



**Australian Government**

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**Department of the Prime Minister and Cabinet**

**Official Establishments Trust**

**2004–05**

**ANNUAL REPORT**

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## OFFICIAL ESTABLISHMENTS TRUST

The Hon John Howard  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I have pleasure in submitting the Twenty-sixth Annual Report of the Official Establishments Trust, for the year ended 30 June 2005.

Yours sincerely

A handwritten signature in cursive script that reads 'Richard Griffin'.

Richard Griffin, AM

Chairman

September 2005



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# 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, The Right Hon. J Malcolm Fraser, AC, on 20 September 1979. A review of the operation of the Trust was conducted in October 1995. Following the review, the then Prime Minister, the Hon. 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.

Mr Bryce Raworth was appointed as a new trust member for a term of three years commencing 20 August 2004. Mr Raworth replaced Mr Bruce Trethowan, who served eight years as a member of the Trust. Membership of the Trust was reviewed during 2005. The Government reappointed Mr Richard Griffin, AM, and Mr Peter Watts for a further three years from 7 June 2005 and 11 June 2005 respectively. Mrs Elaine Lawson was reappointed for two years from 7 June 2005. The members of the Trust at 30 June 2005 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 2008
Mr Bruce Buchanan	31 May 1994—7 June 2006
Mrs Elaine Lawson	7 June 1999—6 June 2007
Mrs Gay Stanton	8 June 2001—7 June 2007
Mr Peter Watts	11 June 2002—10 June 2008
Mr Bryce Raworth	20 August 2004—19 August 2007

Mr Griffin has a distinguished business career and was Chairman of The Australiana Fund from 1995 until he retired from the position in April 2005. Mr Buchanan is a highly respected architect. 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. Mr Watts is Director of the Historic Houses Trust of New South Wales and complements the Trust with a detailed understanding of heritage issues associated with historic buildings. Mr Raworth is a conservation consultant and architectural historian.

The sitting fees payable to members of the Trust in 2004–05 were \$666 per day for the Chairman and \$503 per day for other Trust members. The Remuneration Tribunal set travelling allowance rates at \$370 per overnight stay in Sydney and \$300 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 Major General Michael Jeffery, AC, CVO, MC (Retd), and Mrs Marlina Jeffery; 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 refurbishment of 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.

During the year, the Trust focused on developing strategic works schedules for the Governor-General's two residences and continued planning for the construction of a replacement office building for the Honours and Awards Secretariat.

The Trust's focus in relation to the Prime Minister's residences has been on progressing the refurbishment of the reception rooms, managing the grounds and gardens in drought conditions and identifying future planning needs, such as updating the various conservation management plans currently in place.

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

The Office of the Official Secretary to the Governor-General administers Government House, Canberra, and Admiralty House, Sydney. These Commonwealth listed heritage properties comprise approximately 55 hectares of

land and more than 20 buildings. Government House in Canberra is the administrative centre for the Office, where it has around 80 staff undertaking functions such as corporate and executive support and administration of the Australian honours and awards system. All staff are accommodated in varying standards of office accommodation on site. Some of the office accommodation is converted residential accommodation that dates to the 1920s.

The very heavy use of Government House during 2004–05 highlighted to some extent the limitations and constraints of the building's size and layout. The main House was the venue for 156 events attended by more than 7,900 people; seven investiture ceremonies involving the presentation of 189 awards; and 29 presentations of credentials by foreign diplomats taking up representational positions in Australia. Formal dinners were held in honour of HRH The Prince of Wales; TRH Crown Prince Frederik and Crown Princess Mary of Denmark; the President of Israel, His Excellency Mr Mosche Katsav; The Sultan and Yang Di-Pertuan of Brunei Darussalam, His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah; the President of the Republic of Singapore, HE Mr SR Nathan; the President of Indonesia, HE Dr Susilo Bambang Yudhoyono; the President of the Islamic Republic of Pakistan, HE General Pervez Musharraf; the President of Timor-Leste, HE Kay Rala Xanana Gusmao; and the Chairman of the Presidency of Bosnia-Herzegovina, HE Mr Borislav Paravac. The Governor-General also received the Chairman of the Standing Committee of the People's Congress of the People's Republic of China, Mr Wu Bangguo and Madam Zhang Ruizhen.

