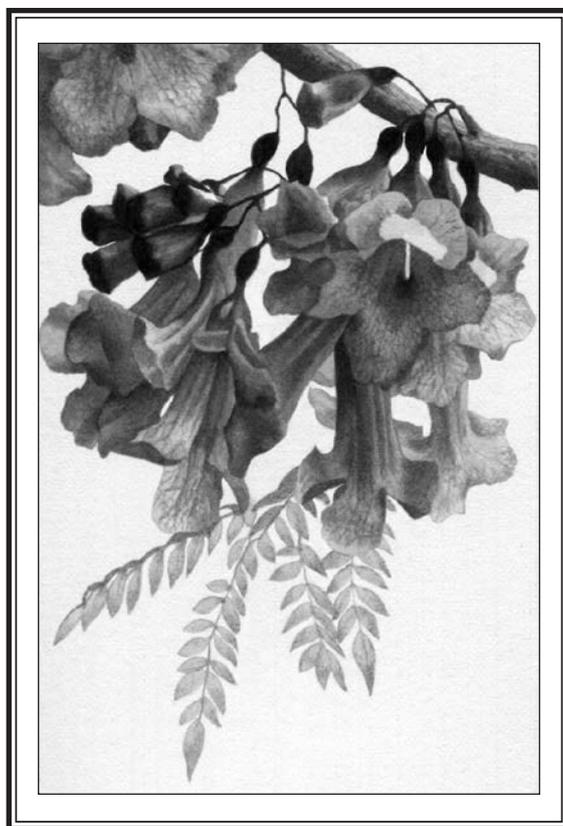




GOVERNMENT HOUSE  
QUEENSLAND



OFFICE OF THE GOVERNOR  
ANNUAL REPORT 2019 - 2020

### Cover image

The cover illustration by Brisbane-born botanical artist Anne Hayes depicts the striking purple flower of the Jacaranda tree.

Native to Latin America and the Caribbean, this fragrant flowering tree can be found throughout Queensland in spring and early summer when it makes an impressive annual display of bright trumpet shaped purple blooms and fern like leaves.

Known in Australia by its botanical name, *Jacaranda*, it is known internationally by several names including the Black Poui, Brazilian Rose Wood, and Fern Tree. In Queensland, it is also known as the 'exam tree' or 'purple panic', with the annual spring blooms signalling the onset of university exams.

The Government House Estate is home to several Jacaranda trees, including those that line the vice-regal drive, and the estate's largest Jacaranda which provides shade and protection for the Lady Campbell Camelia Grove. The current Governor also planted a Jacaranda on the estate in 2015 which descended from the 'Tree of Justice' which shaded the entrance to the former Supreme and District Court building in George Street, Brisbane since the late 1800s.

To obtain information about the content of this report, please contact:

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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.qld.gov.au](http://www.govhouse.qld.gov.au)

### Internet annual report:

[www.govhouse.qld.gov.au/office-of-the-governor/news-publications/annual-reports.aspx](http://www.govhouse.qld.gov.au/office-of-the-governor/news-publications/annual-reports.aspx)

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ISSN 1837-2767

### Aim of Report

The Office of the Governor Annual Report 2019/20 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 2019 to 30 June 2020 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 all 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.





GOVERNMENT HOUSE  
QUEENSLAND

The Honourable Anastacia 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 Annual Report 2019 – 2020 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 2019*, and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements is provided at page 47 of this annual report.

Yours sincerely

*Mark Gower AM LVO OAM (Mil)*  
Official Secretary

23 September 2020





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# Official Secretary's Summary



*Mark Gower AM LVO OAM (Mil)*  
*Official Secretary*



## YEAR IN REVIEW

**The 2019/20 financial year marked the sixth year of service of His Excellency the Honourable Paul de Jersey AC as Governor of Queensland, and the first year of the two-year extension of His Excellency's original term of office approved by Her Majesty The Queen in 2018.**

During the period in review, the Office of the Governor provided professional support to His Excellency's program of 646 constitutional, ceremonial and community activities, including an audience with Queensland's Head of State, Her Majesty The Queen, at Buckingham Palace in November. The Office successfully prioritised the Governor's central constitutional role during the COVID-19 period – maintaining stable executive government – while also continuing an operational focus on the Governor's ceremonial and community role.

During this period, the volume and tempo of vice-regal activities were higher than at any period in recent years, with a parallel increase in the workload of the Office. This was evident prior to the implementation of COVID-19 related restrictions, with the Office's expansion of the Governor's travel program to include support for communities affected by bushfires and drought in 2019. Following the introduction of restrictions on travel and gatherings, the Office successfully re-focused resources to respond to COVID-19 related disruptions and challenges, rapidly establishing alternative, appropriate and effective means for the Governor to continue performing the maximum possible range of his vice-regal duties.

The Office also supported His Excellency when, as the senior State Governor in office in Australia, he acted as Administrator of the Government of the Commonwealth of Australia on two occasions. The Office also supported the Honourable Chief Justice Catherine Holmes, the Honourable Justice Walter Sofronoff, the Honourable Justice Hugh Fraser and the Honourable Justice Philip Morrison in fulfilling the duties of Acting Governor, and supported the Chief Justice and Justice Sofronoff in performing the duties of Deputy Governor as required, and facilitated the swearing-in of three additional Supreme Court Judges as Acting Governors.

The Office's support for His Excellency's official program in 2019/20 resulted in the following key outcomes:

**Engagement with Regional Queensland.** The Office of the Governor organised visits to 59 regional centres, all but three of which took place in the eight months prior to the implementation of COVID-19 restrictions. These visits ensured that Queenslanders from all walks of life in many parts of the State were able to meet and speak with the Governor. The Office also organised the fifth Regional Government House (RGH) of the Governor's tenure, during which operations were relocated to Mount Isa from 17 to 23 August 2019. His Excellency's RGH program included 54 program events in 11 locations across eight local government areas.

**Support for Communities affected by Natural Disasters.** The Office of the Governor augmented His Excellency's visits to take in areas severely affected by fires in late 2019, including Stanthorpe, the Scenic Rim, the Lockyer Valley, the Sunshine Coast, Noosa, Toowoomba, Crows Nest, Rockhampton and Yeppoon. In each location, His Excellency was briefed on recovery efforts by local councils and emergency services organisations, and met with local community representatives. The Office also supported the Governor's focus on the plight of Queensland communities continuing to be affected

by drought, and raised over \$4,300 for the Queensland Country Women's Association Public Rural Crisis Fund, through a gold coin donation by visitors to the Government Christmas Lights display.

### **Support for Indigenous Communities.**

In July 2019, the Office supported His Excellency's hosting of a reception at Government House to acknowledge NAIDOC Week and his travel to Cairns to officially open the 2019 Cairns Indigenous Art Fair. The Office continued to ensure that engagement with Indigenous Queenslanders remained an integral part of the Governor's travel program, arranging visits to Mornington Island, Dajarra, and the Dugalunji Aboriginal Campsite in Camooweal during 2019 Regional Government House in Mount Isa.

**Community Engagement.** Despite the COVID-related hiatus in public access from March 2020, Government House recorded an increase in community visitations compared with the previous year – 20,999, up from 19,253 in 2018/19. The Office achieved this through a proactive engagement plan that succeeded in attracting a higher number of visitors for community tours of Government House, Brisbane Open House and Christmas Lights. In addition, the Office commenced preparation of publications explaining the contemporary role of the Governor and Office, and the heritage values of the estate.

**Community Recognition and Encouragement.** The Office supported the Governor's 2019/20 program of lunches, dinners and receptions that honoured and encouraged individuals and patronage and other organisations in Queensland that have made notable contributions to the cohesion and prosperity of the State. The Office also successfully managed a series of investiture ceremonies, including in regional Queensland, for the presentation of honours and awards under the Australian Honours System. The previous year's trend of substantially increased numbers of awardees continued in 2019/20.

**Promotion of 'Brand Queensland'.** The Office continued to support the Governor in his promotion of Queensland trade, business and other interests by organising His Excellency's visits to two priority markets for Queensland, the United Kingdom and the Netherlands. In high-level meetings, the Governor sought to boost economic and cultural links with Queensland. While in London, His Excellency was granted his third audience with Her Majesty The Queen. The Office also promoted the high quality of Queensland produce to influential visitors to Government House by serving food and wine supplied by a diverse range of Queensland producers.

**Meeting COVID-19 Challenges.**

Following the introduction of COVID-19 related restrictions, the Office ensured as its highest priority the continuation without delay or interruption of the Governor's key constitutional duty of maintaining stable executive government in Queensland, including presiding over Executive Council meetings, which are now able to be conducted via teleconference when required, granting Royal Assent to Bills and the swearing-in of Ministers.

Strict adherence to COVID-19 protocols significantly affected the work patterns of the small team at Government House. Nevertheless, the Office successfully maintained robust community engagement through an active media and social media presence, supported the Governor in establishing a program of 'virtual' visits to regional communities, and in June 2020 commenced a series of COVID-19 compliant individual investiture ceremonies replacing those deferred from May. In addition, the Office assisted His Excellency in continuing to encourage patronage organisations by sending more than 50 COVID-19 related messages of support.

In 2019/20, the Office of the Governor achieved additional outcomes in the following business improvement and corporate governance areas:

**Strategic Planning.** In accordance with the 2019–2024 Strategic Plan, the Office commenced preparations for the Governor's constitutional role in Queensland's first fixed-term elections in October 2020, and for an anticipated transition to a new vice-regal representative at the conclusion of the two-year extension of the current Governor's term in July 2021.

**Strengthening Corporate Governance and Workplace Culture.** The Office maintained and promoted established and robust policies and procedures, further strengthened in 2018, to ensure a safe working environment for staff in a busy and demanding professional office. These include access for staff to channels outside the Office management structure for the independent raising of concerns on issues such as bullying. The Office further strengthened financial oversight, with the upgrading of the Personnel and Accounts Officer to a full-time position, and undertook additional administrative improvements, including automation of office processes to reduce data handling and paper use.

**Management of the Government House Estate.** The Office continued its careful stewardship of the heritage-listed complex of buildings, formal gardens and well-preserved dry sclerophyll forest that comprise the estate. Initiatives included the official opening of two significant projects, The Governor's Courtyard and The Bick and Bailey Corridor, and further automation of the estate's irrigation system to increase the efficiency of water use and maintenance programs.

The Office of the Governor congratulated Senior Patrol Officer Rick Verrenkamp on being awarded the Royal Victorian Medal (Silver) by Her Majesty The Queen for extended meritorious service at Government House.



**HIGHLIGHTS**

- 👤 1 audience with The Queen
- 👤 38 Bills granted Assent
- 👤 On 6 March 2020, Queensland's oldest citizen, 110-year old Mrs Mabel Crosby, came to Government House
- 👤 100% of menu items featured Queensland ingredients
- 👤 On 31 January 2020, the Governor and Mrs de Jersey visited bushfire-affected Aratula State School
- 👤 20,999 people visited Government House
- 👤 On 1 November 2019, the Governor met the Wakka Wakka Dance Troupe from Cherbourg at the opening of the Murgon Music Muster
- 👤 59 regional and remote locations visited supported by staff
- 👤 On 25 April 2020, the Governor's ANZAC Day Dawn Service speech was broadcast from Government House due to COVID-19 restrictions
- 👤 94 messages and video messages sent in support of community milestones
- 👤 42 COVID-19 compliant investiture ceremonies hosted at Fernberg
- 👤 80 events in support of patronage organisations



# Official Secretary's Summary

## OUTLOOK FOR 2020/21

Financial year 2020/21 will be the last full year of the two-year extension of Governor de Jersey's term of office, which concludes on 29 July 2021. The Office will undertake substantial preparation for an anticipated transition of Governors at that time.

