



OFFICE OF THE GOVERNORANNUAL REPORT 2017 - 2018



Cover Image

The cover illustration by Brisbane-based botanical artist Anne Hayes depicts a Small-fruited Grey Gum (Eucalyptus propinqua). This species sheds its grey bark in strips and the new bark underneath ranges in colour from cream and pale yellow to bright orange and even pink. It is an important koala food tree, and its flowers attract nectar-feeding birds and fruit bats.

The Small-fruited Grey Gum is one of many hundreds of species of eucalypt, almost all of which are found only in Australia. Eucalyptus and the related classifications Angophora and Corymbia dominate most of Australia's forest landscapes. Eucalypts even have their own national day (23 March).

The 10 hectares of remnant bushland on the Government House estate are rich in eucalypts, including the pictured species, in addition to tallow wood (*E. microcorys*) and the blue gum (*E. tereticornis*). They provide a marked contrast with the formal gardens on the higher, northern side of the estate and give the area an unmistakably Australian character.

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Information about the activities of the Queensland Governor and the operations of the Office of the Governor is available at the following internet address:

www.govhouse.gld.gov.au

Internet annual report:

www.govhouse.qld.gov.au/ office-of-the-governor/news-publications/ annual-reports aspy

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Alm of Report

The Office of the Governor Annual Report 2017/18 is an integral part of the Office of the Governor's Corporate Governance Framework and describes the achievements, performance, outlook and financial position of the Office for the financial year. The Annual Report is a key accountability document and the principal way in which the Office reports on activities and provides a full and complete picture of its performance to Parliament and the wider community.

The Report details the objectives, activities and performance of the Office during the period 1 July 2017 to 30 June 2018 and includes information and images which illustrate the many activities the Office undertakes to provide executive, personal, administrative and logistical support to the Governor and to manage the Government House estate.

The Office of the Governor advises Aboriginal and Torres Strait Islander people that this Annual Report may contain Images of people who have died. The Office does not wish to cause distress to any Aboriginal and Torres Strait Islander community members.

The Office of the Governor is committed to providing accessible service to Queenslanders from culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, please contact us on telephone (07) 3858 5700 and we will arrange an interpreter to effectively communicate the report to you.



The Honourable Annastacia Palaszczuk MP Premier of Queensland PO Box 15185 CITY EAST QLD 4002

Dear Premier,

I am pleased to submit for presentation to the Parliament the 2017/18 Annual Report and financial statements of the Office of the Governor.

I certify that this Annual Report:

- Complies with the prescribed requirements of the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2009; and
- Reflects the achievements of the Office in providing an effective and accountable agency which supports the Governor of Queensland.

Yours sincerely

Mark Gower AM OAM(Mil)

Official Secretary

24 September 2018



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Visits outside of Brisbane



March 2018 Government House bosted a visit by His Royal Highness The Prince of Wales and The Duchess of Cornwall in the lead up to the Gold Coast Commonwealth Games.

21,522

People who visited Government House.



11 September 2017
An Investiture Ceremony was held in Townsville, honouring outstanding men and women from across North Queensland.



9 June 2018
Government House Open Day attracted 1,500
visitors, confirming Fernberg's place as A House
for all Queenslanders.



20 April 2018 The Governor and Mrs de Jersey attended the 148th Dalby Show.

55

Regional visits made by the Governor.

261

Events hosted at Government House.



21 August 2017 The Governor and Mrs de Jersey visited Blackheath & Thornburgh College as part of Regional Government House.



December 2017
More than 11,267 people came through Fernberg's gates for the annual Christmas Lights Display.



616

Constitutional, ceremonial and community events attended by the Governor.



21 September 2017 The Governor and His Royal Highness The Duke of York visited the Queensland Art Gallery | Gallery of Modern Art.

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M Official Secretary's Summary





Mark Gower AM OAM(Mil) Official Secretary

The 2017/18 financial year marked the fourth year of the original tenure of His Excellency the Honourable Paul de Jersey AC. The year saw the Office of the Governor provide timely, professional support for His Excellency and Mrs de Jersey in fulfilling a wide range of constitutional, ceremonial and community roles in the State, and in promoting Queensland overseas.

The Office supported the Governor's 55 visits to regional and remote centres in the State, assisting him to continue to ensure that as many Queenslanders as possible, wherever in the State they reside, had the opportunity to see and meet the Governor.

The Office assisted the Governor in undertaking the third Regional Government House of his tenure, in Mackay from 17 to 23 August 2017, managing, coordinating and implementing the extensive program. During Mackay Regional Government House, the Governor undertook 32 program commitments in five locations in the immediate region, and in Charters Towers. The Governor's program in Mackay, Whitsunday and Isaac Local Government areas focused particularly on first-hand briefing by local councils and emergency services personnel on ongoing recovery efforts from the severe damage caused by Cyclone Debbie in the region in March 2017.

The period in review included important anniversaries associated with the final two years of World War I. The Governor's program for the year had a substantial focus on solemn commemoration of the service and sacrifice of Australian men and women in the Great War. This included a visit to Be'er Sheva (formerly Beersheba) in Israel for the centenary commemorations of the famed charge of the Australian 4th Light Horse Brigade in the Battle of Beersheba.

The Commonwealth Games were held on the Gold Coast in April 2018, bringing to Queensland 6,600 athletes and officials, Heads of State and other senior government figures, business people, and visitors from the 71 nations and territories that compete in the Games.

The Office supported the Governor's extensive program prior to and during the Games, focused on celebrating the Games themselves and on promoting the Games' economic, cultural and reconciliation legacy in Queensland. His Excellency welcomed the Queen's Baton Relay's arrival in Singapore and at Government House in Brisbane; cheered on Australian athletes in Games events; promoted trade and investment in Queensland, particularly the Gold Coast; supported the Games Reconciliation Action Plan; and hosted His Royal Highness the Prince of Wales, HRH the Duchess of Cornwall, and HRH the Earl of Wessex during their Games-related visits to the State.

Managing the Government House estate, whose fabric ranges widely from an original house built in 1865 to 10 hectares of well-preserved remnant bushland, is a substantial undertaking for the small team at Government House. In 2017/18, the Office continued to balance the many functional, heritage, security and other requirements of the estate, which was visited by 21,522 people in the 12-month period, in order to maintain and, where possible, enhance the heritage values of the estate.

The Deputy Official Secretary, Ms Cecily Pearson OAM, retired in May 2018 following 10 years of service to three Governors of Queensland. Following a comprehensive and competitive recruitment and selection process, Ms Kate Hastings was appointed Deputy Official Secretary in April 2018, allowing a two-week handover with Ms Pearson and a thorough induction program.

The Office continued to pursue and refine the Government House social media strategy on Facebook, Twitter, and Instagram to reach more Queenslanders, enhance their understanding of the role of Governor, and make access to information on the activities of the Governor richer, more timely, and more transparent.

The Governor acted as Administrator of the Government of the Commonwealth of Australia on four occasions during the reporting period. The Office continues to work closely with Government House in Canberra to ensure the proper and effective fulfilment of the Administrator's duties.

The Office also supported the Honourable Chief Justice Catherine Holmes, the Honourable Justice Walter Sofronoff, the Honourable Justice Hugh Fraser, the Honourable Justice Philip Morrison, and the Honourable Justice Philip McMurdo in fulfilling the duties of Acting Governor as required including, in October 2017, the dissolving of the 55th Queensland Parliament and the issuing of a writ for a general election by Chief Justice Holmes as Acting Governor.

2017/18 PRIORITIES INCLUDED:

- Coordinating the Governor's extensive program of travel and engagement with Queenslanders, particularly to regional and remote communities throughout the State;
- Coordinating Regional Government House in Mackay;
- Facilitating the Governor's patronage of, and support for, community organisations by means of viceregal visits, speeches and messages, attendance at external receptions and at celebrations of significant milestones and anniversaries;
- hosted at Government House, including a program of investiture ceremonies, and the associated administrative, logistical and hospitality requirements of these events;
- Providing high-level advice and support to the Governor and Acting Governor in performing their constitutional duties, including those associated with the 2017 State election, presiding at weekly Executive Council meetings, granting Royal Assent to bills, issuing and receiving writs, handling petitions, processing correspondence relating to constitutional and legal requirements, and conducting the swearing-in of Ministers;

- Providing public access to the Government House estate through a planned public engagement strategy that incorporates an annual Open Day, participation in Brisbane Open House, tours by community groups, and the Government House Christmas Lights display;
- Initiating free tours of the House each month that can be booked directly by members of the public;
- Implementing a program of work to manage, maintain and improve facilities across the heritage-listed Government House estate, in conjunction with the Department of Housing and Public Works;
- Providing ongoing implementation of the Bushland Management Plan to preserve and enhance the environmental value of the bushland areas of the estate;
- Continuing to implement the recommendations of the Safety Management System audit reports;
- Updating the Strategic Plan 2017–2022 and facilitating its ongoing implementation;
- Continuing to deliver administrative, financial management, and corporate governance improvements;
- Equipping staff with contemporary knowledge and skills that support the work of the Office through professional development and core skills training; and
- Publishing a free, publicly available, online booklet outlining the contributions to the State of the spouses of the Governors of Queensland.

In 2017/18, the Office continued to balance the many functional, heritage, security and other requirements of the estate, which was visited by 21,522 people in the 12-month period

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Official Secretary's Summary

OUTLOOK FOR 2018/19

During 2018/19, the Office of the Governor will continue to provide high-level executive support and expert and responsive advice to enable the Governor and/or Acting Governors to fulfil constitutional, ceremonial and community duties as the representative of Queensland's Head of State.

In addition, the Office will:

- Maximise opportunities for Queenslanders to meet their Governor through an extensive program of regional travel and community engagements, including planning and implementing the fourth Regional Government House, to be located in Far North Queensland;
- Continue to offer free guided tours of the estate for school and community groups, including monthly tours that individual members of the public can book directly with Government House;
- Support opportunities for the Governor to promote Queensland to high-level visitors to the State, and to strengthen Queensland's international relationships;
- Continue to undertake works that preserve and protect the heritage and horticultural assets of the Government House estate for future Queenslanders;
- Arrange overseas visit programs to support Queensland's trade, investment and cultural objectives and to attend significant military commemorations;
- Support the Governor in his participation in centenary Anzac commemorations of the final year of World War I;



- Continue to provide a strong Corporate Governance Framework to ensure that best practice organisational and fiscal standards are met;
- Support the Governor during periods when His Excellency is Administrator of the Government of the Commonwealth of Australia, and support the Acting Governor to fulfil duties as required;
- Continue to work in conjunction with the Department of Housing and Public Works to prioritise the preservation of Government House and the estate, and to implement an ongoing program of capital works and maintenance, including revitalisation of the heritage Camelia Grove in the grounds; and
- Refine operational and audit plans and undertake further work on the Business Continuity Plan to ensure that ongoing improvements are made to corporate governance.



Fernberg's State Dining Room once again hosted dinners for royalty, outstanding Queensland contributors, and community leaders from all aspects of the State.





Commonwealth Games

The 21st Commonwealth Games took place on the Gold Coast from 4 to 15 April 2018, the first time the Games have been held in a regional city in Australia. More than 6,600 athletes and officials participated in the biggest sporting event of the decade in Australia, which had a global broadcast audience of up to 1.5 billion people.

The Office of the Governor provided extensive support for the Governor's participation in more than 25 activities associated with the Games, both before and during the event, in Australia and overseas. A substantial number of these activities focused on supporting and strengthening the economic and reconciliation legacy of the Games.

In October 2017, the Governor travelled to Singapore to welcome the Baton's arrival at a reception in that city. His Excellency also addressed several trade and investment-focused groups in Singapore, promoting the Commonwealth Games, and highlighting Queensland as a trade, investment, tourism and study destination, focusing in particular on the Study Gold Coast program and the Gold Coast Health and Knowledge Precinct.

In March, the Governor hosted a celebration to mark the running of the Baton Relay route between Government House (located in Paddington) and Milton. His Excellency carried the Baton to the gates of Government House and handed it over to Mr Kieren Perkins OAM for the next stage of its journey. With the support of the Office, His Excellency held a community celebration for the arrival of the Baton, inviting representatives from Scouts and Girl Guides, the Girls & Boys Brigade, the CWA (Queensland), and Men's Sheds Brisbane, along with Baton bearers and local families, to mark the occasion.