A private lunch was hosted for HRH Crown Princess Victoria of Sweden at Admiralty House during her visit to Sydney.

Government House was opened in support of a number of organisations to assist with their community and fundraising programmes. These included The Smith Family (open house and gardens), the Children's Medical Research Foundation (luncheon in the gardens), the Canberra Symphony Orchestra (Prom Concert in the gardens), Guides Australia (fete in the grounds) and the Australiana Fund (weekly garden tours during the warmer months). These events were attended by more than 7,200 people and raised in excess of \$81,900 for the various organisations. Further details on the Office of the Official Secretary to the Governor-General and its activities can be found at [www.gg.gov.au](http://www.gg.gov.au).

## **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. A senior

officer of the department's People and Resource Management Branch undertakes the role of Secretary to the Trust.

Funds are provided through departmental appropriations to enable the Trust to carry out its duties in accordance with its Charter. 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 2004–05 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 must 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. The Trust must protect the important historic building fabric of the official residences, while providing 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 Management Plan.

The Trust is concerned that possible delays of certain expenditures relating to the conservation and the amenity of the four official residences are likely to have the effect of compounding problems, which could have a long-term detrimental effect upon the maintenance, eventual cost and heritage value of the four residences.

## 4. ACTIVITIES OF THE TRUST

### 4.1 Meetings of the Trust

The Trust usually meets quarterly in Canberra or Sydney. During 2004–05, the Trust met on five occasions: at Government House, Canberra, in September and November 2004; at The Lodge, Canberra, in March 2005; and at Admiralty House, Sydney, in December 2004 and June 2005. The House committee also met on 30 May 2005 at Government House, Canberra.

To assist in the formulation of advice, Trust members have each been given responsibility for a particular residence. They report any matters related to their individual responsibilities to the Trust for consideration. These arrangements are designed to ensure that the Trust takes full account of the needs and views of the occupants while fulfilling its role in relation to the long-term maintenance and planning requirements of the establishments.

During 2004–05, 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 Mr Bryce Raworth
Admiralty House	Mr Bruce Buchanan Mr Peter Watts Mrs Gay Stanton
The Lodge	Mrs Elaine Lawson Mr Bruce Buchanan Mrs Gay Stanton Mr Bryce Raworth
Kirribilli House	Mr Richard Griffin, AM Mr Peter Watts Mrs Gay Stanton

### 4.2 Government House

During the year the Office of the Official Secretary to the Governor-General completed a strategic works schedule for Government House, Canberra, which

identified a programme of new works, asset life-cycles, routine and corrective maintenance. The schedule was developed by consultants to review the condition of all buildings, engineering services, all major items of building equipment, gardens and landscape, underground services and, in consultation with the Office, future facility and office accommodation requirements. The conduct of the strategic works review for Government House was coordinated by Allom Lovell and Associates, while John Easthope and Associates provided input on landscape conservation and management issues. The subsequent strategic works schedule was fully supported by the Official Establishments Trust.

Funding for the ongoing works that flowed from the consultant's review was agreed by the Government as part of the 2005–06 Budget. The Office will receive \$1.315 million in capital and departmental funding in 2005–06 and further funding of \$6.306 million over the following three financial years as part of an agreed ten-year programme of works at Government House. Additional funding of \$1.453 million will be provided in the 2005–06 and 2006–07 Budgets for the construction of an office building for the Honours and Awards Secretariat to replace existing unsatisfactory office accommodation in former residences that date back to the 1920s. This was identified as a high priority project by the Official Establishments Trust, as noted in last year's report.

