



# Office of the Governor of Tasmania



*Photographer: Pen Tayler*

Annual Report  
1 July 2020—30 June 2021

Government House  
Tasmania

*Available on the Office of the Governor website:*  
[www.govhouse.tas.gov.au](http://www.govhouse.tas.gov.au)





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OFFICE OF THE GOVERNOR  
GOVERNMENT HOUSE  
HOBART TASMANIA 7000



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28 October 2021

The Honourable Peter Gutwein MP  
Premier of Tasmania  
Level 11, Executive Building  
15 Murray Street  
Hobart TAS 7000

Dear Premier,

In accordance with the provisions of the *Financial Management Act 2016*, I submit for tabling in the Parliament the Annual Report of the Office of the Governor of Tasmania.

The Report covers the period 1 July 2020 to 30 June 2021 and outlines the achievements and business of the Office of the Governor in providing effective and accountable support to the Governor of Tasmania.

Yours sincerely,

A handwritten signature in black ink, appearing to read "David Owen".

**David Owen**  
**Official Secretary**

## MISSION

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

## OBJECTIVES

The objectives of the Office of the Governor are to:

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

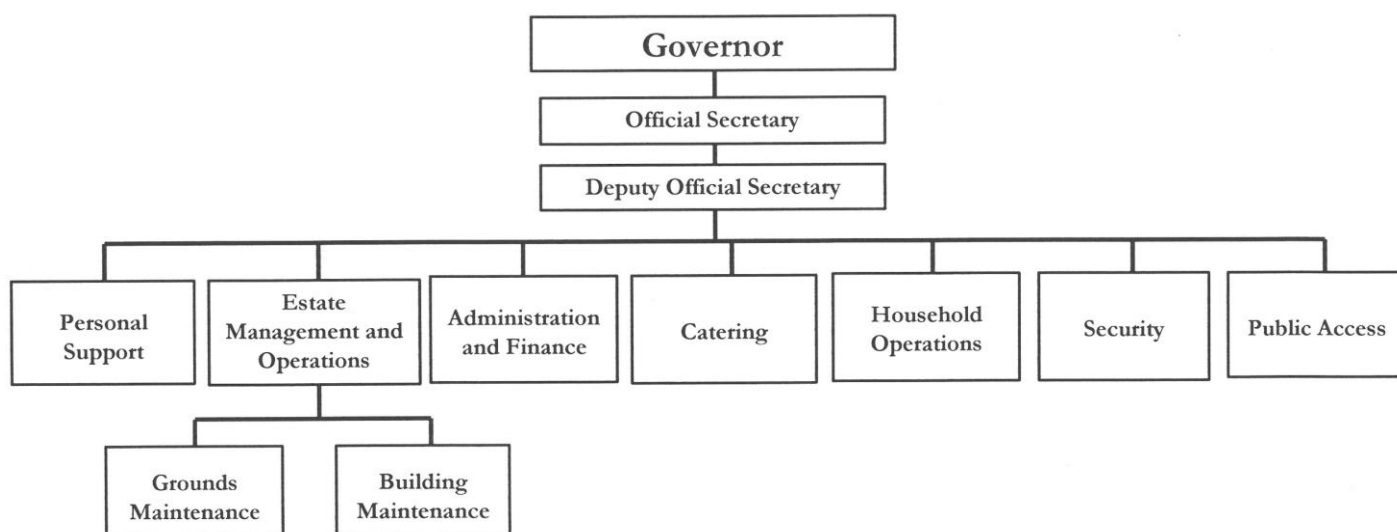
## THE OFFICE OF THE GOVERNOR

### Overview

In accordance with the provisions of the *Financial Management Act 2016* the Office of the Governor is classified as a Legislative Agency. The accountable authority is the Official Secretary who is appointed by the Governor-in-Council under the *Governor of Tasmania Act 1982*, to assist the Governor in the performance of her duties.

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

### Organisational Structure





Her Excellency the Honourable Barbara Baker AC,  
Governor of Tasmania (from 16 June 2021), and  
Emeritus Professor Don Chalmers AO



Her Excellency Professor the Honourable Kate Warner AC,  
Governor of Tasmania (until 9 June 2021), and  
Mr Richard Warner AM

## Functions of the Office

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

The Governor, on behalf of all Tasmanians, promotes Tasmania, recognises achievement, encourages worthwhile endeavour and reinforces the State's cultural identity and the values. A key indicator of the Office of the Governor's close links to Tasmanian society is in the number of organisations enjoying Vice-Regal patronage – 152 during the year in review.

The Office of the Governor supported Her Excellency and Professor Chalmers and Her Excellency and Mr Warner in carrying out all of their Vice-Regal functions; and also supported the Lieutenant Governor and Mrs Blow in carrying out their Vice-Regal functions.

## Corporate Governance

The Official Secretary is responsible for managing the Office of the Governor in a way that promotes the proper use of State resources. These responsibilities and the key elements of the administrative framework for the Official Secretary as the accountable authority are specified in the *Financial Management Act 2016*. The Official Secretary is responsible for establishing strategic priorities, allocating resources, and monitoring and reporting on team and individual performances. The Official Secretary convenes staff meetings and liaises with various State sector representatives. The Official Secretary monitors the implementation of employment policies and practices.

## OUTPUT REPORT

### Output 1.1 – Support of the Governor

The objectives of this Output Group are to support the Governor in carrying out her constitutional role in the operation of the Parliament and the Executive Government and her official role in the affairs of the Tasmanian community, and to preserve the Government House Estate.

The Output Group consists of the single Output entitled ‘Support of the Governor’, which has as its first objective the efficient and effective intercourse between the Office and the Parliament, the Executive Government, the State Service, the Honours Secretariat, the Commonwealth Government, Buckingham Palace, and the Tasmanian community. Secondly, it entails the preservation of the Government House Estate. Thirdly, it has the objective of cooperating closely with all arms of government and the community to promote the State of Tasmania to a wide range of interstate and international guests and other visitors to the State. The services provided under this Output Group are delivered by the Governor, her spouse, her support staff and the facilities of the Government House Estate.

### Financial Performance

The total resourcing for Output 1 is set out in the table below. The Office budgeted for Output appropriations of \$4,709,000 for recurrent services.

Consolidated Fund	2020–2021 Budget \$'000	2020–2021 Actual \$'000	Variation \$'000
Recurrent Services (Appropriation)	4,709	4,504	(205)

### Performance Indicators for Output 1.1

Output 1.1 Support of the Governor	<i>Quality:</i>  <i>Quantity:</i>	Satisfaction of the Governor and the organisations and individuals with whom the Office deals; meeting of heritage standards in the conservation and capital improvement of the Government House Estate;  Management of the Governor’s participation in 396 official events at Government House and throughout Tasmania; maintenance of 15 hectares of grounds including 4.5 hectares of ornamental gardens, substantial vegetable and picking gardens and orchard and Vineyard; Estate management, conservation and maintenance of Government House and seven cottages and ten service outbuildings.
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## Qualitative Assessment

The key outcomes for Output 1.1 are that:

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

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

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

Staff supporting the Output in the management of the Estate maintain the grounds and buildings and other assets of the Government House Estate to a high standard.

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

### Details of key activities undertaken in 2020–2021

Key Results	Number	
	2020–2021	2019–2020
Executive Council meetings presided over	23	26
Acts receiving Royal Assent	37	48
Receptions held at Government House	17	44
Ambassadors and High Commissioners hosted at Government House	4	4
Official dinners and luncheons	13	8
School visits to Government House	17	13
Visits to Government House by community groups, including service clubs, special interest groups, exchange students, and charitable organisations	32	21
Swearings-In, Investitures, presentation ceremonies	32	17
Official callers received by the Governor/Lt Gov	120	88
Forums, lectures, launches, fundraising, in-house musical events	8	12
External events attended by the Governor/Lt Gov	167	155
Speeches delivered by the Governor/Lt Gov	164	157
Visitors on Open Day	-	5,900
Monthly tours	25	61
<b>Total number of guests/visitors</b>	<b>4,193</b>	<b>14,749</b>

## THE YEAR IN REVIEW

### Constitutional

The Governor's primary role is to safeguard the Tasmanian Constitution and Tasmania's democratic parliamentary system of government. The *Constitution Act 1934*, s10 provides that, 'The Governor and the Legislative Council and House of Assembly shall together constitute the Parliament of Tasmania.' It is the duty of the Governor to sign all the Bills that have been passed by the two Houses of Parliament in order to make them part of the law of Tasmania. During 2020–2021, Governor Warner gave the Royal Assent to 37 Bills presented by the President of the Legislative Council of Tasmania or the Speaker of the House of Assembly of Tasmania (Consolidated Fund Supplementary Appropriation Bills).

In addition, the Governor exercises executive power, but (with rare exceptions) only on the advice of Ministers who are responsible to the Parliament. That advice is generally conveyed through the Executive Council. The Governor presides at regular meetings of the Council, giving the constitutionally required approval to give legal effect to many Government decisions. During 2020–2021, Their Excellencies presided over 23 meetings of the Executive Council.

Her Excellency Professor the Honourable Kate Warner's term as Governor of Tasmania concluded on Wednesday 9 June 2021. Her Excellency the Honourable Barbara Baker AC was sworn to office as Tasmania's 29<sup>th</sup> Governor on Wednesday 16 June 2021.

### Administration in the absence of the Governor

The Lieutenant Governor of Tasmania, the Honourable Alan Blow AO, administered the State from Wednesday 9 June 2021 to Wednesday 16 June 2021.

### Ceremonial

Governor Warner officiated at a variety of ceremonial events at Government House. In the year under review, there were a total of 28 investitures and presentations. Due to the ongoing Covid-19 restrictions, the Investitures for recipients of awards announced in the 2020 Australia Day Honours, 2020 Queen's Birthday Honours, 2020 Midwinter's Day Honours, 2020 Australian Bravery Decorations and 2021 Australia Day Honours were held at a number of smaller ceremonies conducted in accordance with Covid-safe protocols.

The Chief Justice of the Supreme Court of Tasmania, the Honourable Alan Blow AO, officiated at the swearing-in and assumption of office by Ms Barbara Baker AC as the 29<sup>th</sup> Governor of Tasmania.

Swearings-in and related ceremonies:

Swearings-in of Acting Judges of the Supreme Court (2); Swearing-in of the Premier of Tasmania and Cabinet Ministers; Swearing-in and assumption of office by the 29<sup>th</sup> Governor of Tasmania.

Investitures, presentations and ceremonies:

Australia Day Investitures; Midwinter's Day (Australian Antarctic Medals); Australian Bravery Decorations; Churchill Fellowship presentations; Defence Reserves Employer Support Tasmania Awards; Duke of Edinburgh's Gold Awards; Florence Nightingale Tasmania Grants and Awards Committee presentations; Order of St John Investiture; Queen's Birthday Investitures; University of Tasmania – Tasmanian Law Reform Institute scholarships.

## Visitors to Government House

Events and functions hosted by Governor Warner and Mr Warner and Governor Baker and Professor Chalmers, brought 4,193 visitors to Government House in 2020–2021, including: Receptions, 745; Investitures, Presentations, Lectures, Musical evenings, Fundraising events, 1,322; Morning and Afternoon Teas, 249; Other visitors (such as private tours, work experience placements), 205; School visits, 713; Lunches, Dinners, 278; Official callers, 120.

## Municipal Visits

In the year under review, Governor Warner and Mr Warner paid an official visit to the Tasmanian municipality of West Coast.

## Significant events

Covid-19 restrictions continued to impact both the number and nature of Vice-Regal engagements throughout the first half of this financial year, with Governor Warner regularly recording video messages or delivering addresses online, in lieu of hosting or attending face-to-face engagements.

The Office of the Governor continued to provide support for many charitable organisations during this period through regular donations of prepared meals from the Kitchen and fresh produce from the Gardens. The Government House Estate also benefited from an increased focus on repairs and maintenance – particularly through the Public Building Maintenance Program – which enabled projects such as the installation of much-needed heating in the Ball Room, construction of bookcases for the Executive Council Room, upgrades to electrical switchboards and the renovation of Cottage 7 to be undertaken, each of which provided employment opportunities for local Tasmanian businesses and contractors.

Her Excellency and Mr Warner hosted a number of small dinners, in accordance with Covid-safe protocols, to acknowledge and thank key staff from Government departments and the Australian Defence Force for their efforts to protect and support the Tasmanian community during the period of lockdown and beyond.

Governor Warner and her Official Secretary, Mr David Owen, continued their joint research and writing of a two-volume book on the history of Government House Tasmania. *Government House Tasmania: A Remarkable Story* was officially launched at Government House on 26 May 2021.

In September 2020, Her Excellency and Mr Warner hosted twelve investitures over a period of six days, in accordance with Covid-safe protocols, for recipients of Order of Australia Honours and Meritorious Service Awards.

In February 2021, Governor Warner delivered the Preamble for a paired Apology to Tasmanian Aboriginal People which was presented by the Royal Society of Tasmania and the Tasmanian Museum and Art Gallery.

In March 2021, at the request of the Premier of Tasmania, the Honourable Peter Gutwein MP, Governor Warner signed Proclamations to prorogue the Parliament of Tasmania and dissolve the House of Assembly. Her Excellency then requested the Tasmanian Electoral Commissioner to prepare Writs to enable a general election to be held on Saturday 1 May 2021.

In April 2021, Governor Warner extended condolences to Her Majesty The Queen on behalf all Tasmanians upon the death of His Royal Highness The Prince Philip, Duke of Edinburgh.

In May 2021, the Premier advised Her Excellency that, following the elections for the House of Assembly, he was able to form a new government. Her Excellency then commissioned and swore to office the Premier of Tasmania and new Ministry.

In May 2021, the Premier of Tasmania announced that he had received approval from Her Majesty Queen Elizabeth II for Ms Barbara Baker to be appointed Tasmania's 29th Governor.

In June 2021, Ms Barbara Baker AC was sworn to office as the 29<sup>th</sup> Governor of Tasmania.

In June 2021, Governor Baker presided at the Ceremonial Opening of the 50<sup>th</sup> Parliament of Tasmania.

Other significant events during the year:

Private wreath laying service on behalf of RSL Tasmania to mark the 75th anniversary of Victory in the Pacific (VP Day); ANZAC Day 2021 Dawn Service, wreath laying ceremony, morning tea and Parade; His Royal Highness The Prince Philip, Duke of Edinburgh Evening Prayer Service giving thanks for his life and work at St David's Cathedral; Ceremonial tree planting to mark Governor Warner's term of office.