During the year, the Office will continue to provide timely, high-level executive support and advice to the Governor to fulfil his role as representative of Queensland's Head of State.

The Office will retain a core focus on supporting the Governor in meeting his constitutional responsibilities, while enabling His Excellency to perform the broadest possible range of vice-regal ceremonial and community duties consistent with COVID-19 related restrictions.

These objectives will be achieved by:

- Planning for and supporting His Excellency's key constitutional role in the October 2020 State election;
- Ensuring continuity in the Governor's constitutional role by appropriately modified means, including presiding over Executive Council meetings by teleconference as required;
- Hosting official events at Government House in formats that comply with social distancing and other protocols;
- Adapting the Governor's general public engagement activities through the increased use of traditional media and social media platforms to join communities 'virtually' in marking important celebrations and commemorations;
- Continuing a program of regional engagement through regional travel, virtual visit programs, and regular contact by teleconference with regional communities;

- Adapting and augmenting investitures in Brisbane and regional centres, ensuring that ceremonies continue to be conducted in a timely and appropriately formal manner;
- Reconfiguring Government House tour formats to respond to COVID-19 related restrictions, while increasing promotion of virtual tours; and
- Reducing commitments to overseas trade and investment promotion given restricted international air travel and fewer visitations to Queensland by overseas dignitaries.

The Office will continue to support His Excellency, as the longest-serving Australian State Governor, when acting as Administrator of the Government of the Commonwealth of Australia.

The Office will also:

- Continue to support employment in Queensland and promote the depth and quality Queensland food and wine by sourcing produce from a wide variety of suppliers and visiting and promoting regional Queensland;
- Continue to protect and enhance the heritage assets of the Government House estate in conjunction with the Department of Housing and Public Works;
- Further strengthen corporate governance and human resources frameworks in the Office; and
- Enhance community understanding of the role of Governor of Queensland, and of the heritage significance of Government House through the release of new publications.

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### *Promoting Queensland Through Government House Hospitality*

*Queensland-sourced food and wine ranging from Far North Queensland barramundi to Darling Downs sheep's cheese and Granite Belt chardonnay were promoted via Government House official events in 2019/20. These included a breakfast that the Governor hosted for senior Australian diplomatic and trade representatives who promote Australia overseas, and a luncheon for a group of Australian-based ambassadors from European Community countries at which His Excellency presented "the very best Queensland produce". These events highlight to influential visitors to Government House the wonderful quality and variety of our State's produce.*

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# COVID-19

**From March 2020, the COVID-19 pandemic and associated restrictions posed major challenges to the continuity of the Governor's constitutional, ceremonial and community duties.**

In response, the Office of the Governor reviewed and implemented its existing Business Continuity Plan in early March and implemented a COVID-19 Communications and Engagement Plan.

Together, these strategies guided the nature and shape of the Governor's official program during COVID-19 restrictions and set as the highest priority the ability of the Governor to continue to fulfil his constitutional duties.

From 9 April 2020, the Governor presided over meetings of the Executive Council by teleconference from Government House, following a change in the Constitution of Queensland 2001 to enable Council meetings to be conducted using appropriate technology.

His Excellency was also able to continue with other constitutional duties, including the swearing-in of Ministers in April, the granting of Royal Assent for Bills, the issue and return of the Currumbin by-election writ, and attending the swearing-in of Supreme Court Justices as Acting Governor, all while maintaining strict adherence to COVID-19 protocols.

In response to tighter limits on travel and gatherings introduced in mid-March, face-to-face ceremonial and community events planned for Government House and externally – including regional visits – were cancelled or postponed.

Increased hygiene measures and health checks and a rostered work-from-home program were put in place at Government House to protect the health and safety of the vice-regal couple, staff, and contractors. Bulk hand sanitiser was sourced from a Brisbane brewery that has transformed into a sanitiser producer.

Concurrently, the Office facilitated the Governor's continuing outreach to Queensland communities via teleconferencing and by expanding messaging via the Government House website, existing social media accounts, and media interviews.

This allowed His Excellency to conduct virtual regional tours, speaking with newly elected Mayors and to vulnerable members of the community, emphasising a message of support and positivity.

In addition, the Governor sent a significant number of video and written messages to encourage and support patronage organisations and to acknowledge events of community importance that he would otherwise have attended, most notably ANZAC Day commemorations.

Following the easing of restrictions in May, events hosted at Government House resumed on a reduced scale with appropriate COVID-19 compliant measures in place.

These smaller-scale receptions, luncheons and dinners honoured patronage organisations that played a significant role in supporting Queenslanders during COVID-19 restrictions, and acknowledged outstanding Queensland contributors.

Investitures deferred from May commenced in a new individual format in late June with the first of more than 130 separate ceremonies for Queenslanders honoured in Australian Honours Lists.

The Governor's regional visits recommenced in June, also in strict compliance with COVID-19 protocols. These visits focused on Queensland regions whose economies have been affected by continuing drought or COVID-19 restrictions.

The Office's planning and experience gained during this period will inform the management of ongoing COVID-19 related challenges.

# Office Overview



## Embracing Technology

The Office of the Governor continues to utilise technologies to improve productivity and sustainability. The automation via the Client Relationship Management platform of repetitive administrative tasks, such as the management of guest lists for official Government House events, reduces data handling and paper use. Upgrading the automated irrigation system across the estate has enabled more efficient water use and more timely identification of maintenance issues. The Office's early adoption of technology platforms also enabled a rapid switch to teleconferencing to support the Governor's constitutional duties and maintain community outreach during COVID-19 related restrictions.



## The Queensland Constitution provides that there must be a Governor of Queensland appointed by the Sovereign.

The Governor is the personal representative of Her Majesty Queen Elizabeth II, Queensland's Head of State, and 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, the Constitution of Queensland 2001 Act, provisions of the *Australia Act 1986* (Cth) and other legislation.

Queensland's constitution allows the Governor to appoint Ministers and to summon and dissolve Parliament. It also establishes the Executive Council (whose membership is, by convention, the same persons who comprise the Ministry and Cabinet) 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.

Similarly, the Office of the Governor is an independent, non-political entity established to provide executive, personal, administrative and logistical support for the Governor's constitutional, ceremonial and community responsibilities. The Office also manages the heritage-listed Government House estate in Brisbane, in partnership with the Queensland Department of Housing and Public Works.

The Office of the Governor contributes directly to the maintenance of a stable and effective government in Queensland 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 2019–2024.

## ♦ Constitutional and Legal

Provide executive support and advice 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 the Executive Council, exercising Power of the Royal Prerogative of Mercy, presiding over meetings of the Executive Council and the opening of Parliament.

## ♦ Ceremonial

Support the Governor's role in the Australian Honours and Awards System and other award programs, and the Governor's participation in military and commemorative ceremonies.

## ♦ Community Engagement

Manage and facilitate the Governor's program of community engagements across the whole of Queensland including regional and remote centres, and support community organisations including those of which the vice-regal couple are patrons.

Provide a diverse range of opportunities for Queensland organisations and members of the community to visit Government House and learn about the Governor's role.

## ♦ Preserving Government House and the Estate

Maintain Government House as an official State residence, including by conserving its heritage-listed buildings, gardens and grounds, and by 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 through the effective use of technology and resources.

## ♦ Promoting Queensland

Support the activities of the Governor that highlight and promote Queensland products and services, culture, trade and investment through Government House hospitality, attending external events, hosting international dignitaries and undertaking interstate and international travel.

# Regional Travel and Bushfire/ Drought Support

**In 2019/20, prior to the suspension of vice-regal travel in March 2019 due to COVID-19 related restrictions, the Governor undertook a particularly busy and active vice-regal regional travel program in Queensland.**

The program comprised visits to 56 regional locations in the State over an eight-month period, with additional official visits to Mitchell, Charleville and Goondiwindi in June 2020 following the easing of travel restrictions.

During the non-travel period, His Excellency continued his outreach into regional communities virtually, implementing a regular program of speaking with regional Mayors and other residents by phone or video conference in order to remain current with significant events and developments across the State. Additionally, the Governor recorded and released video messages to mark community events of State significance cancelled because of COVID-19, including the 50th anniversary of James Cook University and the centenary of the Amiens State School near Stanthorpe.

Reflecting the huge area and diversity of Queensland, the Governor's regional travel in 2019/20 included centres from Burketown and Mornington Island in the Gulf of Carpentaria south to Goondiwindi on the New South Wales border. His Excellency visited both the Gold Coast, Australia's sixth-largest city, and the small township of Dajarra, between Boulia and Mount Isa.

Many of His Excellency's regional visits were to areas affected by widespread and destructive bushfires in 2019, and to areas that remain affected by the ongoing drought. The majority of local government areas in Queensland remain fully or partially drought-declared, representing two-thirds of the land area of the State.

In October 2019, the Governor and Mrs de Jersey visited Stanthorpe, seriously affected by the September 2019 bushfires and the extended drought. In the same month, the Governor travelled to the Lockyer Valley Regional Council area, which was also affected by destructive fires in late 2019, and to the Sunshine Coast, which had been impacted by bushfires the month before.

In January 2020, the Governor visited Aratula to be briefed on recovery from September 2019 fires in the Scenic Rim local government area.

The following month, His Excellency travelled to Toowoomba and Crows Nest to visit communities affected by fires in the Toowoomba Regional Council area. Later in February 2020, the Governor visited locations in Noosa Shire, and in Rockhampton and Livingstone Shire Regional Council areas. All had also experienced devastating fires in late 2019.

During these visits, His Excellency and Mrs de Jersey were briefed by local Mayors and emergency services and disaster management personnel on progress in recovery plans. By incorporating community events and school visits into their visits, they were able to support and promote the wellbeing of communities still recovering from fires or remaining in the grip of drought.



# Corporate Governance



## **Honorary ADC Involvement in the Governor's Program**

*In carrying out his constitutional, ceremonial and community duties, the Governor is supported by civilian aides and a group of uniformed Honorary Aides-de-Camp (ADCs). There are currently eight Honorary ADCs – two Commissioned Officers from each of the Royal Australian Navy, Australian Army, the Royal Australian Air Force, and the Queensland Police Service. Wearing full dress uniforms, including aiguillette, while on duty, Honorary ADCs assist with the appropriate protocols for the Governor's involvement in official events and, on occasion, represent the Governor at military-related events that His Excellency's program prevents him from attending in person.*



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

The Framework:

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

## **MANAGEMENT PROCESSES**

The Office of the Governor's management processes underpin effective corporate governance and include the following:

### **Planning**

- Strategic Plan – the Office'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, which was reviewed after being activated during the Office's COVID-19 response, and the Transition Plan established in anticipation of a change of Governor in July 2021; and
- Collaborative Plans developed and delivered with external partners – including the Bushland Management Plan, Strategic Maintenance Plan, and Water Efficiency Management Plan.

## **Performance Management and Evaluation**

- Monitoring monthly Key Performance Indicators – reporting actuals against capability inputs and planned outcomes;
- Oversight and monitoring of major contracts by the Contracts Review Committee;
- Implementing Standard Operating Procedures across work divisions;
- Monitoring the Risk Matrix and Annual Audit Plan; and
- Project Evaluation Reporting.

## **Resources Management**

- Policies and procedures for managing human, financial and information resources;
- Monthly/Quarterly Budget Reports;
- Employee Performance Planning and Development Plans;
- Annual Core Training Plan;
- Asset Management through an Assets Register including the development of a heritage assets and acquisition framework; and
- Record-keeping Operating Procedures.