While the major concentration of effort was directed to the development of the property schedule, a number of minor works projects were undertaken during the year. These included: upgrade of the fire services systems; refurbishment of elements of the Peace Officer's Cottage for Australian Federal Police Protective Security staff; and further work to remove undergrowth and damaged and unsafe trees along the western boundary of the property.

The Office worked within the guidelines imposed by the National Capital Authority to extract water from Lake Burley Griffin to water the gardens and lawns at Government House. Some 95 per cent of the managed landscape at Government House is serviced by water drawn from the lake. Despite the severe drought in the region, the Office achieved a 31 per cent reduction in the amount of water drawn from the lake during the year, from 117 megalitres to 80 megalitres. This reduction was achieved through improved water management.

The Office will continue to investigate ways to improve water usage efficiency in the management of its landscaped areas. The heritage gardens and trees and the main representational landscape—covering the main drive, vista lawn and immediate surrounds of the House—are the only areas being given priority for watering. Design of the replacement building for the Honours and Awards Secretariat incorporates collection of rainwater from the roof for storage underground. The water will be used to water the lawn and gardens in that precinct.

### **4.3 Admiralty House**

A strategic review of property works requirements was also completed for Admiralty House with the support of Tanner & Associates and Taylor Brammer and Associates. As with Government House, the work reviewed the condition of all buildings, engineering services, all major items of building equipment, the gardens and landscape and all underground services.

Funding for the subsequent ongoing works at Admiralty House was agreed by the Government as part of the 2005–06 Budget. The Office will receive \$0.353 million in capital and departmental funding in 2005–06 and \$1.395 million over the following three financial years as part of an agreed ten-year programme at Admiralty House.

During the year, the gardens along the main drive and at the front of the House were upgraded, in line with advice from the heritage landscape architects; a replacement airconditioning unit to service the pantry was installed; and a number of internal and external surfaces were repainted.

### **4.4 The Lodge**

In 2004–05, new kitchen equipment—a six-burner stove with oven under, a griddle, a chargrill and a gas single pan fryer with two burners—was installed; outdoor furniture was replaced; the rear gates were modified to address occupational health and safety issues; and the dining tables were restored.

Interior designer Ms Mary Durack continued to provide design services for refurbishing the reception areas. This included designing side tables and ottomans for the morning and drawing rooms and finalising the design for new carpet for the foyer and staircase. The side tables and ottomans were manufactured and an additional six small chairs were purchased for the reception areas. The new carpets have been commissioned and will be installed in the latter half of 2005.

In response to the drought conditions and water restrictions, a strategy to achieve a 40 per cent reduction in water usage was developed and endorsed by ACTEW ‘as a sound methodology to achieve a 40 per cent reduction in external water use’. With the cooperation of the garden contractor, a number of water-saving measures were introduced throughout the grounds, while still preserving the important historical and heritage elements of the gardens.

The Trust has identified a number of future works and maintenance requirements, not the least of which is the replacement of the slate roof. A tender process for this project will be conducted during 2005–06. Specifications and scoping for the

update of the Garden Conservation Management Plan will also be conducted during the year, with a view to going to the market mid-2006.

The Trust maintains its view that The Lodge is inadequate in a number of respects. In previous years the Trust has recommended that planning should commence for a new official residence for the Prime Minister of Australia. The Trust notes, however, that the Prime Minister has indicated that this is not to be pursued at this time.

#### **4.5 Kirribilli House**

Works undertaken at Kirribilli House during the year were limited to scheduled maintenance and servicing of plant and equipment and minor repairs and maintenance. Due to the drought conditions, two trees—a *Dais cotinifolia* (pompom tree) and a *Metasequoia glyptostroboides* (dawn redwood)—died and were removed. Planned future works include some external painting of the residence.

The Trust has identified that the Conservation Management Plan for the residence needs to be updated. This will be undertaken during 2005–06. Specifications and scoping for the update of the Garden Conservation Management Plan will also be conducted during the year, with a view to going to the market mid-2006.