### **Vice-Regal Gatherings**

Governor Warner attended Vice-Regal gatherings hosted by the Governor of South Australia, His Excellency the Honourable Hieu Van Le AC, by teleconference in July 2020 and in person at Government House Adelaide in March 2021.

### **Vice-Regal Guests**

The Right Hon Dame Patsy Reddy GNZM QSO, Governor-General of New Zealand and Sir David Gascoigne KNZM CBE.

### **Diplomatic Guests and Callers**

Ambassadors:

Federal Republic of Germany, His Excellency Dr Thomas Fitschen, and Dr Ilona Stölken-Fitschen; Japan, His Excellency Mr Shingo Yamagami and Mrs Kaoru Yamagami; Korea (Republic of Korea), His Excellency Mr Jeong-Sik Kang, and Mrs Yoon Sun Huh; Norway, His Excellency Mr Paul Gulleik Larsen, and Mrs Kristina Kraguljac Larsen.

High Commissioners:

New Zealand, Her Excellency the Honourable Dame Annette King DNZM and Mr Raymond Lind; New Zealand (Australian High Commissioner to), The Honourable Patricia Forsythe AM; United Kingdom, Her Excellency Mrs Victoria Treadell CMG MVO.

Consuls-General:

People's Republic of China in Melbourne, Mr Long Zhou and Mme Chu Wenrong; Japan in Melbourne, Mr Kazuyoshi Matsunaga.

Honorary Consuls:

Japan, Ms Kim Clifford; United Kingdom, Mr Frank McGregor.

## Official Callers

The Honourable Peter Gutwein MP, Premier of Tasmania; The Honourable Elise Archer MP, Attorney-General; The Honourable Roger Jaensch MP, Minister for Aboriginal Affairs.

Rear Admiral Robert Plath AM, Commander Joint Task Force 629 (COVID) together with Colonel David Hughes, Commander Joint Task Group 629.5; Brigadier Graham Goodwin, CSC, Commander of 9th Brigade and Joint Task Group 629.4 (SA); Commander Robin Dainty, Commanding Officer HMAS Rankin together with Commander Andrew Wright CSC OAM ADC RAN, Commanding Officer and Lieutenant Commander Calvin Johnson, Executive Officer, Navy Headquarters Tasmania;

The Right Reverend Dr Richard Condie, Anglican Bishop of Tasmania; Mrs Jane Tenniswood, Director, and Ms Amber Forrest, Project Manager, The Australian Garden Council; Ms Kim Boyer, President, and Mr Ian Baxter, Events Coordinator, Australian Institute of International Affairs, Tasmania Branch; Ms Bernadette Black AM, CEO and Founding Director, Brave Foundation; Dr Patsy Cameron AO; Ms Leanne McLean, Commissioner for Children and Young People; Ms Elizabeth Sandman, Crescendo Choir; Ms Zelinda Sherlock, Mr John Kamara, Mr Raj Chopra and Dr Charles Makoundi, Culturally Diverse Alliance of Tasmania; Associate Professor Cassandra Atherton, Deakin University;

Ms Juanita Wood, Horticultural Manager, Emu Valley Rhododendron Garden, and Mr Michael Wood; Mr Nicholas Heyward, Chair, and Mr Matthew Smithies, Managing Director, National Trust Tasmania; Professor Natalie Brown, Director of the Peter Underwood Centre; Ms Jenny Gale, Secretary, Department of Premier and Cabinet; Mr Neil Broomfield, Director, and Ms Jan Miller OAM, Vice-President, Print Radio Tasmania; Mr Bill Lawson AM, Co-Chair, and Mr Mark Redmond, Chief Executive Officer, Reconciliation Tasmania;

Professor Peter Kanowski, Secretary of the Rhodes Scholarship in Australia, Professor Elle Leane, former Tasmanian State Secretary, and Professor Nicholas Farrelly, State Secretary for the Rhodes Scholarship in Tasmania; Ms Jenny Miller and Mr Conor Hallahan, Riding for the Disabled Association of Tasmania Inc; Mr Mark Mugnaioni, Group Chief Executive Officer, and Mrs Kathryn Westwood, President, Royal Automobile Club of Tasmania; Mr Malcolm White, Chair, and Ms Nicole Henty, Dental Manager and Board Secretary, Royal Flying Doctor Service Tasmania;

Ms Mary Koolhof, President, Professor Jocelyn McPhie, Vice-President, and Ms Marley Large, Honorary Secretary, The Royal Society of Tasmania; Mr Cameron Oxley KStJ, Chancellor, Mr Len Fiori KStJ, Priory Secretary and CEO, St John Ambulance Australia, and Major General Steve Smith (Retd) AM, CSC, RFD, CStJ, Chairman, St John Ambulance Tasmania; Ms Heather Sculthorpe, Chief Executive Officer, Tasmanian Aboriginal Centre, and Professor Tim McCormack; Dr Sally Bryant, Honorary Research Fellow, Tasmanian Land Conservancy;

Ms Mary Koolhof, President, The Royal Society of Tasmania, and Ms Janet Carding, Director, Tasmanian Museum and Art Gallery; Mr Tony Ferrall, Secretary, Department of Treasury and Finance; Mr Michael Field AC, Chancellor, Professor Rufus Black, Vice-Chancellor and Chancellor-Elect, Ms Alison Watkins, University of Tasmania; Professor Greg Lehman, Pro Vice Chancellor Aboriginal Leadership, University of Tasmania; The Honourable Lisa Singh, Head of Government Advocacy, and Ms Grace Forrest, Co-Founder, Walk Free; Ms Sue Costello, Manager, 26TEN Strategy, and Ms Maria Flynn.

Swearing-in of Her Excellency the Honourable Barbara Baker AC,  
29th Governor of Tasmania, Wednesday 16 June 2021









## Morning and Afternoon Teas

Alannah & Madeline Foundation 'First Responders Walk'; Australia-ASEAN Council; Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR); Families Tasmania Inc; Hobart Legacy Inc; HOPES Inc (Housing Options for People in Extraordinary Situations) 10th anniversary; Royal Hobart Hospital Research Foundation; Tasmania Police Commissioned Officers; The Wednesday Walkers.

## Receptions

26TEN Week 2020; Australian-American Fulbright Commission (Fulbright Australia) 75th anniversary; Australian Wooden Boat Festival 2021; Churchill Fellows Association Forum; Connect42; Consular Corps of Tasmania; Fiji Australia Association of Tasmania Inc; Justice Reform Initiative in Tasmania; Multicultural Council of Tasmania; MyState Community Foundation 20th anniversary; National Trust of Australia (Tasmania) 60th anniversary;

Royal Australian Air Force (RAAF) 100th anniversary; Royal Commonwealth Society — Southern Tasmanian Branch Commonwealth Day 2021; Royal Hobart Regatta Association Inc; The Royal Society of Tasmania; Tasmania Legal Aid 30th anniversary; Tasmanian Community Fund 21st anniversary; Tasmanian Magistrates and the Association of Australian Magistrates Conference; Tasmanian Racing Club Inc; Tasmanian Refugee Legal Service; Ten Days on the Island Festival 2021.



View from the Tennis Court hawthorn arch





St John Ambulance Tasmania Service Awards, October 2020



Tasmanian Farmers and Graziers Association Kids to Farms Project  
Swansea Primary School, November 2020



Florence Nightingale Grants and Awards, November 2020





Visit to Spring Bay Mill, Triabunna, February 2021





Multicultural Women's Council of Tasmania – International Women's Day Celebration,  
March 2021



Australian Rowing Championships 2021, Lake Barrington, March 2021





Condolence Book for HRH The Duke of Edinburgh with Mr Warner and Mr Frank McGregor, Honorary Consul for the United Kingdom in Tasmania, April 2021



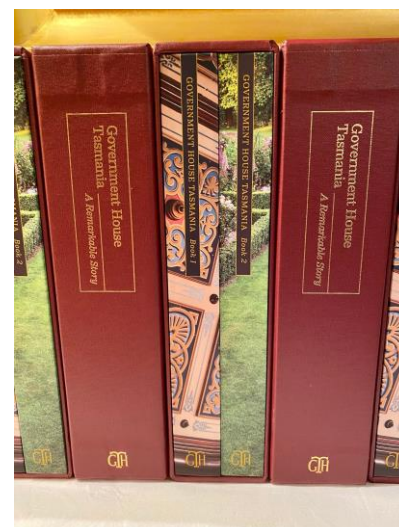
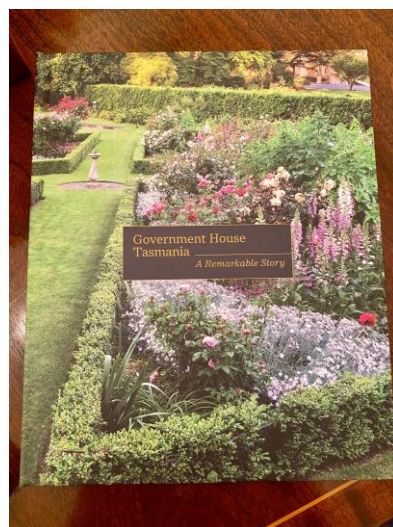
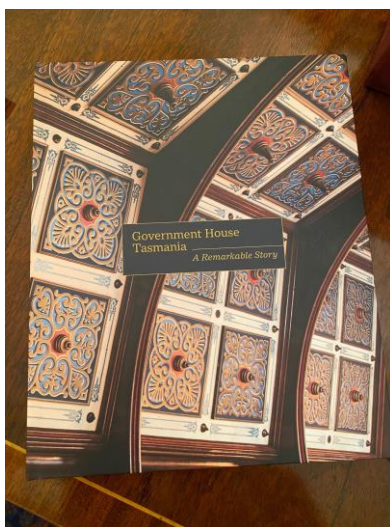
Government House staff enjoyed a farewell lunch at *Valleyfield*, the New Norfolk property of Governor Warner and Mr Warner, April 2021





Swearing-in of the Premier of Tasmania and Ministry, May 2021





Launch of the history book, *Government House Tasmania: A Remarkable Story*, May 2021



Visit by the Governor-General of New Zealand,  
The Right Honourable Dame Patsy Reddy GNZM QSO,  
and Sir David Gascoigne KNZM CBE, together with Her Excellency the Honourable  
Dame Annette King DNZM, High Commissioner for New Zealand, and Mr Raymond Lind;  
and Her Excellency the Honourable Patricia Forsythe AM, High Commissioner to  
New Zealand, June 2021







Photographs on these pages sourced from <https://gg.govt.nz/image-galleries/state-visit-australia-day-4>  
and <https://gg.govt.nz/image-galleries/state-visit-australia-day-5>



## Honorary Aides-de-Camp to the Governor

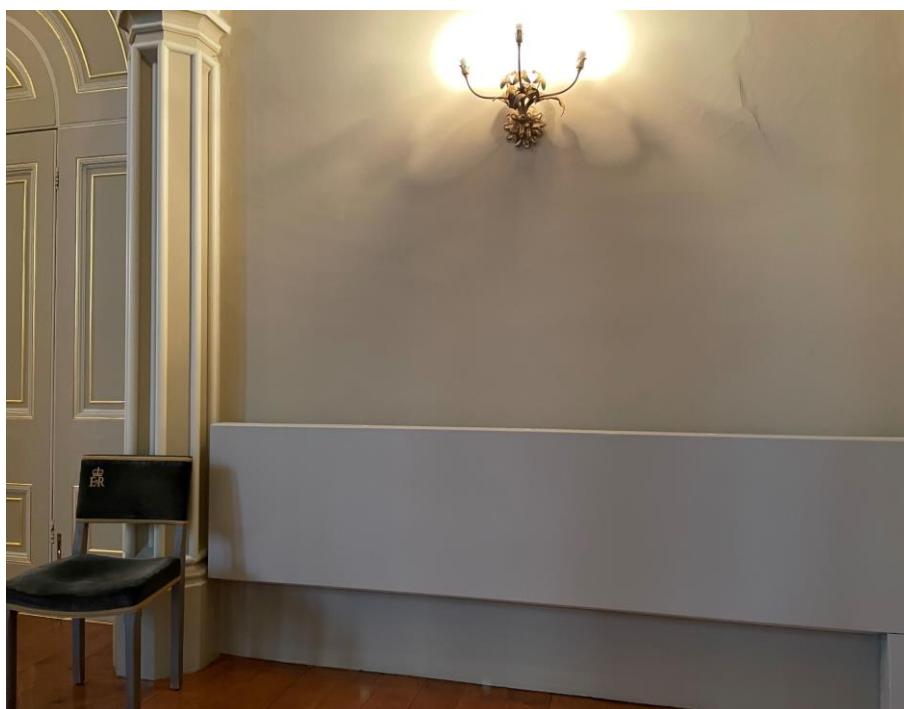


L – R: Inspector Glen Woolley, APM, OAM, ADC; Lieutenant Carolyn Docking, RANR ADC; Captain Justin Fountain, ARes ADC; Flight Lieutenant Paula Chatwood, RAAFAR ADC (full-time Aide-de-Camp); Lieutenant Commander Andrew Goldsworthy, RANR ADC, Captain Tom Calderwood, ARes ADC.

