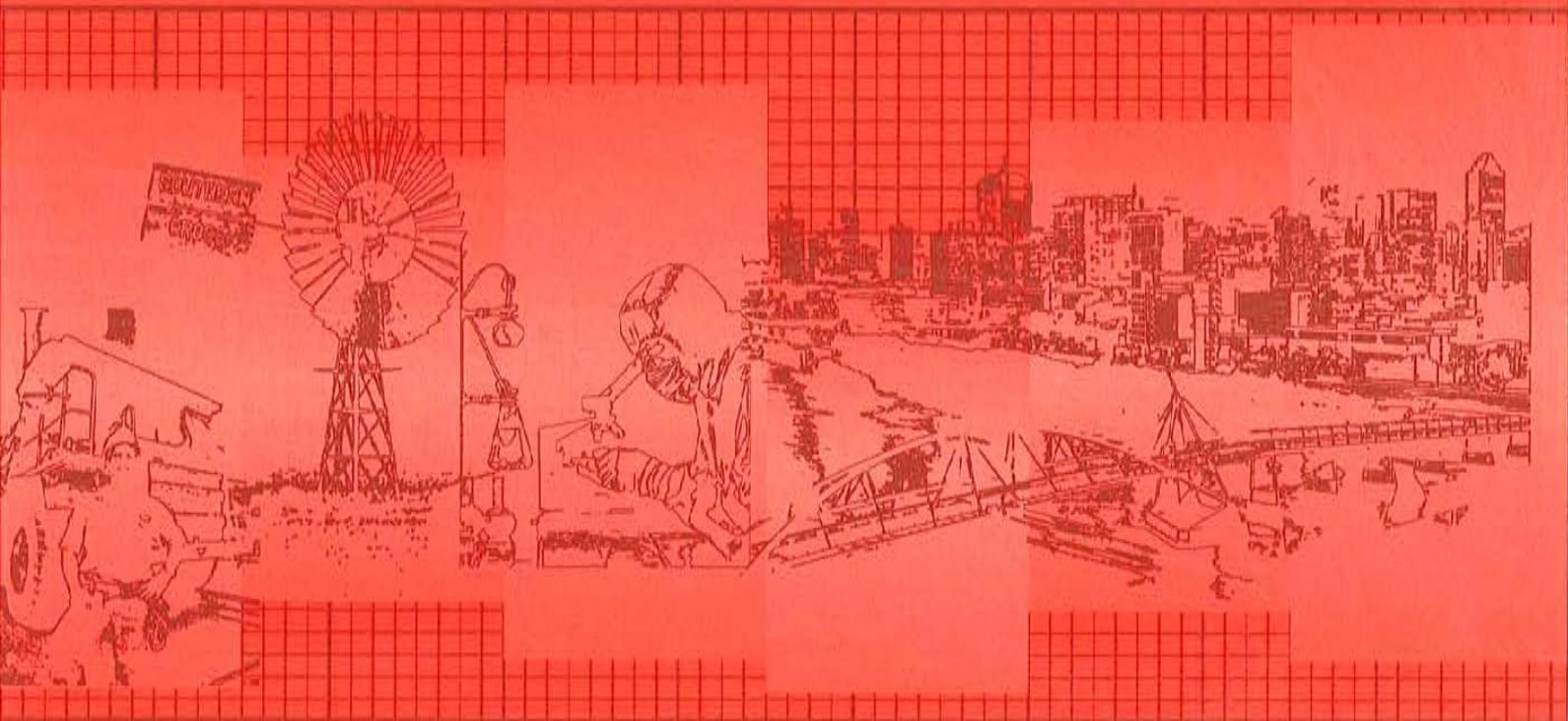


Annual Report 2002-03

Department of the Premier and Cabinet



Communication objective

This Annual Report provides information about the Department of the Premier and Cabinet's financial and non-financial performance for 2002-03. It has been prepared in accordance with the *Financial Administration and Audit Act 1977*.

The report records the significant achievements against the strategies and outputs described in the Department of the Premier and Cabinet Strategic Plan 2002-06 and the 2003-04 Ministerial Portfolio Statements.

This report has been provided to the Premier to submit to Parliament. It has also been prepared to meet the needs of our stakeholders including the Commonwealth and local governments, industry and business associations, community groups and staff.

Readers are invited to comment on this report either by using the enclosed survey or through the department's website at www.premiers.qld.gov.au

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Letter of transmittal

The Honourable Peter Beattie MP
Premier of Queensland and Minister for Trade

Premier

It is my pleasure to present to you the Department of the Premier and Cabinet 2002-03 Annual Report.

The Annual Report highlights the Department of the Premier and Cabinet's achievements against the goals and strategies in the Strategic Plan 2002-06.

The initiatives successfully delivered during the year are a reflection of the energy, professionalism and commitment of the staff.

I commend this report to you.



Dr Leo Kelihcr
Director-General

About the department

Our vision

Excellence in government through professional, rigorous and valued expertise which delivers quality results for Queensland.

Our mission

Support the Premier and Cabinet, promote excellence in government in Queensland, and ensure the coordinated delivery of government priorities.

Our role

Advising the Premier and Cabinet by providing impartial, professional and quality advice on machinery-of-government, policy and community issues.

Providing public sector leadership by ensuring the effective, efficient and timely achievement of the Government's priorities through proactive and collaborative leadership.

Coordinating and fostering the development and implementation of cross-agency and whole-of-Government processes and policy initiatives, fostering good community engagement practices, and the collective consideration of strategic issues of policy development and service delivery.

Ensuring standards and consistency across agencies through the use of networking and frameworks that focus on achieving quality outputs and ensuring accountability.

Advancing government policy priorities by establishing, nurturing and implementing strategies to advance priorities.

Supporting the machinery of government by central coordination of the deliberative processes of government and the key processes for governance within constitutional, legislative and administrative frameworks.

Our values

The Department of the Premier and Cabinet is committed to the values that are critical to producing the best possible results throughout government. The department promotes these values through education and example as well as recognition through staff awards.

Leadership. We practise collaborative leadership and engage in active consultation to foster greater participation in decision-making. We believe that effective communication promotes trust and understanding.

Impartiality. We adopt a non-partisan approach to our work. We seek to exercise exemplary standards of ethics and integrity, and seek to achieve congruence between our words and deeds.

Diversity. We value people and their differences. We strive to recognise staff contributions and encourage a healthy balance between our work and private lives.

Continuous Improvement. We are committed to continually improving all that we do, to strive for excellence and to achieve quality outcomes.

Knowledge Sharing. We are committed to sharing our information, ideas, skills and experiences so that we can develop our knowledge base and work smarter.

Our future direction

The Department of the Premier and Cabinet operates in an increasingly complex environment characterised by an escalating rate of change. As a central agency, this department has a key role in supporting the Government in its strategic direction-setting and in ensuring government priorities drive budget allocation and whole-of-Government coordination to address community needs.

Queensland's future economic and social development requires improved integration of whole-of-Government initiatives and greater interdepartmental and intergovernmental collaboration. The department will continue to play a significant role in ensuring clear policy and accountability frameworks, and leadership and development of appropriate policy and service delivery to respond comprehensively to community needs.

Technology will continue to be a major driver and enabler of change. The next four years will see developments in areas like communication and bio-technologies, which will drive unprecedented impetus for innovation and change. This will require a proactive approach to associated policy issues, and will provide opportunities for innovation in areas of government-community communication.

Increasing globalisation through the expansion of e-commerce and the internet will continue to provide increasing commercial opportunities for Queensland, and will also challenge our traditional paradigms. This will impact at a macro level in our strategic policy and coordination role, and at an organisational level in changing business processes and challenging the way we operate.

The future will also be characterised by evolving social expectations, an increasing emphasis on environmental management, and increasing urbanisation with accompanying population and employment issues. These and other associated issues will present policy challenges and place increasing infrastructure demands on Queensland.

Increasing community expectations for a more efficient, accountable and customer-focused government will shape our approaches to community-government relations and service delivery. The community is demanding more direct access to government and increased participation in government decision-making. This will continue to evolve with the maturation of the community engagement strategy and the evaluation of our e-democracy initiatives.

The future will also bring significant changes in the way we work. Technology will bring increased opportunities for flexible working arrangements and will provide unprecedented opportunities for the continual improvement of business processes. Changed work practices will inevitably result in new or redefined roles for staff, placing new requirements on associated professional development programs and change management strategies. For knowledge worker organisations such as the department, managing knowledge as well as people will become increasingly important to our organisational success.

Director-General's report

Director-General's report

The 2002-03 financial year held significant successes for the Department of the Premier and Cabinet as we continued to meet the Government's five priorities. As a central agency, we are responsible for developing and delivering high quality advice for decision-makers in a holistic government operating environment. We achieve this by striving for excellence in everything we do, by modelling professional, effective and collaborative processes for the whole-of-Government.