# The Governor's Courtyard

**In January 2020, His Excellency the Governor officially opened The Governor's Courtyard, a newly refurbished space on the western side of Government House, between the House and the Heritage Quarters.**

This project may represent the fulfilment of a proposal first made around 1890, 20 years before the property became Government House.

That year saw the completion of a major extension of *Fernberg* by its then owner, the Scottish-Australian businessman John Stevenson. The 1890 extension was overseen by prominent Brisbane architect Richard Gailey, whose commission from Stevenson included a granite and concrete 'rustic fountain' – though if it was ever constructed, no trace now exists.

The refurbished courtyard, completed in early 2020, features a contemporary stainless-steel fountain aptly named *Elegance*, which was designed by a Brisbane company. It has a shallow, tiled, circular basin with an elaborate mosaic base.

The courtyard is paved in different shades of grey granite, and includes a retaining wall faced with Brisbane Tuff which matches the stone used in the adjacent covered walkway and porte cochère, completed in 2015, and in other parts of the Government House estate.

The space has been landscaped with topiary shrubs, clipped hedges, purple-flowered *Tibouchina*, large planters, lattice screens, an area of lawn, garden beds for perennials, and large shade umbrellas and slatted wooden benches. These features echo the long-standing horticultural and design character of the 14-hectare Government House estate.

The refurbished courtyard substantially enhances the entrance to the original 1865 house, which had been overshadowed by a grander entrance on the northern side of the building built as part of the large three-level extension completed in 1890.

The site retains a connection with the 'Straight Six', now a long, curved strip of lawn but originally the loop that carriages followed when arriving at *Fernberg*, leading from the eastern side around the rear of the house to the 1865 entrance.

In addition to further enriching the heritage value of Government House and its estate, the courtyard provides a number of practical advantages. It provides seamless access to the western entrances of Government House from both the Heritage Quarters, built in 1936 as staff quarters, and the Cottage, built in 1950 to accommodate staff of the Office of the Governor.

The courtyard also provides an additional, less formal outdoors venue for community functions hosted by the Governor and Mrs de Jersey.

As Government House has been heritage listed since 1992, the design and construction of The Governor's Courtyard entailed substantial and detailed consultation between the Office of the Governor, heritage architects, and the Queensland Government, in particular the Department of Housing and Public Works. The project was constructed by a Queensland contractor, proudly showcasing Queensland skills and materials.

## Corporate Governance (cont.)



### Regional Investitures

In September 2019, the Governor presented nine awards under the Australian Honours and Awards System at an investiture ceremony in Cairns and 10 awards at a ceremony in Townsville. Regional ceremonies are part of a cycle that includes a twice-yearly series of investitures at Government House in Brisbane, and that serve to recognise and highlight specifically the contributions across many fields of Queenslanders from rural, regional and remote areas of the State. Private ceremonies for recipients who were unable to attend regular ceremonies were also held in Townsville, Brisbane and Mitchell.



### MANAGEMENT STRUCTURE

As of 30 June 2020, the Office employed 45 full-time equivalent staff 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 and Governance Officer and appoints a nominated head of Internal Audit.

A management group and a number of 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 which consists of Mrs Kate Hastings (Chair), Mr Lyndon de Clercq (Member), Air Commodore Mark Gower AM LVO OAM (Mil) (Member), and Chris Isles (Independent Member), provides advice on the efficiency and effectiveness of internal controls, implementation of audit recommendations, and processes and systems to identify and manage risk;
- The Workplace Health and Safety Committee (chaired by the Facilities and Operations Manager) advises on and monitors workplace health and safety;
- The Management Group, which comprises managers who provide specialist knowledge and guidance on the Office's key 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 decisions and information to their teams; and

- Project-specific working groups and sub-committees that 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, such as the 2020 COVID-19 response working group.

### MEASURING CORPORATE GOVERNANCE EFFECTIVENESS

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

- Regularly reviewing and updating policies, systems and standard operating procedures;
- Ensuring staff complete their core training each year;
- Formalising risk management approaches including through the Internal Audit and Risk Management Committee;
- Mitigating any risks identified during internal and external audits;
- Upgrading finance and corporate roles to further increase oversight of corporate governance;
- Complying with the requirements of the *Financial Accountability Act 2009* and *Financial and Performance Management Standard 2019*;
- Ensuring compliance with workplace health and safety regulatory frameworks and monitoring and managing the number of injuries or WorkCover claims; and
- Reviewing a range of monthly Key Performance Indicators.

# Executive Management Group

The Executive Management Group is the Office’s strategic agenda-setting and decision-making body. Membership of the Executive Management Group comprises:

- ☛ Official Secretary Air Commodore Mark Gower AM LVO OAM (Mil) MAICD
- ☛ Deputy Official Secretary Mrs Kate Hastings MAICD
- ☛ Chief Financial and Governance Officer Mr Lyndon de Clercq CA CGMA

## Air Commodore Mark Gower AM LVO OAM (Mil) MAICD

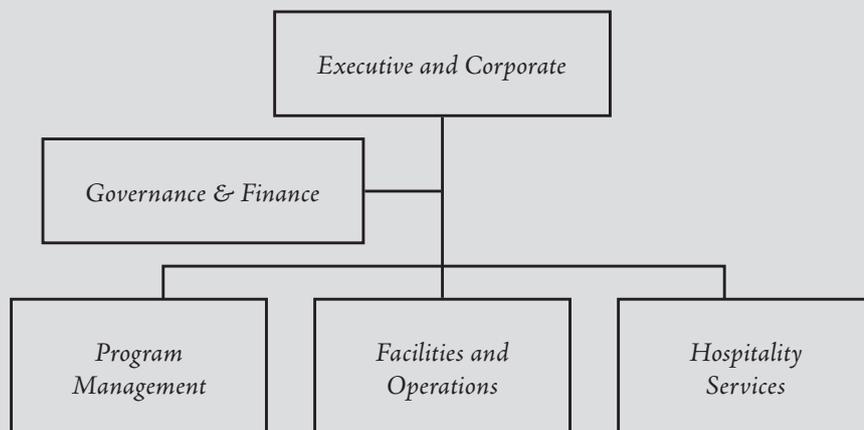
Air Commodore Gower was appointed to the role of Official Secretary in 2008, following a successful 30-year career as a senior officer in the Royal Australian Air Force. He has held a number of company director appointments on government, commercial and not-for-profit boards. Air Commodore Gower is the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

## Mrs Kate Hastings MAICD

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

## Mr Lyndon de Clercq CA CGMA

Mr de Clercq was appointed Chief Financial and Governance Officer in 2019. Mr de Clercq has held several senior financial and audit positions in Australia, the United Kingdom and South Africa.



# Report on Performance

## CONSTITUTIONAL AND LEGAL

Supporting the Governor of Queensland in the execution of the Governor's constitutional duties is the highest 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 current Governor was granted his third audience with Her Majesty during his visit to the United Kingdom in November 2019.

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 responsibilities 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 the government of the day.

The Governor's powers also include 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 the Queensland Parliament.

As the longest-serving State Governor in Australia, the current Governor also assumes the role of Administrator of the Government of the Commonwealth of Australia during periods when the Governor-General is absent.

The Office's support for these aspects of the Governor's role included preparing briefing documents, liaising with a range of organisations and government agencies and offices at both State and Commonwealth level, and managing the logistics of events including swearing-in ceremonies.

The Office supported the Governor in the exercise of his constitutional duties in February 2020 when His Excellency signed a writ for an election in March in the electoral district of Currumbin, and when he received the return of the by-election endorsed with the name of the successful candidate in April.

During 2019/20, the Office also provided support for the Governor, Acting Governor or Deputy Governor in the exercise of the following constitutional and legal functions:

- Presiding over 53 meetings of the Executive Council, including one meeting which was held in Townsville during the regional parliamentary sitting, 10 'special' meetings and 14 meetings and special meetings via teleconference from April to June during COVID-19 related restrictions, a practice confirmed by constitutional amendment;
- Assenting to 38 bills presented by the Legislative Assembly of Queensland, including, on 23 April 2020, the first ever appropriation bill presented to the Governor for Royal Assent by the Speaker using FaceTime;
- The swearing-in of one Minister of State on 20 September 2019 and five Ministers of State and one member of the Executive Council on 11–12 May 2020;
- Touring the operations of the regional sitting of the Queensland Parliament in Townsville on 5 September 2019;
- Attending the swearing-in of Justices Mullins, Daubney, and Martin as Acting Governors of Queensland in April 2020;
- Considering 244 complaints or requests for the Governor's intervention including petitions for pardon, commutation of sentence, remissions of a fine or penalty, and protests;
- Assuming the role of Administrator of the Government of the Commonwealth of Australia on two occasions; and
- Issuing, and receiving the return of the writ, for the election on 28 March 2020 to fill the vacancy in the Legislative Assembly for the electoral district of Currumbin.

For a meeting of the Executive Council on 5 December 2019 at which Queen's Council appointments were approved, including his son, His Excellency 'left the seat of Government' with engagements in the Brisbane Valley, allowing a Deputy Governor to preside over the meeting in order to ensure there was no conflict of interest perceived or otherwise.

The Office also provided support to the Chief Justice, Justice Sofronoff, Justice Fraser and Justice Morrison in performing the duties of Acting Governor, and the Chief Justice and Justice Sofronoff in fulfilling the duties of Deputy Governor.

In addition, the Office supported the Governor in hosting or attending a range of functions and events in support of all levels of government during the year through:

- Supporting Trade and Investment Queensland's promotion of the State's goods and services exports during official visits to the United Kingdom and the Netherlands; and
- Supporting city and regional councils in their service to local communities, including during and following natural disasters.

# Regional Government House in Mount Isa

**From 17 to 23 August 2019, the operations of Government House were relocated to Mount Isa for the fifth Regional Government House since the current Governor initiated the practice in 2015.**

In addition to Mount Isa, His Excellency's itinerary included visits to communities that are 'nearby' in regional Queensland terms – Burketown, Cloncurry, Hughenden, Richmond, Camooweal, Mornington Island and Dajarra (between Mount Isa and Boulia). In addition, on the way to Mount Isa the Governor opened the Mary Valley Show at Imbil and, after departing Mount Isa on 23 August, visited Blackall and Tambo before returning to Brisbane.

The Governor and Mrs de Jersey's seven-day itinerary entailed 54 program events in 11 locations across eight local government areas, and involved 7,200 kilometres of travel, the equivalent to flying from Brisbane to Tokyo.

The Governor's visits to Cloncurry, Hughenden and Richmond served as a follow-up to his visits to the region in February 2019 following catastrophic floods and devastating livestock losses.

In these locations, the Governor was briefed at his request by regional councils, emergency services personnel and other local residents on ongoing recovery efforts in the affected areas. His Excellency also hosted an afternoon tea in Mount Isa for emergency services personnel and volunteers and thanked them in one of the 17 speeches he delivered during Regional Government House.

Education was a particular focus of 2019 Regional Government House. The Governor and Mrs de Jersey visited 12 schools including Dajarra State School, 150 km south of Mount Isa, speaking to students about the importance of education and often reading stories to younger children. The Governor also spoke with children in remote locations via the School of the Air in Mount Isa.

As part of his Regional Government House program, the Governor visited a number of locations important to the economic, historical and cultural lives and livelihoods of local communities. These included the Mornington Island Indigenous Art Centre, Outback at Mount Isa, the Gulf Country Frontier Days Festival at Burketown, two museums

in Cloncurry and the Drover's Camp Festival site and Dugalunji Aboriginal Campsite in Camooweal. Mrs de Jersey read to young children at the Mount Isa Library.

His Excellency was also briefed on mining operations by senior representatives of Glencore and Centrex Metals.