## Public Building Maintenance Program 2020 – 2021



Two of 12 shelves built for the new Library



One of seven hydronic heaters installed in the Ball Room

## External events

14th Richard Selby Smith Oration; 15th Annual Tasmanian Parliamentary Prayer Breakfast; Allegrì Ensemble *Ave Maria – Music of Hope, Beauty and Calm that Transcends the Ages*; Archdiocese of Hobart Mass to mark the bicentenary of the establishment of the Catholic Church in Tasmania; Archipelago Productions and Blue Cow Theatre *The Bleeding Tree* performance; Art Society of Tasmania 136th Annual Exhibition; Auslan Community Leaders Challenge 2020 video message; Auntie Patsy Cameron's *Sea Country* book launch and Lisa Kennedy's water colour exhibition;

Australian Council for Educational Leaders (ACEL), Tasmanian Branch awards; Australian Institute of Architects, Open House Hobart 2020 *Bozen's Cottage* online presentation; Australian Institute of Company Directors Gold Medal Award Luncheon; Australian Institute of International Affairs – Tasmania online webinars, 2020 US Presidential Election Roundtable and Q and A and *The World After COVID-19*; Australia-Japan Society of Tasmania 50th anniversary dinner; Australian of the Year Awards (Tasmania) 2021; Australian Society of Miniature Art Tasmania Inc Annual Exhibition; Australian Wooden Boat Festival Parade of Sail 2021;

Battle of Britain 80th National Commemoration; Battle of Crete 80th anniversary Wreath Laying Ceremony; Bell Bay Aluminium (Rio Tinto Alcan) site visit; C3 Church Hobart Christmas Carols; Cancer Council Relay for Life North-West (Penguin); Circular Head Aboriginal Corporation (CHAC) Tunnerminnerwait Day; Combined Clubs Women's Keel Boat Regatta presentation dinner; Commissioner for Children and Young People (Tas) Statewide Ambassador Program; Connect42, *Just Time* presentations and *Colleagues @ The Heart of Literacy* network seminar;

Convict Women's Press, *Convict Lives: female convicts at the New Norfolk Asylum* book launch; Corumbene Care, New Norfolk 54th Birthday Party video message; Cradle Coast Authority farewell morning tea; Culturally Diverse Alliance of Tasmania (CDAT) launch; Department of Foreign Affairs and Trade, Tas State Office, International Women's Day Breakfast; Embassy of Norway, Roald Amundsen exhibition; Engender Equality, *Whose Life is it Anyway? Leaving a Violent Abuser: The Sequel* book launch;

Family Court of Australia Ceremonial Sitting to mark the retirement of the Honourable Justice Robert Benjamin AM; Forty South Publishing Pty Ltd website launch; Friends of Willow Court 20th anniversary; From the Shadows Inc, statue unveiling; George Town Primary School visit; Glamorgan Spring Bay Historical Society launch of Dr Malcolm Ward's book, *Love, Passion and Cruelty in Van Diemen's Land. George Meredith's love letters to his wife, 1823 – 1836*; Glenview Community Services, Korongee official opening; Hamilton Literary Society meeting;

Henry Reynolds's *Truth-Telling 'in conversation'* book launch; HMAS *Rankin* tour; Hobart Cancerians Committee Defeating Cancer fundraising function; Hobart Horticultural Society Sandy Bay Dahlia Show; Hobart Macquarie Probus Club, guest speaker; Hobart Women's Shelter visit; Huonville Primary School's Launching into Learning (LiL) program; International Harbour Masters Congress 2020 pre-recorded welcome message; Isolated Children's Parents' Association of Australia (Inc) (ICPA Aust) 2020 Federal Conference (online);

Jane Franklin Hall, *What I know about the law: careers with a law degree* online panel discussion; Janice Ross's *Dual Naming Series* launch; Japara Sandhill Aged Care Home visit; Jordan River Senior School Annual Presentation Evening 2020 video message; Kingston Ladies Probus Club, guest speaker; Lady Clark Retirement Village residents' afternoon tea; Launceston Club members' dinner; Launceston to Hobart Yacht Race 2020 trophy presentation; MacKillop Catholic College school assembly; Mannalargenna Day 2020; MMG Rosebery Mine 85th anniversary Gala Dinner;

MONA FOMA 2021 festival; Most Venerable Order of the Hospital of St John of Jerusalem Annual Dinner; Multicultural Council of Tasmania festival opening; Multicultural Women's Council of Tasmania International Women's Day celebration; National Book Council Tasmania, guest speaker; National Breast Cancer Foundation Mother's Day Classic; National Police Remembrance Day 2020; National Youth Science Forum 2021 video message; Naval Association of Australia Commemorative Service and Centenary Dinner; Naval, Military and Air Force Club of Tasmania Inc ANZAC Day Luncheon;

New Norfolk Rowing Club Derwent Valley Boathouse opening; North-West Support School Devonport campus visit; Opening of the 2021 Legal Year ecumenical service; The Order of Australia Association Ltd, Tasmanian Branch dinner; Palliative Care Tasmania Awards 2020 video message; Partners of Veterans Association of Australia, Tasmania Branch Inc dedication service and plaque unveiling; Premier of Tasmania and Cabinet farewell luncheon; Print Radio Tasmania, Christmas Message recording; Prison Fellowship Australia, Tasmanian Office *Art from Inside* exhibition;

Queen's Scout and Queen's Guide Awards 2020 and 2021; Remembrance Day 2020 Wreath Laying Ceremony; Rotary Club of Glenorchy Inc, guest speaker; Rotary Club of Hobart 2020 Annual Art Show opening; Rowing Australia Open and Open Schools Championships; Royal Australian and New Zealand College of Psychiatrists (RANZCP) Congress 2021; Royal Australian Infantry Corps Annual Dinner; Royal Flying Doctor Service Tasmania, Dental Truck launch;

Royal Society of Tasmania Northern Branch lecture; Royal Society of Tasmania and the Tasmanian Museum and Art Gallery, paired Apology to Tasmanian Aboriginal People; Royal Society of Tasmania *Climate challenges and the path to mitigation* lecture; Royal Society of Tasmania 2020 Christmas Lecture; RSL Women's Auxiliary Tasmania State Branch Inc Annual Conference; Sandy Bay Ladies Probus Club Inc, guest speaker; Science and Engineering Challenge 2021 State Final presentation; Scouts Australia – Tasmanian Branch Good Service Awards;

Scouts Australia – Tasmanian Branch, Ms Jeannette Vogels, State Office Manager, retirement high tea; Sexual Assault Support Service dinner to mark International Women's Day; South Channel Garden Club 50th anniversary luncheon; Speech Pathology Tasmania Yoshimoto Orton-Gillingham Dyslexia Training; Spring Bay Mill and Wind Song visit; St David's Cathedral *First Signs of Life* concert series; Surf Life Saving Tasmania 40th anniversary of women as active lifesavers video message; Tasmania Police Graduation Ceremony; Tasmanian Aboriginal Centre special community screening of the animated television series, *Little J & Big Cuz*;

Tasmanian Assessment, Standards and Certification (TASC) Outstanding Achievement Awards 2020; Tasmanian Historical Research Association *Tasmanian Life* series lecture; Tasmanian Land Conservancy Tinderbox Hills campaign property visit; Tasmanian Magistrates and the Association of Australian Magistrates Joint Conference; Tasmanian Racing Club, 2021 Hobart Cup Day; Tasmanian Refugee Legal Service to celebrate World Refugee Day cocktail party; Tasmanian Rhodes Scholar 2021 online meeting with the candidates and selection committee;

Tasmanian Symphony Orchestra performances *Beethoven & Mozart*, *Friday Night Live* and *TSO Daily Dose*; Tasmanian Turf Club, Launceston Cup 2021; Tasmanian Volunteering Awards 2021; Ten Days on the Island *takara nipaluna / walking Hobart*; Ten Lives Cat Centre, Tour de Ten Lives – 'Tassie's ¼ Tour' participation; Underwood Centre Advisory Committee meetings; Underwood Centre and University of Tasmania *Review of Literacy Teaching, Training and Practice in Government Schools* launch;



University of Tasmania College of Arts, Law and Education Graduation Ceremony; Vietnam Veterans' Day Remembrance Service 2020; Volunteering Tasmania, Tasmanian Volunteer of the Year Awards 2020 virtual presentation; Wesley Hobart Faith Community, 200 years of Ministry celebration; Windeward Bound Trust Rotary 100 Great Youth Adventure launch; Women in Resources & Manufacturing Tasmania Awards 2021 launch; Zonta Club of Hobart 50th anniversary dinner.

### **School and community group visits**

Army Museum of Tasmania, Anglesea Barracks volunteers; Australian Garden Council Southern Horticultural Network; Batting for Change, 'National Backyard Cricket Day'; Botaniko Art Group; Children's University Tasmania School Holiday Program; Dominic College; Eat Well Tasmania *What's in Season* launch kits; Epilepsy Tasmania Open Garden; GlobalNet horticulture students; Guilford Young College; 'Happy Wanderers', Launceston; Howrah Primary School; Kingston Garden Club; Kingston Probus Share Your Garden Group; Launceston Horticultural Society;

Lenah Valley Garden Club; MONA staff; Moonah Primary School; Mountain Heights School, Queenstown; Mount Nelson Primary School; Australian Institute of Architects – Open House Hobart 2020; Probus Club of Melbourne; Richmond Primary School; Rokeby Primary School; Royal Tasmanian Botanical Gardens staff; Sacred Heart Catholic School, Geeveston; Scotch Oakburn College; South Channel Garden Club; Southern Support School; Swansea Primary School; Taroona Garden Club; The Friends' School; West Tamar Garden Club; Woodbridge Probus Club.



Heritage Rose Garden

## Kitchen and Hospitality Report

Government House continues to go quietly about the business of offering a wide range of community engagement programs which are much appreciated by those who visit and/or participate in activities. Here are just a few of the examples of what we have done in the last financial year in the kitchen:

### Hobart Women's Shelter

The Executive Chef held a term of 10 weeks of cooking lessons for residents at the Hobart Women's Shelter under the name of 'Cook and Connect'. It was such a success that she is planning another term to include the school holidays and to encourage children to be involved.



### Providing for the Community

Kitchen staff continued to utilise fresh, frozen and preserved produce from the garden to produce a large number of meals for donation to various charities. Fresh produce is also provided to the Migrant Resource Centre on a regular basis.

### Work Placements and School Tour Groups

Due to the Covid-19 pandemic, Government House had a drastic reduction in the number of functions which could be hosted and also community engagement opportunities; however, we still managed to be involved in meaningful ways. As we were unable to have the usual two or three students working in the kitchen at the same time, we instead offered some single, longer-term placements. For instance, one young student spent three weeks doing a practical placement where we could give intense one-on-one training. To undertake a Certificate III Hospitality Course was a huge undertaking for this student as she did not have regular access to a computer. She completed her theoretical training online, using her iPhone, and we are happy to report that she passed!

### Out into the Community

Due to being unable to host student groups at Government House, the Executive Chef instead arranged to take the Chef and Apprentice Chef into some school classrooms to cook and talk to the students about utilising produce from their kitchen gardens and the Government House kitchen garden.

### Advising and Supporting

The Executive Chef and Estate Gardens Manager met with volunteers from Narryna Heritage Museum to see what advice we could offer and how we could help.



The volunteers came to Government House for a tour of the kitchen gardens, the kitchen and the dry store. After discussions about what was needed, we came up with a list of ideas and recipes to use the museum's garden produce once it had grown enough to start harvesting. The ideas included preserves as well as recipes for biscuits etc that could be easily followed and be sold as a source of income for the museum.

The AMWU Women's Forum was held this year in Launceston and the Executive Chef produced recipes and held a masterclass with students at the Drysdale Launceston campus. One student who showed great enthusiasm and drive as well as a real talent was chosen to spend a week at Government House working in our Kitchen and learning about garden to plate, preserving and cooking in general. We are happy to report that this student is now doing a pre-traineeship at Stillwater Restaurant in Launceston which also enables her to complete grades 11 and 12 at school at the same time.

### **Connecting with the Community through Music**

Government House provided a space for Tasmanian singer/songwriter, Monique Brumby, to present a mentoring workshop for young people about the music industry. The participants came from Colony 47, Migrant Resource Centre and various schools. The Kitchen worked with Monique to provide healthy food and to also talk about how important it is to eat good food, how much better it is for you, how much better you feel when you eat properly and how to prepare it.

### **Tasmanian Farmers and Graziers Association Kids to Farms Project**

The reduced number of functions at Government House also allowed time to repurpose a room that previously functioned as the staff dining room. This space has been named The Learning Room and is now utilised for students who visit Government House with the Tasmanian Farmers and Graziers Association Kids to Farms project. Kids to Farms supports primary school educators to engage and excite children in Food and Fibre Production Learning. This project is supported by the Department of Agriculture, Water, and the Environment, through funding from the Australian Government's Educating Kids About Agriculture initiative. The project runs until the end of June 2022. Students can also visit farms and other production sites to see how the food we eat and the fibres we use are produced.

<https://tfga.com.au/environment/educating-kids-about-agriculture-kids-to-farms-project>



The Executive Chef also continues in her role as a Board member of Eat Well Tasmania Inc of which the Governor is Patron.



## Estate Gardens Report

Our dedicated team of Horticulturalists has continued to maintain the Estate gardens to an exceptional standard during the past financial year, making significant improvements to infrastructure and completing outstanding landscaping projects. Community engagement through events and tours continued, albeit impacted by Covid-19 restrictions.

An audit of the Estate irrigation systems highlighted the need for substantial upgrades. This work is ongoing; however, we have to date made good progress in automating and improving many systems. Priority areas that have been addressed include: the Japanese Garden, Quarry Pond Garden, cut flower rose garden and terrace lawns. The resulting systems are more efficient, water-wise and will decrease labour in the event that water restrictions are applied this summer season. An entirely new system was installed in the eastern arboretum to address the declining health of the mature trees and to improve the overall condition of the lawn.

Mature tree maintenance was carried out as recommended in the 2019–2028 Government House Treescape Management Plan. Predominantly this work included dead limb removal to improve the health and safety of the trees and was carried out in response to predicted increased public visitation of the estate gardens in line with the forward program. Removal of one macrocarpa on the Tasman Highway boundary was required after extensive damage from severe wind. The resulting firewood and woodchips were kept onsite for use by the Estate.

Three thousand mixed daffodil bulbs were planted along the length of Oak Avenue in March 2021. This planting is designed to extend an existing spring bulb display to the Tasman Highway – a visual connection for the Hobart community to the Government House Estate.



The Estate Gardens Manager worked with members of the Hobart Rose Society to name and update site maps of the Heritage Rose Garden during spring 2020. This work assisted with research for the history book, *Government House Tasmania: A Remarkable Story*.

The Quarry Pond Garden renovation project was completed at the end of May 2021. To commemorate the end of Governor Warner's term of office, Her Excellency planted a Spotted Gum, *Corymbia maculata*. This was the final touch to complete landscaping around the Quarry Pond. Plantings were chosen to enhance views through to the ornamental pond, showcasing iconic Tasmanian tree ferns and native understory ferns. Reconstructed stone walls, a viewing terrace and dining table, stone seating and renovated paths were also completed, influenced by the landscape concept plan prepared for Government House by Lindsay Campbell in 2018.





Turf renovations were carried out to improve the playing surface of both the Bowling Green and the grass Tennis Courts. Now in professional playing condition, they are ready for public hire over the 2021/22 summer daylight savings period. In addition, a stone retaining wall to divide the *en tout cas* court and the grass courts was installed to replace a structurally unsound wire mesh fence. The clay court was also top dressed to improve its playing surface.



Excess produce from the orchard and vegetable garden continues to be donated to charitable organisations, directly linking success in the garden with community outreach programs managed by the Executive Chef.

Garden staff have also supported local garden clubs by, for example, exhibiting cut flowers in the 2021 Dahlia Show hosted by the Hobart Horticultural Society Inc and also presenting garden talks at various club meetings.



