



**Australian Government**

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**Department of the Prime Minister and Cabinet**

**Official Establishments Trust**

**2009-10**

**ANNUAL REPORT**

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## OFFICIAL ESTABLISHMENTS TRUST

The Hon Julia Gillard MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I have pleasure in submitting the thirty first Annual Report of the Official Establishments Trust, for the year ended 30 June 2010.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Richard Griffin'.

Richard Griffin AM  
Chairman

January 2011



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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 up 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 2009-10. The terms of Mr Richard Griffin, Mr Bruce Buchanan and Mr Peter Watts expired on 27 July 2009 and their reappointment or replacement had not been finalised at 30 June 2010. Since the expiration of their contracts, Mr Griffin and Mr Watts have been contracted by the Department to provide advice on the conservation and development of the Official Establishments, and have attended Trust meetings in this capacity. Mr Buchanan has chosen not to seek reappointment. The members of the Trust and their periods of appointment (including reappointments), as at 30 June 2010, are as follows:

<b>Member</b>	<b>Appointment</b>
Mr Bryce Raworth	20 August 2004 - 19 August 2010
Ms Suzie Forge	15 September 2007 - 14 September 2010

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 Watts was Director of the Historic Houses Trust of New South Wales until his retirement in October 2008 and complements the Trust with a detailed understanding of heritage issues associated with historic buildings and gardens. Mr Raworth is a conservation consultant and architectural historian. Ms Forge is an interior designer, specialising in historic interiors and restorations. The sitting fees payable in 2009-10 were \$813 per day for the Chairman and \$615 per day for other Trust members. The Remuneration Tribunal set travelling allowance rates at \$415 per overnight stay in Sydney and \$380 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 her husband, Their Excellencies Ms Quentin Bryce AC and Mr Michael Bryce AM AE; Prime Minister the Hon Julia Gillard MP and her partner Mr Tim Mathieson; former Prime Minister, the Hon Kevin Rudd MP and his wife Ms Thérèse Rein; 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**

As an advisory body without executive powers the Trust 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.

While the Trust's responsibilities relate to conserving the heritage values and ensuring the amenity of the official establishments, it 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 on the use of consultants and application of appropriate procedures. The Trust also makes recommendations in relation to future works required to properly conserve and develop the buildings and grounds and maintain appropriate facilities for the official residences.

During 2009-10 the Trust looked at options for improving the functionality and capacity of the Governor-General's residences, and advised on works identified in the ten-year works program.

The focus in relation to the residences of the Prime Minister was planning for possible repairs to The Lodge and advice on the appointment of heritage architects to the two properties.

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

The Office of the Official Secretary to the Governor-General (the Office) administers Government House, Canberra, and Admiralty House, Sydney. These Commonwealth listed heritage properties comprise approximately 54 hectares of land and more than 20 buildings.

Government House in Canberra is the administrative centre of the Office, where around 87 staff members undertake functions such as corporate and executive support, property management, household services, and administration of the Australian Honours and Awards system. Detailed information about the Office and its activities can be found at [www.gg.gov.au](http://www.gg.gov.au).

The properties continued to be used extensively during the year for the many functions and events hosted by the Governor-General. Government House and Admiralty House were the venue for 167 events, collectively attended by around 9,288 people; 11 investiture ceremonies involving the presentation of 180 awards; and 25 ceremonies where foreign diplomats presented their letters of credence to take up representational positions in Australia.

Government House was made available to a small number of community groups in support of their fundraising efforts. The Canberra Symphony Orchestra held their annual Proms Concert in the grounds on 20 February 2010. The Smith Family conducted its annual Open House and Garden event on 14 March 2010. On 3 April 2010, the Malkara Special School held a high tea fundraising event.

The Australiana Fund conducted regular garden tours of Government House during the warmer months and held Open Days at Admiralty House on 13 September 2009 and Government House on 27 September 2009. Around 24,000 people attended these events, which raised almost \$205,000 for the organisations involved.

In previous reports it was noted that the Office had received Government approval for the implementation of a ten-year property development and maintenance program of works for both vice-regal properties. The Trust is consulted on major works activity and continues to support the implementation of the works program.

## **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 Ministerial Support Unit 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 2009-10 Annual Report.

## **3 POLICY AND PLANNING**

### **3.1 Policy Considerations**

The four official residences, including their gardens and grounds and some internal features, furniture and objects, are included on the Commonwealth Heritage List. As Commonwealth Heritage Places they are protected under the provisions of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). These include the requirement that each place has a management plan, which is consistent with the Commonwealth Heritage management principles, that the Commonwealth heritage values of the places are protected and preserved for future generations, and that any proposed action likely to have an adverse or significant impact on the place's values is referred to the Minister for the Environment, Heritage and the Arts for a decision.

The residences are also included in 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 Official Values as described for each place in its listing on the Commonwealth Heritage List, and, where relevant, the Statement of Cultural Significance in its listing in the Register of the National Estate or state heritage register.

### **3.2 Planning Approach**

The official residences are maintained by the Commonwealth for the people of Australia. To provide advice about their ongoing use and serviceability as the official residences of the Governor-General and Prime Minister of the day, the Trust must consider 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. In formulating its advice, the Trust considers both the conservation and interpretation requirements of the important historic building fabric of the official residences, and the need for those facilities which are essential to allow 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; each establishment has a Grounds Conservation Management Plan.

The Trust is aware that the reports and management plans for The Lodge and Kirribilli House require updating to comply with the requirements of the EPBC Act, and that work on these plans was undertaken in 2009-10. The Trust supports efforts to develop more integrated conservation management approaches at these two properties.