At the Games themselves, the Governor and Mrs de Jersey attended the Opening Ceremony and Closing Ceremony, in addition to a reception hosted by the Governor-General. During the Games, the Governor and Mrs de Jersey supported Australian teams competing in a number of events on the Gold Coast, and Townsville and Cairns. His Excellency and Mrs de Jersey attended competitions in a number of sports, including Women's Lawn Bowls triples and Men's Fours, Women's Diving, Men's Discus (where the Governor presented the medals), Women's Netball, and Men's and Women's Rugby Sevens. He also paid tribute to the almost 15,000 volunteers who served during the Games.

In Townsville and Cairns, the Governor and Mrs de Jersey attended and spoke at receptions welcoming the Games events to those cities, and attended the Australia vs Canada and England vs India Women's Basketball Games in Townsville and the New Zealand vs Canada Men's Basketball game in Cairns.

While on the Gold Coast, the Governor also participated in trade and investment-related promotion of Queensland at a Business Leaders Welcome Reception; the opening of the temporary business, trade and investment hub, Commonwealth House; a Trade Officials Welcome Dinner; and a Partnering with the Pacific Breakfast.

The Governor supported the 2018 Commonwealth Games Reconciliation Action Plan and spoke at receptions in Townsville and Cairns, which highlighted the nature and benefits of the Plan for Indigenous people in the State.

The Office provided substantial support to the Governor in his hosting at Government House of HRH the Prince of Wales and HRH the Earl of Wessex during their visits to Queensland to open and close the Games respectively.



His Excellency the Honourable Paul de Jersey AC greeted staff and supporters when the Queen's Baton Relay came to Government House in the lead up to the 2018 Gold Coast Commonwealth Games.



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X Office Overview





The Queensland Governor's Standard, designed in 1876, comprises a Union Jack with the Badge of the State of Queensland - a Maltese Cross and crown – depicted in the centre. The Standard is flown at Government House when the Governor is in residence, and on official vehicles in which he is travelling. At times, Government House also arranges for the Standard to be flown at locations where the Governor is attending special events, with recent examples including the Dalby Showgrounds, Oakleigh State School, and at Queensland's Parliament House during the formal opening of the 56th Parliament.

The Queensland Constitution provides that there must be a Governor of Queensland, who is appointed by the Sovereign. The Governor is the personal representative of Her Majesty Queen Elizabeth II, who is Queensland's Head of State, and the Governor is authorised and required to do and execute all matters that pertain to the Office, according to law.

The powers of the Governor are derived from the Commission of Appointment issued by The Queen and are prescribed in legal or constitutional terms in various pieces of constitutional legislation, and in a number of Acts of the State Parliament.

Queensland's Constitution allows the Governor to appoint Ministers and to summon and dissolve Parliament. It also establishes the Executive Council, over which the Governor presides.

The Governor's primary constitutional responsibility is to ensure the continuance of a stable government in Queensland which commands the support of the Parliament. The Governor does not participate in the political process.

Likewise, the Office of the Governor is a non-political, independent entity, established to provide executive, personal, administrative, and logistical support to the Governor's constitutional, representational, ceremonial and community responsibilities. The Office also maintains the Government House estate in partnership with the Department of Housing and Public Works.

The Office of the Governor directly contributes to the maintenance of a stable and effective government by providing responsive and professional support that enables the Governor to undertake constitutional responsibilities as the representative of the Head of State.

CORPORATE OBJECTIVES

The corporate objectives of the Office of the Governor reflect the six goals central to the Office's Strategic Plan 2017–22.

Constitutional and Legal

Provide executive support to enable the Governor to fulfil constitutional and legal responsibilities, including granting Royal Assent to legislation, issuing writs for elections, swearing in Ministers of the State and Members of Executive Council, opening Parliament, considering petitions for the Governor to exercise the Power of the Royal Prerogative of Mercy, and presiding over meetings of the Executive Council.

Ceremonial

Support the Australian Honours and Awards System and other award programs and attend military and commemorative ceremonies.

Community Engagement

Provide a diverse range of opportunities for Queensland organisations and members of the community to visit Government House and to learn about the Governor's role. Facilitate the Governor's travel to regional and remote centres, and support organisations of which the vice-regal couple are patrons.

Preserving Government House and the Estate

Maintain Government House as an official State residence by conserving its heritage-listed buildings, grounds and gardens, and undertaking appropriate maintenance, security, workplace health and safety, and horticultural tasks.



Effective Management

Strengthen the Corporate Governance Framework to continue to improve performance, capability, accountability, and value-for-money service delivery using effective technology and resources.

Promoting Queensland

Assist the activities of the Governor that highlight and promote Queensland business, products, culture, trade and investment through Government House hospitality and attendance at events.

Support the Governor in hosting international dignitaries and undertaking interstate and international travel to promote Queensland's interests.

Regional Government House in Mackay

Under the Regional Government House initiative, the Governor and support staff operate from a regional centre in Queensland for up to a week. Regional Government House is an initiative of the current Governor, the Honourable Paul de Jersey AC. The first Regional Government House was held in Cairns in 2015, and the second in Longreach the following year.

The third Regional Government House took place in Mackay from 17 to 23 August 2017. Over five full working days, the Governor visited six locations and undertook a total of 32 program elements. In consultation with His Excellency, the Office of the Governor undertook the substantial tasks of organising an appropriate and extensive program, and the logistical and administrative work that supported the program.

In addition to Mackay, the Governor visited Airlie Beach, Proserpine, cyclone-affected Whitsunday Islands, Clermont and Moranbah, seeing recovery efforts at first hand and receiving comprehensive briefings on recovery status and programs by local councils, and the local police and emergency services. His Excellency and Mrs de Jersey met with a broad cross-section of the local community at community functions, aged care homes, schools, libraries, museums and important local industry locations such as the Port of Mackay and Mackay Sugar's Racecourse Mill.

His Excellency took advantage of his presence in the region to officially open

Lambert's Lookout in Mackay, and to lay a wreath at the Mackay Vietnam Veterans Wall of Remembrance on Vietnam Veterans' Day.

The Governor also took the opportunity to make a one-day official visit to Charters Towers, undertaking seven activities in the city including a briefing by the Charters Towers Regional Council and meetings with the local community at a luncheon, at the Dalrymple Villa Aged Care Centre, the Queensland Ambulance Service Museum, the School of Distance Education, and Blackheath and Thornburgh College.

Regional Government House Mackay enabled the Governor to further his commitment to being "a Governor for all Queenslanders" by achieving a deeper level of engagement with the communities of Mackay, Whitsunday, Isaac and Charters Towers regional council areas than would have been possible in multiple shorter visits. Local communities valued and appreciated the Governor and Mrs de Jersey's longer and more in-depth visit to the region and their determination to meet as many community members as possible.



His Excellency presented the sash to the winning jockey and horse following one of the Mackay Beach Horse Races during Regional Government House.



X Corporate Governance

To provide effective support to the Governor, the Office of the Governor uses a Corporate Governance Framework, which guides organisational structure, planning and decision-making, management policies and standards, and monitoring, reporting and evaluation processes.

The Framework:

- Sets out management processes;
- Establishes a management structure;
- Promotes continuous improvement by measuring the implementation of the Framework.



The Office of the Governor's management processes provide the basis for effective corporate governance. They include the following:

Planning

- Strategic Plan the organisation's Mission Statement, goals and objectives;
- Operational Plan the annual program of activities that delivers the objectives of the Strategic Plan;
- Business Plan each Business Unit's contribution to achieving the objectives of the annual Operational Plan;
- Specific Plans for example, the Business Continuity Plan and Communication and Engagement Plan;
- Collaborative plans developed and delivered with external partners including the Bushland Management Plan, Strategic Maintenance Plan, Conservation and Curatorial Plan, and Water Efficiency Management Plan.



Performance Management and Evaluation

- Monthly Key Performance Indicators - reporting actuals against planned results/outcomes;
- Implementing Standard Operating Procedures across work divisions;
- Risk matrix and Annual Audit Plan;
- Project Evaluation Reporting.

Resources Management

- Policies and procedures for managing financial, human, and information resources:
- Monthly/Quarterly Budget Reports;
- Employee Performance Planning and Development Plans;
- Annual Core Training Plan;
- Asset Management through an Assets Register; and
- Record-Keeping Operating Procedures.



Office of the Governor staff continued to provide support for the effective operation of the Government House estate.





Last Centenaries of ANZAC

Commemorating and honouring the service and sacrifice of Australians in war is one of the Governor's most high-profile ceremonial and community roles, and one which His Excellency and Mrs de Jersey embrace wholeheartedly.

The Office of the Governor was privileged to draw on its experience and expertise to support His Excellency in all aspects of this role in 2017/18, including the 30 defence-related events in which the Governor or his representative participated during the period.

As the 100th anniversary of the end of World War I in November 2018 approaches, the Governor has been particularly active in encouraging remembrance and commemoration of the ANZACs, both in Oueensland and overseas.

The Office supported the participation of the Governor and Mrs de Jersey at centenary commemorations at Beersheba, now Be'er Sheva, in Israel where, at dusk on 31 October 1917, the Australian 4th Light Horse Brigade launched a daring charge at the Turkish defences, using their bayonets as swords, and seized the town. The Governor and Mrs de Jersey laid a wreath on behalf of Queenslanders at the joint Centenary Service, attended the New Zealand National Service and a commemoration at the Turkish Soldiers' Memorial, witnessed a Civic Parade and a re-enactment of the charge, and attended the Park of the Australian Soldier Service.

On and around Anzac Day in 2018, the Governor supported and participated in solemn commemorations of Australians' involvement in World War I, including a speech to the Anzac Students' Commemoration in which he urged his young audience to carry the memory of the ANZACs' sacrifice to future generations.

At the Dawn Service, the Governor spoke of the awe and sorrow with which Queenslanders look back on the courage and sacrifice of the ANZACs at key battles such as Villers-Bretonneux. His Excellency hosted a breakfast at Government House for serving and exdefence personnel. The Governor also read the First Resolution and reviewed the Combined Anzac Day March.

While the 2017/18 focus was on World War I conflicts, the Governor, with the support of the Office, also participated in commemorations of Australians who fought in subsequent conflicts. These events included the commemoration of Operation RIMAU, in which 23 Australian and British special forces perished after attacking Japanese shipping in Singapore in 1944, and the 76th anniversary of the Battle of the Coral Sea.

Recognising that war casualties deeply affected smaller communities in regional Queensland, the Governor laid a wreath at the Vietnam Veterans Wall of Remembrance in Mackay on Vietnam Veterans' Day and officiated at the dedication of the Tamborine Mountain Cenotaph in February 2018.

The Governor also honoured the contribution to Australia's defence forces of national servicemen, attending a commemoration service, laying a wreath and speaking of the "loyalty, honour and distinction" with which "Nashos" served their country, particularly in the Vietnam War.

The Governor's core message to Queenslanders at all of these commemorative events is captured in the message on the wreath that he and Mrs de Jersey laid at the Beersheba War Cemetery:

On behalf of the people of Queensland With respect and gratitude We remember their sacrifice and service. Lest We Forget.



His Excellency the Honourable Paul de Jersey AC addressed the audience at the Anzac Day Dawn Service in Brisbane City, estimated by the Queensland Police Service at approximately 20,000.



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Corporate Governance





In 2016, Government House further demonstrated its support for the Queensland Police Force by accepting a puppy to be socialised in preparation for a possible career as a police dog. The puppy was christened 'Gavel' in recognition of the Governor's previous role as Chief Justice of Queensland.

When Gavel was ultimately assessed as not suitable for a police role, the Governor appointed him official viceregal dog, with duties that include greeting tour groups and attending official events at Government House wearing his official vice-regal coat, which he has outgrown five times in two years.



MANAGEMENT STRUCTURE

As at 30 June 2018, the Office of the Governor employed 44 full-time equivalent employees across executive, professional, administrative and operational bands.

The Official Secretary is the Office of the Governor's Chief Executive and accountable officer, in accordance with the *Financial Accountability Act* 2009. The Office employs a Chief Financial Officer and a nominated Head of Internal Audit.