Our Vineyard continued to produce good yields, the 2021 Riesling, Cabernet and Merlot harvests were very similar to previous years' weights, providing the Estate with premium wine for use at events and potential future revenue.

Specialised public garden tours including Significant Trees, Garden Produce and Ornamental Garden Tours continued this financial year. Numbers were capped to comply with Covid-19 restrictions. Garden staff also hosted many private tour groups including various Probus clubs, garden clubs and horticultural societies and both horticultural and school age students. During September 2020, Global Net Academy horticulture students participated in an 'Environmentally Sustainable Work Practices' workshop lead by Government House garden staff. In November 2020, Government House hosted a networking meeting and garden tour for the Australian Garden Council. Staff from both The Royal Tasmanian Botanical Gardens and MONA have also toured the Estate gardens.

The Tasmanian Farmers and Graziers Association Kids to Farms program continued to be popular with State primary schools. These events offer children a 'paddock to plate' experience – spending time in the vegetable garden touring and harvesting before moving into the kitchen to prepare seasonal fruit and vegetables recipes for lunch and take-home products.



Garden staff continued to engage in further education and to implement new industry techniques and standards in their maintenance of the grounds. Staff are passionately motivated to make wholistic improvements in all areas they manage, ensuring the Estate Gardens remain a significant historical landscape, becoming resilient to a changing climate while also preparing for diverse public access into the future.

## **Monthly tours – State Rooms; Behind the Scenes; Ornamental Gardens; Garden Produce; Significant Trees**

These are tours for which patrons book online and are conducted by staff and volunteers. They are consistently popular; however, due to Covid-19 restrictions, the tour program was necessarily suspended until February 2021. In the year under review 205 bookings were made for tours. All revenue from the tour and lecture program is directed to the maintenance and preservation of the Government House Estate, in accordance with the *Government House Land Amendment Act 2017*.

## **The Government House Website**

The website provides information on all aspects of the operation of the Office, ranging from the functions of the Governor, biographical information, a pictorial diary of Vice-Regal engagements and access to the texts of speeches, through to advice regarding protocol, the history of the House and a guide to the House and Gardens. The website is a valuable site for increasing awareness of the role and activities of the Office.

The website also enables invited guests and members of the public to reserve their online tickets to attend the many events hosted at Government House, including morning and afternoon teas, lectures, receptions, award presentations and tours.

## **Staff**

Current Staff positions: Official Secretary; Deputy Official Secretary; Executive Chef; Executive Butler; Aide-de-Camp; Estate Gardens Manager (part-time); Building, Assets and Heritage Manager (part-time); Accountant (part-time); Senior Finance Officer; Public Access Manager (part-time); Senior Executive Officer; Executive Officer (part-time); Invitations Secretary (part-time); Chef (part-time); Apprentice Chef; Household Attendants (3 full-time, 2 part-time); Florist (part-time); Gardeners (3 full-time, 3 part-time); Building Maintenance/Gardener Assistant (part-time).

## **Honorary Aides-de-Camp**

The Office of the Governor benefits from outstanding service provided in a variety of roles to Her Excellency by her Honorary Aides-de-Camp. Honorary ADCs are drawn from the Royal Australian Navy, Australian Army, the Royal Australian Air Force and Tasmania Police. Honorary ADCs provide, at no charge to the Office of Governor, assistance at all major functions at Government House and they attend the Governor at numerous external events, particularly during weekends. In their work they exemplify the high standards and attention to detail that Tasmanians and visitors to Tasmania appreciate in the Office of the Governor. Honorary ADCs during the period under review:

Lieutenant Commander Andrew Goldsworthy, RANR ADC, Lieutenant Shona Prior, RANR ADC, Lieutenant Carolyn Docking, RANR ADC, Captain Tom Calderwood, ARes ADC, Captain Justin Fountain, ARes ADC, Flight Lieutenant Jenna Steward, RAAFAR ADC, Inspector Grant Twining, ADC, Inspector Glen Woolley, APM, OAM, ADC.

## **Security Guards**

Government House is well serviced through appropriately trained Security Guards.

## HUMAN RESOURCE MANAGEMENT

### Indicators of Organisational Health

<b>Sick Leave &amp; Overtime</b>	<b>2020–2021</b>	<b>2019–2020</b>	<b>2018–2019</b>
Average sick leave taken per FTE (days)	4.2	8.8	9.3
Total sick leave taken (days)	100.38	210.98	222.09
Total overtime payments for the year (\$)	11,218	5,829	8,336
Total overtime payments per FTE (\$)	476	242	351

<b>Staff Turnover</b>	<b>2020–2021</b>	<b>2019–2020</b>	<b>2018–2019</b>
Separations	0	8	1
Commencements	1	6	1
FTE at 30 June*	23.58	24.06	23.76

\*This does not include casual or externally contracted staff

<b>Staff Leave Balances</b>	<b>2020–2021</b>	<b>2019–2020</b>	<b>2018–2019</b>
Current entitlements – all employees (days)	1,444	1,263	1,195
Average number of LSL days per FTE*	35	31	32
Average number of annual recreation leave days per FTE	26	22	18

\*Including pro rata leave

<b>Workers' Compensation</b>	<b>2020–2021</b>	<b>2019–2020</b>	<b>2018–2019</b>
Cases at 1 July	0	0	0
New cases for F/Y	2	1	0
Completed cases at 30 June	2	1	0
Total cases at 30 June	0	0	0
Working days lost F/Y	4	0	0

### Employee Agreement and Employee Award

The conditions of service of all staff employed by the Official Secretary are determined by the *Governor of Tasmania Act 1982*, *Governor of Tasmania Employee Agreement 2020* and the *Governor of Tasmania Employee Award*.

The date of registration of the *Governor of Tasmania Employee Award* with the Tasmanian Industrial Commission was 2 March 2021 and the Award came into operation on 4 March 2021.

### Training and Development

Staff training is encouraged and funded where relevant to staff work and professional development.

<b>Staff Development and Training</b>	<b>2020–2021</b>	<b>2019–2020</b>	<b>2018–2019</b>
Number of individual staff who received formal training	16	15	10
Number of person days training	10	11	11
Expenditure on training	\$1,973	\$3,809	\$4,027

## **Industrial Relations**

To promote an equitable and harmonious working environment, employees are encouraged to raise issues and concerns with their supervisors or the Official Secretary. Should the internal grievance-resolution system be unsuccessful in resolving a grievance or dispute, employees are able to have disputes reviewed by the Tasmanian Industrial Commission. The Commission ratified the new *Governor of Tasmania Employee Award* and related *Agreement* in the first quarter of 2021.

## **Work Health and Safety**

The practices of the Office of the Governor are in accordance with the *Workers Rehabilitation and Compensation Act 1988*. The Office's revised Injury Management Program was given approval pursuant to S143(7) of the *Workers Rehabilitation and Compensation Act 1988* in December 2019, effective from January 2020.

Following commencement of the *Work Health and Safety Act 2012* on 1 January 2013, the Office of the Governor commenced implementing workplace measures and standards to ensure compliance with the provisions of the Act. This included funds expended on staff development and training.

## **Superannuation Certificate**

I, David Owen, Official Secretary, Office of the Governor, hereby certify that the Office of the Governor has met its obligations under the Australian Government *Superannuation Guarantee (Administration) Act 1992* and the Tasmanian *Public Sector Superannuation Reform Act 2016* in respect of employees who contribute to complying superannuation funds.

The Office of the Governor only makes employer superannuation contributions to complying superannuation funds (other than those established under the provisions of the *Public Sector Superannuation Reform Act 2016*).



**David Owen**  
**Official Secretary**

**30 June 2021**

## **ASSET MANAGEMENT AND RISK POLICIES**

### **Asset Management**

The financial statements for 2020–2021 are reported on a cash and accrual basis, and they contain full details of the Office of the Governor’s asset-management policies as notes to the statements. The assets of the Office of the Governor have been valued in accordance with the Office’s accounting policies and procedures, and these values are disclosed in the statements, together with appropriate notes on valuation methods.

The Office of the Governor maintains a register of assets with a value of \$10,000 or more. In addition, other factors such as attractiveness and portability are considered when determining whether an asset should be recorded in the Office of the Governor’s asset register.

The major assets of the Office of the Governor are the buildings on the Estate, including Government House and its outbuildings, and the colonial and imported antique furniture in the main building. These assets are classified as items of exceptional heritage significance. A complete valuation of the buildings and land was made as at 30 June 2020.

A full valuation of *objets d’art* and other heritage assets was completed in June 2020. A full valuation of heritage furniture was completed in June 2020.

### **Asset Management Systems**

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

### **Acquisition and Disposal of Assets**

The acquisition and disposal of assets is undertaken in accordance with the requirements of the *Financial Management Act 2016*.

### **Maintenance and Capital Programs**

Building Asset Management at Government House includes the Main House, Rossbank, four conjoined Cottages, Bay Tree Cottage, two separate houses, stables, garages, workshop and several other outbuildings. Each of these buildings requires a different maintenance schedule. Some areas are inspected daily, other areas are inspected, or have safety checks done, monthly or annually. The main areas for scheduled maintenance at Government House are:

- Fire detection and suppression systems
- Security systems
- Dumb Waiter
- Chandelier winches
- Fridges/freezers
- Grease traps
- Electrical appliance Test and Tag
- Pest control

Minor maintenance and general repairs are carried out on a weekly basis. The following works fall outside of general maintenance and were undertaken in the 2020–2021 financial year:



#### Electrical works

- Install LED lighting to Machinery Shed
- Replacement lights, Lion's Court fountain
- Replacement instant hot water, Basement Pantry
- Replacement instant hot water, Security Kitchenette
- Replacement LED lights, Kitchen
- Upgrade switchboard at Rossbank and Workshop
- Main House upgrade of all switchboards (ongoing, works to be completed in 2021–22)
- Replacement LED light fittings x 14, Basement
- Declutter electrical fittings in Clock Tower
- Two new heat pumps and stove in Cottage 7

#### Plumbing works

- New pipework and fittings to bathroom and laundry in Cottage 7

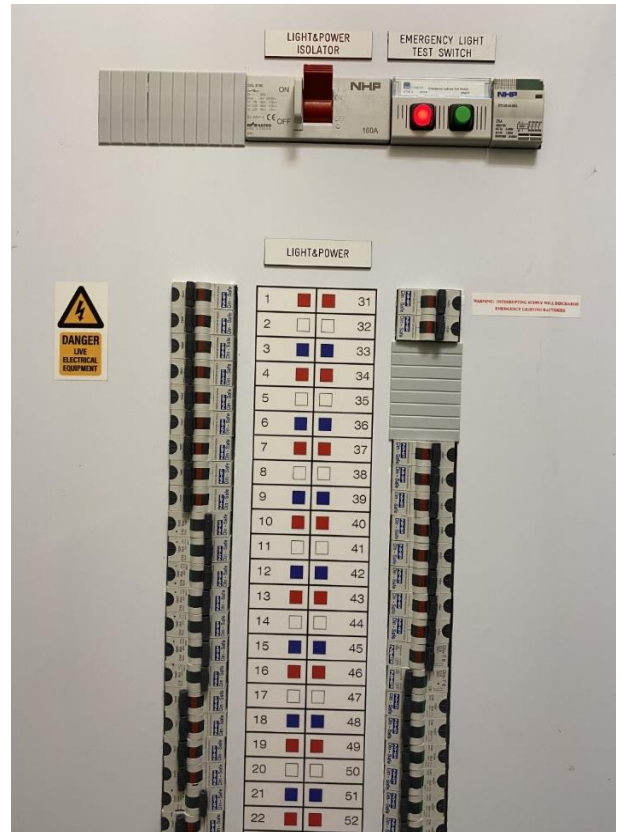
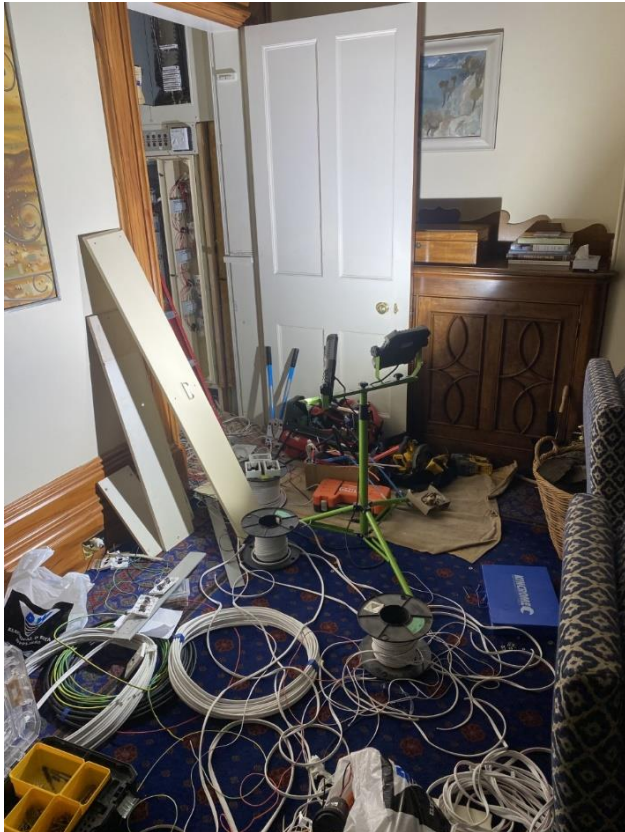
#### Building works

- Wine racks for Cellar
- Retaining wall at Tennis Court
- Fire suppression system installed to range hood in Kitchen
- Kitchen walls and ceiling painted
- New Ball Room heating installed
- New stainless steel benches in Kitchen
- Exterior walls and windows of Cottage 8 repainted
- Replacement window sash for south window in Police Tower
- Repair and paint water damage in Cottage 3
- Rossbank, stone and structural stabilisation works (ongoing, works to be completed in 2021–22)
- Replacement floor covering to Basement Pantry, Silver Room and Trades Entrance
- Replacement floor covering and painting to The Learning Room
- Cottage 7 – renovate bathroom, change interior walls to storage area, doors to bedroom robes, interior painting, new carpet, new blinds and curtains
- Repainting in Apartment
- Gardeners' trailer rebuild

#### New or replaced items

- Glass washer for Bar Room
- Bookcases for Executive Council Room
- Table saw in Workshop
- Miter saw in Workshop

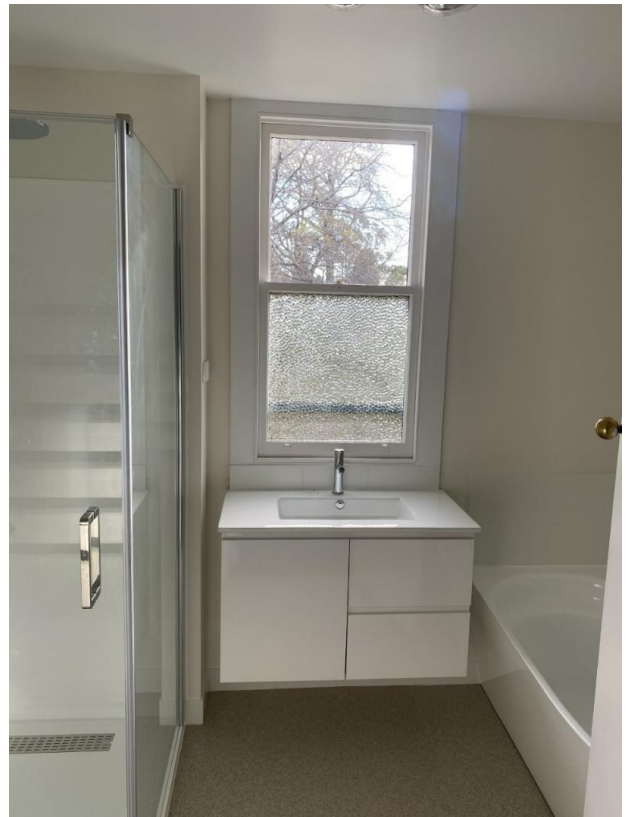
The Building Asset and Heritage Manager acknowledges the prompt and professional service of contractors assisting with the ongoing maintenance and improvement of Government House buildings.