The department's major successes include:

Assisting the Government to foster a preferred business environment by:

- Collaborating with other Queensland Government departments to finalise the Government's response to the insurance crisis, including the implementation of two major stages of negligence law reform, development of a risk management website and establishment of a group insurance scheme for not-for-profit community organisations;
- Coordinating, in collaboration with the Department of Industrial Relations, the Review of Enterprise Bargaining in the Queensland Public Sector and providing advice to the Premier and the Cabinet Budget Review Committee on industrial relations matters such as enterprise bargaining negotiations;
- Promoting the concept of productive diversity across the public and private sectors through the publication of Queensland's first Productive Diversity Kit *Doing Business Smarter - Queensland's Multicultural Advantage*; and
- Coordinating 76 official visits to Queensland by foreign dignitaries from countries such as Ireland, Peoples Republic of China, Papua New Guinea, and Brunei Darussalam.

Providing opportunities for government decision-makers to be more accessible to the community by:

- Coordinating the Government's participation in the first regional sitting of Parliament, held in Townsville from 3-5 September 2002;
- Supporting 10 Community Cabinet meetings including Barcaldine-Longreach, Gympie, Townsville and various locations in the south-east of the State;
- Supporting 32 Ministerial Regional Community Forums, including a special Smart State: Smart Region forum, which addressed 185 regional issues and proposals from local communities;
- Developing the Community Engagement Improvement Strategy which is focused on improving public sector capability; and
- Developing and implementing three e-democracy initiatives: the broadcasting of parliamentary proceedings via the internet; the e-petitioning system; and a trial of online community consultation.

Delivering the Government's response to the global environment of heightened security by:

- Establishing a unit to provide strategic advice and whole-of-Government coordination of Queensland's activities in relation to counter-terrorism;
- Developing the *Chemical, Biological and Radiological Emergency Powers Amendment Bill 2003* and continuing to develop Queensland's counter-terrorism legislation in consultation with relevant agencies across government, to ensure that the legislation is rigorous from a counter-terrorism perspective;

Director-General's report

- Organising Queensland's preparation for Exercise Fast Ball—a counter-terrorism preparedness exercise, which is part of a national schedule that will be conducted in late 2003; and
- Implementing a *Strategic Framework for Community Crime Prevention* which focuses on the involvement of communities to find solutions to crime and work together with government and business to address the causes of crime.

Working towards the Government's vision for the Smart State by establishing the Smithsonian-Queensland Alumni which offers opportunities to explore fresh collaborations and foster knowledge-sharing between Queensland and the Smithsonian Institution in the USA.

Providing Queenslanders with a more enjoyable and safer place to live by:

- Coordinating the implementation of the Government's reforms to improve safety and standards in the private residential services sector, comprising boarding houses, supported accommodation hostels and aged rental complexes;
- Conducting a statewide consultation on *Mapping the Future - a Discussion Paper for Queensland Women and Girls*, which included a round table discussion involving 200 women;
- Conducting 35 organ retrieval flights to provide life-saving services to Queenslanders; and
- Developing a statewide program of celebrations and activities for Queensland Week (1-8 June) including the Suncorp Queenslander and Young Queenslander of the Year Awards.

And in the lead up to the Rugby World Cup the department is coordinating the delivery of government services such as the communication strategy for whole-of-Government activities.

These achievements and the many more projects undertaken throughout the year were only possible due to the dedication and expertise of the department's staff. I would like to congratulate all staff on their unwavering support, professionalism and commitment to the goals of the department and the Government.

I would also like to thank Simone Webb, former Deputy Director-General Governance, who left the department in January 2003. Simone contributed to the achievements of this department for over ten years and we wish her well.



Dr Leo Keliber
Director-General

At a glance

At a glance

Goals	Output link	Performance measures	2002-03 target	2002-03 result
Policy Advice				
Policy and other advice to the Premier is relevant, timely and high quality.	Policy Advice, Coordination and Cabinet Support Government and Executive Services Community Engagement	Number of policy briefing notes provided to the Premier. Premier's and Director-General's satisfaction with Cabinet briefs and advice provided by DPC's Divisions.	1500 90%	2039 90%
Provide relevant, timely, quality advice to key stakeholders.	Government and Executive Services Community Engagement	Key stakeholders' satisfaction with advice provided. Level of compliance with statutory requirements.	80% 100%	80% 100%
Whole-of-Government Coordination				
Government approaches to strategic initiatives and service delivery are integrated and collaborative.	Policy Advice, Coordination and Cabinet Support Government and Executive Services Events, Protocol and Communication Services Community Engagement	Premier's and Director-General's satisfaction with coordination of whole-of-Government priorities and strategies. Line agency rating of DPC's effectiveness in policy development, policy implementation, and negotiation of whole-of-Government outcomes.	90% 7 (out of 10)	90% 8.4
A consistent government approach to communicating with the community.	Events, Protocol and Communication Services	% of people surveyed who recognise government direction and understand government messages. % of agency compliance with whole-of-Government communication policies.	80% 100%	80% 100%
Government priorities and key government messages are effectively showcased.	Events, Protocol and Communication Services	Key stakeholders' satisfaction with effectiveness of events.	85%	88%
Enhance the Premier's and Cabinet's capacity to effectively communicate across government.	Events, Protocol and Communication Services	Premier's and Director-General's satisfaction with communication services.	90%	90%
Machinery of Government Support				
Support services to Cabinet and Cabinet-related activities are high quality.	Policy Advice, Coordination and Cabinet Support	Premier's and key customers' satisfaction with Cabinet Secretariat operations. % of Cabinet business circulation timeframes met. (Targets: Cabinet bag 2.5 hour average; Cabinet decisions 80% by 4.30pm day following; Community Cabinet Program 100% by Thursday prior.)	95% 93%	85% 98%
Executive Government receives high quality and timely support services.	Government and Executive Services Events, Protocol and Communication Services Community Engagement	Executive Government customers' satisfaction with support services delivered. Number of adverse reports from the Queensland Audit Office or internal audit. Number of flying hours achieved (organ retrieval, search and rescue, official transport and other).	80% Nil 900 hours	90% Nil 866 hours

At a glance

Goals	Output link	Performance measures	2002-03 target	2002-03 result
Community Relationships				
Queensland communities are better engaged with the processes of government, and the government engages with communities to produce better policies, programs and services.	Community Engagement	Community stakeholders' rating of CE Division's impact on learning, access and participation in government.	80%	86%
		Government stakeholders' rating of CE Division's impact on policy, practices and capabilities.	80%	80%
Create new and effective ways for community and government to engage.	Community Engagement	Number of new opportunities for public participation in government (including e-democracy initiatives).	3	6
Government and communities work together to deliver government priorities for Queensland's diverse population.	Community Engagement	Number of government partnerships with community and/or business initiated by CE Division.	6	9
Enhance the Premier's and Cabinet's capacity to effectively communicate with the community.	Events, Protocol and Communication Services	Premier's and Director-General's satisfaction with communication services.	90%	90%
Organisational Capability				
DPC is a dynamic and customer-focused organisation that values and supports innovation and continuous improvement, the sharing of knowledge, and a proactive and collaborative approach to leadership.	N/A	Key stakeholders' perceptual rating of DPC's level of customer focus and approach to leadership.	70%	82%
		Number of Knowing Government initiatives implemented.	10	14
		Staff perceptual rating of DPC's culture in relation to: customer focus, innovation and continuous improvement, knowledge sharing, and proactive and collaborative leadership.	70%	79%*
DPC fosters diverse, highly skilled and committed people.	N/A	Staff satisfaction with quality of working life.	70%	78%*
		% staff from target groups represented in employee profile.	100%	100%
DPC supports a framework of effective and transparent planning and decision-making throughout the organisation.	N/A	% compliance with audit and legislative requirements.	95%	100%
DPC has strong and accountable financial management throughout the organisation.	N/A	% variance of actual operating result over budget.	±5%	-6%
DPC effectively manages the necessary enabling resources, systems and processes to deliver the organisation's outputs.	N/A	Upgrade of Standard IT Operating Environment completed within budget and timeframes.	90%	100%
		Continuous availability of the IT systems and network.	98.0%	99.9%

* These results are from the 2001 staff periodic survey. This survey is no longer held annually.

Performance reports



Policy Advice, Coordination and Cabinet Support Output

This output provides strategic policy advice to the Premier and Cabinet and administrative and operational support to Cabinet and Cabinet-related activities.

The Premier and Cabinet are presented with transparent, independent, alternative and contestable policy advice, and the Government's strategic direction is reviewed to maintain currency and innovation.

High-level advice informs government decision-making and leadership in areas of social and fiscal responsibility, ethics, accountability and consultation. The department also works in consultation with other government agencies to produce a whole-of-Government approach to policy and engender community confidence in government administration. Integrated policy is developed and implemented statewide and is consequently evaluated to ensure continued relevancy and effectiveness.

