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# **Official Establishments Trust**

**2005-06**

ANNUAL REPORT

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## **OFFICIAL ESTABLISHMENTS TRUST**

The Hon John Howard MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I have pleasure in submitting the Twenty-seventh Annual Report of the Official Establishments Trust, for the year ended 30 June 2006.

Yours sincerely

Richard Griffin, AM  
Chairman

October 2006

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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.

Membership of the Trust was reviewed during the year and the Government reappointed Mr Bruce Buchanan for a further 2 years from 8 June 2006. The members of the Trust as at 30 June 2006 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 2008
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 NSW 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 2005-06 were \$694 per day for the Chairman and \$524 per day for other Trust members. The Remuneration Tribunal set travelling allowance rates at \$402 per overnight stay in Sydney and \$332 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 Marlena 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 Section 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; and
- 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 focus in relation to the residences of the Governor-General has been on the development of strategic works schedules for both residences and the commencement of construction of a replacement office building for the Honours and Awards Secretariat.

The focus in relation to the residences of the Prime Minister has been on the finalisation of the refurbishment of the reception rooms, the management of the grounds and gardens in drought conditions, the appointment of a consultant heritage architect for The Lodge 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 over 20 buildings. Government House in Canberra is the administrative centre for the Office where it has around 84 staff undertaking functions such as corporate and executive support, property management, household 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 usage of Government House during 2005-06 continued to highlight the limitations and constraints of the main House's size and layout. The use of the House and gardens for official events and activities and access provided to community groups means that the House and gardens need to be maintained to a high standard while protecting their heritage value. Modern safety and environmental standards also need to be reached to meet legislative requirements and community expectations.

The main House was the venue for 135 events attended by more than 6,200 people; seven investiture ceremonies involving the presentation of 177 awards; and 35 credentials presented by foreign diplomats taking up representational positions in Australia. State dinners were held in honour of the President of the Democratic Republic of Timor-Leste, HE Mr Kay Rala Xanana; The President of the Republic of Chile, HE Mr Ricardo Lagos Escobar; the President of Indonesia, HE Dr Susilo Bambang Yudhoyono; the Governor-General of the Solomon Islands, HE Sir Nathaniel Waena; and the King of Sweden, His Majesty Carl XVI Gustaf. Official luncheons were held for Her Majesty The Queen; and the President of the Republic of Lithuania, HE Mr Valdas Adamkus.

Her Majesty The Queen and His Royal Highness The Duke of Edinburgh were house guests at Government House, Canberra, from 12 to 15 March 2006, while attending many events and functions in Canberra and Sydney. During their stay The Queen and HRH each planted a tree in the grounds of Government House to recognise their visit. The Luncheon held in honour of The Queen on 14 March 2006 was attended by a number of former Governors-General and all current State Governors and Territory Administrators.

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 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 and also an open house and gardens). These events were attended by over 18,200 people and raised in excess of \$90,000 for the various organisations. Further details on the Office of the Official Secretary to the Governor-General and activities can be found at [www.gg.gov.au](http://www.gg.gov.au).

In last year's report it was noted that the Office of the Official Secretary to the Governor-General was provided with new funding in the 2005-06 Budget and the following three years for the implementation of the first four years of the ten-year property development and maintenance programme of works. Additional funding was also received 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. The development and implementation of the property works programme and the construction of the replacement Honours office accommodation were identified as a high priority project by the Official Establishments Trust.

The Office completed the preparation of a Heritage Strategic Plan, which is required under the *Environment Protection and Biodiversity Conservation Act 1999* with assistance from the Department of the Environment and Heritage (DEH) and the Official Establishments Trust. The draft plan was submitted to DEH for review and then to the Heritage Council for its consideration. The plan has recently been approved by the Minister for the Environment and Heritage.

### **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 Human Resources and Official Establishments 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 2005–06 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. 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 Management Plan.

The Trust is concerned that possible delays of certain expenditures relating to the conservation and the amenity of the four official residences is 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 2005–06 the Trust met on three occasions: at Government House, Canberra in September 2005 and March 2006 and at Admiralty House, Sydney in December 2005. The meeting which was scheduled to be held at Admiralty House, Sydney in June 2006 was rescheduled and held in July.

To assist in the formulation of advice, Trust members have each been given responsibility in relation to a particular residence. The committee members responsible for each residence report any matters requiring consideration to the Trust. 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 2005–06, 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**

The major concentration of effort this year, was directed to the implementation of the first year works included in the property schedule, or where there were identified efficiencies, the implementation of works identified for completion in later years. At the same time, a number of new works were identified and progressed. Significant works completed or commenced in 2005-06 included the upgrade of lifts to meet safety standards; replacement of domestic and heating hot water boilers that had reached the end of their economic lives; removal of an underground petrol storage tank that had ruptured and was presenting an environmental risk; upgrade of voice and data lines to meet Australian standards; upgrade of air-conditioning systems in the Chancery building that were inadequate for purpose; and upgrade of electrical distribution boards to meet standards.