The Governor took advantage of his visits to Blackall and Tambo, both in a local government area that remains drought-declared, to speak with community representatives about the wellbeing of those affected by the extended drought.

In Blackall and Tambo, as well as Mount Isa, Dajarra, Cloncurry, Hughenden and Richmond, His Excellency and Mrs de Jersey took every opportunity to hear directly from local residents about community achievements and ongoing challenges. Hearing from, supporting and encouraging the State's regional communities remain a core focus of Regional Government House.

## Report on Performance (cont.)

### CEREMONIAL

In 2019/20, the Office provided support for the Governor in officiating at a wide variety of community celebrations, commemorations and other significant ceremonies.

These included investiture ceremonies hosted by His Excellency and Mrs de Jersey in Brisbane and regional Queensland following the announcement of Australian Honours and Bravery Lists. A total of 209 Queensland residents were presented with awards by the Governor for contributions to their communities, with the ceremonies witnessed by 768 guests.

There were 52 such ceremonies in 2019/20, including four in regional parts of the State. Deferred May 2020 group ceremonies at Government House re-commenced in the second half of June when COVID-19 related restrictions on gatherings were eased, and were carried out in compliance with social distancing protocols as individual ceremonies.

Investiture ceremonies require a high degree of coordination on the part of all staff of the Office of the Governor to ensure that they run seamlessly and provide appropriate levels of dignity, formality and welcoming hospitality for awardees and their guests. The year in review saw a continuation of the trend begun in 2018/19 of substantial increases in the number of awardees and a parallel rise in the volume of coordination and logistical work undertaken by the Office.

As the representative of Her Majesty The Queen in Queensland, the Governor received calls from senior diplomatic representatives and other dignitaries from foreign countries during 2019/20. These included representatives from Africa, Asia, Europe, the Middle East and the South Pacific, including a 15-strong group of Heads of Mission from European Union countries. The Office supported these calls by providing briefing and protocol support to assist the Governor in promoting Queensland's economic and other strengths.

During 2019/20, the Office supported the Governor's hosting or participation in a significant number and variety of other ceremonies, awards events and formal conference openings, including the following:

- Handover ceremony in London of Australian Aboriginal cultural heritage material by the Manchester Museum to representatives of the Gangalidda Garawa people of the southern Gulf of Carpentaria;
- Installation of the new Chancellor of QUT in March 2020;
- Official opening of the 17th Deaf Blind International World Conference;
- Official Opening of the 50th Conference of Presiding Officers and Clerks;
- Official opening of the Defence Reserves Queensland National Conference;
- Queensland Agent-General Award (in London);
- Boys' Brigade and Girls' Brigade Queensland Queen's Badges and Queen's Awards;
- Winston Churchill Fellowship Awards;
- National Trust of Australia (Queensland) Lifetime Achievement and John Herbert Memorial Awards; and
- Duke of Edinburgh International Award Australia Gold Award.

In 2019/20, the Office continued to support the Governor in participating in a substantial number of military-related commemorations, anniversaries, celebrations and other occasions of State or national significance.

Chief among these were ceremonies related to ANZAC Day. In 2019, the Governor officially re-opened the refurbished ANZAC Square and later visited the newly curated galleries under the Shrine of Remembrance. On ANZAC Day 2020, the Office provided logistical and other support for His Excellency to deliver the Dawn Service address from the grounds of Government House, where he also joined Queenslanders in walking to the end of driveways to participate in the RSL's 'Light up the Dawn' initiative. In addition, the Governor laid a wreath at the Shrine of Remembrance and via video delivered the traditional reading of the First Resolution.

The Governor also honoured the service and sacrifice of Australian service personnel and their families by attending: the Australian War Widows (Queensland) Friendship Day Memorial Service; the joint Australian–United States military exercise Talisman Sabre 2019 at Shoalwater Bay; the 243rd American Independence Day celebration aboard the USS Ronald Reagan in Brisbane; and the commemorative service for World War II Operation RIMAU. His Excellency hosted a reception for the Royal Australian Navy Clearance Divers Association, laid the first wreath at the RSL Queensland Remembrance Day ceremony and at the Battle for Australia Commemoration Service, and received the Royal Salute at the 160th Anniversary celebration of the founding of the Queensland Mounted Infantry.

In addition, His Excellency recorded a number of messages to mark military anniversaries and ceremonies cancelled as a result of COVID-19 restrictions.

# Support for the Military

**One of the Governor's important ceremonial roles is to encourage and exemplify respect and admiration for the Australian Defence Force, its traditions and achievements.**

The current Governor, who served in the Citizens Military Force (now the Defence Reserves) while at university, maintains extensive vice-regal links with the Australian Defence Force.

His Excellency holds the ranks of Representative Colonel of the Brisbane-based Royal Queensland Regiment and Honorary Air Commodore of the RAAF's No 23 (City of Brisbane) Squadron based at Amberley.

In addition, the Governor is patron of a significant number of military-related organisations in Queensland, ranging from Legacy Brisbane to the Returned and Services League Australia (Queensland).

The Governor is supported by uniformed Aides-de-Camp (ADCs) from the Navy, Army and Air Force (and the Queensland Police Service). Their full-dress uniforms are familiar sights at functions at Government House and at other events attended by His Excellency.

A major element in the Governor's ceremonial role is attendance at significant military-related commemorations, ceremonies and other events.

The most prominent of these is the Governor's involvement in ANZAC Day commemorations. His Excellency delivers the keynote address at the ANZAC Day Dawn Service in Brisbane and takes the salute at the ANZAC Day March and regards these as among the most important of his vice-regal duties.

Though COVID-19 related restrictions led to the cancellation of both events in 2020, the Governor nevertheless attended a wreath laying with the Premier, Lord Mayor and RSL Queensland President at ANZAC Square at dawn, and broadcast the Dawn Service address from the grounds of Government House. He also joined thousands of Queenslanders in observing the RSL's 'Light up the Dawn' initiative by displaying a lit candle at dawn in front of Government House, accompanied by Office staff.

In 2019/20, the Governor attended a number of other military events, including presiding at the official re-opening of ANZAC Square in Brisbane – dedicated by Governor Sir John Goodwin in 1930 – following a major restoration and enhancement project.

In July, the Governor travelled to Shoalwater Bay to attend the 2019 Talisman Sabre Exercise, and then in October hosted a lunch at Government House in support of the joint Australian-US training activity.

The Governor attended and participated in several other commemorations, including the Australian War Widows (Queensland) Memorial Day Service and Reception; the Australian Commando Association (Queensland) 74th commemoration of Operation RIMAU; the Vietnam Veterans Day Remembrance Service; the Battle for Australia Commemoration; and the Seafarers Day Service of Worship.

The Governor also recorded and released several video messages to mark military commemorations cancelled by COVID-19 restrictions.

The Governor's attendance at and recognition of these events gratefully acknowledges the current vital role of Australia's armed forces in maintaining Australia's security, and pays tribute to the service and sacrifice of those who have served their country in the past.

## Report on Performance (cont.)



### *Executive Council Meets Via Teleconference*

*Presiding over Executive Council meetings is one of the Governor's most important constitutional responsibilities. The Queensland Premier and Ministers are members of the Executive Council, which gives legal effect to many actions and decisions of the Queensland Government and generally meets weekly. From 9 April 2020, in light of COVID-19 protocols, the Governor presided over Council meetings by teleconference from Government House. This change in Executive Council procedures was explicitly recognised in a recent amendment to the Constitution of Queensland 2001, and ensures that the critical business of government in Queensland continues without delay or interruption.*



### COMMUNITY ENGAGEMENT

During 2019/20, the Office supported the Governor and Mrs de Jersey's extensive program of engagement with communities across Queensland.

A major feature of the program, in keeping with His Excellency's undertaking to be 'a Governor for all Queenslanders', was a substantial schedule of travel to regional, rural and remote locations in Queensland, including Indigenous communities. Though this schedule was interrupted in 2020 by COVID-19 related travel restrictions, the Office coordinated and managed visits to a total of 59 regional centres in the 12-month period.

In late 2019 and early 2020, the Governor's travel schedule included visits to the Scenic Rim, the Lockyer Valley, Stanthorpe, Noosa, Toowoomba, Crows Nest, Rockhampton and Yeppoon to be briefed on community recovery from destructive fires and, in many cases, the impacts of the ongoing drought. His Excellency also made drought-related visits to Allora, Blackall, Tambo, Charleville and Goondiwindi. During Regional Government House in Mount Isa, the Governor visited regional council areas in the north west of the State that had suffered severe damage and heavy stock losses in floods in early 2019.

During these visits, the Governor was briefed by local councils, emergency services and other disaster management personnel on progress in community recovery programs. His Excellency and Mrs de Jersey also attended community events that allowed them to hear first-hand the experiences of local residents. In meetings and speeches, His Excellency thanked all those who responded during natural disasters and who continue to support their communities' welfare, and expressed his admiration for the strength and resilience of these communities.

These communities were further supported by the almost \$4,400 raised for the Queensland Country Women's Association Public Rural Crisis Fund via gold coin donations by visitors to the 2019 Government House Christmas Lights display. The Governor also hosted dinners at Government House for organisations supporting drought-affected Queensland communities, and for Mayors from regional Queensland.

The fifth regional Government House was held in August 2019 when the operations of Government House were relocated to Mount Isa. In the course of a week-long program, His Excellency also visited Burketown, Cloncurry, Hughenden, Richmond, Camooweal, Mornington Island and Dajarra. In addition, the Governor visited Imbil, and Blackall and Tambo, at the beginning and end of the program respectively.

The Mount Isa Regional Government House program arranged and managed by the Office involved 7,200 kilometres of travel, 54 program events and 17 speeches in 11 locations across eight local government areas.

The Office also assisted His Excellency to maintain contact with communities during COVID-19 travel restrictions through a regular program of telephone and video-conference calls with Mayors and other residents.

In the course of other regional travel programs coordinated by the Office, including in June 2020 after travel restrictions were eased, the Governor officially opened the Charleville Cosmos Centre Astrodome, the Kenilworth Centenary Show and Rodeo, and the 2019 Murgon Music Muster, toured the Macleay Island Art Complex in Redlands, held a community reception on the Sunshine Coast, and addressed residents and staff at the Noosacare aged care facility in Tewantin. Visits to local schools remained a core element of these travel programs.

During the 12-month period, the Governor also joined Queensland individuals and organisations in many fields of endeavour in celebrating important local events and anniversaries, including by video message during the period of COVID-19 restrictions. These included the 100th birthday celebrations of Queensland's oldest citizen, Mrs Mabel Crosby, and her attendance at the 2020 International Women's Day reception at Government House in March 2020.

His Excellency also opened new facilities for the Queensland Ballet Academy and the Royal Geographical Society of Queensland, presided at the official launches of Open House in Brisbane and the Gold and Sunshine Coasts, and hosted receptions to mark NAIDOC Week, Breast Cancer Month, the Queensland Youth Parliament, the International Day of Older Persons and the International Day of Volunteers.

In addition, His Excellency hosted celebrations for the centenaries of the Girl Guides in Queensland and Engineers Australia, and celebrated VIEW Clubs' 60th anniversary and Queensland Theatre's 50th anniversary, the 25th anniversary of Wesley Research, Bond University's 30th anniversary, the 15th anniversary of the Pyjama Foundation, and the 10th anniversaries of Dressed for Success and the Queensland Civil and Administrative Tribunal.

The Governor and Mrs de Jersey are patrons of an extensive range of community-based non-government organisations. The Office helped maintain these vice-regal connections by coordinating 80 events at which His Excellency and Mrs de Jersey demonstrated their support for the work of patronage organisations. The Office also assisted the Governor to engage with and support a substantial network of non-patron charities, associations, and institutions.