Detailed briefings are provided to the Premier on all matters before Cabinet and logistical support is given to Ministers in Cabinet meetings. This output provides expert advice to facilitate the operation of Cabinet and its related processes, administers all Cabinet information, and is custodian of the Cabinet record from current and previous Governments.

Highlights

- Finalised the Government's response to the insurance crisis, in collaboration with the Department of Justice and Attorney-General and Queensland Treasury. This included the implementation of two major stages of negligence law reform, the development of a risk management website and the establishment of a group insurance scheme for not-for-profit community organisations.
- Coordinated the Review of Enterprise Bargaining in the Queensland Public Sector, in collaboration with the Department of Industrial Relations, and provided advice to the Premier and Cabinet Budget Review Committee on industrial relations matters including enterprise bargaining negotiations.
- Coordinated the implementation of the Government's reforms to improve safety and standards in the private residential services sector, comprising boarding houses, supported accommodation hostels and aged rental complexes.
- Developed the *Chemical, Biological and Radiological Emergency Powers Amendment Bill 2003* and continued to develop the Queensland counter-terrorism legislation in consultation with relevant agencies across government, to ensure that Queensland's legislation is rigorous from a counter-terrorism perspective.
- Supported 10 Community Cabinet meetings across Queensland giving communities access to government decision-makers to raise local issues and influence decision-making. Meetings were held in Barcaldine-Longreach, Brisbane Exhibition, Gympie, Capalaba-Redlands, Carina, Ipswich, Mount Ommaney-Indooroopilly, Gold Coast, Townsville and Aspley-North Brisbane.

Finalised the Government's response to the insurance crisis, in collaboration with the Department of Justice and Attorney-General and Queensland Treasury.

Policy Advice, Coordination and
Cabinet Support Output**Outcomes and achievements**

- Developed and coordinated briefings for the State Budget process and provided advice to the Cabinet Budget Review Committee.
- Coordinated the whole-of-Government response to the national foot and mouth disease preparedness exercise.
- Developed an improved process for monitoring the implementation of Auditor-General recommendations across agencies.
- Led the Government Review of the Gold Coast Schoolies Festival which culminated in the development of the Government's 'three point plan' to provide better coordination, improved safety and an awareness of rights and responsibilities of those involved for the Schoolies Festival.
- Coordinated the development of *Reducing Suicide - The Queensland Government Suicide Prevention Strategy 2003 - 2008*, which provides a framework for action to reduce suicide and attempted suicide.
- Coordinated the development of nationally consistent Queensland legislation to ban human cloning and strictly regulate research involving embryos, in collaboration with Queensland Health, the Department of Innovation and Information Economy, Sport and Recreation Queensland and the Commonwealth.
- Contributed to the development of a national framework of key indicators of Indigenous disadvantage to inform Australian governments of whether policy programs and interventions are achieving positive outcomes for Indigenous people.
- Coordinated Queensland Government input into national security initiatives undertaken by Premiers and Chief Ministers including the establishment of the Australian Crime Commission, the development of nationally effective police investigation powers, and the concealable guns buyback scheme.
- Developed a whole-of-Government approach to complex issues such as the Government response to the Project Axis Report concerning child sex offenders and actively coordinated expansion of the Drug Court trial and the pilot of a court diversion program for illicit drug offenders.
- Developed the service vision concept and strategic business case regarding increased collaboration and information sharing in the criminal justice system, through the Integrated Justice Information Strategy Program.
- Coordinated, in collaboration with the Department of Aboriginal and Torres Strait Islander Policy and Disability Services and major criminal justice agencies, a way to collect comparable information about Indigenous people and the criminal justice system.
- Led intergovernmental negotiations leading to the development of a joint State-Commonwealth proposal for a \$150 million financial package to facilitate the phase-out of broad-scale clearing of remnant vegetation in Queensland.
- Participated in multilateral negotiations with the Commonwealth and other States and Territories, initiated by the Council of Australian Governments, to develop and finalise a new national position on water management, trading and pricing.
- Coordinated briefing and supporting material for the Premier's participation at the Leaders' Forum and the Council of Australian Governments meeting in December 2002.
- Coordinated the preparation of the Queensland Government's response to the Singapore-Australia Free Trade Agreement.

Developed the
*Chemical, Biological
and Radiological
Emergency
Powers Amendment
Bill 2003.*

Policy Advice, Coordination and
Cabinet Support Output

- Awarded 36 Growing the Smart State grants to PhD students at Queensland universities and completed collaborative research projects: *Smart State All Over* by the Queensland University of Technology's Creative Industries Research Applications Centre; and *Linking the ageing research and Policy Agenda: towards a strategy for Queensland*, by the University of Queensland Australasian Centre on Ageing.
- Produced six issues of *Premier's policy scan* to promote informed debate by Queensland opinion leaders and facilitated nine Policy Ideas Seminars by eminent international, national and local policy practitioners.
- Implemented the first stage of a new whole-of-Government Cabinet Information System with live links to agencies. This provided more efficient management of Cabinet business through a secure web-based platform that enabled authorised electronic access to Cabinet information.
- Continued the conversion of hard copy Cabinet record of current and previous Governments into electronic format for ongoing reference purposes, and reviewed Cabinet processes, including the Cabinet Handbook and Community Cabinet, to ensure the maintenance of the highest standards for Cabinet meetings.
- Supported 47 Cabinet meetings, including the administration of 719 Cabinet submissions and 877 Cabinet decisions; and supported 77 Cabinet Committee meetings, including the administration of 304 Committee submissions and 288 Committee decisions.
- Successfully organised 979 formal deputations as part of the Community Cabinet initiative.
- Produced the 2003-04 Budget related papers *Smart State: improving our lives* and *Smart State: creating opportunities for the future*.
- Provided high-level secretariat support to key State Government-Brisbane City Council relationships including the Asia Pacific Cities Summit and the Capital City Policy Taskforce.
- Collaborated statewide with public and private providers of international education and training, to increase the capacity of their business, to upgrade the skills and knowledge of their employees, and to provide them with access to overseas market intelligence and contacts through education agents' visits to Queensland and in-market activities.
- Supported Queensland's regional education and training clusters to increase industry cohesion and export readiness; developed a communication strategy encompassing marketing materials and redevelopment of the Study Queensland website www.studyqueensland.qld.edu.au; and facilitated professional development seminars to improve the industry's export readiness.
- Led high-level overseas missions to China, Southeast Asia, Europe, USA and Japan; and hosted networking events to strengthen relationships with high-level education and training industry delegates from Columbia, Germany, China, Malaysia and Thailand.

Coordinated the Review of Enterprise Bargaining in the Queensland Public Sector, in collaboration with the Department of Industrial Relations.

Policy Advice, Coordination and
Cabinet Support Output

Future direction

- Continue to work with Queensland Treasury and other agencies in the development of improved State Budget processes.
- Develop an evaluation framework for the residential services reforms and coordinate a number of major reviews and evaluations of key social policy reforms including:
 - an evaluation of *Meeting Challenges, Making Choices* to inform government and community decision-making in relation to alcohol management strategies and other policy areas in Indigenous communities;
 - a review of *Part 6 of the Commission for Children and Young People Act 2000* (the Working with Children Check), in consultation with the Commission for Children and Young People; and
 - a review of the framework of *Beyond a Quick Fix* with a view to informing the development of subsequent drug policy in Queensland.
- Continue to work cooperatively with the Queensland Police Service, Department of Justice and Attorney-General, and Department of Corrective Services to foster a cross-agency approach to policy issues in the criminal justice system, particularly as the systemic benefits of the Integrated Justice Information Strategy are delivered.
- Maintain a collaborative approach with all agencies to support the development and implementation of the Government's legislative agenda.
- Continue to be vigilant in identifying emerging law and justice issues, and providing quality and timely advice on their resolution.
- Continue to work collaboratively with agencies to ensure a coordinated approach to research into, and dissemination of, information about the criminal justice system.
- Continue to develop whole-of-Government positions and intergovernmental negotiations on major policy issues including land clearing, water reform, Great Barrier Reef, Cape York Heads of Agreement, and managing major disease threats to agricultural production.
- Continue to provide effective administrative and operational support to Cabinet, Cabinet Committees and Community Cabinet.
- Continue to enhance and develop the new Cabinet Information System, which will facilitate modernisation of Cabinet business systems and practices.
- Continue to provide advice and support to the Premier on Commonwealth-State relations including the coordination of briefings for the Council of Australian Governments, Senior Officials' meetings, other intergovernmental forums and treaty-related matters.
- Focus on trade and in particular the development and provision of advice to the Premier on Queensland's response to negotiations for the Australia-United States Free Trade Agreement.
- Expand current programs to assist with the depth and reach of policy analysis and build a critical understanding in the Queensland tertiary sector of the Government's priorities and research goals.
- Focus on the key coordination mechanisms for Government, including the strategic management of the Chief Executive Officers Committees.
- Continue to provide leadership and support to Queensland's international education and training industry and to maintain Queensland Education and Training International's position nationally as the benchmark organisation for supporting the development of the international education and training industry in Queensland.