The construction of a replacement building to provide office accommodation for the Honours Secretariat staff commenced in February 2006 following a tender process undertaken in the later part of 2005. The new building is scheduled for completion in November 2006. During construction, Honours staff are being accommodated in temporary demountable office accommodation located on-site at Government House.

A number of environmental improvement projects were completed including: installing dual flush toilets; upgrading water taps with more efficient models; and commissioning of the upgrading of the lighting in the service wing of the main house to reduce energy usage.

A number of landscape projects were researched or undertaken including: the planting of new trees in the fete Lawn to allow the removal, over time, of the current inappropriate plantings; upgrade of the Lord D'Isle Lookout to address structural and compliance inadequacies; and further work on the clearance of damaged tree limbs and undergrowth to reduce fire hazards.

The Office worked within the guidelines imposed by the National Capital Authority for the extraction of water from Lake Burley Griffin for the watering of 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. The Office achieved a further reduction of 2 per cent in the amount of water drawn from the lake during the year. This reduction has been achieved through continued water management, despite the drought in the region.

## **4.3 Admiralty House**

As with Government House, the major concentration of effort was the implementation of the first year of the ten-year property works programme or other identified works. Significant works completed or commenced in 2005-06 included: replacement of railings overlooking the swimming pool for improved safety; rebuilding of a collapsed brick wall between the service yard and the main drive; upgrading of the electrical distribution boards to meet Australian standards; repairs to the slate roof; and upgrading of car garages to remove lead paint and install electronic doors to improve staff occupational health and safety.

Work continued on improving the landscape at Admiralty House in accordance with the landscape plan. The work was again concentrated in the priority area of the gardens encompassing the main drive, the front of the House and the area bordering the property line to Kirribilli House. This work has involved the removal of inappropriate planting, rejuvenation of the garden beds and the planting of new trees and bushes. There is a significant improvement in the quality of the gardens since this work commenced in early 2005 under the guidance of a heritage landscape architect.

#### **4.4 The Lodge**

Works undertaken in 2005-06 include the installation of new carpet in the foyer and on the main staircase; repairs to some of the guttering which had perished; the application of a non-slip treatment to the outside entertainment areas to address occupational health and safety issues; and the removal of a dead Coastal Redwood tree from the grounds.

With the co-operation of the garden contractor a number of measures are being used throughout the grounds to minimise water usage and to endeavour to ensure the preservation of the important historical and heritage elements of the gardens. The garden contractor has also planted some Elm saplings which were grown from cuttings from the original trees in the grounds.

The Trust has identified a number of future works and maintenance requirements, not the least of which is the replacement of the slate roof. The tender process for the appointment of a Heritage Architect to oversee this project was conducted during 2005-06 and the roof replacement is planned for the 2006-07 financial year. Specifications and scoping for the update of the Garden Conservation Management Plan is expected to be conducted during 2006-07, with a view to going to the market in late 2006.

The Trust maintains its view that The Lodge is inadequate in a number of respects. The Trust has in previous years 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**

No major works were undertaken at Kirribilli House in 2005-06 but minor works included some external painting of the residence and the widening of the driveway. A large camphor laurel tree was removed from the garden as it had died. The viability of installing a rain water tank in the grounds is being assessed.

The Trust has identified the need for the Conservation Management Plan for the residence to be updated. It is anticipated that this will be undertaken during 2006-07. 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 in late 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 2005–06, a grant-in-aid of \$93,500 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 2005–06**

During 2005–06, The Australiana Fund acquired the following items:

- Book: *Coinage of Colonial Australia*, by Andrew Crellin, limited edition;
- Cedar Library Table with tooled leather top c1835;
- Pair of Doulton Burslem Fern pots, transfer printed with Queen Victoria flanked by Infantryman and Lighthorseman, produced for Australian Federation 1901;
- Portrait bust of HRH the Duke of Gloucester from the workshop of the Late Edward Kohler and donated by Mrs Kathleen van Raak;
- Australian Cedar twin pedestal sideboard c1835;
- Brazed steel sculpture, *Opus 285a*, by Robert Klippel, from the WR Burge Collection;
- Brazilian Rosewood Sofa Table; and
- Satinwood Vitrine.

## 6. FINANCIAL ALLOCATIONS

### 6.1 Expenditure 2005–06

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 comparative expenditure for 2005-06, 2004-05 and 2003-04 in relation to Government and Admiralty Houses.

	2005–06	2004–05	2003–04
	Expenditure	Expenditure	Expenditure
	\$	\$	\$
<b>Governor-General's office and establishments</b>			
Running costs	1 032 259	747 499	599 291
<b>Capital and minor works</b>			
Buildings, works, plant and equipment	1 771 247	113 924	187 233
<b>TOTAL</b>	<b>2 803 506</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 comparative expenditure for 2005–06, 2004–05 and 2003-04 for The Lodge and Kirribilli House.

	<b>2005–06</b>	<b>2004–05</b>	<b>2003-04</b>
	<b>Expenditure</b>	<b>Expenditure</b>	<b>Expenditure</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Administered</b>			
Maintenance and conservation – Prime Minister's official residences	337 382	322 945	366 681
<b>TOTAL</b>	<b>337 382</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.