Overall, the Office incorporated into the Governor's community engagement program a total of 391 community and civic events, and prepared 374 draft speeches, messages and video scripts; this is a substantial increase on last year, largely due to the use of messages and video messages to encourage patronage organisations whose operations were affected by COVID-19 restrictions. The Office also coordinated the preparation and despatch of 1,180 congratulatory messages to Queenslanders celebrating milestone birthdays and celebrations.

The Office supported the Governor's community engagement program through frequent updates of the Government House website and social media accounts on Facebook and Instagram, including a special Mother's Day video message from Mrs de Jersey. Every element in the Governor's official program was published on the website and Tweeted in real-time to promote transparency. The Office also progressed new publications on the contemporary role of Governors, and items of historical interest held in the Government House collection.

In 2019/20, the Office continued to encourage Queenslanders to engage with the unique heritage, cultural and environmental values of Government House through in-person and 'virtual' visits. Providing these opportunities required a high level of planning and represented a significant call on Office resources.

During the 12-month period there were a total of 20,999 visitors to the Government House estate, including 12,594 who attended Christmas Lights in December 2019, 960 who participated in Government House tours conducted by a team of Volunteer Guides, and 5,702 guests at formal receptions and other events held at Government House. The estate was also opened to the public for Brisbane Open House in October 2019. Open Day in June 2020 did not proceed in order to comply with COVID-19 related restrictions on gatherings.



### ***The Bick and Bailey Corridor***

*In July 2019, the Governor formally opened the 96-metre Bick and Bailey Corridor at the eastern side of the Government House estate. The Corridor opens up new routes and vistas for visitors to the House and in December 2019 was included for the first time in the Christmas Lights display. The Corridor also provides improved access for Government House staff to two important operational areas on the estate – the Pavilion and the Horticultural Precinct. The Corridor is named after two prominent Queensland horticulturalists who created the lawns and gardens of Government House in 1910.*



## Report on Performance (cont.)



### *New Birds at the Government House Estate*

*In 2019/20, the number of native species of Australian birds which live and visit the 14-hectare Government House estate increased to 63. A program of careful environmental management, including provision of nesting boxes, has encouraged increasing biodiversity in the estate's formal gardens and ten hectares of remnant bushland. Collared Sparrowhawks successfully bred on the estate in 2019/20. Buff-Banded Rails took up residence near the ponds. New visitors include the Superb Fairy Wren and seasonal transients – two native species of cuckoo and the White-head Pigeon – indicating the increasing value of the estate as a stop-over point for migratory birds. To promote the conservation value of the estate, the Governor launched the second edition of *The Birds of the Fernberg Estate* publication in June 2020.*



### **PRESERVING THE GOVERNMENT HOUSE ESTATE**

Queensland's Government House in Paddington is a 14-hectare, heritage-listed complex of buildings, formal gardens and well-preserved remnant bushland. The first house on the site was built in 1865 and a number of prominent Queenslanders owned the estate before it became the working residence of Queensland Governors in 1910. The estate is therefore of high historical, cultural and environmental significance.

In 2019/20, the Office of the Governor in partnership with the Queensland Department of Housing and Public Works continued to carefully maintain and enhance the heritage value of the House and grounds, which were visited by 20,999 people in the year in review, and the ecological health and biodiversity of the 10 hectares of remnant dry sclerophyll forest.

The Office also received a 90 per cent client satisfaction rating with presentation of the gardens and grounds.

An open space on the western side of Government House was refurbished and officially opened by the Governor in January 2020 as The Governor's Courtyard. The Courtyard enhances the original entrance to the 1865 house and features a fountain ('Gailey's Fountain', fulfilling the vision of the architect of Fernberg's 1890 additions, Richard Gailey, for a 'rustic fountain' on the estate), granite paving, and landscaping that is in keeping with the historical style and design of the Government House grounds.

The existing path at the rear of Government House from The Governor's Courtyard to the Investiture Room was also upgraded to improve access during official events and for maintenance.

In July 2019, the Governor officially opened The Bick and Bailey Corridor on the eastern side of the estate. This project, which commenced in 2018/19, opens new pathways and safer access points to the estate's gardens and bushland.

The Office commissioned a survey of the nesting boxes installed on the estate the previous year as shelters for native fauna within a predominantly urban environment. In the majority of cases there was evidence of current or previous occupancy by birds, possums, squirrel gliders and microbats.

The second edition of *Birds of the Fernberg Estate*, launched by the Governor in June 2020, recorded 62 bird species as resident on or visiting the estate, an increase of 10 over the first edition in 2016. A 63rd species, the Buff-Banded Rail, was recorded following the release of the publication.

This record indicates that the careful management and regeneration of the native bushland by the Office's horticultural staff, in accordance with the Government House Bushland Management Plan, has enhanced the estate's biodiversity and its value as a stopover point for migratory birds.

Horticultural staff at Government House completed the renovation of the rose picking garden, flowers from which are displayed in Government House, improving and repairing the raised garden beds to improve growing conditions and productivity.

The web-based automation of the estate's watering system was further enhanced in 2019/20, supporting more efficient water management and more timely detection of maintenance requirements.

Government House security was enhanced by the installation of digital card access systems and staff and visitor safety further improved by landscape and building upgrades in compliance with workplace health and safety standards.

In the period in review, the Office also commissioned and oversaw conservation work on the 1896 yellowwood table in the Government House Dining Room.

## EFFECTIVE MANAGEMENT

The Office of the Governor's broad range of activities is guided by the Strategic Plan, a framework to guide and measure Office performance and service delivery in supporting the Governor's role and providing stewardship of the Government House estate. The Strategic Plan also sets out the Office's corporate goals and values, its strategic activity, and performance measures.

In 2019/20, the Office undertook the following activities:

- Delivered its Operational Plan and reviewed the Plan to ensure its alignment with the goals, objectives and values of the updated Strategic Plan;
- Upgraded, implemented and reviewed the Business Continuity Plan, including pandemic-specific plans, in response to challenges posed by COVID-19 restrictions affecting Government House operations;
- Minimised the disruption to operations across all work areas caused by the adoption of strict COVID-19 hygiene and distancing protocols;
- Enhanced the public accountability of the Governor's role and augmented His Excellency's 'virtual' reach during COVID-19 restrictions through a broad, growing and active online presence, including on social media platforms;
- Progressed work on reviewing, testing and auditing standard operating procedures;
- Adopted further improvements to the Office's human resources and corporate governance frameworks to continue to provide a safe working environment for all staff;
- Further upgraded governance oversight by expanding the responsibilities of the Governance and Finance Officer and upgrading the part-time Personnel and Accounts Officer position to full-time;
- Provided training and updated the staff performance development framework to ensure all employees are well-equipped to deliver and develop their role and are able to identify and report behaviour that contravenes the Code of Conduct;
- Continued to provide staff with access to an Ethics Officer and Employee Assistance Program for independent raising of concerns;
- Commenced planning and preparation for the anticipated transition of Governors in late July 2021;
- Developed a media and communications plan through to July 2021;
- Implemented improvements in data handling efficiency in the management of vice-regal events, through enhancement of the Office's Client Relationship Management system;
- Conducted a review of the Office's Organisational Support Officer positions which confirmed the effectiveness and organisational flexibility the positions provide;
- Implemented additional elements of the Bushland Management Plan to continue sensitive development and regeneration of the natural bushland on the estate;
- Brought to completion two major heritage enhancement projects in the Government House grounds – The Bick and Bailey Corridor and The Governor's Courtyard;
- Developed a heritage assets, acquisition and collection framework, and continued to implement the Vernon cultural assets management system;
- Introduced a recognition of service award for staff who have completed at least five years' service to the Office of the Governor;
- Continued to implement recommendations of the estate-wide Safety Management System audit to provide a safe work environment for employees and visitors to Government House and to ensure legislative obligations are met.

Ongoing development, implementation and review of management practices ensured that the Office was well-placed to operate in changing business environments to meet the expectations of the Governor and contemporary Queensland society. In 2019/20 major challenges included levels of activity by the Governor and the Office that were higher than any in recent years, and the significant impact of COVID-19 restrictions on the Governor's activities and Government House workplaces.

The Office received a 90 per cent client satisfaction rating for support provided to the Governor on constitutional, legal, and ceremonial duties.

In 2019/20, the Office continued to provide a safe and stable work environment for staff in a busy and demanding workplace. Staff turnover was 13 per cent, with six personnel leaving during the 12-month period. One redundancy package was paid during the period.

Percentage staff turnover in a small office is sensitive to relatively low numbers of staff leaving in any given year through retirements, redundancies or resignations. Longer-term data shows that the average length of service in the Office of the Governor is 7.4 years and that six staff have served for more than 20 years. A number of staff who resigned following a change in personal circumstances re-applied for Office roles at a later date.

The Office also continued to implement targeted recruitment practices, thorough induction processes, adherence to industrial agreements, and human resources policies comparable with those in the public sector.

Several staff members undertook professional development relevant to their positions, including Justice of the Peace courses, certificate-level qualifications, and presenting at conferences.

## Report on Performance (cont.)

### PROMOTING QUEENSLAND

The Office of the Governor supported the Governor in His Excellency's promotion of Queensland's business, trade, investment, cultural, community and other important links in Australia and internationally. These activities strengthen the State's network of international partnerships.

In 2019/20, the Office supported the Governor in the following activities:

- Attending an audience with Her Majesty The Queen, Queensland's Head of State, at Buckingham Palace;
- Hosting at Government House Queensland companies and organisations involved in strengthening international connections;
- Hosting international delegations and dignitaries from countries that are priority overseas partners for Queensland;
- Attending events outside Government House that promote Queensland's international interests; and
- Travelling to Queensland's priority markets overseas to promote the State's economic strengths and encourage investment.

In October 2019, the Governor hosted a function honouring some of the State's most successful and innovative exporters who were finalists in the Premier of Queensland's Export Awards. The following month, His Excellency hosted a reception for the Australian Institute of International Affairs Queensland and in July formally opened a Royal United Service Institute Seminar on Australia-Indonesia Relations.

In November 2019, the Governor and Mrs de Jersey travelled to the United Kingdom and the Netherlands to promote and support Queensland's trade and investment, including energy interests.

In the Netherlands, His Excellency held meetings and a high-level round table discussion to promote Queensland's potential to supply hydrogen, as a clean, sustainable and renewable power source, to countries in Europe. The Governor also highlighted the State's trade and investment strengths with the peak organisation Australian Business in Europe.

In the UK, the Governor met with the Secretary-General of the Commonwealth of Nations and the Commonwealth Enterprise and Innovation Council.

The Office supported the Governor's promotion of regional Queensland destinations through the vice-regal social media accounts and the distribution of festive decorations promoting regional locations at Government House Christmas Lights in 2019.

The Office also supported His Excellency's renewed focus on promoting the depth and quality of Queensland agribusiness products. Innovative menus showcasing food and beverages sourced from a diverse network of suppliers located throughout the State were presented at events hosted at Government House (such as the annual Ekka reception), including those attended by influential interstate and overseas visitors. In 2019/20, these included a group of 15 European Union Ambassadors based in Australia, and a group of Australian Heads of Mission, including the High Commissioner to the United Kingdom.

During the reporting year, all menu items served at Government House featured Queensland produce as the main element and Queensland wines were served at all functions.

# Christmas Lights

**The annual Christmas Lights display at Government House is the initiative of the current Governor.**

Since 2014, the grounds of Government House have been opened for several days before Christmas for the public to view an extensive series of festive lights and decorations around the House and grounds.

The Christmas Lights display is now an established part of the yearly program of events that maximises access for Queenslanders to Government House, the 'People's House'.