Louise Kidd, Strategic Policy
briefs Peta Hamilton. Integrated
Justice Information Strategy



Community Engagement Output

Engaging citizens and communities in government planning and decision-making processes is crucial to the effectiveness of government and the quality of policies, programs and services.

The Community Engagement Division (CED) supports the Premier's commitment to provide the people of Queensland with ways for genuine public involvement in decision-making for better policies, programs and services. CED works with government agencies and communities across the State to explore and implement effective ways of working together on local solutions. This includes developing new and innovative approaches, as well as building on the many successful examples of community-government engagement. CED comprises four areas: Regional Communities Engagement; Community Outcomes; Innovation and Development; and Planning, Reporting and Services.

Highlights

- Involved local community representatives in 32 Ministerial Regional Community Forums, including a special Smart State: Smart Region forum, and addressed 158 regional issues from local communities. The Forum process also supported Ministers' consideration of 27 proposals of regional significance.
- Progressed the implementation of a *Strategic Framework for Community Crime Prevention* which focuses on involving communities in finding the solutions to crime and working together with government and business to address the causes of crime.
- Conducted statewide consultation on *Mapping the Future – a Discussion Paper for Queensland Women and Girls*, including a round table discussion involving 200 women. A total of 966 submissions were received with a high number of respondents from regional Queensland.
- Promoted the concept of productive diversity across the public and private sectors through the publication of Queensland's first Productive Diversity Kit *Doing Business Smarter – Queensland's Multicultural Advantage*.
- Developed the Community Engagement Improvement Strategy—a strategy to build engagement capability in collaboration with other Queensland public sector agencies. One early outcome has been the commitment to develop national competencies for community engagement.
- Developed and implemented three e-democracy initiatives: the broadcasting of parliamentary proceedings via the internet; the e-petitioning system; and a trial of online community consultation.
 - The trial of the internet broadcast of parliamentary proceedings was launched on 1 April 2003 and features a live audio transmission of parliamentary proceedings occurring in the Legislative Assembly Chamber.
 - The trial of an online petitioning system began on 26 August 2002, allowing Queenslanders to start or locate an e-petition, join an e-petition, and follow its progress using the internet.
 - The Online Community Consultation initiative, *ConsultQld*, commenced on 6 May 2003, and forms Stage 1 of the community engagement online project www.getinvolved.qld.gov.au. *ConsultQld* is an innovative mechanism which allows Queenslanders to 'have their say' online about particular issues under consideration by the Government.

Involved local community representatives in 32 Ministerial Regional Community Forums, including a special Smart State: Smart Region forum, and addressed 158 regional issues and 27 proposals from local communities.

Community Engagement Output

Implementing a *Strategic Framework for Community Crime Prevention* which focuses on involving communities in finding the solutions to crime and working together with government and business to address the causes of crime.

Outcomes and achievements

Regional Communities Engagement

- Reviewed Regional Managers' Forums and progressed a strategy for improved coordination, engagement and service delivery at a regional level.
- In partnership with Queensland Treasury, prepared and coordinated Regional Budget Statements as part of the State Budget 2003-04 to showcase significant initiatives funded in Queensland's regions.
- Supported the Cape York Heads of Agreement Implementation Group with Ministerial and stakeholder representation.
- Facilitated whole-of-Government property planning and community engagement activities on Cape York Peninsula.
- Assisted the Director-General as government champion for the Hopevale community and supported the Department of Aboriginal and Torres Strait Islander Policy in implementing *Meeting Challenges, Making Choices* in Cape York to other regions.
- Provided *Making a Difference* displays and support for engagement activities for the Regional Parliament sitting in Townsville.
- Facilitated the management and resolution of issues and projects requiring a cross-sectoral or whole-of-Government approach at a regional and local level.

Community outcomes

Crime Prevention Queensland

- Supported the Pathways to Prevention project which helps at-risk pre-school age children with their transition from pre-school to primary school.
- Facilitated a pilot project for the National Motor Vehicle Theft Reduction Council aimed at young recidivist car thieves.
- Published a guide, well received by Councils and others, on the use of closed circuit television (CCTV) as an effective part of an integrated crime prevention and community safety strategy.
- Launched *Kainedbiipitli – A New Dawn* – a crime prevention manual for Torres Strait Island communities, in collaboration with the Department of Aboriginal and Torres Strait Islander Policy.
- Facilitated an evaluation of Beat Policing – Neighbourhood Police Beats and Shopfront Police Beats. This has been published as *On the Beat* by the Crime and Misconduct Commission.
- Contributed \$0.36 million towards the establishment costs of three new Police Beats.
- Published *Safer* – a regular electronic newsletter including a special Schoolies edition.
- Finalised the management of four demonstration crime prevention projects in Tiara, Coolangatta, Inner City Brisbane and Darra-Sumner.
- Developed and launched www.premiers.qld.gov.au/securitycrime – an online comprehensive crime prevention website.
- Finalised an analysis of policy and practice under the *Queensland Crime Prevention Strategy – Building Safer Communities*.

Office for Women

- The Office for Women coordinated celebrations of International Women's Day (IWD), including a community festival, held in the Cultural Forecourt at South Bank Parklands. This new approach increased participation and engagement and reached a broader range of participants.
- Provided access to statewide information and referral services through Women's Infolink, for which usage increased by 8% to 32,476 in 2002-03 and increased resource distribution to 626,570 items, an increase of approximately 60% on the previous financial year.
- 120 older women were provided with internet and computer training from November 2002 to May 2003 through Women's Infolink, Townsville, and 150 women were provided with internet and computer training from July 2002 to April 2003 through Women's Infolink, Brisbane.
- Facilitated greater involvement for women in Ministerial Regional Community Forums across Queensland by holding post-forum workshops in seven regional locations to discuss regionally specific issues facing women and girls.

Multicultural Affairs Queensland

- Presented the fourth Annual Report to the Premier and community highlighting achievements in implementing the *Multicultural Queensland Policy* across government and addressing the service needs of ethnic communities.
- Formed partnerships under the *Multicultural Queensland Policy* with key agencies to showcase best practice in implementing the principles of the policy.
- Under the *Cultural Diversity Support Strategy* administered \$2.35 million in grants to support community participation and involvement in multicultural Queensland and assisted in the promotion of multiculturalism at the broader community level. The grants also supported community development, community relations and 29 important multicultural projects promoting community harmony and tolerance.
- Partnered with the Anti-Discrimination Commission of Queensland to develop and disseminate anti-vilification information to Muslim communities in Queensland.
- Further promoted the Queensland Government Action Plan for Australian South Sea Islander Communities, in collaboration with the Australian South Sea Islander community groups and all State Government agencies.
- Continued to monitor and respond to emerging issues in relation to refugees and asylum seekers through a new amalgamated Working Group on Immigration.
- Established the Multicultural Women's Advisory Committee to provide strategic advice on a range of issues relating to women and girls.
- Facilitated the Queensland Multicultural Service Awards which were presented to 10 individuals, one organisation and two schools.
- Conducted 195 cross-cultural awareness training courses for over 3,450 participants from various departments and agencies throughout Queensland.

Conducted statewide consultation on *Mapping the Future – a Discussion Paper for Queensland Women and Girls*, including a round table discussion involving 200 women.

Community Engagement Output

Innovation and Development

- Continued to develop and support the capacity of individual government agencies to improve their community engagement practices.
- Conducted the Smart State: Smart Stories project for which 310 stories were submitted from around Queensland demonstrating innovation and providing Queenslanders' views about the Smart State. These stories are being progressively edited and posted on www.smartstate.qld.gov.au
- Received, on behalf of the Queensland Government, a Bronze Award for Innovation in Governance from the Commonwealth Association for Public Administration and Management.
- Maintained networks of practitioners and other interested persons in the community engagement field to provide leadership and to share learnings from successes.
- Facilitated showcasing events, seminars, workshops and research aimed at raising awareness of, and providing access to, examples of effective engagement practices.
- Monitored emerging trends and best practice in community engagement at the international and national levels.

Future direction

- Monitor community relations and develop integrated community relations strategies to promote harmony and the value and benefits of diversity for Queensland.
- Encourage community involvement in building a safer Queensland to reduce the risk of Queenslanders being victims of crime.
- Continue implementation of the *Strategic Framework for Community Crime Prevention* with the establishment of Building Safer Communities Action Teams across the State.
- Implement key initiatives from the forthcoming five-year Strategic Agenda for Women and Girls to enhance the quality of life and opportunities for Queensland's women and girls.
- Develop Stage 2 of www.getinvolved.qld.gov.au to provide a wide range of information and resources on community engagement for Queensland's citizens, communities, engagement practitioners and the public sector.
- Improve the way the Government engages with regional Queenslanders through Ministerial Regional Community Forums and by delivering a range of coordinated whole-of-Government services and projects.
- Implement the Community Engagement Improvement Strategy producing a range of tools, resources, and training to support enhanced public service capability to engage with the community.
- Lead implementation of the Government's Three Point Plan to improve the safety of Gold Coast Schoolies week activities in 2003 and 2004.