A management group and various committees with specific responsibilities support the Official Secretary:

- The Executive Management Group is the Office's strategic agenda-setting and decision-making body;
- The Internal Audit and Risk
 Management Committee (chaired
 by the Deputy Official Secretary)
 provides advice on the efficiency
 and effectiveness of internal
 controls, implementation of audit
 recommendations, and systems and
 processes to address risk;
- The Workplace Health and Safety Committee (chaired by the Facilities and Operations Manager) advises on and monitors workplace health and safety issues;
- The Management Group comprises managers who provide specialist knowledge and guidance on the Office's key service delivery areas (Program Management, Facilities and Operations, and Hospitality Services) and who represent the views of staff at meetings, contribute to strategic decision-making, and communicate information and decisions to their teams;
- Project-specific working groups and sub-committees are assembled when required to work through major operational and strategic issues relevant to the day-to-day functioning of the Office of the Governor.

MEASURING CORPORATE GOVERNANCE

To measure the impact of the Corporate Governance Framework and to facilitate ongoing improvements, the Office uses the following performance processes and standards:

- Routinely reviewing and updating policies and standard operating procedures;
- Ensuring staff complete their mandatory training each year;
- Formalising risk management approaches including through the internal audit committee;
- Mitigating any risks identified during internal and external audits;
- Complying with the requirements of the Financial Accountability Act 2009 and Financial Performance Management Standard 2009; and
- Managing and monitoring the number of injuries or WorkCover claims and ensuring compliance with workplace health and safety regulatory frameworks.



Executive Management Group

Ms Cecily Pearson retired as Deputy Official Secretary of the Office of the Governor in May 2018, after 10 years of service to Office of the Governor and three Governors. Following an extensive competitive recruitment and selection process, Ms Kate Hastings was selected as the new Deputy Official Secretary and commenced duty on 23 April 2018. Working with Ms Pearson, Ms Hastings undertook a two-week induction and transition program prior to stepping fully into the role.

Membership of the Executive Management Group is as follows:

- Official Secretary Air Commodore Mark Gower AM, OAM(Mil), MAICD
- Deputy Official Secretary Ms Cecily Pearson MVO, OAM, MAICD, MIIA (Australia) (retired May 2018), succeeded by Ms Kate Hastings
- Chief Financial officer Ms Rosie
 Turnbull CPA, GAICD

Air Commodore Mark Gower AM, OAM(Mil), MAICD

Air Commodore Gower was appointed to the role of Official Secretary in 2008, following a successful 30-year career as a senior officer in the Royal Australian Air Force. He has held a number of company director appointments on government, commercial and not-for-profit boards. Air Commodore Gower is the Governor's most senior adviser and is the designated accountable officer within the Office.

Ms Cecily Pearson MVO, OAM, MAICD, MIIA (Australia)

Ms Pearson held the position of Deputy Official Secretary of the Office of the Governor from her appointment in 2008 until her retirement in May 2018. Ms Pearson was responsible to the Official Secretary for the corporate, administrative and operational activities of the organisation. Ms Pearson has a background in policy, projects and administration in state and federal government.

Ms Kate Hastings

Ms Kate Hastings was appointed to the position of Deputy Official Secretary in April 2018 and is responsible to the Official Secretary for the corporate, administrative and operational activities of the organisation. Ms Hastings has a background in international diplomatic and consular work and in public strategy, policy and administration at federal, state and local government levels.

Ms Rosie Turnbull CPA, GAICD

Ms Rosie Turnbull joined the Office of the Governor in 2009 and was appointed Chief Financial Officer in 2010. Ms Turnbull previously held various roles in state and federal government.



Air Commodore Mark Gower AM, OAM (Mil); former Deputy Official Secretary Ms Cecily Pearson MVO, OAM; Deputy Official Secretary Ms Kate Hastings; and Chief Financial Officer Ms Rosie Turnbull.



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X Report on Performance

CONSTITUTIONAL AND LEGAL

Supporting the Governor of Queensland in the execution of the Governor's constitutional responsibilities is the most important priority of the Office of the Governor.

The Governor is the representative in Queensland of Her Majesty Queen Elizabeth II, Queensland's Head of State. The Governor's primary constitutional responsibilities are ensuring that Queensland enjoys stable Government and is governed in accordance with the Constitution.

The Governor's constitutional duties include presiding over meetings of the Executive Council and providing the approval required within the Queensland Constitution and relevant Acts of Parliament to give legal effect to many of the decisions and actions of government.

The Governor is also responsible for summoning and dissolving Parliament, issuing writs for elections and State referenda, formally appointing all Ministers of the State, and granting Royal Assent to bills passed by Parliament.

The Office supported the Governor and Acting Governor in the exercise of their constitutional duties prior to and following the Queensland State election in November 2017. These duties included dissolving the Legislative Assembly, issuing the writ that led to the election, and swearing in Ministers following the election. The Office's support for the Governor or Acting Governor in this instance included researching, planning and coordinating preparation of briefing materials, and extensively liaising with a range of organisations and government agencies.

During the period under review, the Office also provided support for the Governor or Acting Governor in the exercise of the following constitutional and legal activities:

Presiding over 36 meetings of the Executive Council, of which two were held in regional centres, including nine special sittings;

- Assenting to 37 bills presented by the Legislative Assembly of Queensland;
- Signing delegations for Acting Ministers;
- Considering 157 complaints or requests for the Governor's intervention including petitions for pardon, commutation of sentence, remissions of a fine or penalty, and protests;
- Attending the ceremony at which the Honourable Justice Philip McMurdo and the Honourable Justice Ann Lyons took the Oath of Allegiance enabling them, in accordance with the Queensland Constitution, to assume the role of Acting Governor as required; and
- Assuming, as the longest-serving State Governor in Australia, the role of Administrator of the Government of the Commonwealth of Australia on four occasions, in the absence of the Governor-General.

The Office also supported the Honourable Chief Justice Catherine Holmes, the Honourable Justice Walter Sofronoff, the Honourable Justice Hugh Fraser, the Honourable Justice Philip Morrison, and the Honourable Justice Philip McMurdo in fulfilling the duties of Acting Governor as required.

The Office also supported the Governor in hosting and attending numerous functions and events in support of all levels of government during the year. These events included:

- Supporting the work of Trade and Investment Queensland (TIQ)
 Commissioners during official visits to China and Singapore;
- Hosting a Morning Tea for the finalists, judges and TIQ Commissioners for the 2017 Premier of Queensland's Export Awards; and
- Receiving briefings from local government authorities and government agencies throughout the State.



Governor's Constitutional Role in the 2017 Queensland State Election

The Governor's primary responsibilities are constitutional: to ensure that Queensland enjoys stable Government and is governed in accordance with the Constitution.

Elections are a key element of the State's democratic constitutional arrangements. The Governor holds the constitutional authority to set the State election process in train and to take steps to ensure stable Government following the election. The Governor dissolves the Queensland Parliament on the advice of the Premier of the day, issues the writ for elections, invites the formation of a Government following the election, formally swears in Ministers, and formally opens Parliament.

The Office of the Governor provided substantial support for the Governor and Acting Governor in discharging their constitutional duties prior to and following the State election on 25 November 2017.

In support of the Governor's role, the Office undertook substantial research and planning, coordinated briefing materials, and liaised extensively with a range of relevant organisations and government agencies including the Department of the Premier and Cabinet, and the Queensland Electoral Commission.

This support was provided throughout the following timeline for the election held on 25 November 2017:

29 October 2017

The Acting Governor, the
Honourable Chief Justice
Catherine Holmes, received a call
by the Premier of Queensland, the
Honourable Annastacia Palaszczuk
MP, and signed a proclamation
dissolving the 55th Queensland

Parliament. (The Governor was at that time on an official visit to Israel to participate in commemorations of the centenary of the charge of the Australian 4th Light Horse Brigade at Beersheba.)

Following a special meeting of the Executive Council, the Acting Governor issued the writ leading to the general election of 93 members of the Legislative Assembly of Queensland to be held on 25 November 2017.

25 November 2017

The State election was held.

8 December 2017

The Governor received the Honourable Annastacia Palaszczuk MP, Premier of Queensland, and invited her to form government.

11 December

The Governor received the Queensland Electoral Commissioner and the Assistant Electoral Commissioner for the return of the writ following the election on 25 November. In accordance with tradition, the names of the members elected to each of the 93 seats were hand-written into the document.

12 December

- At Government House, the Premier presented to the Governor and Mrs de Jersey the proposed members of her Ministry.
- His Excellency officiated at a formal ceremony for the swearing-in of 18

Ministers of State and members of the Executive Council, presided at a special meeting of the Executive Council, and officiated at a formal ceremony for the appointment of five Assistant Ministers.

13 February

The Governor and Mrs de Jersey received the Premier, members of the Executive Council, other members of the 56th Queensland Parliament and the Clerk and Sergeant-at-Arms of the Parliament for the formal presentation to the Governor of the Speaker of the Legislative Assembly, the Honourable Curtis Pitt MP.

14 February

The Governor and Mrs de Jersey attended the formal opening of the 56th Parliament of Queensland, where the Governor received a Royal Salute from the 8th/9th Battalion, Royal Australian Regiment, a 19-gun salute, reviewed the Royal Guard of Honour, the Australian Army Band Brisbane, and the Queensland Police Service Mounted Unit, before delivering the Governor's Speech in the Legislative Council Chamber at Parliament House.



His Excellency the Honourable Paul de Jersey AC presided over a ceremony to swear in 18 State Ministers in December 2017.



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💥 Report on Performance





Honours and Awards and Australian Bravery Decorations were once again presented at ceremonies officiated by the Honourable Paul de Jersey AC as part of the Australian honours system.



CEREMONIAL

In 2017/18, the Governor officiated at a wide range of ceremonial and celebratory occasions and commemorations.

Among these was His Excellency's prominent participation in an important constitutional occasion, the formal opening of the First Session of the 56th Parliament of Queensland, during which he inspected a guard of honour and delivered a speech outlining the Government's priorities for the new term of Parliament.

Many of the ceremonies presided over by the Governor formally recognise outstanding contributions by Queenslanders and Queensland organisations to their communities. Twice every year, following the announcement of Australian Honours lists in January and June, the Governor and Mrs de Jersey host a number of investiture ceremonies at which residents of Queensland are presented by the Governor with honours and awards under the Australian Honours System. There were 15 such ceremonies in 2017/18, two of which were held in regional areas of the State.

These investiture ceremonies require highly coordinated efforts by all Government House staff to ensure that they are organised to the highest standards and are carried out with the appropriate formality, dignity, and welcoming hospitality for awardees and their guests.

The Governor hosted Their Royal Highnesses the Prince of Wales and the Duchess of Cornwall, HRH Prince Andrew, Duke of York, and HRH Prince Edward, Earl of Wessex, at Government House in the period under review.

As the representative in Queensland of the Head of State, Her Majesty The Queen, the Governor received calls from visiting Heads of State and Government, High Commissioners, Ambassadors and other diplomatic representatives of foreign countries during 2017/18. The Office provides briefing and support for the Governor for these calls, whose objective is to enhance Queensland's relationships with the State's international partners and to highlight Queensland's strengths and advantages.

During 2017/18, the Office supported the Governor's participation in:

- Hosting and officiating at 15 investiture ceremonies, including two in regional Queensland for 282 recipients of Australian honours, awards and bravery decorations and 1029 guests;
- Officially opening the 2017 Annual Local Government Association of Queensland's Conference in Gladstone;
- Receptions in the presence of HRH the Prince of Wales and HRH the Duke of York;
- Representing Queenslanders at Commonwealth Games events on the Gold Coast, and in Brisbane, Townsville and Cairns, at the Opening and Closing ceremonies, and at associated events and functions during the Games.

Among other ceremonial occasions in 2017/18 for which the Office supported the Governor's participation were His Excellency's attendance at, hosting of, or support for additional awards ceremonies, including:

- The 2017 Queensland Business Leaders Hall of Fame induction ceremony;
- Duke of Edinburgh International Award Gold Awards;
- National Council of Women Queensland 2017 Bursaries presentation at Brisbane Girls Grammar School;
- Scripture Union Queensland 2017 Father of the Year Award;
- Defence Reserves Support Council Queensland 2017 Prince of Wales, and Tasman Scheme Awards;
- Queensland Overseas Foundation Awards 2018;
- Autism Queensland 2017 Creative Futures Recognition Futures Awards;
- 2017 Winston Churchill Fellowship Awards;
- Royal Brisbane and Women's Hospital Foundation Research Grants Awards; and
- National Trust Queensland Heritage Lifetime Achievement and John Herbert Memorial Awards.