## **4 ACTIVITIES OF THE TRUST**

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

The Trust usually meets quarterly in Canberra or Sydney. During 2009-10 the Trust met on four occasions: at Government House, Canberra in October 2009 and March 2010 and at Admiralty House, Sydney, in December 2009 and June 2010. 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 2009-10, membership of the four House Committees was as follows.

<b>Committee</b>	<b>Members</b>
Government House	Mr Richard Griffin AM Mr Bryce Raworth
Admiralty House	Mr Peter Watts AM Ms Suzie Forge
The Lodge	Mr Bryce Raworth
Kirribilli House	Mr Richard Griffin AM Mr Peter Watts AM Ms Suzie Forge

Note: the Chairman is also an ex-officio member of the House Committees for The Lodge and Admiralty House.

While the House Committees did not formally meet in 2009-10, individual members were consulted and contributed according to their areas of expertise. All major issues were discussed by the Trust at its quarterly meetings.

### **4.2 Government House**

In 2009–10, the Office continued to work on the implementation of projects identified in the ten-year property development and maintenance program or newly identified works that needed to be undertaken because of their urgency.

Significant works projects completed in 2009–10 included:

- a services upgrade which replaced the failing galvanised heating and hot water pipework within the main house and the installation and commissioning of a new energy efficient heating water boiler for the House which is now able to be centrally controlled and managed
- repairs to the former Admin wing to remove asbestos and stabilise the floor for use as a temporary storage area
- upgrading of the 25 year old central irrigation control system to improve reliability and efficiency.

The Office is endeavouring to reduce its energy consumption by installing better managed and controlled energy efficient plant and equipment as each upgrade becomes due. Gardening practices continued to be improved by the planting of more drought-tolerant plants; greater use of mulch (recycled from garden waste) on garden beds to reduce evaporation and improve soil moisture retention.

### **4.3 Admiralty House**

A number of works projects were either commenced or completed in 2009-10 as part of the works program for Admiralty House. This included works identified in the ten-year works program or newly identified works that needed to be undertaken because of their urgency.

Significant works completed at Admiralty House included:

- refurbishment of the Staff and Chef's Quarters
- external repainting of the Staff and Chef's quarters (while the refurbishment was occurring) to return the building to its original colour scheme
- repairs to elements of the seawall
- repairs to the storm water drainage system and connection of that system to the irrigation system to significantly reduce the use of potable water in the gardens.

### **4.4 The Lodge**

Only minor works were undertaken at The Lodge in 2009-10. A driveway flagpole was replaced and both poles flood lit to allow flags to be flown after dark. Other lighting work was completed throughout the grounds including on the driveway and the garden stairs. Repairs were also completed on damaged water pipes in the grounds.

In December 2009 a new kitchenette was installed in the Main Guardhouse. Minor associated works were also undertaken at this time including replacing the electrical switchboard.

Environmental concerns continue to be addressed at the residence, particularly in regard to water conservation. The gardeners continue to reduce the water consumption in the gardens through the use of wetting agents, mulch and efficient watering systems. Energy efficient light bulbs are used wherever possible in the residence.

Of significant concern to the Trust is the urgency to undertake comprehensive repairs to the roof of The Lodge which will safeguard the integrity and fabric of the building.

The Trust enthusiastically supported the Department's decision to engage heritage architects to complete management plans for the house and grounds.

#### **4.5 Kirribilli House**

The garden lighting was upgraded in July 2009 to replace old and faulty fixtures and in August 2009 a painting program consisting of both internal and external works was completed at the residence and a new exhaust fan and ducting was installed in the kitchen to replace existing aged equipment.

After a section of ceiling collapsed in June 2010 some plastering was replaced in a guest bedroom. The affected area was later repainted.

In the grounds, some minor trimming of trees and shrubs was also completed this year.

Environmental concerns continue to be addressed at the residence, particularly in regard to water conservation. The gardener has actively worked to reduce the water consumption in the gardens through the use of wetting agents, mulch and efficient watering systems. Energy efficient light bulbs are used wherever possible in the residence.

The Trust enthusiastically supported the Department's decision to engage heritage architects to complete management plans for the house and grounds.

## **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 \$7 million. Detailed information about The Fund and its activities can be found at [www.theaustralianafund.org.au](http://www.theaustralianafund.org.au).

The Fund's acquisitions are financed from its own resources and through direct public participation in the form of private and corporate donations. In early 2008 then Prime Minister, the Hon Kevin Rudd, MP approved the continued provision of financial support to The Fund through a government contribution towards meeting administrative costs. In 2009-10, a grant-in-aid of \$98,000 (plus GST) 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.

Mr Donald McDonald, AC, is the current Chairman of The Fund. Close links are maintained between the Trust and The Fund. As Chairman of the Trust, Mr Richard Griffin, AM, is a non-elected Councillor of The Fund.

### **5.2 Acquisitions during 2009-10**

There were no acquisitions in 2009-10.

## 6 FINANCIAL ALLOCATIONS

### 6.1 Expenditure in 2009-10

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, summarises expenditure for 2009-10 and 2008-09 in relation to Government House and Admiralty House.

	Expenditure (\$)	
	2009-10	2008-09
<i>Governor-General's office and establishments</i>		
<i>Capital and minor works</i>		
Maintenance and conservation, including any capital and minor works	2,484,003	2,114,955
<b>TOTAL</b>	<b>2,484,003</b>	<b>2,114,955</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, summarises expenditure for 2009-10 and 2008-09 in relation to The Lodge and Kirribilli House.

	Expenditure (\$)	
	2009-10	2008-09
<i>Administered item</i>		
Maintenance and conservation, including any capital and minor works	316 027	318 563
<b>TOTAL</b>	<b>316 027</b>	<b>318 563</b>

Notes: 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.