International Women's Day

Events, Protocol and Communication Services Output

Events Coordination facilitates and manages a diverse range of events designed to promote and educate the community about government priorities and key initiatives. Specifically the unit:

- manages a diverse range of high-quality events and programs that promote and enable broad community participation and encourage involvement of a variety of stakeholders and industry sectors;
- facilitates and manages whole-of-Government funding responses and agreements with key events held in Queensland;
- provides a single point for consideration of, and advice regarding, financial sponsorship requests relating to events and associated activities; and
- acts in an advisory capacity to other areas of the department and government for the management of events and event-related matters.

The unit also administers support for the Queensland Commemorative Events and Celebrations Committee.

Protocol Queensland manages the interaction of State Government representatives with a wide range of national and international protocols and ceremonial requirements. Protocol Queensland provides advice on and organises:

- official visits;
- official government hospitality;
- State occasions;
- honours and awards;
- Consular Corps matters;
- State emblems;
- the Queensland Government gift range; and
- free Queensland flag scheme.

Communication Services provides strategic and operational services to the Premier and key portfolio clients. This includes advice on advertising, marketing and communication strategies and development of a wide range of communication-related products and services.

The unit also provides direction, coordination and leadership to government agencies concerning communication policies, initiatives and whole-of-Government communication-related contracts.

Managed the Premier's Literary Awards which attracted over 700 entries across nine categories.

Highlights

- Managed the Premier's Literary Awards which attracted over 700 entries across nine categories.
- Coordinated 76 official visits to Queensland by foreign dignitaries including Her Excellency Mary McAlesse, President of Ireland, Mr Li Peng, Chairman of the National People's Congress of China, The Rt Hon Michael Sommare, Prime Minister of Papua New Guinea, and HRH Prince Haji Al-Muhtadee Billah, Crown Prince of Brunei Darussalam.
- Developed a statewide program of celebrations and activities for Queensland Week (1-8 June) featuring a Citizenship Ceremony, the Queensland Week Golden Circle Business Breakfast, Conrad Treasury Brisbane Free Public Breakfast, the Queensland Week Picnic in the Park, the Queensland Greats Awards and the Suncorp Queenslander and Young Queenslander of the Year Awards. Queensland Week 2003 involved the largest number ever of statewide celebrations and achieved record attendances at all Brisbane events managed by Events Coordination.
- Coordinated and developed the communication strategy for whole-of-Government activities in the lead up to Rugby World Cup 2003.

Outcomes and achievements

Events Coordination

- Managed the expansion of the International Women's Day celebrations into a festival held at South Bank in March. The festival attracted over 18,000 attendees and achieved its aim of making the International Women's Day celebrations more accessible to the general public.
- Attracted more than 40,000 people to the Golden Casket Australia Day Parade in 2003 as part of Australia Day activities, which included a Multi Faith Gathering, Australia Day Lunch, Flag Raising, and Ambassador Program. The Flag Raising Ceremony for Australia Day 2003 for the first time included formal representation from the Aboriginal and Torres Strait Islander communities.
- Managed a series of major events including:
 - the Premier's Awards for Excellence in Public Sector Management which attracted the highest number of category nominations, 144, since its commencement; and
 - the regional tour of the Queensland by Invitation publication and photographic exhibition. The publication contains more than 100 photographs and accompanying text submitted by everyday Queenslanders.
- Undertook whole-of-Government coordination of the Queensland Government Royal National Association (RNA) Precinct, including liaison with over 28 departments and agencies.
- Coordinated the whole-of-Government display at the 2003 Careers and Employment Expo.
- Managed ongoing sponsorship arrangements and activities in support of events including Riverfestival, Beef Australia 2003, Heritage Week, Woodford Folk Festival and the Queensland Premier's Drama Awards.
- Revised the Queensland Government Sponsorship Policy and managed responses to requests for sponsorship of a variety of events and related activities.
- Developed a framework for Queensland Government departments and agencies involved in events.
- Provided advice to the Premier on events and initiatives that support the Queensland Government priorities.

Coordinated 76
official visits to
Queensland by
foreign dignitaries.

Protocol

- Coordinated and organised a diverse range of State occasions, official visits and functions, honours and protocol-related activities.
- Facilitated arrangements for five overseas trade missions led by the Premier to the United Kingdom, Belgium and France; Papua New Guinea; India, the Middle East and Singapore; New Zealand; and the United States of America.
- Organised 114 official functions and State occasions, including a number of State funerals.
- Distributed 486 Queensland flags to various community organisations, schools and other groups eligible under the Free Queensland Flag Scheme.
- Provided secretariat services for awards under the Order of Australia including the Australian Bravery Decorations, the Centenary Medal, and honours announced on Australia Day and the Queen's Birthday.
- Coordinated functions for the opening of Regional Parliament in Townsville, the Queensland Government's involvement in the opening of the Childers Memorial and oversaw arrangements for four official functions planned for the change of Governors of Queensland in July 2003.

Communication Services

- Reviewed and updated the Cabinet Budget Review Committee (CBRC) documentation and processes for monitoring major departmental communication campaigns.
- Redeveloped the Ministerial Media Statement website accessed through www.cabinet.qld.gov.au to improve search facilities and access for users.
- Audited departments' and agencies' implementation of, and compliance with, the Queensland Government corporate identity.
- Developed publications to showcase innovative Queensland Government programs and initiatives.
- Coordinated and supported communication activities relating to the Premier's overseas trade missions.
- Coordinated the whole-of-Government tender process for the Master Media Advertising Placement Services Arrangement.
- Redeveloped the content and presentation of the department's website www.premiers.qld.gov.au
- Produced more than 460 speeches, messages, forewords and related material.

Developed a statewide program of celebrations and activities for Queensland Week (1-8 June).

Events, Protocol and
Communication Services Output**Rugby World Cup**

- Rugby World Cup will be the biggest international sporting event in the world in 2003. It is the world's third largest event overall, after the Soccer World Cup and the Olympic Games.
- The Department of the Premier and Cabinet is the lead agency coordinating the delivery of the Queensland Government services supporting the event and the leveraging activities undertaken by the Queensland Government in hosting the event.
- The department is represented on all of the committees formed to plan and stage the Queensland Government services supporting the tournament in Queensland, including the Rugby World Cup 2003 Steering Committee. The department administers the Rugby World Cup 2003 Government Coordination Committee and participates in eight sub-committees that report to the coordination committee in the following functional areas:
 - Security;
 - Transport and Traffic Management;
 - Emergency Services;
 - Health Services;
 - City Festivities;
 - Government Hospitality and Functions;
 - Communications; and
 - Event Evaluation.

Future direction

- Review results of general public and corporate sponsors' survey results regarding 2003 Australia Day and Queensland Week celebrations. Feedback about satisfaction with event activities and the level of awareness of corporate sponsors will be used as benchmarks for future program planning.
- Manage the 2003 Queensland Premier's Literary Awards.
- Manage the 2003 Premier's Awards for Excellence in Public Sector Management.
- Manage the 2004 Queensland Week celebrations and activities across the State including organisation of events.
- Manage the inaugural 2003 Smart Women - Smart State Awards.
- Manage and promote the 2004 Australia Day activities.
- Continue whole-of-Government coordination of the 2003 Queensland Government Precinct at the Royal Queensland Show involving 28 departments and agencies.
- Continue to coordinate ceremonial and VIP arrangements for major projects including Rugby World Cup 2003, the Gold Coast Lexmark Indy 300, and significant high-level international visits to Queensland.
- Coordinate whole-of-Government communication activities for Rugby World Cup 2003 (being held October and November 2003).
- Develop an online 'communication toolbox' containing key Queensland Government communication policies and procedures for governmental communication and marketing practitioners.
- Update the Premier's website www.thepremier.qld.gov.au in line with the Consistent User Experience template developed for all Queensland Government websites.

Queenland Week Celebration



Government and Executive Services Output

This output provided a range of services to the Premier, Executive Council, His Excellency the Governor and Government House, staff of the Department of the Premier and Cabinet, associated agencies, Ministers and Ministerial Offices, the Opposition, government departments and agencies, and the community. The services delivered by this output include:

- services and support for a range of matters relating to Executive Government, Parliament, constitutional issues, administrative reform issues, management of legislation for which the Premier is responsible, and administrative support for Executive Council;
- strategic advice and whole-of-Government coordination of Queensland's activities in relation to counter-terrorism;
- strategic advice and whole-of-Government coordination of Queensland's international collaborations;
- corporate support for Ministerial Offices and Office of the Leader of the Opposition; and
- aviation services for organ retrievals, emergency search and rescue, counter disaster operations and official transport.