Switchboard next to the Morning Room – upgrade in progress and completed



Wine racks installed in the Cellar



Bathroom renovation Cottage 7

## **Risk Management**

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

## **Government Procurement**

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

## **SUPPLEMENTARY INFORMATION**

### **Pricing Policy**

The Office of the Governor has only limited activities for which the pricing of goods and services is required. On occasion, the Governor of Tasmania may agree to host or co-host events of significance on behalf of other Agencies. The Office of the Governor's pricing policy is based on full-cost recovery. In addition, in accordance with the provisions of the *Government House Land Act 1964* as amended by the *Government House Land Amendment Act 2017*, the Office of the Governor undertakes activities to raise revenue to be applied for the maintenance and preservation of the site and the residence.

### **Legislation Administered by the Office of the Governor**

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

### **Right to Information**

The Governor of Tasmania is excluded from the provisions of the *Right to Information Act 2009* by s.6 of the Act unless information relates to the Office's administration. The Office of the Governor is committed to ensuring that, where appropriate, its administrative information is available to the public, generally through its annual reporting process and the provision of information on its website.

There were no requests in 2020–2021.

### **Public Interest Disclosures**

For the purposes of the *Public Interest Disclosures Act 2002*, the Office of the Governor is a public body. During the reporting period, the Office adopted the Model Procedures for public interest disclosure as prepared by the Ombudsman, available from the office on request.

The number and types of disclosures made to the Office of the Governor	0
The number of disclosures determined to be public interest disclosures	0
The number of disclosures investigated	0
The number and types of disclosed matters referred to the Office of the Governor by the Ombudsman	0
The number and types of disclosed matters referred by the Office of the Governor to the Ombudsman to investigate	0
The number and types of investigations of disclosed matters taken over by the Ombudsman from the Office of the Governor	0
The number and types of disclosed matters that the Office of the Governor has decided not to investigate	0
The number and types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation	0
Any recommendations under the Act made by the Ombudsman that relate to the Office of the Governor	0

## COMPLIANCE INDEX TO DISCLOSURE REQUIREMENTS

The compliance index below details the statutory disclosure requirements applicable to the Office of the Governor, a description of the reporting requirements and a page reference for the location within the Annual Report where the requirement is satisfied.

### Compliance Index Table

Reference	Description	Location
FMA s.42	<i>Financial Management Act 2016</i> – financial statements, audit report and certification.	appended
PSSRA s.55	<i>Public Sector Superannuation Reform Act 2016</i> – certification that the Office has met its obligations under the <i>Superannuation Guarantee (Administration) Act 1992</i> .	Page 37
RTIA s.23 and s.53	<i>Right to Information Act 2009</i> and the way in which people can exercise their rights under it and the number of applications made.	Page 41
PIDA s.86	<i>Public Interest Disclosures Act 2002</i> and statistics required to be provided in the Annual Report relating to disclosures.	Page 41/42



**Independent Auditor's Report**  
**To the Members of Parliament**  
**Office of the Governor**  
**Report on the Audit of the Financial Statements**

**Opinion**

I have audited the financial statements of the Office of the Governor (the Office), which comprises the statement of financial position as at 30 June 2021 and statements of comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification by the Official Secretary.

In my opinion, the accompanying financial statements:

- (a) present fairly, in all material respects, the Office's financial position as at 30 June 2021 and its financial performance and its cash flows for the year then ended
- (b) are in accordance with the *Financial Management Act 2016* and Australian Accounting Standards.

**Basis for Opinion**

I conducted the audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Office in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial statements in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

The *Audit Act 2008* further promotes the independence of the Auditor-General. The Auditor-General is the auditor of all Tasmanian public sector entities and can only be removed by Parliament. The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

My audit is not designed to provide assurance on the accuracy and appropriateness of the budget information in Office's financial statements.

## **Responsibilities of the Official Secretary for the Financial Statements**

The Official Secretary is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and the financial reporting requirements of Section 42 (1) of the *Financial Management Act 2016*. This responsibility includes such internal control as determined necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Official Secretary is responsible for assessing the House's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the House is to be dissolved by an Act of Parliament, or the Official Secretary intends to cease operations, or has no realistic alternative but to do so.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

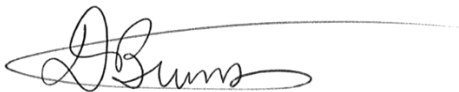
As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Official Secretary.
- Conclude on the appropriateness of the Official Secretary's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the House's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusion is based on the audit evidence obtained up to

the date of my auditor's report. However, future events or conditions may cause the House to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Official Secretary regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in black ink, appearing to read 'D Burns', with a long horizontal flourish extending to the right.

**Derek Burns**  
**Senior Manager-Financial Audit Services**  
**Delegate of the Auditor-General**  
Tasmanian Audit Office

28 October 2021  
Hobart



# **OFFICE OF THE GOVERNOR**

## **Financial Statements**

**For the year ended  
30 June 2021**



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GOVERNMENT HOUSE

GPO Box 1574

HOBART TASMANIA 7001

## Statement of Certification

The accompanying Financial Statements of the Office of the Governor are in agreement with the relevant accounts and records and have been prepared in compliance with the Treasurer's Instructions issued under the provisions of the *Financial Management Act 2016* to present fairly the financial transactions for the year ended 30 June 2021 and the financial position as at the end of the year.

At the date of signing, I am not aware of any circumstances which would render the particulars included in the Financial Statements misleading or inaccurate.

A handwritten signature in black ink, appearing to read 'David Hughes'.

David Hughes

**Acting Official Secretary**

13 August 2021

## Statement of Comprehensive Income for the year ended 30 June 2021

	Notes	2021 Budget \$'000	2021 Actual \$'000	2020 Actual \$'000
<b>Income from continuing operations</b>				
Revenue from Government				
Appropriation revenue – operating	4.1	4 709	4 504	4 320
Sale of goods and services	4.2	94	112	109
Contributions received	4.3	-	-	18
Other revenue	4.4	139	154	122
<b>Total revenue from continuing operations</b>		<b>4 942</b>	<b>4 770</b>	<b>4 569</b>
Net gain/(loss) on non-financial assets	5.1	-	(3)	-
<b>Total Income from continuing operations</b>		<b>4 942</b>	<b>4 767</b>	<b>4 569</b>
<b>Expenses from continuing operations</b>				
Employee benefits	6.1	3 674	3 546	3 466
Depreciation and amortisation	6.2	298	336	271
Supplies and consumables	6.3	1 207	937	793
Grants and subsidies	6.4	-	-	19
Finance costs	6.5	-	...	...
Other expenses	6.6	37	177	171
<b>Total expenses from continuing operations</b>		<b>5 216</b>	<b>4 996</b>	<b>4 720</b>
<b>Net result from continuing operations</b>		<b>(274)</b>	<b>(229)</b>	<b>(151)</b>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to net result in subsequent periods</b>				
Changes in property plant and equipment revaluation surplus	10.1	300	1 788	5 483
<b>Total other comprehensive income</b>		<b>300</b>	<b>1 788</b>	<b>5 483</b>
<b>Comprehensive result</b>		<b>26</b>	<b>1 559</b>	<b>5 332</b>

This Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Budget information refers to original estimates and has not been subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2 of the accompanying notes.

## Statement of Financial Position as at 30 June 2021

	Notes	2021 Budget \$'000	2021 Actual \$'000	2020 Actual \$'000
<b>Assets</b>				
<i>Financial assets</i>				
Cash and cash equivalents	11.1	318	225	276
Receivables	7.1	9	15	16
<i>Non-financial assets</i>				
Inventories	7.2	-	70	53
Property, plant and equipment	7.3	38 868	45 890	44 166
Right-of-use assets	7.4	-	9	12
Infrastructure	7.5	-	29	30
Other assets	7.6	7	8	2
<b>Total assets</b>		<b>39 202</b>	<b>46 246</b>	<b>44 555</b>
<b>Liabilities</b>				
Payables	8.1	61	81	79
Lease liabilities	8.2	-	10	12
Employee benefit liabilities	8.3	588	717	585
<b>Total liabilities</b>		<b>649</b>	<b>808</b>	<b>676</b>
<b>Net assets</b>		<b>38 553</b>	<b>45 438</b>	<b>43 879</b>
<b>Equity</b>				
Reserves	10.1	28 542	35 213	33 425
Accumulated funds		10 011	10 225	10 454
<b>Total equity</b>		<b>38 553</b>	<b>45 438</b>	<b>43 879</b>

This Statement of Financial Position should be read in conjunction with the accompanying notes.

Budget information refers to original estimates and has not been subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2 of the accompanying notes.



## Statement of Cash Flows for the year ended 30 June 2021

	Notes	2021 Budget \$'000	2021 Actual \$'000	2020 Actual \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>				
<i>Cash inflows</i>				
Appropriation receipts - operating		4 709	4 504	4 320
Sale of goods and services		94	112	109
GST receipts		60	109	77
Other cash receipts		139	153	140
<b>Total cash inflows</b>		<b>5 002</b>	<b>4 878</b>	<b>4 646</b>
<b>Cash outflows</b>				
Employee benefits		(3 666)	(3 411)	(3 457)
GST payments		(60)	(110)	(84)
Supplies and consumables		(1 206)	(958)	(781)
Other cash payments		(37)	(177)	(190)
<b>Total cash outflows</b>		<b>(4 969)</b>	<b>(4 656)</b>	<b>(4 512)</b>
<b>Net cash from / (used by) operating activities</b>	11.2	<b>33</b>	<b>222</b>	<b>134</b>
<b>Cash flows from investing activities</b>				
<b>Cash outflows</b>				
Payments for acquisition of non-financial assets		-	(270)	(86)
<b>Total cash outflows</b>		<b>-</b>	<b>(270)</b>	<b>(86)</b>
<b>Net cash from / (used by) investing activities</b>		<b>-</b>	<b>(270)</b>	<b>(86)</b>
<b>Cash flows from financing activities</b>				
<b>Cash outflows</b>				
Repayment of lease liabilities (excluding interest)		-	(3)	(2)
<b>Total cash outflows</b>		<b>-</b>	<b>(3)</b>	<b>(2)</b>
<b>Net cash from / (used by) financing activities</b>		<b>-</b>	<b>(3)</b>	<b>(2)</b>
<b>Net increase / (decrease) in cash and cash equivalents held</b>		<b>33</b>	<b>(51)</b>	<b>46</b>
<b>Cash and deposits at the beginning of the reporting period</b>		<b>285</b>	<b>276</b>	<b>230</b>
<b>Cash and deposits at the end of the reporting period</b>	11.1	<b>318</b>	<b>225</b>	<b>276</b>

This Statement of Cash Flows should be read in conjunction with the accompanying notes.

Budget information refers to original estimates and has not been subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2 of the accompanying notes.

## Statement of Changes in Equity for the year ended 30 June 2021

	<b>Reserves</b>	<b>Accumulated Funds</b>	<b>Total Equity</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Balance as at 1 July 2020</b>	<b>33 425</b>	<b>10 454</b>	<b>43 879</b>
Net result	-	(229)	(229)
Other comprehensive income	1 788	-	1 788
<b>Balance as at 30 June 2021</b>	<b>35 213</b>	<b>10 225</b>	<b>45 438</b>

	<b>Reserves</b>	<b>Accumulated Funds</b>	<b>Total Equity</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Balance as at 1 July 2019</b>	<b>27 942</b>	<b>10 605</b>	<b>38 547</b>
Net result	-	(151)	(151)
Other comprehensive income	5 483	-	5 483
<b>Balance as at 30 June 2020</b>	<b>33 425</b>	<b>10 454</b>	<b>43 879</b>

This Statement of Changes in Equity should be read in conjunction with the accompanying notes.

# Notes to and forming part of the Financial Statements for the year ended 30 June 2021

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## Note 1 Office Output Schedules

### 1.1 Output Group Information

The Office only has a single output called Office of the Governor to fulfil its Outcome Statement of ensuring that it provides support to the Governor. The summary of budgeted and actual revenues and expenses for this Output are the same as in the Statement of Comprehensive Income. Therefore, the inclusion of a separate Output Schedule is not necessary.

Explanations of material variances between budget and actual outcomes are provided in Note 2 below. A reconciliation of the net result of the Output Group to the net surplus on the Statement of Comprehensive Income is not necessary as the Office only has one output group. For the same reason there is no separate reconciliation between the total net assets deployed for the Output Group to net assets on the Statement of Financial Position.

## Note 2 Explanations of Material Variances between Budget and Actual Outcomes

Budget information refers to original estimates as disclosed in the 2020-21 Budget Papers and is not subject to audit.

Variances are considered material where the variance exceeds the greater of 10 per cent of Budget estimate or \$40,000.