The Governor's ceremonial role also includes participation at military commemorations, anniversaries, celebrations and special occasions of State and national significance. The Office provided extensive support for the Governor and Honorary Aidesde-Camp representing the Governor in attending Australian Defence Force–related commemorations, anniversaries, and other events in 2017/18, including:

- Ceremonies in Israel commemorating the centenary of the charge of the Australian 4th Light Horse Brigade during the Battle of Beersheba;
- Anzac Day Dawn Service, March, and Students' Commemoration;
- Commemoration on Remembrance
 Day of the 99th anniversary of the end
 of World War I;
- Dedication Service of the 52nd Battalion Memorial, Anzac Square;
- Commemorative Service for the 75th anniversary of the sinking of the Hospital Ship Centaur;
- 73rd Anniversary Commemorative Service of Victory in Europe 1945;
- National Servicemen's Remembrance Day;
- 97th anniversary of the founding of the RAAF; and
- Receptions aboard visiting naval vessels USS Ronald Reagan (US Navy) and RSS Resolution (Republic of Singapore Navy).





Two chairs in the Government House Fover dating from the time of Oueensland's 17th Governor, Sir Henry Abel Smith, now boast new, embroidered upholstery. The old frayed covers were replaced with new fabric featuring detailed, botanically accurate embroidered representations of Queensland's floral emblem, the Cooktown Orchid. This beautiful and painstaking work was largely carried out by two members of Queensland's Embroiderers' Guild and required more than 1,070 hours of work to complete.



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Government House: A House for all Queenslanders

Heritage-listed Government House in Brisbane is "a house for all Queenslanders" and a distinctive and iconic setting for events hosted by the Governor to formally acknowledge and thank Queenslanders who have made significant contributions to the State and its communities.

In 2017/18, Queenslanders had opportunities to see and learn more about the extensive history and heritage of the Government House estate on the Open Day in June, during the annual Brisbane Open House in October, and through scheduled tours by schools and community groups. Monthly public tours, which members of the public can book directly with Government House, commenced in August 2017. Thousands of Queenslanders also visited Government House to view the Christmas Lights display.

Queenslanders also visited the House as guests of the Governor and Mrs de Jersey at formal receptions, lunches and dinners, and at formal ceremonies such as investitures.

There were more than 110 such events in 2017/18, with the Governor and Mrs de Jersey greeting and hosting a wide variety of groups and organisations in Government House's historic public rooms, including the Investiture Room and Drawing Room (in the wing completed in 1937), the Foyer (1890) and the Dining Room (1865) with its yellowwood dining table made in Brisbane in 1896.

Prominent organisations honoured at Government House included the Queensland Police Service, the Order of St John (St John Ambulance), the Defence Support Reserves Council, the Australian Defence Force, and Queensland universities. Functions were also held to acknowledge the contributions made to Queensland's cultural life by organisations and individuals including the Australian Festival of Chamber Music, Queensland Ballet, the Lev Vlassenko Piano Competition, the 4MBS Festival of Classics, and artist William Robinson and his wife Shirley. The Governor also hosted a reception to highlight the contribution of the arts community as a whole to Queensland.

The important work of business and international relations groups such as Queensland's top exporters, the Australia-China Council, and the Australian Institute of International Affairs was also celebrated at Government House in 2017/18.

The majority of events at Government House in the reporting period recognised the invaluable service to Queensland of community groups and organisations. These involved events and organisations as varied as NAIDOC Week and White Ribbon Day, the Pyjama Foundation and Wesley Medical Research, the Australian Music Examinations Board and the Embroiderers' Guild, Scouts Queensland and the National Science Youth Forum, the Indigenous Literary Foundation and the YMCA Queensland Youth Parliament.

Among other events held at Government House were a luncheon in honour of Jeff Horn as the new WBO Welterweight Champion, several luncheons in honour of outstanding contributors to Queensland, a citizenship ceremony, and a luncheon for Queensland food and wine producers that celebrated the Queensland-sourced food and wine served at Government House.

While there is great variety among the groups that His Excellency and Mrs de Jersey welcome to historic Government House, they share a common characteristic. This is, in the Governor's words, that they have all "... in their own way, in different locations and in very different spheres of activity, made marvellous contributions to their communities through dedicated service and notable achievement".



Visitors from Queensland and beyond were welcomed to Government House as part of Open Day, public tours, community group and school tours, and the Christmas Lights program.



Report on Performance





Each year in December, Queenslanders are invited to view the extensive Christmas-themed light display at Government House. The 2017 display featured more than 1.7km of lights and over 12,000 bulbs illuminating the House and its formal gardens. The current Governor, His Excellency the Honourable Paul de Jersey AC, initiated Government House Christmas Lights in 2014. Since then, attendance for Christmas Lights at Government House - "the people's house" - has risen from 3,800 in 2014 to more than 11,200 in 2017. The display was expanded from five nights to 10 nights in 2017.



COMMUNITY

In 2017/18, the Office supported the Governor and Mrs de Jersey's participation in and implementation of a substantial program of community engagement, including through extensive travel to regional, rural and remote centres in the State. This program continued to honour the Governor's pledge, at his swearing-in in July 2014, to be "a Governor for all Queenslanders".

In 2017/18, the Office coordinated 55 visits to regional centres. This program included visits to areas in Mackay, Whitsunday and Isaac shires that continue to recover from the destruction and disruption caused by Cyclone Debbie when it made landfall in the region in March 2017.

For this reason, Mackay was chosen as the centre for Regional Government House 2017. This enabled the Governor to be briefed first hand by local councils, police and emergency services on continuing recovery efforts. It also enabled the Governor to engage with the people of the region at meetings and other events throughout his visit, and express Queenslanders' ongoing concern and support for local communities.

In addition to visiting Mackay, the Governor and Mrs de Jersey visited Proserpine, Airlie Beach, some cyclone-affected Whitsunday Islands, Clermont, and Moranbah. His Excellency also took the opportunity to visit Charters Towers for a program of briefings, school and aged care visits, and other community engagements.

Overall, during the five full working days of Mackay Regional Government House, the Governor undertook 32 program elements in 10 centres located in four local government areas. In doing so, the Governor, supported by the Office, was able to achieve a deeper level of engagement with local communities than is possible through multiple shorter visits, an outcome that is valued and appreciated by the communities involved.

During the period under review, the Governor visited Thargomindah and Quilpie, both about 900km west of Brisbane, to officially open upgraded airport facilities in both centres, marking, in the Governor's words "... an important and welcome step forward for South West Queensland and regional Queensland more generally". The Governor's program in Thargomindah also included a briefing by the Mayor and councillors on issues affecting the people of Bulloo Shire, and a visit to Thargomindah State School. In Quilpie, His Excellency was briefed by the Mayor and Councillors of Quilpie Shire Council and visited students and teachers at St Finbarr's Parish Primary School and Quilpie State College.

The Governor joined several regional communities in celebrating important local anniversaries and events in 2017/18, officially opening the 100th Wondai Show and the 148th Dalby Show, celebrating the 150th anniversary of St Mark's Anglican Church in Warwick, and the 90th anniversary of the Royal Flying Doctor Service in Cloncurry.

In order to enhance community knowledge of the unique historical and heritage significance of the Government House estate, Fernberg was once again included in Brisbane Open House in 2017. Over 800 people pre-registered for tours through the House, conducted by a team of Government House Volunteer Guides. In addition, the Office coordinated Open Day in June 2018, during which visitors also undertook guided tours through the House and gardens, and the Christmas Lights display over 10 nights in December 2017.

The Governor and Mrs de Jersey are patrons of community-based, non-government organisations. The Office of the Governor supported these patronage relationships by coordinating 95 events in which His Excellency and Mrs de Jersey participated to support the work of these organisations. The Office worked with an extensive network of patron and non-patron charities, associations, institutions and other non-government organisations throughout 2017/18 to support their community endeavours.

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Report on Performance



Providing opportunities for Queenslanders to engage with the heritage, cultural and environmental values of Government House requires a high volume of planning, administrative and logistical work by the Office of the Governor, particularly for Open Day and Open House.

In 2017/18, more than 21,522 visitors came through the gates of Fernberg, including:

- 30 11,267 visitors who attended Government House Christmas Lights, which had been extended to 10 days because of popular demand;
- 2,066 visitors who attended the October 2017 Brisbane Open House and June 2018 Open Day and events;
- 1,769 participants in Government House public tours and group tours;
- Guests at formal receptions, luncheons and dinners in support of Queenslanders who have made significant contributions to the State; and
- Invited guests at swearing-in ceremonies for Ministers of State.

The Office incorporates a wide range of community events in many parts of the State into the Governor's official program to support, encourage and inspire all Queenslanders, and to contribute to the advancement of Queensland. In 2017/18, in support of this program of community engagement, the Governor attended 214 community and civic events. The Office prepared 259 draft speeches and messages for the Governor's consideration and use, and coordinated the despatch of 1,246 congratulatory messages to Queenslanders celebrating milestone birthdays and anniversaries.

The Office continues to support the Governor to engage with the community through the Government House website and social media accounts on Facebook, Twitter and Instagram. 'The Vice-Regal News' continued to be published on the Government House website (www.govhouse. qld.gov.au), and elements of the Governor's program were tweeted in real time.



Government House chefs catered for a variety of receptions, luncheons and dinners in honour of outstanding Queenslanders.



PRESERVING THE GOVERNMENT HOUSE ESTATE

Queensland's Government House, also known as Fernberg, is a heritage-listed, State-owned residence sited in 14 hectares of formal gardens and well-preserved remnant bushland. With the original residence dating from 1865, the estate is steeped in historical, cultural and environmental significance and has accommodated the functions of Queensland's vice-regal representatives since 1910.

In 2017/18, the Office of the Governor's small team of horticultural specialists, in partnership with the Queensland Department of Housing and Public Works, continued to balance the diverse horticultural requirements of the extensive formal gardens with those needed to protect and enhance the natural and habitat values of ten hectares of remnant bushland.

The commencement of the installation of bulk storage bays in the horticultural precinct in 2017/18 represents the final stage of the project to centralise all horticultural operations in one site in the Government House grounds.

The Office managed the annual schedule of works to reduce wear on the fabric of the estate while maximising access to the gardens and grounds for the 21,522 Queenslanders who visited Government House on significant occasions including investitures, Open Day, participation in Brisbane Open House, and the 10-day Christmas Lights display. In addition, guests attended formal functions held at Government House, and school, community group and public tours viewed the grounds and the public rooms of the House.



The frayed covers of two chairs in the Foyer of the House dating from the 1950s were replaced with new fabric featuring detailed embroidered representations of Queensland's floral emblem, the Cooktown Orchid, requiring over 1,070 hours of work by members of the Embroiderers' Guild Queensland.

During 2017/18, the exterior of Fernberg was repainted in white, which has been the colour of the House since 1949. The House had last been fully painted in 2000, and the paint surfaces were showing signs of significant deterioration. The project commenced in July 2017 and required a total of about 1,800 hours of work by two painters using almost 1,000 litres of paint. Despite the need for extensive scaffolding, the Office was able to minimise disruption to the normal functioning of the House, including guided tours.



Horticulturalist Matthew Newton and Senior Bushland Assistant Jack Burke planted new annuals in the Boot Garden to ready the grounds for the change of seasons.

The team of horticulturalists at Government House have in place an Integrated Pest Management program which substantially reduces the environmental impact of pest control in the formal gardens. These include the use of lower impact organic-based pesticides, and the coplanting of Pentas along the base of the rose rockery on the eastern side of the House. Pentas attract beneficial predatory insects such as wasps that in turn feed on pests, such as aphids, that attack the rose bushes. Marigolds and cleomes are also employed in the Government House gardens in a similar way.



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Report on Performance





A free, publicly available Government House publication acknowledges the significant role played by the spouses of the Governors of Queensland. While the great majority of Queensland's 26 Governors were accompanied by a spouse, the important role played by these vice-regal partners, both women and men, has tended to remain in the background. This new publication, available online, brings them into clearer individual focus, outlining their contributions to Queensland ranging from staunch support for community causes and organisations to locations in Queensland named after them, such as Lady Musgrave Island and the Diamantina River.