## **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 \$5 million.

The Fund's acquisitions are financed from its own resources and through direct public participation in the form of private and corporate donations. In 1996, the Prime Minister endorsed the continued provision of financial support to The Fund through a government contribution towards meeting administrative costs. In 2004–05, a grant-in-aid of \$90,500 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, was Chairman of The Fund until retiring from the position in April 2005.

Mr Donald McDonald, AO, is the current Chairman of the Fund. As Chairman of the Trust, Mr Griffin will continue as a non-elected councillor of the Fund. Trust member Mrs Elaine Lawson is also a councillor of The Fund, thereby maintaining the links between The Fund and the Trust.

### **5.2 Acquisitions during 2004–05**

During 2004–05, The Australiana Fund acquired the following items:

- portrait medallion of William Charles Wentworth, 1854, by Thomas Woolner, circular cast bronze plaque, signed and dated 'T Woolner Sc 1854'. Purchased with funds from the estate of the late Lyndall Stewart Russell, 2004;
- book: *Australian Art Pottery 1900–1950* by Kevin Fahy et al., Casuarina Press, Sydney, 2004, limited edition;
- soup plate c.1820. Chinese export porcelain, belonging to Handbury Clements, with broad polychrome border and Clements family crest;

- vase or tall pot entitled 'River Gum', 1990, by Milton Moon, height 67.0cm, stoneware, fired ash glazes and oxide stains. Gift of Mrs Lyn Williams, AM, 2004;
- console table, Tasmanian blackwood, c. 1835, grained to simulate Brazilian rosewood;
- Wedgwood 'Australian Flora', c.1882, very rare blue transfer printed plates and oval bowl;
- memorabilia from Sir Ninian Stephen, fine silver Channukiah given to him for the Golden Jubilee of the Australian Jewish Welfare League in 1986;
- Stuart piano, 2002, flame cedar case, intermediate grand piano (2.2m) with coupling device so strings vibrate in a more controlled manner;
- silver trowel, silver-plated, c.1935, engraved with inscription and presented to Mrs JA Lyons (Dame Enid Lyons);
- set of three Tasmanian blackwood hall chairs, c.1840, with plain seat and reeded legs, back carved with the crest of Thomas Daniel Chapman. They belonged to a former Premier of Tasmania, Thomas Daniel Chapman, and were more recently part of the late Caroline Simpson's Clyde Bank collection; and
- Sunderland lustre jug, c.1856, decorated with black transfer print depicting a clipper ship *The Star of Tasmania*. From the late Caroline Simpson's Clyde Bank collection.

## 6. FINANCIAL ALLOCATIONS

### 6.1 Expenditure 2004–05

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 2004–05 and expenditure for 2003–04 in relation to Government House and Admiralty House.

	2004–05	2004–05	2003–04
	Appropriation	Expenditure	Expenditure
	\$	\$	\$
<b>Governor-General's office and establishments</b>			
Running costs	922,900	747,499	599,291
<b>Capital works and services</b>			
Buildings, works, plant and equipment	725,000	113,924	187,233
<b>TOTAL</b>	<b>1,647,900</b>	<b>861,423</b>	<b>786,524</b>

Note: These figures include repairs and maintenance, property operating expenses, property-related consultancies and capital works and services expenditure only. Other expense items associated with the general operations of the Office and management of the Governor-General's residences—such as wages, household costs and the costs of guarding and general security—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 2004–05 and expenditure for 2003–04 for The Lodge and Kirribilli House.

	2004–05	2004–05	2003–04
	Appropriation	Expenditure	Expenditure
	\$	\$	\$
<b>Administered</b>			
Maintenance and conservation— Prime Minister's official residences	488,000	322,945	366,681
<b>TOTAL</b>	<b>488,000</b>	<b>322,945</b>	<b>366,681</b>

Note: 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.