In addition to Christmas Lights, this program comprises organised tours for schools and community groups, monthly public tours, and Open Days in June and during Brisbane Open House in October. While a number of these events were cancelled or suspended in 2020 because of COVID-19 related restrictions, it is expected that they will resume safely at an appropriate time.

Attendances at the Christmas Lights display and the display itself have grown substantially since 2014 when almost 4,000 Queenslanders came through the gates over three nights. In 2019, this number had grown to almost 12,600 who visited Government House over a period of eight nights with a peak of 2,440 visitors on 20 December. The 2019 total was the largest number of visitors yet recorded for Christmas Lights.

The 2019 display featured lights strung from the flagpole at the top of the Government House tower, illumination of the north and west walls of the House in traditional Christmas colours of red and green, and an area of lights and decorations around the lawns and gardens of the estate that was one-third larger than in 2018.

For the first time, the newly constructed Bick and Bailey Corridor on the eastern side of the Government House estate, the bushland fringe and surrounding gardens were included in the display.

Also for the first time, visitors were invited into the House to view the Christmas Tree in the Drawing Room.

Visitors were invited to make a gold coin donation on arrival and almost \$4,400 was raised for the Queensland Country Women's Association (QCWA) Public Rural Crisis Fund (Mrs de Jersey is patron of the QCWA). Those who donated a gold coin were presented with Christmas decorations featuring images of two drought-affected Queensland regional centres visited by the vice-regal couple in 2019, Stanthorpe and Blackall.

Whenever their official program allowed, the Governor and Mrs de Jersey moved among visitors to the Christmas Lights display, welcoming them to Government House. As grandparents, the Governor and Mrs de Jersey are particularly delighted by the increasing popularity of the event with young children.

# Financial Overview

**The Office of the Governor has finalised another successful year, with a net operating result of \$14,000 and a strong cash position of \$1,869,000.**

Total appropriation revenue for 2019/20 was \$7,208,000, all of which was provided through Queensland Government appropriation.

Total expenses of the Office increased by 2.34 per cent compared to the previous year. Salaries and employee related expenses represented the largest expenditure item at \$5,147,000.

## EXPENDITURE 2019/20

Operating expenses for 2019/20 are analysed in the graphic.

The Office of the Governor's net asset position as at 30 June 2020 was \$3,874,000 (an increase on \$3,415,000 in 2018/19).

The Queensland Audit Office undertook an independent audit of the Office of the Governor's financial report for 2019/20. 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 2019 to 30 June 2020 and of the financial position as at 30 June 2020.

## CONSULTANCIES

The Office engaged two consultants during 2019/20 for arborist advice, at a cost of \$2,400 as well as heritage advice at a cost of \$1,800.

## OVERSEAS TRAVEL

During 2019/20, His Excellency and Mrs de Jersey travelled overseas on one occasion to two destinations: to London for an audience with Her Majesty The Queen, cultural endeavours and in support of Queensland trade and investment; and to the Netherlands in support of Queensland trade and investment.

The total cost of the official program of international travel was \$82,273. The Governor and Mrs de Jersey were accompanied by the 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.

## 2019/20 STATEMENT OF ASSURANCE

As required by the *Financial Accountability Act 2009*, the Chief Financial and Governance 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 (71%)
- Supplies and services (26%)
- Depreciation and amortisation (2%)
- Other expenses (1%)

# Financial Statements

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### 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*.

The head office and principal place of business is:

168 Fernberg Road  
PADDINGTON QLD 4064

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 LVO OAM (Mil)  
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](mailto:govhouse@govhouse.qld.gov.au)

Amounts shown in these financial statements may not add to the correct sub-total or totals due to rounding.

OFFICE OF THE GOVERNOR QUEENSLAND

Statement of Comprehensive Income

For the year ended 30 June 2020

	Notes	2020 Actual \$'000	2020 Original Budget \$'000	Budget Variance* \$'000	2019 Actual \$'000
<b>OPERATING RESULT</b>					
<b>INCOME</b>					
Appropriation revenue	B1-1	7,208	7,333	(125)	7,045
User charges and fees		7	-	7	12
Grants and contributions	B1-2	39	-	39	40
<b>Total revenue</b>		<b>7,254</b>	<b>7,333</b>	<b>(79)</b>	<b>7,097</b>
Gain on disposal of assets		23	-	23	-
<b>Total Income</b>		<b>7,277</b>	<b>7,333</b>	<b>(56)</b>	<b>7,097</b>
<b>EXPENSES</b>					
Employee expenses	B2-1	5,147	5,526	(379)	5,009
Supplies and services	B2-2	1,888	1,687	201	1,796
Depreciation and amortisation	C3-1, C4-1	165	96	69	139
Other expenses	B2-3	63	24	39	153
<b>Total Expenses</b>		<b>7,263</b>	<b>7,333</b>	<b>(70)</b>	<b>7,097</b>
<b>Operating Result for the Year</b>		<b>14</b>	<b>-</b>	<b>14</b>	<b>-</b>
<b>OTHER COMPREHENSIVE INCOME</b>					
<i>Items that will not be reclassified to Operating Result</i>					
Increase/(Decrease) in asset revaluation surplus	C7-3	72	-	72	131
<b>Total for Items that will not be reclassified to Operating Result</b>		<b>72</b>	<b>-</b>	<b>72</b>	<b>131</b>
<b>Total Other Comprehensive Income</b>		<b>72</b>	<b>-</b>	<b>72</b>	<b>131</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>86</b>	<b>-</b>	<b>86</b>	<b>131</b>

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

OFFICE OF THE GOVERNOR QUEENSLAND

Statement of Financial Position

As at 30 June 2020

	Notes	2020 Actual \$'000	2020 Original Budget \$'000	Budget Variance* \$'000	2019 Actual \$'000
<b>Current Assets</b>					
Cash and cash equivalents	C1	1,869	1384	485	1,703
Receivables	C2	114	106	8	139
Inventories		47	37	10	52
Prepayments		7	60	(53)	44
<b>Total Current Assets</b>		<b>2,037</b>	<b>1,587</b>	<b>450</b>	<b>1,938</b>
<b>Non-Current Assets</b>					
Heritage and cultural	C3	1,452	1,303	149	1,380
Plant and equipment	C3	752	631	121	728
<b>Total Non-Current Assets</b>		<b>2,204</b>	<b>1,924</b>	<b>281</b>	<b>2,108</b>
<b>Total Assets</b>		<b>4,241</b>	<b>3,511</b>	<b>731</b>	<b>4,046</b>
<b>Current Liabilities</b>					
Payables	C5	136	155	(19)	445
Accrued employee benefits	C6	230	187	43	186
<b>Total Current Liabilities</b>		<b>366</b>	<b>342</b>	<b>24</b>	<b>631</b>
<b>Total Liabilities</b>		<b>366</b>	<b>342</b>	<b>24</b>	<b>631</b>
<b>Net Assets</b>		<b>3,874</b>	<b>3,169</b>	<b>706</b>	<b>3,415</b>
<b>Equity</b>					
Contributed equity	C7-1	2,425	1,883	542	2,052
Accumulated surpluses		492	480	12	478
Asset revaluation surplus	C7-3	957	806	151	885
<b>Total Equity</b>		<b>3,874</b>	<b>3,169</b>	<b>705</b>	<b>3,415</b>

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

OFFICE OF THE GOVERNOR QUEENSLAND

Statement of Changes in Equity

For the year ended 30 June 2020

	Notes	Contributed Equity \$'000	Accumulated Surplus \$'000	Asset Revaluation Surplus \$'000	TOTAL \$'000
<b>Balance as at 1 July 2018</b>		1,753	478	754	2,985
<b>Operating Result</b>					
Operating result for the year		-	-	-	-
<b>Other Comprehensive Income</b>					
- Increase/(Decrease) in asset revaluation surplus		-	-	131	131
<b>Total Comprehensive Income for the Year</b>		-	-	131	131
<b>Transactions with Owners as Owners:</b>					
Net transfers in/(out) from other Queensland Government entities	C7-2	-	-	-	-
- Appropriated equity injections	C7-2	299	-	-	299
<b>Net Transactions with Owners as Owners</b>		299	-	-	299
<b>Balance as at 30 June 2019</b>		2,052	478	885	3,415
<b>Balance as at 1 July 2019</b>		2,052	478	885	3,415
<b>Operating Result</b>					
Operating result for the year			14		14
<b>Other Comprehensive Income</b>					
- Increase/(Decrease) in asset revaluation surplus				72	72
<b>Total Comprehensive Income for the Year</b>		-	14	72	86
<b>Transactions with Owners as Owners:</b>					
Net transfers in/(out) from other Queensland Government entities	C7-2				-
- Appropriated equity injections	C7-2	373			373
<b>Net Transactions with Owners as Owners</b>		373	-	-	373
<b>Balance as at 30 June 2020</b>		2,425	492	957	3,874

The accompanying notes form part of these statements.

OFFICE OF THE GOVERNOR QUEENSLAND

Statement of Cash Flows

For the year ended 30 June 2020

	Notes	2020 Actual \$'000	2020 Original Budget \$'000	Budget Variance* \$'000	2019 Actual \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
<i>Inflows:</i>					
Service appropriation receipts		7,208	7,333	(125)	7,045
User charges and fees		7	-	7	12
GST input tax credits from ATO		192	-	192	174
GST collected from customers		6	-	6	4
<i>Outflows:</i>					
Employee expenses		(5,114)	(5,526)	412	(5,038)
Supplies and services		(2,134)	(1,687)	(447)	(1,790)
GST paid to suppliers		(176)	-	(176)	(169)
GST remitted to the ATO		(6)	-	(6)	(4)
Other		(24)	(24)	-	(18)
<b>Net cash provided by operating activities</b>	CF-1	<u>(41)</u>	<u>96</u>	<u>(137)</u>	<u>216</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
<i>Inflows:</i>					
Sales of plant and equipment		36	-	36	-
<i>Outflows:</i>					
Payments for plant and equipment		(201)	(64)	(137)	(130)
<b>Net cash provided by (used in) investing activities</b>		<u>(165)</u>	<u>(64)</u>	<u>(101)</u>	<u>(130)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
<i>Inflows:</i>					
Equity Injections		373	-	373	129
<i>Outflows:</i>					
Equity withdrawals		-	-	-	-
<b>Net cash provided by (used in) financing activities</b>		<u>373</u>	<u>-</u>	<u>373</u>	<u>129</u>
Net increase (decrease) in cash and cash equivalents		167	32	135	215
<b>Cash and cash equivalents at beginning of financial year</b>		<u>1,702</u>	<u>1,352</u>	<u>350</u>	<u>1,487</u>
<b>Cash and cash equivalents at end of financial year</b>		<u><u>1,869</u></u>	<u><u>1,384</u></u>	<u><u>485</u></u>	<u><u>1,702</u></u>

\*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

CF-1 Reconciliation of Operating Result to Net Cash Provided by Operating Activities

	2020 \$'000	2019 \$'000
<i>Operating Surplus/(deficit)</i>	14	-
Non-Cash items included in operating result:		
Depreciation and amortisation expense	165	139
Net gains on disposal of plant and equipment	(23)	-
<i>Change in assets and liabilities</i>		
(Increase)/decrease in receivables	25	(34)
(Increase)/decrease in inventories	5	(14)
(Increase)/decrease in prepayments	37	23
Increase/(decrease) in payables	(308)	105
Increase/(decrease) in accrued employee benefits	44	(3)
<b>Net Cash Provided / (Utilised) by Operating Activities</b>	<u>(41)</u>	<u>216</u>

SECTION 1 - ABOUT THE OFFICE AND THIS FINANCIAL REPORT

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**A1 BASIS OF FINANCIAL STATEMENT PREPARATION**

**A1-1 GENERAL INFORMATION**

The Office of the Governor ("the Office") is a department for the purposes of 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 38 of the *Financial and Performance Management Standard 2019*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2019.