EFFECTIVE MANAGEMENT

The Office of the Governor's Strategic Plan provides a framework to guide and measure the performance of the Office and its service delivery in supporting the Governor and providing effective stewardship of the Government House estate. The Strategic Plan also articulates the Office's corporate values and goals, and its strategic activity and performance measures.

In 2017/18, the Office of the Governor carried out the following activities:

- Delivered and reviewed its Operational Plan, ensuring its alignment with the goals, objectives and values of the updated Strategic Plan 2017–22;
- Adopted best practice approaches and instilled a culture of continuous improvement;
- Renewed key policies to ensure compliance with relevant legislative frameworks;
- Continued to update Standard
 Operating Procedures to define
 roles, enhance coordination between
 business units, and provide effective
 succession planning;
- Identified risks to inform an ongoing Business Continuity Plan;
- Implemented additional elements of the Bushland Management Plan, which guides sensitive development and regeneration of the significant natural bushland on the estate;
- Continued to implement the Vernon cultural assets management system;
- Provided training and development to ensure all employees are well-equipped to deliver and develop their role in the Office, and used a standardised approach for policies and procedures related to Equal Employment Opportunity, Workplace Health and Safety, and Code of Conduct;

- Monitored the estate-wide Safety
 Management System to provide a safe
 work environment for employees and
 visitors to Government House and to
 ensure legislative obligations are met;
- Continued to use data derived from IT systems to inform program planning and considerations, budget decisions, workloads and staffing; and
- Enhanced the public accountability of the Governor's role and program through an increased online presence, including on social media.

The ongoing development, implementation and review of management practices will ensure that the Office is well placed to operate in the current business environment and meets the expectations of the Governor and of contemporary Queensland society.

During 2017/18, staff turnover was 20%, with nine staff members leaving during the financial year. No redundancy/early retirement/retrenchment packages were paid during the period. The Office continued to provide a stable working environment for employees of the Office of the Governor through targeted recruitment practices, appropriate induction processes including for the new Deputy Official Secretary, a performance planning and development framework (including complaints and grievance resolution policies), industrial agreements, human resources policies comparable with those in the public sector, and a structured annual training program with expanded online content.



Conserving the heritage values of the Government House estate

Both Government House itself and its grounds were listed on the Queensland Heritage Register in 1992, soon after the Queensland Heritage Act 1992 became law. In 2017/18, the Office of the Governor continued to maintain and, where possible, enhance the heritage values of both, on behalf of the people of Queensland.

The 14-hectare Government House estate at Paddington comprises about four hectares occupied by buildings and formal gardens, and 10 hectares of remnant dry sclerophyll forest, which is among the best-preserved in inner Brisbane.

The 10 hectares of remnant bushland, dominated by eucalypts, is managed actively, carefully, and in sympathy with its heritage values and its habitat and environmental importance by the small horticultural team at Government House. This section of the estate is divided into six Bushland Management Units, each with its own management sub-plan suited to its conditions, special features, and management needs, within an over-arching, long-term Bushland Management Plan.

As the drop from the estate's highest to its lowest point is estimated at close to 100m,

reducing erosion on the steeply sloping site is among the main challenges in the management of the estate's bushland. The small horticultural team at Government House accomplishes this through the use of small berms across natural run-off pathways, by mulching, by increasing coverage of native grasses and by changing mowing practices, all of which slow run-off and increase moisture absorption into the soil.

Removal of exotic and invasive weeds is a further and constant challenge that is achieved through physical removal, mulching, and increasing the coverage of grasses and other plants native to the local region. Wherever possible, seed for propagation of these native plants is harvested on the estate.

Almost 60 species of native birds, both resident and transient, have been recorded on the estate. In 2017/18, the team at Government House also sought to increase the number and variety of resident birds by expanding a program of placing suitable nesting boxes in mature trees.

A further environmental project is to create a habitat for the Richmond Birdwing Butterfly. The conservation status of this striking butterfly, which can reach a wingspan of 140mm, is listed as 'vulnerable' because of a loss or fragmentation of habitat, among other factors. The native Birdwing Butterfly Vine is crucial to the butterfly's capacity to breed. The vine is now growing successfully in the remnant bushland at Government House and is being propagated from seed to increase the number of vines in varied stages of maturity growing on native trees in the grounds. It is hoped that the presence of the vine will attract Birdwing butterflies and establish a viable habitat for them on the Government House estate.

The grounds of Government House feature a number of features introduced by successive Governors and their spouses. The Camelia Grove on the eastern (city) side of the estate was a contribution to Government House by Lady Campbell, spouse of Sir Walter Campbell, who served as Governor from 1985 to 1992. In 2017/18, plans were approved to construct pathways and seating in and around the shaded area in which the Camelia Grove is situated. This will improve access for maintenance and for visitors wishing to enjoy this heritage-significant part of the Government House estate.

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Report on Performance





To mark the visit of His Royal Highness the Prince of Wales to Queensland in April 2018, Government House designed a unique and refreshing 'Signature Spritz' to serve to His Royal Highness and guests at a reception in his honour. The drink was prepared with sugar and ginger from Queensland and lemon myrtle leaves sourced from the Government House estate. This quintessentially Queensland soft drink will be offered at receptions at Government House in the future.



PROMOTING QUEENSLAND

The Office of the Governor assists the Governor to promote Queensland's trade, business and cultural interests for the advancement of the State, and to strengthen bilateral trade and investment, community and cultural ties within Australia and overseas. These objectives were met in 2017/18 by the following activities:

- Hosting at Government House international delegations and visiting dignitaries, and events promoting bilateral trade, business and cultural relationships;
- Attending external events that promote Queensland's interests;
- Supporting Queensland trade in goods and services, investment, business, and cultural interests, through overseas visits and events at Government House; and
- Promoting Queensland food and wine, showcasing the quality and freshness of Queensland food by sourcing food products, whenever possible, from local producers, and serving Queensland wines at all dinners, lunches and receptions held at Government House.

As the representative of Queensland's Head of State, the Governor received 22 calls by Heads of State, Heads of Government, High Commissioners, Ambassadors, Consuls-General, and other foreign dignitaries at Government House. These calls aimed to strengthen the State's relationships with international partners, including those which are major markets for Queensland goods and services.

During the reporting period, the Governor and Mrs de Jersey travelled to Singapore and China in support of Queensland's trade, business and cultural objectives and to promote the Commonwealth Games on the Gold Coast; and to Israel to commemorate the centenary of the charge of the Australian 4th Light Horse Brigade at Beersheba.

In China, His Excellency travelled to Shanghai, Wuhan and Beijing, promoting the Queensland–China relationship in meetings with senior Chinese officials, profiling Queensland sport, medical science and cultural expertise, and encouraging trade with and investment in Queensland, with a focus on the education sector.

In Singapore, the Governor welcomed the arrival of the Commonwealth Games Queen's Baton Relay in the city, and spoke at a number of trade and investment events, promoting Queensland – in particular, the Gold Coast – and encouraging his audiences to take advantage of the Commonwealth business events program on the Gold Coast during the Games.

His Excellency participated in a number of trade and investments events on the Gold Coast during the Commonwealth Games, including a Business Leaders Welcome Reception, a Trade Officials' Welcome Dinner, and the Trade 2018 Partnering with the Pacific Breakfast.

The Office of the Governor proudly promotes Queensland agricultural products by sourcing wine and produce for Government House dinners, luncheons and receptions from local suppliers whenever possible. A Government House 'Signature Spritz' made from Queensland products was designed for the 2018 visit of HRH the Prince of Wales.

The Office maintains a substantial network of producers and suppliers of high-quality Queensland products. The Governor hosted a luncheon at Government House in August 2017 to acknowledge and thank the companies and individuals involved.

X Financial Overview

The Office of the Governor has finalised another successful year, with a positive operating result of \$66,000 and a solid cash position of \$1,487,000.

Total appropriation revenue for 2017/18 was \$6,931,000, all of which was provided through Queensland Government appropriation.

Total expenses of the Office increased by 1.72% compared to the previous year. Salaries and employee related expenses represented the largest expenditure item at \$4,556,000.

EXPENDITURE 2017/18

The operating expenses for 2017/18 are outlined in the graph.

The Office of the Governor's net asset position as at 30 June 2018 was \$2,985,000 (up from \$2,922,000 in 2016/17).

The Queensland Audit Office undertook an independent audit of the Office of the Governor's financial report for 2017/18. The audit report states that the Office of the Governor has complied with the prescribed requirements in respect of the establishment and keeping of accounts in all material respects and the financial report has been drawn up to present a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Office for the year 1 July 2017 to 30 June 2018 and of the financial position as at the end of that year.

CONSULTANCIES

The Office engaged one consultant during 2017/18 for arborist advice, at a cost of \$1,200.

OVERSEAS TRAVEL

During 2017/18, His Excellency and Mrs de Jersey travelled to three overseas destinations: to Israel for commemorations for the Battle of Beersheba; to Singapore in support of Queensland trade and investment and cultural endeavours including in support of the Gold Coast Commonwealth Games; and to China in support of Queensland trade and investment and cultural endeavours.

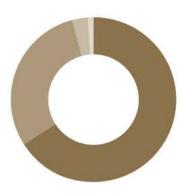
The total cost of the official program of international travel was \$96,001. The Governor was accompanied on these occasions by either the Official Secretary or the Deputy Official Secretary and an Aide.

PUBLIC LIABILITY

The Office of the Governor maintains liability insurance cover (property and general liability) against insurable risks with the Queensland Government Insurance Fund (QGIF). The current policy cover provided by QGIF, which has few exclusions and no upper limit on claims, covers the Office of the Governor for any legal liability which may ensue as a result of activities conducted by the Office.

2017/18 STATEMENT OF ASSURANCE

As required by the Financial Accountability Act 2009, the Chief Financial Officer provides a statement to the accountable officer, the Official Secretary, assuring him of the efficiency, effectiveness and economy of the Office's financial operations and governance. This statement indicated no deficiencies or breakdowns in internal controls which would impact adversely on the financial statements or governance for the year.



- Employee expenses (66%)
- Supplies and services (30%)
- Depreciation and amortisation (3%)
- Other expenses (1%)

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Statement of Comprehensive Income		Office of the Governor. The Office of the Governor is a department under the <i>Financial Accountability Act</i> 2009.		
28	0 0 1 71	The head office and principal place of business of business is:		
	Statement of Cash Flows	168 Fernberg Road PADDINGTON QLD 4064		
Statement of Financial Position 29	Notes to and Forming Part of the Financial Statements	A description of the nature of its operations and principal activities is included in the notes to the financial statements. For information in relation to the Office of the Governor's financial statements, please contact: Air Commodore Mark Gower AM OAM(Mil)		
Statement of Changes in Equity 30	Management Certificate 47	Official Secretary Office of the Governor, Queensland GPO Box 434 BRISBANE QLD 4001 Telephone: (07) 3858 5700 Facsimile: (07) 3858 5701 Email: govhouse@govhouse.qld.gov.au		
	Independent Auditor's Report 48	Amounts shown in these financial statements may not add to the correct sub-total or totals due to rounding.		

GENERAL INFORMATION

These financial statements cover the

Statement of Comprehensive Income

For the year ended 30 June 2018

OPERATING RESULT INCOME	Notes	2018 Actual \$'000	2018 Original Budget \$'000	Budget Variance* \$'000	2017 Actual \$'000
Appropriation revenue User charges and fees Grants and contributions Total revenue	B1-1 B1-2	6,931 6 42 6,979	6,968 - - 6,968	(37) 6 42 11	6,805 12 17 6,834
Gain on disposal of assets		9		9	
Total Income	-	6,988	6,968	20	6,834
EXPENSES Employee expenses Supplies and services Depreciation and amortisation Other expenses Total Expenses	B2-1 B2-2 C3,C4 B2-3	4,556 2,111 205 50 6,922	5,161 1,621 162 24 6,968	(605) 490 43 26 (46)	4,436 1,944 190 235 6,805
Operating Result for the Year	-	66		66	29
OTHER COMPREHENSIVE INCOME Items that will not be reclassified to Operating Result					
Increase (decrease) in asset revaluation surplus Total for Items that will not be reclassified to Operating	Result	-			<u>-</u>
Total Other Comprehensive Income	- -	<u>-</u>			
TOTAL COMPREHENSIVE INCOME	-	66	<u> </u>	66	29

^{*}An explanation of major variances is included at Note E1 The accompanying notes form part of these statements.