Highlights

- Coordinated the Government's involvement in the first regional sitting of Parliament which was held in North Queensland (Townsville) from 3-5 September 2002. The regional sitting was part of the Government's overall commitment to making the Parliament more accessible to the community and fostering a greater understanding of the workings of the Parliament and democratic processes.
- Facilitated the appointment process for the 24th Governor of Queensland.
- Organised Queensland's preparation for Exercise Fast Ball—a counter-terrorism preparedness exercise which is part of a national schedule. Exercise Fast Ball will be conducted in late 2003, and will enhance Australia's national counter-terrorism capability and assist Queensland's preparedness in the lead up to the 2003 Rugby World Cup.
- Established the Smithsonian-Queensland Alumni which offers opportunities to explore fresh collaborations and foster knowledge-sharing between Queensland and the Smithsonian Institution in the USA. Professor Glyn Davis, Vice Chancellor, Griffith University, and Dr Cristian Samper, Director, National Museum of Natural History, Smithsonian Institution, were appointed co-patrons of the Alumni.
- Conducted 35 organ retrieval flights, compared with 23 in the previous year. Flying time to retrieve life saving organs for transplant recipients increased from 79.5 hours in 2001-02 to 164.2 hours in 2002-03, an increase of 106%.

Facilitated the appointment process for the 24th Governor of Queensland.

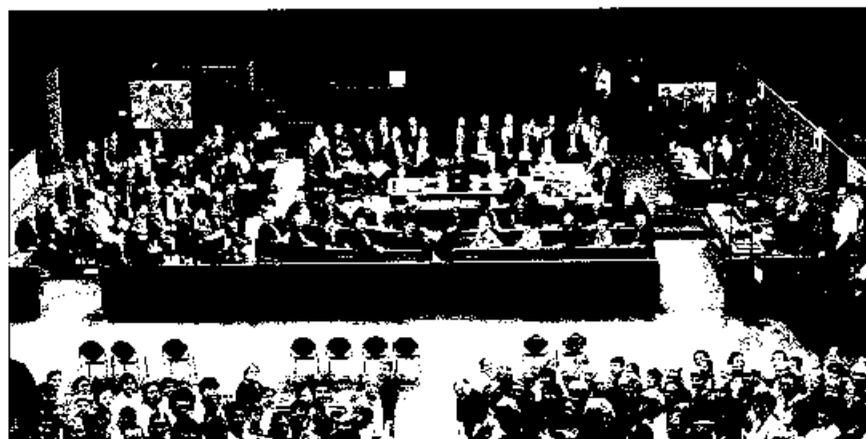
Government and Executive
Services Output

Outcomes and achievements

- Coordinated strategic policy advice for the trade and investment missions led by the Premier to Europe (October 2002); Papua New Guinea (December 2002); India–Singapore–United Arab Emirates (February 2003); New Zealand (May 2003); and USA (June 2003).
- Coordinated the development and signing of agreements with the Republic of Ireland, the State of Karnataka (India), and Papua New Guinea, designed to foster closer business cooperation.
- Coordinated the 2003 Queensland–Smithsonian Fellowship Program. Queenslanders Dr Joseph Holum, Professor John McGrath and Troy Myers will undertake research at the Smithsonian Tropical Research Institute in Panama and the National Museum of Natural History in Washington D.C., USA.
- Initiated four key projects to boost Queensland's ability to prevent, respond to and recover from potential terrorism-related threats. These projects focus on improving security and terrorism-related risk management in:
 - Queensland's critical infrastructure;
 - Queensland Government departments and facilities;
 - mass gatherings locations; and
 - facilities that house hazardous materials and dangerous goods.
- Conducted a series of information briefings for critical infrastructure owners/operators from key industry sectors – across the public and private sectors (including electricity and gas, water, telecommunications, information technology and transport). These sessions provided information and advice to assist them in reviewing security and risk management in a context of counter-terrorism.
- Liaised with the Commonwealth and other States and Territories to ensure a national approach to counter terrorism. The methodology developed by Security Planning and Coordination for identifying critical infrastructure has now been adopted as a national template.
- Participated in the development and delivery of Queensland's inaugural Science in Parliament day on 20 August 2002. The day was designed to encourage dialogue between scientists and Members of the Parliament on scientific issues.
- Managed the successful introduction and passage of amendments to the *South Bank Corporation Act 1989* to modernise and better facilitate the effective management of this important precinct.
- Managed the successful introduction and passage of amendments to the *Parliament of Queensland Act 2003* to facilitate the broadcast of Parliament on the internet and to amend the definition of a recognised political party.
- Managed the successful introduction and passage of the *Governors (Salary and Pensions) Act 2003* to modernise and restate the legislation relating to the Governor's salary and pension entitlements.

Coordinated the Government's involvement in the first regional sitting of Parliament which was held in North Queensland (Townsville) from 3–5 September 2002.

First regional sitting of Parliament



Government and Executive
Services Output

- Facilitated the consideration of 1,401 Executive Council Minutes.
- Processed 62,248 responses to correspondence addressed to the Premier, which is more than double the number of responses processed in 2002-03.
- Provided fixed wing services to meet emergency and other specified aviation needs of the community and the Government. During 2002-03 Government Air Wing aircraft flew a total of 866.2 hours. The details are as follows:

Hours flown by activity

Activity	Flying hours	% of total flying hours
Counter Disaster	3.6	0.42
Governor	21.5	2.48
Leader of Opposition	5.9	0.68
Maintenance	7.0	0.81
Ministerial	628.5	72.60
Organ Transplant Retrieval	164.2	18.90
Police	16.3	1.88
Search and Rescue	4.0	0.46
Training	6.7	0.77
Other	8.5	0.98
Total	866.2	100.00

- Compared to last year flying time for Ministerial and Governor work reduced by 0.45%.

Official travel by Ministers

Minister	Total hours
Hon T Barton	19.8
Hon P Beattie	94.1
Hon A Bligh	30.2
Hon S Bredhauer	27.6
Hon N Cunningham	30.4
Hon W Edmond	11.8
Hon M Foley	118.2
Hon P Lucas	24.6
Hon T Mackenroth	14.3
Hon T McGrady	22.5
Hon G Nuttall	6.4
Hon H Palaszczuk	72.0
Hon M Reynolds	62.2
Hon S Robertson	38.4
Hon M Rose	6.7
Hon R Schwarten	10.4
Hon J Spence	17.3
Hon R Welford	5.2
Hon D Wells	16.4

Future direction

- Facilitate the swearing-in of the 24th Governor of Queensland.
- Facilitate the dissolution of the 50th term of the Legislative Assembly of Queensland, the issuing of the writ for general election of the State of Queensland, the provision of comprehensive advice on the caretaker conventions during election period and the swearing-in of Ministers and the appointment of Parliamentary Secretaries following the general election.
- Facilitate the opening of the 51st term of the Legislative Assembly of Queensland.
- Continue implementation of the four key security and counter-terrorism projects which focus on critical infrastructure, government agencies, mass gatherings locations and facilities that house hazardous materials and dangerous goods.
- Improve information communications and technology mobility options for Ministers, the Opposition and staff, including systems that allow faster and more reliable access to computer systems when they are away from the office.