The Office 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 2018-19 financial statements.

**Current/Non-Current Classification**

Assets and liabilities are classified as either 'current' or 'non-current' in the statement of 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 to beyond 12 months after the reporting date.

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 and Governance 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.

**Historical cost**

Under historical cost, assets are recorded at the amount of cash or cash equivalents paid or the fair value of the consideration given to acquire assets at the time of their acquisition. Liabilities are recorded at the amount of proceeds received in exchange for the obligation or at the amounts of cash or cash equivalents expected to be paid to satisfy the liability in the normal course of business.

**Net realisable value**

Net realisable value represents the amount of cash or cash equivalents that could currently be obtained by selling an asset in an orderly disposal.

## OFFICE OF THE GOVERNOR QUEENSLAND

### Notes to the Financial Statements

*For the year ended 30 June 2020*

#### SECTION 1 - ABOUT THE OFFICE AND THIS FINANCIAL REPORT

---

##### **A1-6 THE REPORTING ENTITY**

The financial statements include all income, expenses, assets, liabilities and equity of the Office. 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.

## SECTION 2 – NOTES ABOUT OUR FINANCIAL PERFORMANCE

## B1 REVENUE

## B1-1 APPROPRIATION REVENUE

	2020 \$'000	2019 \$'000
<b>Reconciliation of payments from Consolidated Fund to appropriated revenue recognised in operating result</b>		
Budgeted appropriation revenue	7,333	7,174
Unforeseen expenditure	82	-
Treasurer's transfers	-	(129)
<b>Total appropriation receipts (cash)</b>	<b>7,415</b>	<b>7,045</b>
Plus: Opening balance of deferred appropriation payable to Consolidated Fund	99	180
Less: Closing balance of deferred appropriation payable to Consolidated Fund	(103)	(99)
<b>Net appropriation revenue</b>	<b>7,411</b>	<b>7,126</b>
Plus: Deferred appropriation payable to Consolidated Fund (expense)	170	89
Less: Deferred appropriation payable reclassified as equity	(373)	(170)
<b>Appropriation revenue recognised in statement of comprehensive income</b>	<b>7,208</b>	<b>7,045</b>
Variance between original budgeted and actual appropriation revenue	125	129

**Accounting Policy - Appropriation Revenue**

Appropriations provided under the *Appropriation Act 2019* 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 (\$48,000) into 2020-21 and the Office of the Governor recognised COVID-19 related savings in 2019-20 to be returned to Queensland Treasury (\$55,000). This total (\$103,000) has been recognised as appropriation funding payable to the Consolidated Fund.

## B1-2 GRANTS AND CONTRIBUTIONS

	2020 \$'000	2019 \$'000
Services received below fair value:		
Archival services - Queensland State Archives	39	40
<b>Total</b>	<b>39</b>	<b>40</b>

**Accounting policy - Services received below fair value**

Contributions of services are recognised only if the services would have been purchased if they had 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

## B2-1 EMPLOYEE EXPENSES

	2020 \$'000	2019 \$'000
<b>Employee Benefits:</b>		
Wages and salaries*	4,005	3,855
Employer superannuation contributions	438	413
Long service leave levy/expense	90	83
Annual leave levy/expense	322	309
<b>Employee Related Expenses:</b>		
Workers' compensation premium	21	22
Fringe Benefits Tax	201	233
Other	70	94
<b>Total</b>	<b>5,147</b>	<b>5,009</b>

\* Wages and salaries includes \$54,755 of \$1,250 one-off, pro-rata payments for 45 full-time equivalent employees (announced in September 2019).

# OFFICE OF THE GOVERNOR QUEENSLAND

## Notes to the Financial Statements

For the year ended 30 June 2020

### SECTION 2 - NOTES ABOUT OUR FINANCIAL PERFORMANCE

	2020	2019
	No.	No.
Full-Time Equivalent Employees	45	45

#### 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 - Annual leave

Under the Queensland Government's Annual Leave Central Scheme 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 - 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.

Defined contribution plans - 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.

Defined benefit plan - 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 obligation is based upon the rates determined on the advice of 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 - 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 - 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 - 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).

### B2-2 SUPPLIES AND SERVICES

	2020	2019
	\$'000	\$'000
Contracted Services	402	277
Household costs	389	411
Administration costs	651	537
Estate Operations	194	213
Travel <sup>(1)</sup>	172	282
Motor vehicle running costs	61	41
Repairs and Maintenance	18	35
<b>Total</b>	<b>1,888</b>	<b>1,796</b>

#### Disclosure - Travel

<sup>(1)</sup> 2020: Travel expenditure includes \$82,273 paid by the Office for overseas travel that incorporated London and the Netherlands.

OFFICE OF THE GOVERNOR QUEENSLAND

Notes to the Financial Statements

For the year ended 30 June 2020

SECTION 2 - NOTES ABOUT OUR FINANCIAL PERFORMANCE

---

**B2-3 OTHER EXPENSES**

	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
Queensland Audit Office - external audit fees for audit of the financial statements <sup>(1)</sup>	18	18
Insurance Premiums - QGIF	6	6
Storage services received free of charge from Queensland State Archives <sup>(2)</sup>	39	40
Deferred appropriation payable to Consolidated Fund (expense)	-	89
Total	<u><u>63</u></u>	<u><u>153</u></u>

**Audit fees**

- (1) Total audit fees quoted by the Queensland Audit Office relating to the 2019-20 financial statements are \$18,200 (2018-19: \$17,700). There are no non-audit services included in this amount.

**Storage Service Received Free of Charge from Queensland State Archives**

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

## SECTION 3 - NOTES ABOUT OUR FINANCIAL POSITION

## C1 CASH AND CASH EQUIVALENTS

	2020	2019
	\$'000	\$'000
Cash at bank	1,869	1,703
<b>Total</b>	<b>1,869</b>	<b>1,703</b>

## 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 received but not banked at 30 June as well as deposits at call with financial institutions.

## C2 RECEIVABLES

	2020	2019
	\$'000	\$'000
Trade Debtors	63	2
GST receivable	27	43
Annual leave reimbursements	21	64
Long service leave reimbursements	2	30
<b>Total</b>	<b>114</b>	<b>139</b>

## Accounting policy - Receivables

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. There is no real likelihood of impairment or credit risk. Settlement of these amounts is required within 30 days from invoice date.

## C3 PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE

## C3-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

	Heritage and Cultural		Plant and Equipment		Total	
	2020	2019	2020	2019	2020	2019
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Gross	1,452	1,380	1,506	1,371	2,958	2,751
Less: Accumulated depreciation	-	-	(754)	(643)	(754)	(643)
<b>Carrying amount at 30 June 2020</b>	<b>1,452</b>	<b>1,380</b>	<b>752</b>	<b>728</b>	<b>2,204</b>	<b>2,108</b>
Represented by movements in carrying amount:					-	
Carrying amount at 1 July	1,380	1,249	728	566	2,108	1,815
Acquisitions	-	-	203	299	203	299
Disposals	-	-	(14)	-	(14)	-
Transfers	-	-	-	-	-	-
Depreciation	-	-	(165)	(137)	(165)	(137)
Net revaluation increments / (decrements) in asset revaluation surplus	72	131	-	-	72	131
<b>Carrying amount at 30 June 2020</b>	<b>1,452</b>	<b>1,380</b>	<b>752</b>	<b>728</b>	<b>2,204</b>	<b>2,109</b>

## C3-2 RECOGNITION AND ACQUISITION

## Accounting Policy - Recognition

Basis of capitalisation and recognition thresholds

Items of plant and equipment (including heritage and cultural assets) with a historical cost or other value equal to or exceeding \$5,000 are capitalised 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.

## SECTION 3 – NOTES ABOUT OUR FINANCIAL POSITION

---

### Accounting policy - Cost of Acquisition

Historical cost is used for the initial recording of all plant and equipment acquisitions. Historical cost is determined as the value given as consideration and costs incidental to the acquisition (such as architects' fees and engineering design fees), plus all other costs incurred in getting the assets ready for use.

### 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

#### Accounting Policy

Heritage and cultural assets are measured at fair value as required by Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector. These assets are reported at their revalued amounts, being the fair value at the date of valuation, less any subsequent accumulated depreciation and subsequent accumulated impairment losses where applicable.

#### Use of specific appraisals

Revaluations using independent professional valuer or internal expert appraisals are undertaken at least once every five years. However, if a particular asset class experiences significant and volatile changes in fair value, that class is subject to specific appraisal in the reporting period, after consultation with the Executive Management Group.

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. 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).

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.

In 2019-20 the advice on valuations received for heritage and cultural assets held by the Office was reported in the annual financial statements.

#### Accounting for Changes in Fair Value

Any revaluation increment arising on the revaluation of an asset is credited to the revaluation surplus of the appropriate class, except to the extent it 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 extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

**Key Judgement:** The valuers appointed by the Office 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 items including the features 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 sale prices achieved 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.

SECTION 3 – NOTES ABOUT OUR FINANCIAL POSITION

---

**C3-5 DEPRECIATION EXPENSE**

**Accounting policy**

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

**Key Judgement:** Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Office.

Separately identifiable components of complex assets are depreciated according to the useful lives of each component, as doing so results in a material impact on the depreciation expense reported.

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.

For the Office's depreciable assets, the estimated amount to be received on disposal at the end of their useful life (residual value) is determined to be zero.

**Depreciation Rates**

**Key Estimates:** Depreciation rates for each class of depreciable asset (including significant identifiable components):

Plant and Equipment:

Furniture and Fixtures (excluding heritage and cultural)	15.00%
Motor Vehicles	20.00%
Office Equipment	15.00%
Plant and Machinery	9.00 - 12.50%

**C3-6 IMPAIRMENT**

**Accounting policy**

Indicators of impairment and determining recoverable amount

All plant and equipment assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Office 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.

Recognising impairment losses

For assets measured at cost, an impairment loss is recognised immediately in the statement of comprehensive income.

Reversal of impairment losses

For assets measured at cost, impairment losses are reversed through income.

## Notes to the Financial Statements

For the year ended 30 June 2020

## SECTION 3 - NOTES ABOUT OUR FINANCIAL POSITION

## C4 INTANGIBLES AND AMORTISATION EXPENSE

## C4-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

The Office holds software with a historical cost of \$505,000 that was fully amortised in 2018-19.

## C5 PAYABLES

	2020 \$'000	2019 \$'000	<b>Accounting policy - Payables</b>
Trade creditors	21	262	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.
Sundry Accruals	12	84	
Deferred appropriation payable to Consolidated Fund	103	99	
<b>Total</b>	<u>136</u>	<u>445</u>	

## C6 ACCRUED EMPLOYEE BENEFITS

	2020 \$'000	2019 \$'000	<b>Accounting policy - Accrued employee benefits</b>
<b>Current</b>			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 AASB 1049 <i>Whole of Government and General Government Sector Financial Reporting</i> .
Wages outstanding	131	88	
Annual leave levy payable	79	79	
Long service levy payable	21	19	
<b>Total</b>	<u>230</u>	<u>187</u>	

## 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 are recognised as contributed equity by the Office during the reporting and comparative years (refer Note C7-2).

## C7-2 APPROPRIATION RECOGNISED IN EQUITY

## Reconciliation of payments from consolidated fund to equity adjustment

	2020 \$'000	2019 \$'000
Treasurer's Transfers <sup>(1)</sup>	291	129
Unforeseen expenditure	82	-
Deferred appropriation payable reclassified as equity	-	170
<b>Equity adjustment recognised in Contributed Equity</b>	<u>373</u>	<u>299</u>

Treasurer's Transfers <sup>(1)</sup>

Transfers from the 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 security and hospitality capital improvements.

