. The timberwork had been refreshed and a built-in bookcase, formerly in the drawing room, had been relocated to the first floor. New carpets and curtains were to be installed, and some soft furnishings replaced, in the near future.

Interior designer Ms Mary Durack, who provided advice in relation to the redecoration of the dining room in 2000, also provided design services for this refurbishment.

Plans are being developed to construct an additional toilet on the ground floor of The Lodge, adjacent to the existing facilities. The number of ground floor toilets within the residence is inadequate to cater for guests attending functions.

#### **4.5 Kirribilli House**

Only minor work was undertaken at Kirribilli House during 2001–02. The work included some repairs to the sandstone paving in the garden areas and internal painting.

## **5. THE AUSTRALIANA FUND**

### **5.1 Origins and Administration of The Australiana Fund**

The Australiana Fund (The Fund) was established as a private company in 1978 to encourage direct public participation in the acquisition and preservation of a permanent collection of works of Australian artistic and historical interest for the four official residences.

The collection, owned and maintained by The Fund, is loaned to the four official establishments and is valued at more than \$4 million.

The Fund's acquisitions are financed from its own resources and through direct public participation in the form of private and corporate donations. The Commonwealth does not provide any funding for The Fund's acquisitions. In 1996 the Prime Minister endorsed the continued provision of financial support to The Fund through a government contribution towards meeting administrative costs. In 2001–02, a grant-in-aid of \$78,500 was provided to The Fund through the Department of the Prime Minister and Cabinet for that purpose. None of the grant-in-aid funding is used for acquisitions.

Since The Fund's inception, the wife of the Prime Minister of the day has been its President ex-officio. The Trust Chairman, Mr Richard Griffin, AM, is also Chairman of The Fund. Trust member Mrs Elaine Lawson is also a Council member of The Fund, thereby maintaining the links between The Fund and the Trust.

### **5.2 Acquisitions During 2001–02**

During 2001–02, The Australiana Fund acquired the following items.

- A Display Case, cedar, c.1850. It has a turned frame with low finials and five glazed panels, arranged to sit on a table top. Located at The Lodge.
- A Tasmanian Occasional Table, made of fiddleback blackwood, c.1835. It is rectangular with a single drawer, over an octagonal tapering column, quadriform base and bun feet. Located at Government House.

## 6. FINANCIAL ALLOCATIONS

### 6.1 Expenditure 2001–02

The Trust, in accordance with its Charter, provides advice to government in relation to proposed expenditure for capital works and services, repairs and maintenance, including grounds maintenance, and furniture and fittings. The Trust has no funds allocated to it (therefore no grants are provided by it) and all expenditure on the official establishments is undertaken through appropriations to either the Office of the Official Secretary to the Governor-General or the Department of the Prime Minister and Cabinet.

The Portfolio Budget Statements for the Prime Minister and Cabinet Portfolio provide summary information on appropriations for the official establishments.

### 6.2 Vice-Regal Residences – Government House and Admiralty House

The following table, based on data provided by the Office of the Official Secretary to the Governor-General, provides details of appropriations and expenditure for 2001–02 and expenditure for 2000–01 in relation to Government and Admiralty Houses.\*

	<b>2001–02 Appropriation \$</b>	<b>2001–02 Expenditure \$</b>	<b>2000–01 Expenditure \$</b>
<b>Governor-General’s office and establishments</b>			
1. Running costs, repairs and maintenance	827,600	761,953	737,650
<b>Capital works and services</b>			
1. Buildings, works, plant and equipment	717,000	516,574	103,859
<b>TOTAL</b>	<b>1,544,600</b>	<b>1,278,527</b>	<b>841,509</b>

\* These expenditure figures include repairs and maintenance costs, property operating expenses and capital works and services expenditure only. Other expense items associated with the management of the Governor-General’s residences – such as wages, household costs and the costs of guarding, security maintenance and so on – are not included.

### 6.3 Prime Minister's Official Residences – The Lodge and Kirribilli House

The following table, based on data provided by the Department of the Prime Minister and Cabinet, provides details of appropriations and expenditure for 2001–02 and expenditure for 2000–01 for The Lodge and Kirribilli House.\*

	<b>2001–02 Appropriation</b>	<b>2001–02 Expenditure</b>	<b>2000–01 Expenditure</b>
	\$	\$	\$
<b>Administered</b>			
Maintenance and conservation – Prime Minister's official residences	600,000	430,245	589,821
<b>TOTAL</b>	<b>600,000</b>	<b>430,245</b>	<b>589,821</b>

\* These expenditure figures include maintenance and conservation (including grounds maintenance) and capital works expenditure only. Other expense items associated with the management of the Prime Minister's residences – such as wages, household costs and the costs of guarding, security maintenance and so on – are not included.