Statement of Financial Position

As at 30 June 2018

Current Assets	Notes	2018 Actual \$'000	2018 Original Budget \$'000	Budget Variance* \$'000	2017 Actual \$'000
Cash and cash equivalents		1,487	1,073	414	1,518
Receivables	C1	105	1,073	(56)	1,310
Inventories	C2	37	39	(2)	38
Prepayments	02	67	28	39	8
Total Current Assets		1,696	1,301	395	1,690
Non-Current Assets					
Intangible assets	C4	2	23	(21)	79
Heritage and cultural	C3	1,249	1,253	(4)	1,199
Plant & equipment	C3	566	668	(102)	643
Total Non-Current Assets		1,817	1,944	(127)	1,921
Total Assets	:	3,513	3,245	268	3,612
Current Liabilities					
Payables	C5	339	195	144	492
Accrued employee benefits	C6	188	156	32	198
Total Current Liabilities		528	351	176	690
Total Liabilities		528	351	176	690
Net Assets		2,985	2,894	92	2,922
Equity					
Contributed equity	C7-1	1,753	1,704	49	1,756
Accumulated surpluses		478	384	94	412
Asset revaluation surplus	C7-3	754	806	(52)	754
Total Equity		2,985	2,894	91	2,922

^{*}An explanation of major variances is included at Note E1 The accompanying notes form part of these statements.

Statement of Changes in Equity

For the year ended 30 June 2018

	Contributed Equity \$'000	Accumulated Surplus \$'000	Asset Revaluation Surplus \$'000	TOTAL \$'000
Balance as at 1 July 2016 Operating Result	1,702	383	754	2,839
Operating result from continuing operations	-	29	-	29
Other Comprehensive Income - Increase/(Decrease) in asset revaluation surplus	-	-	-	-
Total Comprehensive Income for the Year	<u> </u>	29	-	29
Transactions with Owners as Owners:				
Net transfers in/(out) from other Queensland Government entities (Note C7-2)	(53)	-	-	(53)
- Appropriated equity injections (Note C7-2)	107	-	-	107
Net Transactions with Owners as Owners	54	-	-	54
Balance as at 30 June 2017	1,756	412	754	2,922
Palara as at 4 July 2047	4.750	440		0.000
Balance as at 1 July 2017 Operating Result	1,756	412	754	2,922
Operating result from continuing operations	-	66	-	66
Other Comprehensive Income - Increase/(Decrease) in asset revaluation surplus	-	-	-	-
Total Comprehensive Income for the Year		66	-	66
Transactions with Owners as Owners:				
Net transfers in/(out) from other Queensland Government entities (Note C7-2)	(53)	-	-	(53)
- Appropriated equity injections (Note C7-2)	50	-	-	50
Net Transactions with Owners as Owners	(3)	-	-	(3)
Balance as at 30 June 2018	1,753	478	754	2,985

The accompanying notes form part of these statements.

Statement of Cash Flows

For the year ended 30 June 2018

		2018	2018	Durdona	2017
CASH FLOWS FROM OPERATING ACTIVITIES	Notes	Actual \$'000	O iginal Budget \$'000	Budget Variance* \$'000	Actual \$'000
Inflows:		\$ 000	\$ 000	\$ 000	\$ 000
Service appropriation e ipt		6,931	6,968	(37)	6,805
User harges and fees		6	, -	` 6	12
GST input tax credits from ATO		179	-	179	190
GST collect d f om customers		4	-	4	6
Outflows:					
Emplo ee expenses		(4,563	(5,161)	598	(4,362
Supplies and services		(2,218	(1,621)	(597	(1,878
GST paid to suppliers		(176	-	(176	(179
GST remitted to the ATO		(4)	-	(4	(10)
Other		(30)	(24)	(6)	(24)
Net cash provided by operating activities	CF-1	129	162	(33)	560
CASH FLOWS FROM INVESTING ACTIVITIES Inflows:					
S le of plant a d'equipment		14		14	
Outflows:		14		17	
Payments for plant and equipment		(171)	(64)	(107)	(79)
Net cash provided by (used in) investing activities		(157)	(64)	(93)	(79)
CASH FLOWS FROM FINANCING ACTIVITIES Inflows:		<u> </u>	(7		(
i Inj ctions		50	_	50	107
Outflows:					
Equity withdrawals		(53)	(53)	-	(53)
Net cash provided by (used in) financing activities		(3)	(53)	50	54
Net increase (decrease) in cash a d cash equivalents		(31)	45	(76)	535
Cash and cash equivalents at beginning of financial year		1,518	1,028	490	983
Cash and cash equivalents at end of financial year		1,487	1,073	413	1,518
•		1,407	1,073	413	1,510
*An explanation of major variances is included at Note E1 The accompanying notes form part of these statements.					
NOTES TO THE STATEMENT OF CASH FLOWS				2018	2017
CF 1 Reconciliation of Operating Result to Net Cash Provide	led by Ope	rating Activities	3	\$'000	\$'000
Operating Surplus/(deficit) Non-Cash items included in operating result:				66	29
Depreciation and amortisation expense				205	190
Net gains on disposal of plant and equipment				(9)	-
Change in assets and liabilities					
(Increase)/decrease in receivables				22	31
(Increase)/decrease in inventor es				1	1
(Increase)/decrease in prepayments				(59)	20
Increase/(decrease) in accounts payable				(73)	53
Increase/(decrease) in accrued employee benefits				(9)	41
Increase/(decrease) in deferred appropria ion payable to Cor	solidated F	und		(15)	195
Net Cash Provided by Operating Activities				129	560

Accounting Policy - Cash and cash equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions. Departmental bank accounts grouped within the whole-of-Government set-off arrangement with the Queensland Treasury Corporation do not earn interest on surplus funds. Interest earned on the aggregate set-off arrangement balance accrues to the Consolidated Fund.

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 1 - ABOUT THE OFFICE AND THIS FINANCIAL REPORT

A1 BASIS OF FINANCIAL STATEMENT PREPARATION

A1 1 GENERAL INFORMATION

These financial statements cover the Office of the Governor. The Office of the Governor is a Department under the *Financial Accountability Act* 2009.

A1-2 COMPLIANCE WITH PRESCRIBED REQUIREMENTS

The Office of the Governor has prepared these financial statements in compliance with section 42 of the *Financial and Performance Management Standard 2009*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2017.

The Office of the Governor is a not for-profit entity and these general purpose financial statements are prepared on an accrual basis (except for the Statement of Cash Flow which is prepared on a cash basis) in accordance with Australian Accounting Standards and Interpretations applicable to not-for-profit entities.

New accounting standards adopted early and/or applied for the first time in these financial statements are outlined in Note F3.

A1-3 PRESENTATION

Currency and Rounding

Amounts included in the financial statements are in Australian dollars and rounded to the nearest \$1,000 or, where that amount is \$500 or less, to zero, unless disclosure of the full amount is specifically required.

Comparatives

Comparative information reflects the audited 2016-17 financial statements.

Current/Non Current Classif ation

Assets and I abilities are classified as either 'cur ent' or 'non-cur ent' in the Statement o Financial Position and associated notes. Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Office does not have an unconditional right to defer settlement. All other assets and liabilities are classified as non-current.

A1-4 AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE

The financial statements are authorised for issue by the Official Secretary and Chief Financial Officer at the date of signing the Management Certificate.

A1-5 BASIS OF MEASUREMENT

Historical cost is used as the measurement basis in this financial report except for the following:

- Heritage and cultural assets are measured at fair value; and
- Inventories held for distribution are measured at cost; adjusted, where applicable, for any loss of service potential.

A1-6 THE REPORTING ENTITY

The financial statements include all income, expenses, assets, liabilities and equity of the Office of the Governor. The Office has no controlled entities.

A2 OBJECTIVES OF THE OFFICE

The Office is responsible for providing the following service -

Executive, administrative, logistical and personal support to the Governor and management of the Government House Estate

The provision of executive, administrative, logistical and personal support to the Governor enables the Governor to exercise his statutory and constitutional, official and ceremonial, and civic and social duties. As a separate entity, the Office enables the Governor to provide independent, non-political authority to the parliamentary process.

The Office also has a custodial responsibility for the management of the Government House Estate.

As the Office is responsible for the provision of a single service as outlined in the above statement, the Statement of Comprehensive Income by major services and the Statement of Assets and Liabilities by major services have not been prepared. The Office is funded for the service it delivers principally by parliamentary appropriations.

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 2 - NOTES ABOUT OUR FINANCIAL PERFORMANCE

Βſ		/EI	

B1-1 **APPROPRIATION REVENUE**

\$'000	\$'000
,	,
6,968	6,912
	(107)
(37)	
6,931	6,805
195	
(180)	(195)
6,946	6,610
(15)	195
6,931	6,805
	\$'000 6,968 (37) 6,931 195 (180) 6,946 (15)

2018

2017

Accounting Policy - Appropriation Revenue

The Office is funded by Parliamentary appropriation. Appropriations are recognised as revenue when received. Transfers from departmental services to equity adjustment reflect a funding swap from departmental services to equity. (C7-2). Queensland Treasury approved the Office's request to carry forward part of the appropriation (\$180,000) into 2018-19. This has been recognised as appropriation funding payable to the Consolidated Fund.

B1-2 **GRANTS AND CONTRIBUTIONS**

	2018	2017
	\$'000	\$'000
Services received below fair value:		
Archival services - Queensland State Archives	42	17
Total	42	17

Accounting Policy - Services Received Free of Charge or for Nominal Value

Contributions of services are recognised only if the services would have been purchased if they hand not been donated and their fair value can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense. The Office recognises the archival services it receives from Queensland State Archives for the storage of permanent records.

B2 **EXPENSES**

EMPLOYEE EXPENSES B2-1

	2018	2017
	\$'000	\$'000
Employee Benefits:		
Wages and salaries	3,533	3,382
Employer superannuation contributions	379	357
Long service leave levy/expense	74	70
Annual leave levy/expense	277	263
Employee Related Expenses:		
Workers' compensation premium	21	22
Fringe Benefits Tax	210	274
Other	62	67
Total	4,556	4,436

Notes to the Financial Statements

For the year ended 30 June 2018

B2-1 EMPLOYEE EXPENSES (cont'd)

2018 2017 No. No. 44 44

Full-Time Equivalent Employees

Accounting Policy – Wages and Salaries

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates. As the Office expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Accounting Policy - Sick Leave

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Accounting Policy - Annual Leave

Under the Queensland Government's Annual Leave Central Scheme (ALCS) a levy is made on the Office to cover the cost of employees' annual leave (including leave loading and on-costs). The levies are expensed in the period in which they are payable. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

Accounting Policy - Long Service Leave

Under the Queensland Government's Long Service Leave Scheme, a levy is made on the Office to cover the cost of employees' long service leave. The levies are expensed in the period in which they are payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

Accounting Policy – Superannuation

Post-employment benefits for superannuation are provided through defined contribution (accumulation) plans or the Queensland Government's QSuper defined benefit plan as determined by the employee's conditions of employment.

<u>Defined Contribution Plans</u> - Contributions are made to eligible complying superannuation funds based on the rates specified in the relevant EBA or other conditions of employment. Contributions are expensed when they are paid or become payable following completion of the employee's service each pay period.

<u>Defined Benefit Plan</u> - The liability for defined benefits is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 Whole of Government and General Government Sector Financial Reporting. The amount of contributions for defined benefit plan obligations is based upon the rates determined on the advice od the State Actuary. Contributions are paid by the Office at the specified rate following completion of the employee's service each pay period. The Office's obligations are limited to those contributions paid.

Accounting Policy - Workers' Compensation Premiums

The Office pays premiums to WorkCover Queensland in respect of its obligations for employee compensation. Workers' compensation insurance is a consequence of employing employees, but is not counted in an employee's total remuneration package. It is not employee benefits and is recognised separately as employee related expenses.

Key management personnel and remuneration disclosures are detailed in Note F1.