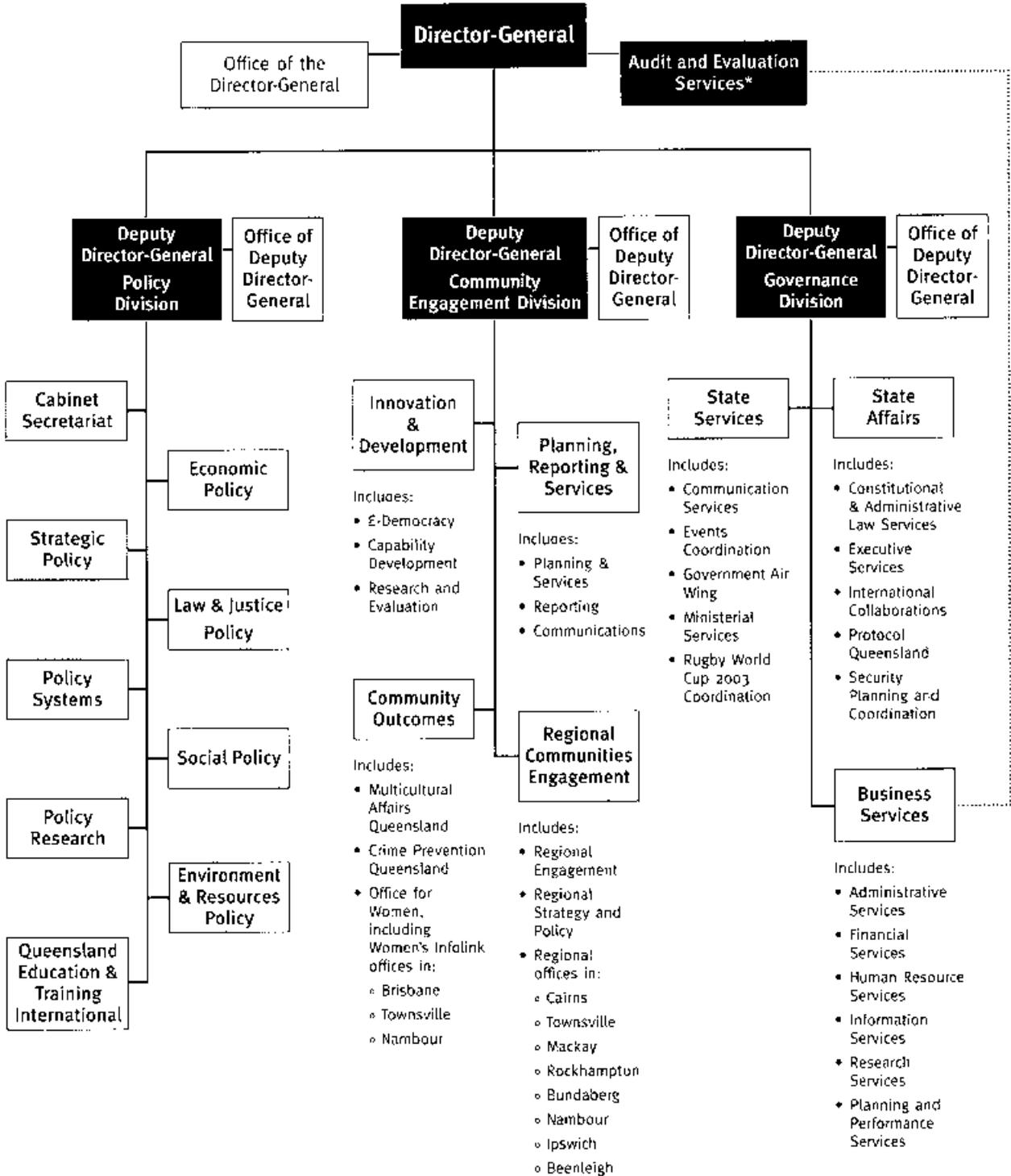
Executive Council Meeting in Townsville - from left: The Honourable Peter Beattie, MP, Premier and Minister for Trade, His Excellency Major General Peter Arnison AC, CVO Governor of Queensland and the Honourable Mike Reynolds, MP, Minister for Emergency Services and Assisting the Premier in North Queensland

**Corporate governance
and other reports**



Organisational chart

Organisational chart of the Department of the Premier and Cabinet



* Audit and Evaluation Services reports to the Director-General but is administratively responsible through Business Services.

Executive management group

Executive management group

Dr Leo Keliher BEd, MA, PhD

Dr Leo Keliher was appointed Director-General of the Department of the Premier and Cabinet in November 2001. He previously worked as Commissioner of the New South Wales Department of Corrective Services, as Director-General of Queensland Emergency Services, and within the Queensland Public Sector Management Commission.

Leo holds a Bachelor of Economics, with First Class Honours, and a Master of Arts from the University of Queensland, as well as a doctorate from the London School of Economics and Political Science at the University of London.

In addition, Leo is a director of South Bank Corporation and a member of the Great Barrier Reef Marine Park Authority.

Peter Bridgman BA (Hons), LLB (Hons)

Peter Bridgman joined the Department of the Premier and Cabinet in 1998 as Executive Director, Legal Policy. He was previously Corporate Legal Consultant with the Department of Primary Industries.

Peter became Deputy Director-General, Policy in 2000, transferring to Governance Division early in 2003.

Peter is a registered psychologist and a barrister. He is also co-author of *The Australian Policy Handbook*, a widely used textbook on public policy.

He is the State Government member of the National Counter Terrorism Committee and the Order of Australia Council. Other roles include directorships of Queensland Events Corporation Pty Ltd, and Riverfestival Brisbane Pty Ltd and membership of the Ideas at the Powerhouse Advisory Board, the Disaster Appeals Trust Fund Committee and the Queensland Commemorative Events and Celebrations Committee. Peter is also Executive Officer to the Parliamentary Contributory Superannuation Fund Trustees.

He was Cabinet Secretary in 2001, and in his current role is a Clerk of the Executive Council.

Peter has worked in the Queensland public sector since July 1981 in areas as diverse as agriculture, natural resource management, child welfare, corrections, legal services, computer systems management, human resource management, public administration and public policy.



From left: Michael Hogan, Rachel Hunter, Leo Keliher, Peter Bridgman and Uschi Schreiber

Michael Hogan BA (Hons), LLB

Michael Hogan is Deputy Director-General, Community Engagement Division. Michael joined the Department of the Premier and Cabinet in late October 2001.

The Community Engagement Division advises and supports the Premier in relation to the Government's commitment to enhance opportunities for effective participation in government decision-making.

In his role as Deputy Director-General, Michael is responsible for a Division comprising areas with a significant government-community engagement focus, including the Community Outcomes Branch comprising Office for Women, Multicultural Affairs Queensland and Crime Prevention Queensland, the Regional Communities Engagement Branch, and the Innovation and Development Branch comprising the E-Democracy Unit, Capability Unit and Research and Evaluation.

Michael was previously Director, Strategic Projects in the New South Wales Premier's Department and Director of the Public Interest Advocacy Centre, and has also worked in the New South Wales and Australian Law Reform Commissions and in the New South Wales Department of Youth and Community Services.

Uschi Schreiber BSocWk, Grad Cert (Management)

Uschi Schreiber has been in the role of Deputy Director General, Policy since January 2003.

In this role, she is responsible for all policy advice to the Premier, Cabinet and the Cabinet Budget Review Committee. This includes social and economic policy, law and justice policy, and environmental policy. Uschi leads the Queensland Government's cabinet and policy coordination processes which are based on close collaboration between all agencies. She also manages intergovernmental matters and directs the development of contemporary public policy on behalf of the Premier.

Uschi has an extensive background in the development and implementation of large scale public sector policy in the Queensland public sector. She has worked in Germany and Australia in areas as diverse as micro-economic reform, program management, budget development, health policy development, migrant education, children and youth services, disability and psychiatric services and community development. Uschi holds qualifications in social work and special education from Germany and in management from the University of Western Sydney. Uschi is also a recent graduate of the Executive Fellows Program of the Australian and New Zealand School of Government.

Rachel Hunter MBA, B Ed St, BA, Dip Ed

Rachel Hunter was appointed Queensland's Public Service Commissioner in December 2000. In this role Rachel is responsible for leading the development of a highly professional public service in the areas of organisational and executive capability and performance, public service reform and governance. These responsibilities include determining senior executive employment, mobility and development, ensuring that public service selection and recruitment processes are meritorious and providing leadership in the promotion of equal employment opportunities and in public service ethics.

Rachel has a Master of Business Administration, a Bachelor of Educational Studies, a Bachelor of Arts and a Diploma of Education.

As a member of the Department of the Premier and Cabinet's Executive Management Group Rachel is an independent contributor with whole-of-Government responsibilities.

Financial summary 2002-03

Parent entity analysis – Department of the Premier and Cabinet

The following analysis is provided to assist users in understanding the department's financial statements for 2002-03. Where appropriate, comparison has been provided to the 2001-02 financial statements.

Statement of Financial Performance	2003 (\$'000)	2002 (\$'000)
Revenues from ordinary activities	81,376	128,295
Expenses from ordinary activities	82,286	127,227

Revenue

The department's main revenue source is Output Revenue from the Queensland Government. In addition the department receives Commonwealth grant funding and revenue from user charges. In 2002-03 revenue was less than 2001-02 due to the finalisation of significant events including the Commonwealth Heads of Government Meeting (CHOGM) and celebrations associated with the Centenary of Federation.

Expenses

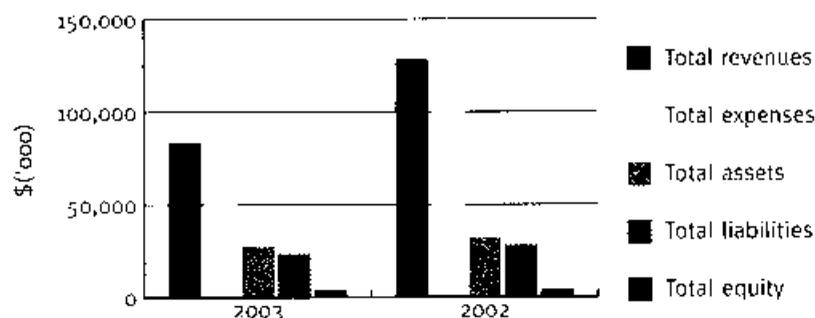
The major expenses associated with departmental activities include employee expenses, supplies and services, depreciation and amortisation of non-current assets and grants and subsidies. In 2002-03 the department's expenditure was less than 2001-02 due to the finalisation of significant events including the Commonwealth Heads of Government Meeting (CHOGM) and celebrations associated with the Centenary of Federation.