### 2.1 Statement of Comprehensive Income

	Note	Budget \$'000	Actual \$'000	Variance \$'000	Variance %
Appropriation revenue – operating	(a)	4 709	4 504	(205)	(4)
Sale of goods and services	(b)	94	112	18	19
Employee benefits	(c)	3 674	3 546	(128)	(3)
Supplies and consumables	(d)	1 207	937	(270)	(22)
Other expenses	(e)	37	177	140	378
Changes in property plant and equipment revaluation surplus	(f)	300	1 788	1 488	496

#### Notes to Statement of Comprehensive Income variances

- (a) Appropriation receipts were lower than budget due to: Funds rolled over into 2021-22 for the conservation and double glazing of windows in the Grand Ballroom (70k); Reserved by Law expenditure lower than budget (\$135k).
- (b) The Office received additional income due to sales of the newly published *Government House Tasmania: A Remarkable Story*
- (c) Reserved by Law expenditure was lower than Budget for the year.
- (d) A savings was realised due to a reduction in visitors and events stemming from COVID-19 restrictions.
- (e) There has been an increase in property insurance due to a change in valuation from market value to replacement value.
- (f) The revaluation of land and buildings was greater than budgeted, with indexation increases of 10% for land and 2.5% for buildings in 2021.

### 2.2 Statement of Financial Position

Budget estimates for the 2020-21 Statement of Financial Position were compiled prior to the completion of the actual outcomes for 2019-20. As a result, the actual variance from the Original Budget estimate will be impacted by the difference between estimated and actual opening balances for 2020-21. The following variance analysis therefore includes major movements between the 30 June 2020 and 30 June 2021 actual balances.

	<b>Note</b>	<b>Budget \$'000</b>	<b>2021 Actual \$'000</b>	<b>2020 Actual \$'000</b>	<b>Budget Variance \$'000</b>	<b>Actual Variance \$'000</b>
Cash and cash equivalents	(a)	318	225	276	(93)	(51)
Inventories	(b)	-	70	53	70	17
Property, plant and equipment	(c)	38 868	45 890	44 166	7 022	1 724
Employee benefit liabilities	(d)	588	717	585	129	132
Reserves	(e)	28 542	35 213	33 425	6 671	1 788

#### Notes to Statement of Financial Position variances

(a) Cottage renovations (\$74k) Tennis court maintenance in preparation for hiring (16k).

(b) The inventories are the bottled wine and grapes undergoing wine production from the on-site vineyard. An additional year of production has been added to the inventory, with limited usage of current stocks due to COVID-19 restrictions on events held.

(c) Land, buildings and heritage assets were fully revalued as at 30<sup>th</sup> June 2020, with indexation increases of 10% for land and 2.5% for buildings in 2021.

(d) An additional day's salary accrual (40k), increase in long service leave liability due to the inclusion of casual employees in the probability calculations.

(e) Land, buildings and heritage assets were fully revalued as at 30<sup>th</sup> June 2020, with indexation increases of 10% for land and 2.5% for buildings in 2021.

### 2.3 Statement of Cash Flows

	<b>Note</b>	<b>Budget \$'000</b>	<b>Actual \$'000</b>	<b>Variance \$'000</b>	<b>Variance %</b>
Appropriation revenue – operating	(a)	4 709	4 504	(205)	(4)
Sale of goods and services	(b)	94	112	18	19
Employee benefits	(c)	(3 666)	(3 411)	255	7
Supplies and consumables	(d)	(1 206)	(958)	248	21
Other cash payments	(e)	(37)	(177)	(140)	(378)

#### Notes to Statement of Cash Flows variances

(a) Appropriation receipts were lower than budget due to: Funds rolled over into 2021-22 for the conservation and double glazing of windows in the Grand Ballroom (70k); Reserved by Law expenditure lower than budget (\$135k).

(b) The Office received additional income this year due to sales of *Government House Tasmania: A Remarkable Story*.

(c) Reserved by Law expenditure lower than Budget.

(d) A savings was realised due to a reduction in visitors and events stemming from COVID-19 restrictions.

(e) There has been an increase in property insurance due to a change in valuation from market value to replacement value.

## Note 3 Underlying Net result

Non-operational capital funding is the income from continuing operations relating to funding for capital projects. This funding is classified as revenue from continuing operations and included in the Net result from continuing operations. However, the corresponding capital expenditure is not included in the calculation of the Net result from continuing operations. Accordingly, the Net result from continuing operations will portray a position that is better than the true underlying financial result.

For this reason, the Net result from continuing operations is adjusted to remove the effects of funding for capital projects.



	Notes	2021 Budget \$'000	2021 Actual \$'000	2020 Actual \$'000
<b>Net result from continuing operations</b>		<b>(274)</b>	<b>(229)</b>	<b>(151)</b>
<b>Less impact of:</b>				
<b>Non-operational capital funding</b>				
Public Building Maintenance Fund		139	139	67
Contributions received	4.3	-	-	18
<b>Total</b>		<b>139</b>	<b>139</b>	<b>85</b>
<b>Underlying Net result from continuing operations</b>		<b>(413)</b>	<b>(368)</b>	<b>(236)</b>

## Note 4 Revenue

Income is recognised in the Statement of Comprehensive Income when an increase in future economic benefits related to an increase in an asset or a decrease of a liability has arisen that can be measured reliably.

Income is recognised in accordance with the requirements of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities*, dependent on whether there is a contract with a customer defined by AASB 15.

### 4.1 Revenue from Government

Appropriations, whether operating or capital, are recognised as revenues in the period in which the Office gains control of the appropriated funds as they do not contain enforceable and sufficiently specific obligations as defined by AASB 15. Except for any amounts identified as carried forward, control arises in the period of appropriation.

Revenue from Government includes revenue from appropriations, unexpended appropriations rolled over under section 23 of the *Financial Management Act 2016* and Items Reserved by Law.

Section 23 of the Financial Management Act allows for an unexpended appropriation at the end of the financial year, as determined by the Treasurer, to be issued and applied from the Public Account in the following financial year. The amount determined by the Treasurer must not exceed five per cent of an Agency's appropriation for the financial year. Rollover of unexpended appropriations under section 23 will be disclosed under the Financial Management Act for the first time in 2020-21.

In the 2019-20 comparative year, Revenue from Government included appropriations carried forward under section 8A(2) of the now repealed *Public Account Act 1986*, and taken up as revenue in the current year.

Section 8A(2) of the Public Account Act allowed for an unexpended balance of an appropriation to be transferred to an Account in the Special Deposits and Trust Fund for such purposes and conditions as approved by the Treasurer. In the initial year (2018-19), the carry forward was recognised as a liability, Revenue Received in Advance. The carry forward from the initial year was recognised as revenue in the reporting year, assuming that the conditions of the carry forward were met and the funds were expended.

The Budget information is based on original estimates and has not been subject to audit.

	2021 Budget \$'000	2021 Actual \$'000	2020 Actual \$'000
<b>Continuing operations</b>			
Appropriation revenue - operating			
Current year	4 088	4018	3 812
Items Reserved by Law			
Salary, Her Excellency the Governor ( <i>Governor of Tasmania Act 1982</i> )	606	486	500
Salary, The Administrator ( <i>Governor of Tasmania Act 1982, Section 5(1)</i> )	15	-	8
<b>Total revenue from Government</b>	<b>4 709</b>	<b>4 504</b>	<b>4 320</b>

## 4.2 Sale of goods and services

Revenue from Sales of goods and services are recognised when the Office satisfies a performance obligation by transferring the promised goods or services to the customer.

<b>Goods</b>	<b>Nature of timing of satisfaction of Performance Obligation, including significant payment terms</b>	<b>Revenue recognition policies</b>
Government House Merchandise	The Office typically satisfies the performance obligation when the goods are transferred to the customer. General payment terms are at time of order or at point of sale.	The Office recognises revenue associated with performance obligations using the output method.
<b>Services</b>	<b>Nature of timing of satisfaction of Performance Obligation, including significant payment terms</b>	<b>Revenue recognition policies</b>
Rent Hospitality and Tourism	The Office typically satisfies the performance obligation upon delivery of the service to the customer.	The Office recognises revenue associated with performance obligations using the output method.

	<b>2021</b>	<b>2020</b>
	<b>\$'000</b>	<b>\$'000</b>
Goods	23	-
Services – Rent	85	83
Services - Other	4	26
<b>Total</b>	<b>112</b>	<b>109</b>

## 4.3 Contributions received

Services received free of charge by the Office, are recognised as income when a fair value can be reliably determined and when the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised at their fair value when the Office obtains control of the asset, it is probable that future economic benefits comprising the contribution will flow to the Office and the amount can be measured reliably.

The Office recognises an inflow of resources in the form of volunteer services as an asset where the fair value of those services can be measured reliably, and the services would have been purchased if they had not been donated.

	<b>2021</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>
	<b>\$'000</b>	<b>\$'000</b>
Fair value of assets assumed at no cost or for nominal consideration <sup>1</sup>	-	18
<b>Total</b>	<b>-</b>	<b>18</b>

<sup>1</sup> Assets assumed were nine items of heritage furniture transferred from the Department of Treasury and Finance and a four-poster bed donated by Her Excellency Professor the Honourable Kate Warner AC to Government House.

#### 4.4 Other revenue

Revenue from any other source is recognised when the obligation to pay arises.

Lease income from operating leases where the Office is a lessor is recognised on a straight-line basis. The Office does not have any finance leases as lessor.

	2021	2020
	\$'000	\$'000
Other fees and recoveries	154	122
<b>Total</b>	<b>154</b>	<b>122</b>

## Note 5 Net Gains/(losses)

### 5.1 Net gain/(loss) on non-financial assets

Gains or losses from the sale of Non-financial assets are recognised when control of the assets has passed to the buyer.

#### Key Judgement

Impairment exists when the recoverable amount of an asset is less than its carrying amount. Recoverable amount is the higher of fair value less costs to sell and value in use.

Specialised non-financial assets are not used for the purpose of generating cash flows; therefore their recoverable amount is expected to be materially the same as fair value, as determined under AASB 13 *Fair Value Measurement*.

All other non-financial assets are assessed to determine whether any impairment exists, with impairment losses recognised in the Statement of Comprehensive Income.

Impairment losses recognised in prior periods are assessed at each reporting date for any indications that the loss has decreased or no longer exists. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

	2021	2020
	\$'000	\$'000
Net gain/(loss) on disposal of physical assets	(3)	-
<b>Total net gain/(loss) on non-financial assets</b>	<b>(3)</b>	<b>-</b>

## Note 6 Expenses

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

### 6.1 Employee benefits

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits.



### (a) Employee expenses

	2021 \$'000	2020 \$'000
Wages and salaries	2 923	2 856
Annual leave	168	178
Long service leave	111	43
Sick leave	33	59
Superannuation – defined contribution scheme	284	289
Superannuation – defined benefit scheme	6	6
Other post-employment benefits	-	11
Other employee expenses ( <i>Training, uniforms, memberships</i> )	21	24
<b>Total</b>	<b>3 546</b>	<b>3 466</b>

Long Service Leave expense increased in 2021 due to the inclusion of casual employees in the calculation.

Superannuation expenses relating to defined benefits schemes relate to payments into the Public Account. The amount of the payment is based on an employer contribution rate determined by the Treasurer, on the advice of the State Actuary. The current employer contribution is 12.95 per cent (2020: 12.95 per cent) of salary.

Superannuation expenses relating to defined contribution schemes are paid directly to superannuation funds at a rate of 9.5 per cent (2020: 9.5 per cent) of salary.

### (b) Remuneration of Key management personnel

2021	Short-term benefits		Long-term benefits		Termination Benefits	Total
	Salary	Other Benefits	Superannuation	Other Benefits and Long-Service Leave		
	\$'000	\$'000	\$'000	\$'000		
Key management personnel						
D. Owen, Official Secretary, 13 August 2012	162	62	17	5	-	246
D. Hughes, Deputy Official Secretary, 8 July 2019	132	-	12	4	-	148
Total	294	62	29	9	-	394

2020	Short-term benefits		Long-term benefits		Termination Benefits	Total
	Salary	Other Benefits	Superannuation	Other Benefits and Long-Service Leave		
	\$'000	\$'000	\$'000	\$'000		
Key management personnel						
D. Owen, Official Secretary, 13 August 2012	158	58	16	7	-	239
R. Catt, Deputy Official Secretary, 4 February 2013 – 5 July 2019	6	-	3	-	-	9
D. Hughes, Deputy Official Secretary, 8 July 2019	120	-	11	1	-	132
Total	284	58	30	8	-	380

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the Office, directly or indirectly.

Remuneration during 2020-21 for key personnel is set by the *State Service Act 2000*. Remuneration and other terms of employment are specified in employment contracts. Remuneration includes salary, motor vehicle and other non-monetary benefits. Long-term employee expenses include long service leave and superannuation obligations.

#### *Acting Arrangements*

When members of key management personnel are unable to fulfil their duties, consideration is given to appointing other members of senior staff to their position during their period of absence. Individuals are considered members of key management personnel when acting arrangements are for more than a period of one month.

### **(c) Related party transactions**

There are no significant related party transactions requiring disclosure.

## **6.2 Depreciation and amortisation**

All applicable Non-financial assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their service potential. Land and heritage assets, being assets with an unlimited useful life, are not depreciated.

#### *Key estimate and judgement*

Depreciation is provided for on a straight-line basis, using rates which are reviewed annually.

	<b>Major depreciation period</b>	<b>2021 \$'000</b>	<b>2020 \$'000</b>
Plant, equipment and vehicles	10-20 years	36	30
Buildings	100 years	295	238
Infrastructure	30 years	2	1
Right-of-use assets	5 years	3	2
<b>Total</b>		<b>336</b>	<b>271</b>

## **6.3 Supplies and consumables**

	<b>2021 \$'000</b>	<b>2020 \$'000</b>
Audit fees – financial audit*	12	18
Audit fees – internal audit	15	-
Lease Expense	2	2
Property services	215	239
Maintenance	284	188
Communications	33	26
Information technology	45	31
Travel and transport	72	66
Other supplies and consumables	259	223
<b>Total</b>	<b>937</b>	<b>793</b>

\*Audit fees paid or payable to the Tasmanian Audit Office for the audit of the Office's financial statements were \$11k (2019-20, \$11k).

Lease expense includes lease rentals for short-term leases, lease of low value assets and variable lease payments. Refer to note 8.2 for breakdown of lease expenses and other lease disclosures.

## 6.4 Grants and subsidies

Grant and subsidies expenditure is recognised to the extent that:

- the services required to be performed by the grantee have been performed; or
- the grant eligibility criteria have been satisfied.

A liability is recorded when the Office has a binding agreement to make the grants but services have not been performed or criteria satisfied. Where grant monies are paid in advance of performance or eligibility, a prepayment is recognised.