Notes to the Financial Statements

For the year ended 30 June 2018

B2-2 SUPPLIES AND SERVICES

	2018	2017
	\$'000	\$'000
Contracted Services	665	253
Household costs	379	386
Administration costs	500	584
Estate Operations	233	242
Travel (1)	224	285
Motor vehicle running costs	63	93
Repairs and Maintenance	47_	103
Total	2,111	1,944

Travel:

B2-3 OTHER EXPENSES

	2018 \$'000	2017 \$'000
Queensland Audit Office - external audit fees for audit of the financial statements ⁽¹⁾	17	17
Insurance Premiums – QGIF	6	6
Deferred appropriation payable to Consolidated Fund (expense) (3)	(15)	195
Storage services received free of charge from Queensland State Archives (2)	42	17
Total	50	235

Audit Fees:

Storage Service Received Free of Charge from Queensland State Archives:

Deferred appropriation payable to Consolidated Fund:

⁽¹⁾ Travel includes overseas travel expenditure of \$96,001.38 paid by the Office for travel to Israel and Singapore (\$60,105.88) and to China (\$35,895.50).

Total audit fees quoted by the Queensland Audit Office relating to the 2017-18 financial statements are \$17,300 (2016-17: \$17,300). There are no non-audit services included in this amount.

⁽²⁾ The corresponding income recognised for the archival storage services provided by State Archives is shown in the Statement of Comprehensive Income

⁽³⁾ Deferred appropriation payable to Consolidated Fund (expense) reflects the difference between the prior year (\$195,000) and current year (\$180,000) amounts.

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 3 - NOTES ABOUT OUR FINANCIAL POSITION

C1.	RECEIVABLES		
		2018	2017
		\$'000	\$'000
	Trade Debtors	33	3
	GST receivable	32	44
	Annual leave reimbursements	40	76
	Long service leave reimbursements	-	3
	Total	105	126
C2.	INVENTORIES		
		2018	2017
		\$'000	\$'000
	Inventories	37	38
	Total	37	38

Accounting Policy - Inventories

Inventories held for distribution are those inventories that the Office distributes for no or nominal consideration. Inventories held for distribution are measured at cost adjusted, where applicable, for any loss of service potential. These consist of wines and fuel used for rendering services.

C3. PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE C3-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

	Heritag Culti	'	Plant Equip		Tot	tal
	2018	2017	2018	2017	2018	2017
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Gross	1,249	1,199	1,097	1,061	2,346	2,260
Less: Accumulated depreciation	-	-	(531)	(417)	(531)	(417)
Carrying amount at 30 June	1,249	1,199	566	643	1,815	1,842
Represented by movements in carrying amount					-	
Carrying amount at 1 July	1,199	1,199	643	625	1,842	1,824
Acquisitions	50	-	56	132	106	132
Disposals		-	(5)	-	(5)	-
Transfers		-		-	-	-
Depreciation		-	(129)	(114)	(129)	(114)
Net revaluation increments/						
(decrements) in asset revaluation	-	-		-	-	-
surplus						
Carrying amount at 30 June	1,249	1,199	566	643	1,815	1,842

C3-2 RECOGNITION AND ACQUISITION

Accounting Policy - Recognition Thresholds

Items of plant and equipment (including heritage and cultural assets) with a cost or other value equal to or in excess of \$5,000 are recognised for financial reporting purposes in the year of acquisition. Items with a lesser value are expensed in the year of acquisition.

The land and buildings of Government House are held in trust by the Minister for Housing and Public Works.

Notes to the Financial Statements

For the year ended 30 June 2018

C3-2 RECOGNITION AND ACQUISITION (cont'd)

Accounting Policy – Cost of Acquisition

Historical cost is used for the initial recording of all non-current physical and intangible asset acquisitions. Historical cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use. However, any training costs are expensed as incurred.

Assets acquired at no cost or for nominal consideration are recognised at their fair value at date of acquisition.

C3-3 MEASUREMENT USING HISTORICAL COST

Accounting Policy

Plant and equipment is measured at historical cost in accordance with Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector. The carrying amounts for such plant and equipment is not materially different from their fair value.

C3-4 MEASUREMENT USING FAIR VALUE

What is Fair Value?

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date under current market conditions (i.e. an exit price) regardless of whether that price is directly derived from observable inputs or estimated using another valuation technique.

Observable inputs are publicly available data that are relevant to the characteristics of the assets/liabilities being valued.

Unobservable inputs are data, assumptions and judgements that are not available publicly, but are relevant to the characteristics of the assets being valued. Significant unobservable inputs used by the Office include, but are not limited to, subjective adjustments made to observable data to take account of the characteristics of the Office's assets, assets' characteristics/functionality, and assessments of physical condition. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets.

Heritage and cultural assets are measured at fair value as required by the Non-current Asset Policies. These assets are reported at their revalued amounts, being the fair value at the date of valuation and subsequent accumulated impairment losses where applicable.

Use of Specific Appraisals

Revaluations using independent professional valuers are undertaken at least once every five years. This is arranged by the CFO after consultation with the Executive Management Group.

Materiality is considered in determining whether the difference between the carrying amount and the fair value of an asset is material (in which case revaluation is warranted).

The fair values reported by the Office are based on appropriate valuation techniques that maximise the use of available and relevant observable inputs and minimise the use of unobservable inputs.

In 2015-16 the Office undertook a comprehensive revaluation of its Heritage and Cultural assets. Due to the specialised nature of the collection, the valuation was conducted by two separate valuers. In the interim years, in the absence of a suitable index applicable to all of the Heritage and Cultural assets, the advice of a suitably qualified professional is sought as to whether there has been any material movement in this class of asset. Where there has been a material movement then consideration is given to whether the value of the assets should be altered. In 2017-18 the advice received was that there had not been any material movement in the value of the artworks held by the Office. The advice received in relation to the remaining heritage and cultural assets, which did make reference to a relevant index, did not give rise to a material movement in that category of assets with the exception on the Rolls Royce motor vehicle. This asset did materially change value and so an adjustment has been made capitalising the renovation expense to the extent it has altered the carrying value of that item.

Notes to the Financial Statements

For the year ended 30 June 2018

C3-4 MEASUREMENT USING FAIR VALUE (cont'd)

Accounting for Changes in Fair Value

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extentit reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extentit exceeds the balance, if any, in the revaluation surplus relating to that asset class.

Fair Value Measurement Hierarchy

Due to the nature of the Office's heritage and cultural assets, for which there is not an active and liquid market and intention of the Office to retain the assets in the longer term, all of the assets are categorised as Level 3 - where fair value measurements are substantially derived from unobservable inputs.

Key judgement: The valuers appointed by the Office of the Governor specialise in the valuation of assets of the type controlled by the Office. As there is no active market for the heritage assets, certain valuation assumptions had to be made. The fair value of the heritage furnishings and fittings were determined by estimating the cost to reproduce the tems including the fea ures and materials of the original items with substantial adjustment to take into account the items' heritage restrictions and characteristics. The heritage motor vehicle was established with reference to the international market. The heritage artworks valuation included a detailed inspection of the artworks and was based on sall prices achie ed for artworks of similar quality by the artist, or where there are no recent sales for a particular artist, by an artist of equivalent stature.

C3-5 DEPRECIATION EXPENSE

Accounting Policy

Plant and equipment is depreciated on a straight-line basis so as to allocate the net cost of each asset, less its estimated residual value, progressively over its estimated useful life to the Office.

Key judgement: Straight line depreciation is used reflecting the progressive, and even, consumption of future economic benefits over their useful life to the Office.

Assets under construction (work in progress) are not depreciated until they reach service delivery capacity. Service delivery capacity relates to when construction is complete and the asset is first put to use or is installed ready for use in accordance with its intended application. These assets are then re-classified to the relevant classes within plant and equipment.

Where assets have separately identifiable components that are subject to regular replacements, these components are assigned useful lives distinct from the asset to which they relate and are depreciated accordingly.

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Office.

The service potential of heritage and cultural assets held by the Office of the Governor is not expected to diminish with time or use and accordingly depreciation is not charged against this class of assets.

For each class of depreciable asset the following depreciation rates are used:

Plant and Equipment: Rate
Furniture and Fixtures (excluding heritage and cultural) 15.0%
Motor Vehicles 20.0%
Office Equipment 15.0%
Plant and Machinery 9.0 – 12.5%

C3-6 IMPAIRMENT

All non-current physical assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Office of the Governor determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

Notes to the Financial Statements

For the year ended 30 June 2018

C4. INTANGIBLES AND AMORTISATION EXPENSE

C4-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

Software Internally Generated

	2018	2017
	\$'000	\$'000
At cost:	505	505
Less: accumulated amortisation	(503)	(426)
Carrying amount 30 June	2	79
Represented by movements in carrying amount:		
Carrying amount at 1 July	79	155
Amortisation	(76)	(76)
Carrying amount at 30 June	2	79

C4-2 RECOGNITION AND MEASUREMENT

Accounting Policy

Intangible assets of the Office comprise internally developed software with a historical cost equal to or greater than \$100,000. Items with a lesser value are expensed. Any training costs are expensed as incurred. Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the period in which it is incurred.

There is no active market for any of the Office's intangible assets. As such the assets are recognised and carried at historical cost less accumulated amortisation and impairment losses. These assets are still in use although the carrying value at 30 June 2018 is minimal.

C4-3 AMORTISATION EXPENSE

Class	Rate
Intangible Assets:	
Software Internally Generated	14.0% - 33.0%

Accounting Policy

Costs associated with the development of computer software have been capitalised and are amortised on a straight-line basis over the period of expected benefit to the Office, namely between three and eight years.

C5. PAYABLES

	2018	2017
	\$'000	\$'000
Trade creditors	91	197
Sundry Accruals	68	100
Deferred appropriation payable to Consolidated Fund	180_	195
Total	339	492

2040

2047

Accounting Policy

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the nominal amount i.e. agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured.

Notes to the Financial Statements

For the year ended 30 June 2018

C6. ACCRUED EMPLOYEE BENEFITS

	2018	2017
Current	\$'000	\$'000
Wages outstanding	98	88
Annual leave levy payable	72	94
Long service levy payable	18	16
Total	188	198

Accounting Policy

No provision for annual leave or long service leave is recognised in the Office's financial statements as the liability is held on a whole-of-government basis and reported in those financial statements pursuant to AASB1049 Whole of Government and General Government Sector Financial Reporting.

C7. EQUITY

C7-1 CONTRIBUTED EQUITY

Interpretation 1038 Contributions by Owners Made to Wholly-Owned Public Sector Entities specifies the principles for recognising contributed equity by the Office. Appropriation for equity adjustments (refer note C7-2) were recognised as contributed equity by the Office during the reporting period.

C7-2 APPROPRIATION RECONISED N EQUITY

Reconciliation of Payments from Consolidated Fund to Equity Adjustment

	2018	2017
	\$'000	\$'000
Budgeted equity adjustment appropriation	(53)	(53)
Transfers from/to other headings - Variation in Headings	-	-
Unforeseen expenditure (1)	13	-
Treasurer's transfers (2)	37	107
Equity adjustment recognised in Contributed Equity	(3)	54

Appropriations for Unforeseen Expenditure (1)

Unforeseen expenditure included an output to equity swap to fund capital purchases, and additional funding to undertake horticultural capital improvements.

Treasurer's transfers (2)

Transfers from departmental services to equity adjustments were applied to offset the redirection to equity. Additional equity adjustments also reflect a reallocation of funding from the Department of Premier and Cabinet to undertake horticultural capital improvements.

C7-3 ASSET REVALUATION SURPLUS BY ASSET CLASS

Heritage and Cultural Assets

·	\$'000
Balance 1 July 2016	754
Revaluation increment/(decrement)	-
Balance – 30 June 2017	754
Revaluation increment/(decrement)	
Balance – 30 June 2018	754

Accounting Policy

The asset revaluation surplus represents the net effect of upwards and downwards revaluations of assets to fair value

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 4 - NOTES ABOUT RISK AND OTHER ACCOUNTING UNCERTAINTIES

D1 FINANCIAL RISK DISCLOSURES D1-1 Financial Risk Management

(a) Risk Exposure

Financial risk management is implemented pursuant to Government and Office of the Governor policy. These policies focus on the unpredictability of financial markets and seek to minimise potential adverse effects on the financial performance of the Office.