OFFICE OF THE GOVERNOR QUEENSLAND

Notes to the Financial Statements

For the year ended 30 June 2020

SECTION 3 - NOTES ABOUT OUR FINANCIAL POSITION

---

C7-3 REVALUATION SURPLUS BY ASSET CLASS

	<b>\$'000</b>	<b>Accounting policy - Heritage and Cultural Assets</b>
<b>Balance – 1 July 2018</b>	<b>754</b>	The asset revaluation surplus represents the net effect of upwards and downwards revaluations of assets to fair value.
Revaluation increment/(decrement)	131	
<b>Balance – 30 June 2019</b>	<b>885</b>	
Revaluation increment/(decrement)	72	
<b>Balance – 30 June 2020</b>	<b>957</b>	

## SECTION 4 - NOTES ABOUT RISK AND OTHER ACCOUNTING UNCERTAINTIES

## D1 FINANCIAL RISK DISCLOSURES

## D1-1 RISK ARISING FROM FINANCIAL INSTRUMENTS

## (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.

The Office's activities expose it to limited financial risks as set out in the following table:

Risk exposure	Definition	Exposure
Credit risk	The risk that the Office may incur financial loss as a result of another party to a financial instrument failing to discharge their obligation.	The Office is exposed to credit risk in respect of its receivables (Note C2).
Liquidity risk	The risk that the Office may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.	The Office is exposed to liquidity risk in respect of its payables (Note C5).

## (b) Risk measurement and management strategies

The Office measures risk exposure using the following methods.

Risk exposure	Measurement method	Risk management strategies
Credit risk	Ageing analysis, earnings at risk	The Office manages credit risk on an ongoing basis by monitoring all funds owed on a timely basis. The Office does not have any past due but not impaired or impaired financial assets.
Liquidity risk	Sensitivity analysis	The Office manages liquidity risk through the use of 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 various bank accounts so as to match the expected duration of the various employee and supplier liabilities.

## D1-2 LIQUIDITY RISK - CONTRACTUAL MATURITY OF FINANCIAL LIABILITIES

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.

Financial liabilities	2020				2019			
	Total	Contractual maturity			Total	Contractual maturity		
		< 1 Yr	1 - 5 Yrs	> 5 Yrs		< 1 Yr	1 - 5 Yrs	> 5 Yrs
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Payables	137	137	-	-	445	445	-	-
<b>Total</b>	<b>137</b>	<b>137</b>	<b>-</b>	<b>-</b>	<b>445</b>	<b>445</b>	<b>-</b>	<b>-</b>

**SECTION 4 - NOTES ABOUT RISK AND OTHER ACCOUNTING UNCERTAINTIES**

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**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 issued but with future commence dates are not expected to have a material impact on the Office.

**AASB 1059 Service Concession Arrangements: Grantors**

AASB 1059 will first apply to the department's financial statements in 2020-21. This standard defines service concession arrangements and applies a new control concept to the recognition of service concession assets and related liabilities.

The Office has identified that there is no material impact in the adoption of AASB 1059 on the statement of financial position and statement of comprehensive income.

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

SECTION 5 - NOTES ABOUT OUR PERFORMANCE COMPARED TO BUDGET

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**E1 BUDGETARY REPORTING DISCLOSURES**

This section contains explanations of major variances between the office's actual 2019-20 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 lower than budget due a reclassification of appropriation as an equity injection to fund additions to security infrastructure.

*Employee expenses* Actual employee expenses was lower than budget due to temporary vacancies.

*Supplies and services* Actual supplies and services was higher than budget due to publications and information technology upgrades.

**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.

*Plant and equipment* Actual plant and equipment was higher than budget because increased investment in assets used to support security services provided by the Office.

*Heritage and cultural assets* Actual heritage and cultural assets were higher than budget as a result of the valuation of these assets carried out in the year.

*Payables* Actual payables were lower than budget because of the timing of projects completing prior to year end.

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

*Appropriation receipts* Actual appropriation receipts were lower than budget due to a reclassification of appropriation during the year to fund additions to plant and equipment, including security infrastructure.

*Employee expenses* Employee expenses were lower than budget due to temporary vacancies.

*Supplies and services* Supplies and services were greater than budget due to a decrease in payables relating to supplies and services at year end.

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 reflect those departmental positions that had authority and responsibility for planning, directing and controlling the activities of the Office during 2019-20 and 2018-19. Further information about 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 and Governance Officer	Efficient and effective financial administration and governance of the Office

**KMP Remuneration Policies**

Remuneration policy for the Office's KMP is set by the Queensland Public Service Commission as provided for under the *Public Service Act 2008*. Individual remuneration and terms of employment (including motor vehicle entitlements and performance payments if applicable) are specified in employment contracts.

Remuneration expenses for those KMP comprise the following components:

Short-term employee expenses, including:

- salaries, allowances and leave entitlements earned and expensed for the entire year, or for that part of the year during which the employee occupied a KMP position;

Long term employee expenses include amounts expensed in respect of long service leave entitlements earned.

Post-employment expenses include amounts expensed in respect of employer superannuation obligations.

Termination benefits include payments in lieu of notice on termination and other lump sum separation entitlements (excluding annual and long service leave entitlements) payable on termination of employment or acceptance of an offer of termination of employment.

# OFFICE OF THE GOVERNOR QUEENSLAND

## Notes to the Financial Statements

For the year ended 30 June 2020

### SECTION 6 - OTHER INFORMATION

#### Remuneration expenses

The following disclosures focus on the expenses incurred by the Office that is attributable to KMP during the respective reporting periods. The amounts disclosed are determined on the same basis as expenses recognised in the statement of comprehensive income.

#### 2019-20

Position (date resigned if applicable)	Short-term employee expenses		Long-term employee expenses	Post-employment expenses	Termination expenses	Total
	Monetary expenses \$'000	Non-monetary benefits \$'000	\$'000	\$'000	\$'000	\$'000
Official Secretary	226		5	26		257
Deputy Official Secretary	180		3	18		201
Chief Financial & Governance Officer	125		3	15		143
<b>Total Remuneration</b>	<b>531</b>	<b>-</b>	<b>11</b>	<b>59</b>	<b>-</b>	<b>601</b>

#### 2018-19

Position (date resigned if applicable)	Short-term employee expenses		Long-term employee expenses	Post-employment expenses	Termination expenses	Total
	Monetary expenses \$'000	Non-monetary benefits \$'000	\$'000	\$'000	\$'000	\$'000
Official Secretary	232	-	5	21	-	258
Deputy Official Secretary	168	-	4	17	-	189
Chief Financial & Governance Officer (from March 2019)	38	-	1	5	-	44
Chief Financial Officer (to March 2019)	60	-	-	8	122	190
<b>Total Remuneration</b>	<b>498</b>	<b>-</b>	<b>10</b>	<b>51</b>	<b>122</b>	<b>681</b>

## 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 during 2019-20.

#### Transactions with other Queensland Government-controlled entities

The Office's primary ongoing sources 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.

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

#### Changes in accounting policies

The Office did not change any accounting policies during 2019-20.

#### Accounting Standards early adopted for 2019-20.

No Australian Accounting Standards have been early adopted for 2019-20.

# OFFICE OF THE GOVERNOR QUEENSLAND

## Notes to the Financial Statements

For the year ended 30 June 2020

### SECTION 6 - OTHER INFORMATION

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#### Accounting standards applied for the first time

Three new accounting standards were applicable for the first time in 2019-20. The accounting standards or interpretations that apply to the Office for the first time in 2019-20 have no material impact on financial statements. The effect of adopting these new standards is detailed under the relevant headings for the accounting standards below:

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

The transition date for AASB 1058 and AASB 15 is 1 July 2019. The Office has identified that there is no material impact in adopting the new standards. The Office is predominantly funded by grant appropriations and have no revenue agreements that contain performance obligations.

#### - AASB 16 Leases

The transition date for AASB 16 is 1 July 2019. The Office has identified that there is no material impact in adopting the new standard. Motor vehicles provided under DHPW's QFleet program are exempt from lease accounting under AASB 16.

### 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. GST credits receivable from, and GST payable to the ATO, are recognised (refer to Note C1).

OFFICE OF THE GOVERNOR QUEENSLAND

Notes to the Financial Statements

For the year ended 30 June 2020

SECTION 6 - MANAGEMENT CERTIFICATE

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These general purpose financial statements have been prepared pursuant to s.62(1) of the *Financial Accountability Act 2009* (the Act), section 38 of the *Financial and Performance Management Standard 2019* and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

- (a) 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 2020 and of the financial position of the Office at the end of that year; and

The Official Secretary, as the Accountable Officer of the Office of the Governor, acknowledges responsibility under s.7 and s.11 of the *Financial and Performance Management Standard 2019* for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.



CGMA

LYNDON DE CLERCQ CA  
Chief Financial and Governance Officer

5 August 2020



MARK GOWER AM LVO OAM (Mil)  
Official Secretary

5 August 2020

## 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:

- a) gives a true and fair view of the department's financial position as at 30 June 2020, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2020, 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.

#### 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 2019 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.

INDEPENDENT AUDITOR'S REPORT

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**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 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 2020:

- a) I received all the information and explanations I required.
- b) 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  
Brisbane



# Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	Opposite inside front cover
<b>Accessibility</b>	Table of contents Glossary	ARRs – section 9.1	Table of Contents Not applicable
	Public availability	ARRs – section 9.2	www.govhouse.qld.gov.au
	Interpreter service statement	Queensland Government Language Services Policy ARRs – section 9.3	Inside front cover
	Copyright notice	Copyright Act 1968 ARRs – section 9.4	Inside front cover
	Information Licensing	QGEA – Information Licensing ARRs – section 9.5	Inside front cover
<b>General information</b>	Introductory Information	ARRs – section 10.1	Official Secretary's Summary
	Machinery of Government changes	ARRs – section 10.2, 31 and 32	Office Overview
	Agency role and main functions	ARRs – section 10.2	Office Overview
	Operating environment	ARRs – section 10.3	Report on Performance
<b>Non-financial performance</b>	Government's objectives for the community	ARRs – section 11.1	Not applicable
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Not applicable
	Agency objectives and performance indicators	ARRs – section 11.3	Report on Performance
	Agency service areas and service standards	ARRs – section 11.4	Report on Performance
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1	Financial Overview
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1	Executive Management Group
	Executive management	ARRs – section 13.2	Executive Management Group
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Not applicable
	Public Sector Ethics	Public Sector Ethics Act 1994 ARRs – section 13.4	Report on Performance
	Human Rights	Human Rights Act 2019 ARRs – section 13.5	Not applicable
	Queensland public service values	ARRs – section 13.6	Not applicable
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1	Corporate Governance
	Audit committee	ARRs – section 14.2	Corporate Governance
	Internal audit	ARRs – section 14.3	Corporate Governance
	External scrutiny	ARRs – section 14.4	Independent Auditor's Report
	Information systems and recordkeeping	ARRs – section 14.5	Corporate Governance
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1	Corporate Governance & Report on Performance
	Early retirement, redundancy and retrenchment	Directive No.04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	Report on Performance
<b>Open Data</b>	Statement advising publication of information	ARRs – section 16	Not applicable
	Consultancies	ARRs – section 33.1	Financial Overview
	Overseas travel	ARRs – section 33.2	Financial Overview
	Queensland Language Services Policy	ARRs – section 33.3	Not applicable
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Management Certificate
	Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Independent Auditor's Report

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*



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