	2021 \$'000	2020 \$'000
Donations	-	19
<b>Total</b>	<b>-</b>	<b>19</b>

The Office does not have a grants program. The donation made in 2019-20 was part of Her Majesty Queen Elizabeth II 93rd birthday reception, donated to the Royal Flying Doctor Service Tasmania.

## 6.5 Finance Costs

All finance costs are expensed as incurred using the effective interest method.

Finance costs include:

- lease charges.

	2021 \$'000	2020 \$'000
<b>Interest expense</b>		
Interest on leases liabilities	...	...
<b>Total finance costs</b>	<b>...</b>	<b>...</b>

Interest on lease liabilities was \$248 for 2020-21 (\$226 for 2019-20).

## 6.6 Other expenses

Expenses from acquisition of supplies and services are recognised when the obligation to pay is identified, usually at the time of supply of such supplies and services.

	2021 \$'000	2020 \$'000
Salary on-costs	28	36
Insurance	149	135
<b>Total</b>	<b>177</b>	<b>171</b>

# Note 7 Assets

Assets are recognised in the Statement of Financial Position when it is probable that the future economic benefits will flow to the Office and the asset has a cost or value that can be measured reliably.

## 7.1 Receivables

Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

Receivables are held with the objective to collect the contractual cash flows and are subsequently measured at amortised cost using the effective interest method. Any subsequent changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process. An allowance for expected credit losses is recognised for all debt financial assets not held at fair value through profit and loss. The expected credit loss is based on the difference

between the contractual cash flows and the cash flows that the entity expects to receive, discounted at the original effective interest rate.

For trade receivables, a simplified approach in calculating expected credit losses is applied, with a loss allowance based on lifetime expected credit losses recognised at each reporting date. The Office has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable.

	2021 \$'000	2020 \$'000
Receivables	15	16
<b>Total</b>	<b>15</b>	<b>16</b>
GST Receivable	15	16
<b>Total</b>	<b>15</b>	<b>16</b>
Settled within 12 months	15	16
<b>Total</b>	<b>15</b>	<b>16</b>

For ageing analysis of the financial assets, refer to note 12.1

## 7.2 Inventories

Inventories held for distribution are valued at cost adjusted, when applicable, for any loss of service potential. Inventories acquired for no cost or nominal consideration are valued at current replacement cost.

Inventories are measured using the weighted average cost formula.

	2021 \$'000	2020 \$'000
Bottled wine	52	20
Grapes	18	33
<b>Total</b>	<b>70</b>	<b>53</b>
Consumed within 12 months	52	20
Consumed in more than 12 months	18	33
<b>Total</b>	<b>70</b>	<b>53</b>

## 7.3 Property, plant, and equipment

*Key estimate and judgement*

### (i) Valuation basis

Land, buildings, heritage and cultural assets and other long-lived assets are recorded at fair value less accumulated depreciation. All other Non-current physical assets, including work in progress, are recorded at historic cost less accumulated depreciation and accumulated impairment losses. All assets within a class of assets are measured on the same basis.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The costs of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset to a working condition for its intended use, and the costs of dismantling and removing the items and restoring the site on which they are located. Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Fair value is based on the highest and best use of the asset. Unless there is an explicit Government policy to the contrary, the highest and best use of an asset is the current purpose for which the asset is being used or build occupied.



The recognised fair value of non-financial assets is classified according to the fair value hierarchy that reflects the significance of the inputs used in making these measurements.

*Level 1* the fair value is calculated using quoted prices in active markets;

*Level 2* the fair value is estimated using inputs other than quoted prices included in *Level 1* that are observable for the asset or liability, either directly (as prices) or indirectly (derived from prices); and

*Level 3* the fair value is estimated using inputs for the asset or liability that are not based on observable market data.

(ii) Subsequent costs

The cost of replacing part of an item of property, plant and equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Office and its costs can be measured reliably. The carrying amount of the replaced part is derecognised. The costs of day-to-day servicing of property, plant and equipment are recognised in profit or loss as incurred.

(iii) Asset recognition threshold

The asset capitalisation thresholds adopted by the Office are:

Vehicles	\$10 000
Plant and Equipment	\$10 000
Land & Buildings	\$10 000
Infrastructure	\$10 000
Heritage assets	\$10 000

Assets valued at less than \$10,000 are charged to the Statement of Comprehensive Income in the year of purchase (other than where they form part of a group of similar items which are material in total).

(iv) Revaluations

The Office has adopted a revaluation threshold of \$10,000 above which assets are revalued on a fair value basis. All heritage assets are subject to revaluation and are revalued every 3 to 5 years.

Land and buildings are revalued with sufficient regularity to ensure they reflect fair value at balance date. Indices are applied between formal valuations.

Assets are grouped on the basis of having a similar nature or function in the operations of the Office.

Revaluations are shown on a net basis.

(v) Assets in respect of leases where the Office is the lessor

The Office leases a photocopier under an operating lease with rental payments payable quarterly over 5 years. Lease payments include a principal and interest component.

(a) Carrying amount

	2021 \$'000	2020 \$'000
<b>Land</b>		
At fair value (30 June 2021)	11 550	10 500
<b>Total</b>	<b>11 550</b>	<b>10 500</b>
<b>Buildings</b>		
At fair value (30 June 2021)	30 238	29 500
Less: Accumulated depreciation	(295)	-
<b>Total</b>	<b>29 943</b>	<b>29 500</b>
<b>Plant, equipment and motor vehicles</b>		
At cost	720	441
Less: Accumulated depreciation	(214)	(192)
	506	249
Work in progress at cost	-	26
<b>Total</b>	<b>506</b>	<b>275</b>
<b>Heritage and cultural assets</b>		
At fair value (dates detailed below)	3 891	3 891
<b>Total</b>	<b>3 891</b>	<b>3 891</b>
<b>Total Property, plant, equipment</b>	<b>45 890</b>	<b>44 166</b>

Assets have been revalued independently as listed below:

Heritage and cultural assets consisting of:

- Paintings (Heritage assets) – Masterpiece Gallery (W. Nevin Hurst – Director, Paul O'Donnell – Assistant Director, BFA, MCultheritage) 30 June 2020. Based on fair market value.
- Furniture (Heritage assets) – A.F. Colman, Approved Commonwealth Government Valuer as at 30 June 2020. Based on replacement value.
- China, silver etc. (Heritage assets) – Craig Broadfield, Leven Antiques, 30 June 2020. Based on retail replacement value.
- Clocks (Heritage assets) – Peter Reading L.B.H.I. B.A.D.A. certified, as at 30 June 2020.

Land and Buildings was fully revalued as at 30 June 2020. The Valuer General provides indexation factors for the intervening years based on fair value for existing use. For 2020-21 the indexation was 10% for land and 2.5% for buildings. Government House is a specialised, iconic heritage building. The property possesses significant intrinsic social and cultural attributes. The following were used in undertaking the valuation:

- AASB 13 “Fair Value Measurement”
- AASB 116 “Property, Plant and Equipment”
- Treasurer’s Instruction No 303 “Recognition and Measurement of Non-Current Assets”

## (b) Reconciliation of movements (including fair value levels)

Reconciliations of the carrying amounts of each class of Property, plant and equipment at the beginning and end of the current and previous financial year are set out below. Carrying value means the net amount after deducting accumulated depreciation and accumulated impairment losses.

2021	Land Level 2 \$'000	Buildings Level 2 \$'000	Plant equipment & vehicles Level 2 \$'000	Heritage & cultural assets Level 2 \$'000	Heritage & cultural assets Level 3 \$'000	Total \$'000
<b>Carrying value at 1 July</b>	<b>10 500</b>	<b>29 500</b>	<b>275</b>	<b>526</b>	<b>3 365</b>	<b>44 166</b>
Additions	-	-	270	-	-	270
Disposals	-	-	(3)	-	-	(3)
Revaluation increments (decrements)	1 050	738	-	-	-	1 788
Depreciation and amortisation	-	(295)	(36)	-	-	(331)
<b>Carrying value at 30 June</b>	<b>11 550</b>	<b>29 943</b>	<b>506</b>	<b>526</b>	<b>3 365</b>	<b>45 890</b>

2020	Land Level 2 \$'000	Buildings Level 2 \$'000	Plant equipment and motor vehicles Level 2 \$'000	Heritage and cultural assets Level 2 \$'000	Heritage and cultural assets Level 3 \$'000	Total \$'000
<b>Carrying value at 1 July</b>	<b>11 250</b>	<b>23 791</b>	<b>237</b>	<b>410</b>	<b>3 176</b>	<b>38 864</b>
Additions	-	-	68	-	18	86
Revaluation increments (decrements)	(750)	5 947	-	116	171	5 484
Depreciation and amortisation	-	(238)	(30)	-	-	(268)
<b>Carrying value at 30 June</b>	<b>10 500</b>	<b>29 500</b>	<b>275</b>	<b>526</b>	<b>3 365</b>	<b>44 166</b>

## (c) Level 3 significant valuation inputs and relationship to fair value

Description	Fair Value at 30 June	Significant unobservable inputs used in valuation	Possible alternative values for level 3 inputs	Description of how changes in inputs will affect the fair value
Heritage and Cultural	\$3 365	Cost of replacement	Note 1	The higher the cost to acquire similar assets the higher the fair value

Note 1. There were no significant interrelationships between unobservable inputs that materially affect fair values.

## 7.4 Right-Of-Use Assets

AASB 16 requires the Office to recognise a right-of-use asset, where it has control of the underlying asset over the lease term. A right-of-use asset is measured at the present value of initial lease liability, adjusted by any lease payments made at or before the commencement date and lease incentives, any initial direct costs incurred, and estimated costs of dismantling and removing the asset or restoring the site.

The Office has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases, rental arrangements for which Finance-General has substantive substitution rights over the assets and leases for which the

underlying asset is of low-value. Substantive substitution rights relate primarily to office accommodation. An asset is considered low-value when it is expected to cost less than \$10 000.

Right-of-use assets are depreciated over the shorter of the asset's useful life and the term of the lease. Where the Office obtains ownership of the underlying leased asset or if the cost of the right-of-use asset reflects that the Office will exercise a purchase option, the Office depreciates the right-of-use asset over its useful life.

2021	Plant, equipment & vehicles \$'000	Total \$'000
Carrying value at 1 July	12	12
Additions	-	-
Depreciation and amortisation	(3)	(3)
Carrying value at 30 June	9	9

2020	Plant, equipment & vehicles \$'000	Total \$'000
Carrying value at 1 July	-	-
Additions	14	14
Depreciation and amortisation	(2)	(2)
Carrying value at 30 June	12	12

## 7.5 Infrastructure

### (a) Carrying amount

	2021 \$'000	2020 \$'000
<b>Vineyard</b>		
At fair value	32	32
Less: Accumulated depreciation	(3)	(2)
<b>Total</b>	<b>29</b>	<b>30</b>

#### Key estimate and judgement

The valuation was independently conducted by a valuer at Saunders and Pitt as at 30<sup>th</sup> June 2019. The valuation was based on fair value with the valuer researching the market with regard to vineyard sales throughout the entire State and by using direct comparison methods as the most appropriate basis of assessment of the added value of the vineyard.

The carrying value of the vineyard does not include assets held under a finance lease.

The Office has adopted a revaluation threshold of \$10,000 above which assets are revalued on a fair value basis. Vineyard infrastructure asset is subject to revaluation and is revalued every 5 years.

### (b) Reconciliation of movements (including fair value levels)

	2021 Level 2 \$'000	2021 Total \$'000	2020 Total \$'000
Carrying amount at 1 July	30	30	32
Revaluation increments (decrements)	-	-	-
Depreciation expense	(1)	(1)	(2)
Carrying amount at 30 June	29	29	30



## 7.6 Other Assets

Prepayments are recognised when they occur and are measured at the nominal amount.

	2021 \$'000	2020 \$'000
<b>Other current assets</b>		
Prepayments	8	2
<b>Total</b>	<b>8</b>	<b>2</b>
Recovered within 12 months	8	2
<b>Total</b>	<b>8</b>	<b>2</b>

## Note 8 Liabilities

Liabilities are recognised in the Statement of Financial Position when it is probable that an outflow of resources embodying economic benefits will result from the settlement of a present obligation and the amount at which the settlement will take place can be measured reliably.

### 8.1 Payables

Payables, including goods received and services incurred but not yet invoiced, are recognised at amortised cost, which due to the short settlement period, equates to face value, when the Office becomes obliged to make future payments as a result of a purchase of assets or services.

	2021 \$'000	2020 \$'000
Creditors	11	25
Accrued expenses	70	54
<b>Total</b>	<b>81</b>	<b>79</b>
Settled within 12 months	81	79
<b>Total</b>	<b>81</b>	<b>79</b>

Settlement is usually made within 30 days.

### 8.2 Lease liabilities

A lease liability is measured at the present value of the lease payments that are not paid at that date. The discount rate used to calculate the present value of the lease liability is the rate implicit in the lease. Where the implicit rate is not known and cannot be determined the Tascorp indicative lending rate including the relevant administration margin is used.

The Office has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases, rental arrangements for which the Finance-General has substantive substitution rights over the assets and leases for which the underlying asset is of low-value. Substantive substitution rights relate primarily to office accommodation. An asset is considered low-value when it is expected to cost less than \$10 000.

The Office has entered into the following leasing arrangements:

<b>Class of right-of-use asset</b>	<b>Details of leasing arrangements</b>	
Plant and equipment	Lease of photocopier over 60 months, with fixed quarterly payments over the duration of the lease.	
	2021 \$'000	2020 \$'000
<b>Current</b>		
Lease liabilities	3	2
<b>Non-current</b>		
Lease liabilities	7	10
<b>Total</b>	<b>10</b>	<b>12</b>

The following amounts are recognised in the Statement of Comprehensive Income

	2021 \$'000	2020 \$'000
Interest on lease liabilities included in note 6.5	...	...
Lease expenses included in note 0:		
Lease of low-value assets	2	2
<b>Net expenses from leasing activities</b>	<b>2</b>	<b>2</b>

Interest on lease liabilities was \$248 for 2020-21 (\$226 for 2019-20).

### 8.3 Employee benefit liabilities

#### *Key estimate and judgement*

Liabilities for wages and salaries and annual leave are recognised when an employee becomes entitled to receive a benefit. Those liabilities expected to be realised within 12 months are measured as the amount expected to be paid. Other employee entitlements are measured as the present value of the benefit at 30 June, where the impact of discounting is material, and at the amount expected to be paid if discounting is not material.

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date.