The Office provides written principles for overall risk management, as well as policies covering specific areas. Office of the Governor's activities expose it to minimal financial risks as set out in the following table:

Risk Exposure	Definition	Exposure
	Credit risk exposure refers to the situation where the Office may incur	The Office is exposed to credit risk in
Credit risk	financial loss as a result of another party to a financial instrument failing to	respect of its receivables (Note C1).
	discharge their obligation.	
	Liquidity risk refers to the situation where the Office may encounter	The Office is exposed to liquidity risk in
Liquidity risk	difficulty in meeting obligations associated with financial liabilities that are	respect of its payables (Note C5)
	settled by delivering cash or another financial asset.	

(b) Risk Measurement and Management Strategies

Credit Risk Exposure

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment.

No collateral is held as security in respect of financial assets held by the Office. The carrying amount of receivables represents the maximum exposure to credit risk.

The Office manages credit risk through a credit management strategy. This strategy aims to reduce the exposure to credit default by ensuring that the Office invests in secure assets and monitors all funds owed on a timely basis. Exposure to credit risk is monitored on an ongoing basis.

No financial assets have been offset and presented net in the Statement of Financial Position. No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

The Office does not have any past due but not impaired or impaired financial assets.

Liquidity Risk

Liquidity risk refers to the situation where the Office of the Governor may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

The Office manages liquidity risk through a liquidity management strategy. This strategy aims to reduce the exposure to liquidity risk by ensuring the Office has sufficient funds available to meet employee and supplier obligations as they fall due. This is achieved by ensuring that minimum levels of cash are held within the bank accounts so as to match the expected duration of the various employee and supplier liabilities.

Due to the short term maturity of these payables, the undiscounted cash flows equate to the amounts disclosed in the Statement of Financial Position.

Departmental bank accounts grouped within the whole-of-Government set-off arrangement with the Queensland Treasury Corporation do not earn interest on surplus funds. Interest earned on the aggregate set-off arrangement balance accrues to the Consolidated Fund.

The following table sets out the liquidity risk of financial liabilities held by the Office. They represent the contractual maturity of financial liabilities, calculated based on the undiscounted cash flows relating to the liabilities at reporting date.

	2018	Contractual Maturity Payable In			2017	Contractu	al Maturity Pa	yable In
Financial	Total	<1 year	1 - 5 years	>5 years	Total	<1 year	1 - 5 years	>5 years
Liabilities	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Payables	339	339	-	-	492	492	-	-
Total	339	339	-	-	492	492	-	-

Notes to the Financial Statements

For the year ended 30 June 2018

D2 FUTURE IMPACT OF ACCOUNTING STANDARDS NOT YET EFFECTIVE

At the date of authorisation of the financial report, the new or amended Australian Accounting Standards issues but with future commencement dates are not expected to have a material impact on the Office.

AASB 1058 Income of Not-for-Profit Entities and AASB 15 Revenue from Contracts with Customers

These standards will first apply to the Office from its financial Statements for 2019-20.

The Office has commenced analysing the requirements under these standards, however there appear to be no identifiable impacts as the Office is predominantly funded by appropriation, does not receive grant revenue and sales revenue is minor.

AASB9 Financial Instruments and AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB9 (December 2014)

These standards will first apply to the Office from its financial statements for 2018-19 with a 1 July 2018 date of transition. These standards change the requirements for classification, measurement, impairment and disclosures associated with the Office's financial assets.

Trade receivables will be classified and measured at amortised cost and new impairment requirements may result in an impairment provision being applied to all receivables. As the Office's trade receivables balance is historically low, it is not anticipated that this will have a material impact, however consideration will be given to impairment. The Office has no other financial assets and is not exposed to significant credit risk. There will be no change to the classification or valuation of cash and cash equivalents

AASB 16 Leases

These standards will first apply to the Office from its financial Statements for 2019-20. As at 30 June 2018, the Office has no leases that will be impacted by this standard.

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 5 - NOTES ON OUR PERFORMANCE COMPARED TO BUDGET

E1 BUDGETARY REPORTING DISCLOSURES

This section contains explanations of major variances between the Office's actual 2017-18 financial results and the original budget presented to Parliament.

E1-1 EXPLANATION OF MAJOR VARIANCES - STATEMENT OF COMPREHENSIVE INCOME

Appropriation revenue Actual appropriation revenue was higher than budget due to a prior year funding deferral for minor

works projects.

Employee expenses Actual employee expenses were lower than the budgeted figure due to a number of short term

vacancies.

Supplies and services Actual supplies and services were higher than budget as the Office contributed to several projects

facilitated by the Department of Housing and Public Works during the 2017-18 financial year.

Other expenses Actual other expenses were higher than budget due to the deferred appropriation payable to the

Consolidated Fund for a project to update the security infrastructure at Government House.

E1-2 EXPLANATION OF MAJOR VARIANCES - STATEMENT OF FINANCIAL POSITION

Cash and cash equivalents Refer to the explanation of major variances for the Statement of Cash Flows.

Receivables Actual receivables are lower than budget as there was no long service leave receivable as at 30 June

2018.

Intangible assets The value of the Office's intangible assets is lower than budget due to ongoing amortisation over the

useful life of the asset.

Accrued employee benefits Actual accrued employee benefits are higher than budget due to fluctuations in year end balances.

E1-3 EXPLANATION OF MAJOR VARIANCES - STATEMENT OF CASH FLOWS

Employee expenses Actual employee expenses were lower than the budgeted figure due to a number of short term

vacancies.

Supplies and services Actual supplies and services were higher than budget as the Office contributed to several projects

facilitated by the Department of Housing and Public Works during the 2017-18 financial year.

Payments for plant and

equipment

Outflows for plant and equipment were higher than budget due to year end payables balances from

2016-17 and additional investment in plant and equipment in the 2017-18 year.

Equity Injection Actual equity injection was higher than budget due to the transfer of appropriation revenue to equity to

fund the purchase of plant and equipment.

Notes to the Financial Statements

For the year ended 30 June 2018

SECTION 6 - OTHER INFORMATION

F1 KEY MANAGEMENT PERSONNEL (KMP) DISCLOSURES

Details of Key Management Personnel

The Office of the Governor is an independent entity that provides executive, administrative and logistical support to enable the Governor to effectively exercise the constitutional powers and responsibilities of office. The autonomous nature of the Office is consistent with the Governor's role to function with political neutrality. As such there is no Minister identified as part of the Office's KMP.

The following details for KMP include those positions that had authority and responsibility for planning, directing and controlling the activities of the Office during 2016-17 and 2017-18. Further information on these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position	Position Responsibility
Official Secretary	Overall efficient, effective and economical administration of the Office
Deputy Official Secretary	Strategic management of the Governor's program and service delivery
Chief Financial Officer	Efficient and effective financial administration of the Office

KMP Remuneration Policies

Remuneration policy for the Office's key management personnel has regard to the *Public Service Act 2008*. The remuneration and other terms of employment for key executive management personnel are specified in employment contracts. The contracts may provide for other benefits including a motor vehicle allowance.

During 2017-18, key executive management personnel remuneration increased by 2.5 per cent.

The following disclosures focus on the expenses incurred by the Office during the respective reporting periods that are attributable to key management positions. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

Remuneration expenses for key management personnel comprises the following components:

- Short-term employee benefits include salary, allowances and leave entitlements paid and provided for the entire year or for that part of the year during which the employee occupied the specified position.
- Long-term employee benefits include amounts expensed in respect of long service leave entitlements earned.
- Post-employment benefits include amounts expensed in respect of employer superannuation obligations.
- Termination benefits are not provided for within individual contracts of employment. Contracts of employment provide only
 for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.
- No key management personnel are entitled to performance payments or bonus payments.

Notes to the Financial Statements

For the year ended 30 June 2018

F1 KEY MANAGEMENT PERSONNEL DISCLOSURES (cont'd)

Remuneration Expenses

The following disclosures focus on the expenses incurred by the Office that is attributable to key management positions during the respective reporting periods. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

2017-18

Position (date resigned	Short-term Expe		Long-term Employee Expenses	Post- employment Expenses	Termination Expenses	Total Expenses
if applicable)	Monetary Expenses \$'000	Non- Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Official Secretary	226	-	8	21	-	255
Deputy Official Secretary (from April 2018)	29	-	1	3	-	33
Deputy Official Secretary (to May 2018)	153	1	6	12	-	171
CFO	86	1	5	10	-	102
Total Remuneration	494	1	20	46	-	561

2016-17

Position (date resigned if applicable)		n Employee efits	Long-term Employee Benefits	Post-employ- ment Benefits	Termination Benefits	Total Remuner- ation
	Monetary Expenses \$'000	Non- Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Official Secretary	219	-	8	24	-	251
Deputy Official Secretary	178	-	7	18	-	203
CFO	82	1	5	10	=	98
Total Remuneration	479	1	20	52	-	552

F2 RELATED PARTY TRANSACTIONS

Transactions with people/entities related to KMP

There were no transactions with people or entities related to KMP of the Office of the Governor during 2017-18.

Transactions with other Queensland Government - controlled entities

The Office's primary ongoing source of funding from Government for its services are appropriation revenue (Note B1-1) and equity injections (Note C7-1 and C7-2), both of which are provided in cash by Queensland Treasury.

The Office receives information technology support services from the Department of the Premier and Cabinet on a cost recovery basis. The Office receives other Corporate Services support in relation to payroll and financial systems from the Queensland Parliamentary Services also on a cost recovery basis.

Notes to the Financial Statements

For the year ended 30 June 2018

F3 FIRST YEAR APPLICATION OF NEW ACCOUNTING STANDARDS OR CHANGE IN ACCOUNTING POLICY

Changes in Accounting Policy

The Office did not voluntarily change any of its accounting policies during 2017-18.

Accounting Standards Early Adopted for 2017-18

No Australian Accounting Standards have been early adopted for 2017-18.

Accounting Standards Applied for the First Time

AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount on Non-Cash Generating Specialised Assets for not-for-profit Entities simplified and clarified the impairment testing requirements under AASB 136 for non-cash generating assets held by NFP entities. This amendment has not changed any reported amounts. References to the Depreciated Replacement Costs have been replaced with Current Replacement Cost in line with these amendments.

F4 TAXATION

The Office is a State body as defined under the Income Tax Assessment Act 1936 and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). FBT and GST are the only taxes accounted for by the Office of the Governor. GST credits receivable from, and GST payable to the ATO, are recognised (refer to Note C1).

Management Certificate

For the year ended 30 June 2018

These general purpose financial statements have been prepared pursuant to s.62(1) of the Financial Accountability Act 2009 (the Act), section 42 of the Financial and Performance Management Standard 2009 and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

- the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Office of the Governor for the financial year ended 30 June 2018 and of the financial position of the Office at the end of that year; and
- (c) these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.

ROSIE TURNBULL CPA Chief Financial Officer

Rosin Ill

16 August 2018

MARK GOWER AM OAM (Mil) Official Secretary

16 August 2018

INDEPENDENT AUDITOR'S REPORT

To the Accountable Officer of Office of the Governor

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Office of the Governor In my opinion, the financial report:

- gives a true and fair view of the department's financial position as at 30 June 2018, and its financial performance and cash flows for the year then ended
- complies with the Financial Accountability Act 2009, the Financial and Performance Management Standard 2009 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including summaries of significant accounting policies and other explanatory information, and the management certificate.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the department in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the Auditor-General of Queensland Auditing Standards.

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

Other information

Other information comprises the information included in Office of the Governor's annual report for the year ended 30 June 2018, but does not include the financial report and my auditor's report thereon. Those charged with governance are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent

OFFICE OF THE GOVERNOR QUEENSLAND Independent Auditor's Report

with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the department for the financial report

The Accountable Officer is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2009 and Australian Accounting Standards, and for such internal control as the Accountable Officer determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Accountable Officer is also responsible for assessing the department's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the department or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

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 report, 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 expressing an opinion
 on the effectiveness of the department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the department.
- Conclude on the appropriateness of the department'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
 department'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

OFFICE OF THE GOVERNOR QUEENSLAND Independent Auditor's Report

disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the department to cease to continue as a going concern.

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

I communicate with the Accountable Officer 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.

Report on other legal and regulatory requirements

In accordance with s.40 of the Auditor-General Act 2009, for the year ended 30 June 2018:

- a) I received all the information and explanations I required.
- In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Brendan Worrall Auditor-General Queensland Audit Office

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