	2021 \$'000	2020 \$'000
Accrued salaries	90	49
Annual leave	208	185
Long service leave	419	351
<b>Total</b>	<b>717</b>	<b>585</b>
Expected to settle wholly within 12 months	298	234
Expected to settle wholly after 12 months	419	351
<b>Total</b>	<b>717</b>	<b>585</b>

### 8.4 Superannuation

#### (i) Defined contribution plans

A defined contribution plan is a post-employment benefit plan under which an entity pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution plans are recognised as an expense when they fall due.

#### (ii) Defined benefit plans

A defined benefit plan is a post-employment benefit plan other than a defined contribution plan.

#### *Key estimate and judgement*

The Office does not recognise a liability for the accruing superannuation benefits of its employees. This liability is held centrally and is recognised within the Finance-General Division of the Department of Treasury and Finance.

## Note 9 Commitments and Contingencies

### 9.1 Schedule of Commitments

Commitments represent those contractual arrangements entered by the Office that are not reflected in the Statement of Financial Position.

Leases are recognised as right-of-use assets and lease liabilities in the Statement of Financial Position, excluding short term leases and leases for which the underlying asset is of low value, which are recognised as an expense in the Statement of Comprehensive Income.

	2021 \$'000	2020 \$'000
<b>By type</b>		
<b>Lease Commitments</b>		
Short-term and/or low value leases	-	2
<b>Total lease commitments</b>	-	2
<b>Other commitments</b>		
Motor vehicle agreements	40	74
<b>Total other commitments</b>	40	74
<b>By maturity</b>		
<b>Operating lease commitments</b>		
One year or less	-	2
<b>Total operating lease commitments</b>	-	2
<b>Other commitments</b>		
One year or less	21	34
From one to five years	19	40
<b>Total other commitments</b>	40	74
<b>Total</b>	40	76

#### Leased equipment

##### *Photocopiers – low value lease*

- Lease payments are determined at the time of the lease agreement and are paid quarterly;
- Lease terms are for four years with no change to the lease rate;
- No restrictions or purchase options are contained in the lease arrangements.

#### Motor vehicle agreements

- The Office's motor vehicle fleet is owned and managed by the Department of Treasury and Finance (Treasury). Treasury is the central agency which purchases vehicles on behalf the Office. The Office makes monthly payments to Treasury via LeasePlan for use of the vehicles. LeasePlan administers the plan on behalf of Treasury;
- As there is no lease contract between Treasury and the Office for the purposes of AASB 16, the Office is not required to recognise a lease liability and right-of-use asset for its motor vehicle fleet, and costs are recognised as an expense as incurred.
- Agreed payments vary according to the type of vehicle and where applicable the price received for replaced vehicles;
- Agreed terms for regular vehicles are either three years or five years. The truck has a ten-year term, with no change to the monthly payment;

### 9.2 Contingent Assets and Liabilities

As at 30 June 2021, the Office had no known contingent assets or liabilities.

## Note 10 Reserves

### 10.1 Reserves

			Heritage and cultural assets	Infrastructure	Total
	Land \$'000	Buildings \$'000	\$'000	\$'000	\$'000
<b>2021</b>					
<b>Asset revaluation reserve</b>					
<b>Balance at the beginning of financial year</b>	<b>6 500</b>	<b>21 445</b>	<b>5 448</b>	<b>32</b>	<b>33 425</b>
Revaluation increments/(decrements)	1 050	738	-	-	1 788
<b>Balance at end of financial year</b>	<b>7 550</b>	<b>22 183</b>	<b>5 448</b>	<b>32</b>	<b>35 213</b>
			Heritage and cultural assets	Infrastructure	Total
	Land \$'000	Buildings \$'000	\$'000	\$'000	\$'000
<b>2020</b>					
<b>Asset revaluation reserve</b>					
<b>Balance at the beginning of financial year</b>	<b>7 250</b>	<b>15 498</b>	<b>5 162</b>	<b>32</b>	<b>27 942</b>
Revaluation increments/(decrements)	(750)	5 947	286	-	5 483
<b>Balance at end of financial year</b>	<b>6 500</b>	<b>21 445</b>	<b>5 448</b>	<b>32</b>	<b>33 425</b>

#### (a) Nature and purpose of reserves

Asset revaluation reserve

The Asset revaluation reserve is used to record increments and decrements on the revaluation of Non-financial assets.

## Note 11 Cash Flow Reconciliation

Cash means notes, coins, any deposits held at call with a bank or financial institution, as well as funds held in Specific Purpose Accounts, being short term of three months or less and highly liquid. Deposits are recognised at amortised cost, being their face value.

### 11.1 Cash and cash equivalents

Cash and cash equivalents includes the balance of the Specific Purpose Accounts held by the Office, and other cash held, excluding those accounts which are administered or held in a trustee capacity or agency arrangement.

	2021 \$'000	2020 \$'000
<b>Specific Purpose Account balances</b>		
Operating account	224	275
<b>Total</b>	<b>224</b>	<b>275</b>
<b>Other cash held</b>		
Petty cash	1	1
<b>Total</b>	<b>1</b>	<b>1</b>
<b>Total cash and deposits</b>	<b>225</b>	<b>276</b>



## 11.2 Reconciliation of Net Result to Net Cash from Operating Activities

	2021 \$'000	2020 \$'000
Net result	(229)	(151)
Depreciation and amortisation	336	271
(Gain) loss on non-financial assets	3	-
Decrease (increase) in Receivables	-	2
Decrease (increase) in Prepayments	(6)	...
Decrease (increase) in Tax assets	1	(8)
Decrease (increase) in Inventories	(17)	(14)
Increase (decrease) in Employee benefit liabilities	132	13
Increase (decrease) in Payables	(14)	(5)
Increase (decrease) in Accrued expenses	16	26
<b>Net cash from (used by) operating activities</b>	<b>222</b>	<b>134</b>

## Note 12 Financial Instruments

### 12.1 Risk exposures

#### (a) Risk management policies

The Office has exposure to the following risks from its use of financial instruments.

- 1) credit risk; and
- 2) liquidity risk;

The Official Secretary has overall responsibility for the establishment and oversight of the Office's risk management framework. Risk management policies are established to identify and analyse risks faced by the Office, to set appropriate risk limits and controls, and to monitor risks and adherence to limits.

#### (b) Credit risk exposures

Credit risk is the risk of financial loss to the Office if a customer or counterparty to a financial instrument fails to meet their contractual obligations.

Financial Instrument	Accounting and strategic policies (including recognition criteria, measurement basis and credit quality of instrument)	Nature of underlying instrument (including significant terms and conditions affecting the amount. Timing and certainty of cash flows)
<b>Financial Assets</b>		
Receivables	The Office has a debt management policy with processes surrounding the raising of debts payable to the Office and the management of outstanding debts. The Office does not have a significant exposure to credit risk as receivables are mainly from other government entities. The Office does not consider a need to have a provision for impairment.	General terms of trade are 30 days.
Cash and Deposits	Cash and deposits are recognised at face value.	Cash includes notes, coins, deposits held at call with a financial institution and funds held in the Special Purpose Account.

The Office's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position, net of any allowances for losses.

The Office does not have any significant exposure to credit risk.

#### *Expected credit loss analysis of receivables*

The simplified approach to measuring expected credit losses is applied, which uses a lifetime expected loss allowance for all trade receivables.

The expected loss rates are based on historical observed loss rates adjusted for forward looking factors that will have an impact on the ability to settle the receivables. The loss allowance for trade debtors as at 30 June are as follows.

<b>2021</b>	<b>Not past due</b>	<b>Past due 1-30 days</b>	<b>Past due 31-60 days</b>	<b>Past due 61-90 days</b>	<b>Past due 91+days</b>	<b>Total</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Expected credit loss rate (A)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total gross carrying amount (B)	15	-	-	-	-	15
Expected credit loss (AxB)	-	-	-	-	-	-

<b>2020</b>	<b>Not past due</b>	<b>Past due 1-30 days</b>	<b>Past due 31-60 days</b>	<b>Past due 61-90 days</b>	<b>Past due 91+days</b>	<b>Total</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Expected credit loss rate (A)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total gross carrying amount (B)	16	-	-	-	-	16
Expected credit loss (AxB)	-	-	-	-	-	-

#### **(c) Liquidity risk**

Liquidity risk is the risk that the Office will not be able to meet its financial obligations as they fall due. The Office's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

<b>Financial Instrument</b>	<b>Accounting and strategic policies (including recognition criteria and measurement basis)</b>	<b>Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)</b>
<b>Financial liabilities</b>		
Payables	Payables, including goods received and services incurred but not yet invoiced, are recognised at amortised cost, which due to the short settlement period, equates to face value, when the Office becomes obliged to make future payments as a result of a purchase of assets or services.	Settlement is usually made within 30 days.
Lease liabilities	Lease liabilities are recognised on an amortised cost basis, measured at the present value of future lease payments.	The Office has recognised one liability for a photocopier lease commencing October 2019 over a period of 5 years.

### Maturity analysis for financial liabilities

The following tables detail the undiscounted cash flows payable by the Office by remaining contractual maturity for its financial liabilities. It should be noted that as these are undiscounted, totals may not reconcile to the carrying amounts presented in the Statement of Financial Position:

2021	1 year \$'000	2 years \$'000	3 years \$'000	4 years \$'000	5 years \$'000	5+ years \$'000	Undiscounted Total \$'000	Carrying Amount \$'000
<b>Financial liabilities</b>								
Payables	81	-	-	-	-	-	81	81
Lease liabilities	3	3	3	1	-	-	10	10
<b>Total</b>	<b>84</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>91</b>	<b>91</b>

2020	1 year \$'000	2 years \$'000	3 years \$'000	4 years \$'000	5 years \$'000	5+ years \$'000	Undiscounted Total \$'000	Carrying Amount \$'000
<b>Financial liabilities</b>								
Payables	79	-	-	-	-	-	79	79
Lease liabilities	2	3	3	3	1	-	12	12
<b>Total</b>	<b>81</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>91</b>	<b>91</b>

## 12.2 Categories of financial assets and liabilities

	2021 \$'000	2020 \$'000
<b>Financial assets</b>		
Financial assets measured at amortised cost	240	292
<b>Total</b>	<b>240</b>	<b>292</b>
<b>Financial Liabilities</b>		
Financial liabilities measured at amortised cost	91	91
<b>Total</b>	<b>91</b>	<b>91</b>

## Note 13 Other Significant Accounting Policies and Judgements

### 13.1 Objectives and Funding

The Office's objectives are to support the Governor in the performance of her constitutional, administrative, ceremonial and community responsibilities by:

- providing a high standard of policy advice and administrative support to the Governor, including the organisation of constitutional and ceremonial duties, and her program of community engagements;
- facilitating the efficient and effective interaction between the Office of the Governor, the Parliament, the Executive and the State Service; and
- maintaining Government House estate.

The Office is structured to meet the following outcomes:

- safeguarding the integrity of the State's democratic system of government;
- promoting community involvement in government and understanding of the democratic process;
- promoting community understanding of the role of Governor;

- fostering activities in rural areas through speeches, visits, functions and other events;
- encouraging the involvement of young people in the community;
- supporting activities which promote a multi-cultural, diverse and tolerant society;
- stimulating culture and the arts;
- promoting the State's exports and its tourism industry; and
- protecting and maintaining the heritage values of Government House and its grounds.

The Office's activities are classified as controlled.

Controlled activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Office in its own right.

The Office is a Tasmanian Government not-for-profit entity that is predominantly funded through Parliamentary appropriations. The Financial Statements encompass all funds through which the Office controls resources to carry on its functions.

### 13.2 Basis of Accounting

The Financial Statements are a general purpose financial report and have been prepared in accordance with:

- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board; and
- The Treasurer's Instructions issued under the provisions of the *Financial Management Act 2016*.

The Financial Statements were signed by the Acting Official Secretary on 13 August 2021.

Compliance with the Australian Accounting Standards may not result in compliance with International Financial Reporting Standards, as the AAS include requirements and options available to not-for-profit organisations that are inconsistent with IFRS. The Office is considered to be not-for-profit and has adopted some accounting policies under the AAS that do not comply with IFRS.

The Financial Statements have been prepared on an accrual basis and, except where stated, are in accordance with the historical cost convention. The accounting policies are generally consistent with the previous year except for those changes outlined in Note 13.5.

The Financial Statements have been prepared as a going concern. The continued existence of the Office in its present form, undertaking its current activities, is dependent on Government policy and on continuing appropriations by Parliament for the Office's administration and activities.

The Office has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

### 13.3 Reporting Entity

The Financial Statements include all the controlled activities of the Office. The Financial Statements consolidate material transactions and balances of the Office.

### 13.4 Functional and Presentation Currency

These Financial Statements are presented in Australian dollars, which is the Office's functional currency.

### 13.5 Changes in Accounting Policies

#### (a) Impact of new and revised Accounting Standards

In the current year, the Office has adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current annual reporting period. These include:

- AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Material



The amendments refine the definition of material in AASB 101 and are applicable for the year ended 30 June 2021. The amendments clarify the definition of material and includes guidance relating to obscuring information that could be reasonably expected to influence decisions of the primary users of the financial information. The amendments include additional guidance to the definition of material, gives it more prominence, and clarifies the explanation accompanying the definition of material. The adoption of the amendments has not had any significant impact on the Office.

#### **(b) Impact of new and revised Accounting Standards yet to be applied**

All Australian accounting standards and interpretations with future effective dates are either not applicable to the Office's activities, or have no material impact.

### **13.6 Foreign Currency**

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date.

### **13.7 Comparative figures**

Comparative figures have been adjusted to reflect any changes in accounting policy or the adoption of new standards. Details of the impact of changes in accounting policy on comparative figures are at note 13.5.

### **13.8 Rounding**

All amounts in the Financial Statements have been rounded to the nearest thousand dollars, unless otherwise stated. As a consequence, rounded figures may not add to totals. Amounts less than \$500 are rounded to zero and are indicated by the symbol "...".

### **13.9 Taxation**

The Office is exempt from all forms of taxation except Fringe Benefits Tax, Goods and Services Tax and WET (Wine Equalisation Tax). The Office is liable for WET but qualifies for full rebate.

### **13.10 Goods and Services Tax**

Revenue, expenses and assets are recognised net of the amount of Goods and Services Tax, except where the GST incurred is not recoverable from the Australian Taxation Office. Receivables and payables are stated inclusive of GST. The net amount recoverable, or payable, to the Australian Taxation Office is recognised as an asset or liability within the Statement of Financial Position.

In the Statement of Cash Flows, the GST component of cash flows arising from operating, investing or financing activities which is recoverable from, or payable to, the Australian Taxation Office is, in accordance with the Australian Accounting Standards, classified as operating cash flows.