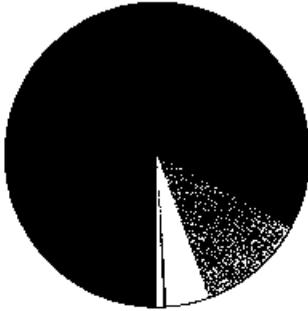
Statement of Financial Position	2003 (\$'000)	2002 (\$'000)
Total assets	27,796	32,656
Total liabilities	23,600	28,346
Total equity	4,196	4,310

The department maintained a sound Equity/Net Asset position at 30 June 2003 through effective asset management practices and the management of liabilities owing.

The following graph represents a comparison of the department's major financial items.

DPC parent entity

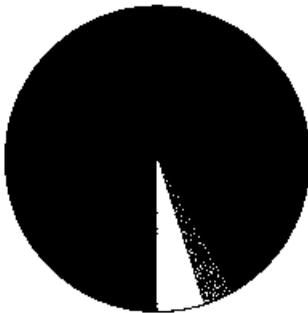


DPC Expenses by category for the year ended 30 June 2003

- Employee expenses
- Supplies and services
- Grants and subsidies
- Depreciation and amortisation
- Equity return
- Other

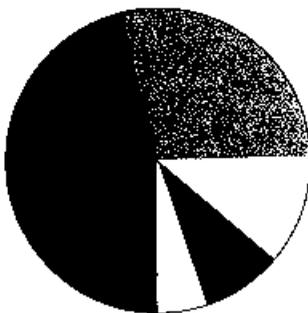
The department's expenditure is predominantly incurred on costs associated with its role of providing support to the Premier and Cabinet.

This graph depicts the department's expenditure by major resource category for 2002-03.

DPC Revenues by category for the year ended 30 June 2003

- Output revenue
- User charges
- Grants and other contributions
- Other

The department is predominantly funded by direct appropriation from Government. This graph highlights the department's funding sources.

DPC Expenses by output for the year ended 30 June 2003

- Policy Advice, Coordination and Cabinet Support
- Government and Executive Services
- Community Engagement
- Events, Protocol and Communication Services
- Legislative Drafting, Advisory and Information Services
- General Not Attributed

The department comprises five Outputs. This graph depicts the funding provided to each output as a share of total department funding.

Staffing summary

Staffing summary

Staffing profile

The Department of the Premier and Cabinet has 513 full-time equivalent employees.

The figure includes the 59 full-time equivalent employees of the Office of the Queensland Parliamentary Counsel. In addition the department employed 60 full-time equivalent employees for the provision of corporate services to the agencies:

- Department of State Development;
- Commission for Children and Young People; and
- Office of Public Service Merit and Equity.

The department employs people in a range of professions such as legal officers, pilots, communication officers and policy advisers.

Establishment

From 1 July 2002 several functions were transferred out of the department.

- Native Title Services transferred to the Department of Natural Resources and Mines;
- Cape York Justice Strategy transferred to the Department of Aboriginal and Torres Strait Islander Policy; and
- Office of Public Service Merit and Equity transferred to Office of the Public Service Commissioner.

Diversity management

The department values staff diversity, recognising that different skills, knowledge and experiences enhance the quality of its outputs. Strategic approaches undertaken by the department in 2002-03 to monitor and promote staff diversity include:

- ensuring information management practices support the capture and use of equal employment opportunity and diversity data;
- reviewing policies and practices to reflect the department's focus on valuing diversity;
- promoting a working environment that exemplifies fairness and employment equity and practices to ensure the elimination of systematic discrimination and harassment;
- enabling staff to manage their own careers and increase their skills, knowledge and job opportunities; and
- maximising and promoting the capacity for all staff to contribute to the department's performance and the creation of new ideas.

2002-03 highlights included:

- assessing the current diversity of the department's workforce, identify priority areas for improvement and recommend strategies;
- developing and implementing an indigenous employment strategy;
- implementing and regularly reviewing an annual graduate recruitment program;
- providing professional development activities targeting the elimination of harassment and discrimination;
- providing professional development activities in problem-solving and decision-making reflecting a collaborative and inclusive approach; and
- reviewing the department's mentoring program.

Staffing summary

Women

The department continues to demonstrate strong leadership and commitment in the support of women in middle management levels.

The Office of Public Service Merit and Equity established the following women in management targets:

- A06 and above (and equivalents): 35% by 2005; and
- Senior Officer (SO) and Senior Executive Service (SES) positions: 25% by 2005.

The department continues to exceed these targets.

	2000-01 %	2001-02 %	2002-03 %
Women in Management (A06+)	54.1	60.7	57.7
Women in Management (SO/SES)	40.6	35.1	45.1

These figures do not include women from the Office of the Queensland Parliamentary Counsel. Please refer to the Office of the Queensland Parliamentary Counsel Annual Report for their women in management statistics.

Voluntary early retirements (VER)

A total of seventeen (17) voluntary early retirements were approved. One was offered as the result of a role becoming surplus to requirements within the department, while the other sixteen (16) were offered as part of the Public Sector Workforce Renewal Initiative.

The total dollar value of all the voluntary early retirement severance payments amounted to \$923,679. The objective of the Workforce Renewal Initiative was to rejuvenate the Public Sector. Agencies re-examined priorities and looked at better ways to provide services. This initiative provided the opportunity for the department to review its workforce and change the mix of skills and abilities of employees. This enabled a better match between workforce capability and the services the department provides.

Enterprise bargaining

The State Government's Certified Agreement 2000 initiatives have been maintained during the 2002-03 period. The Agency Consultative Committee, comprising representatives of the department, its associated agencies and the union, met monthly to make decisions and progress policy regarding the agreement's initiatives.

Specific outcomes achieved by the Agency Consultative Committee include:

- monitoring the availability of training to ensure it met requirements of the agreement;
- progressing agency policy issues;
- addressing agency industrial relations issues and making consultative decisions;
- publishing articles in departmental newsletter and maintaining an intranet site to increase staff awareness of the agreement;
- reviewing statistical reports to monitor employment practices; and
- ensuring salary packaging is available for staff.

Initiatives of the Agreement have been maintained since the Agreement expired in April 2003.

Corporate governance

Corporate governance is the system by which organisations are directed and controlled. The system works to assure stakeholders that activities are being undertaken with due diligence and accountability. A governance structure specifies the distribution of responsibilities, outlines the criteria for making decisions on corporate affairs, sets organisational objectives and monitors performance.

The Director-General is accountable to the Premier for the effective operational performance of the department. A transparent management system supports the Director-General in discharging his responsibilities, the components of which are outlined below.

Executive Management Group

The Executive Management Group ensures the effective management of resources, accountability and integrity within the department, while providing a high level of support and advice to the Premier. The group fosters an underlying value system through corporate leadership and is responsible for the department's overall strategic direction, as well as resource planning and allocation.

The group comprises the department's Director-General (Chairperson), the Deputy Directors-General of Policy, Community Engagement and Governance Divisions and the Public Service Commissioner, who is an independent contributor who also has whole-of-Government responsibilities.

Audit Committee

The Audit Committee provides a quality assurance review on the effectiveness of the department's financial management structures. The committee's primary role is to support the Director-General's financial management responsibilities under the *Financial Administration and Audit Act 1977*.

The committee's membership comprises Executive Management Group, the Executive Director, Business Services and the Executive Director, Corporate Development, Environmental Protection Agency. The Executive-Director, Audit and Evaluation Services, attends in a supporting role and a representative of the Queensland Audit Office also attends in an observer capacity.

The Audit Committee met on four occasions during the year to review the progress towards achieving the department's audit plan and to assess internal audit reports and evaluations. The committee also reviewed the department's financial statements prior to their finalisation.

Finance Committee

The Executive Management Group sits on a monthly basis as the Finance Committee to review the department's financial position. The committee reviews a range of resource and budgetary issues and ensures resource allocation aligns with government and departmental objectives and priorities.

Risk Management Committee

The *Financial Management Standard 1997* requires the Director-General to develop and implement systems to effectively manage risks that may affect the department's operations.

The department has adopted a risk management policy which is based on appropriate internal controls. Risk management is integrated into departmental policies and practices and the strategic and business planning cycle.

The department's Executive Management Group functions as the Risk Management Committee to address risk management issues in accordance with its Terms of Reference.

Workplace Health and Safety Committee

The department's Workplace Health and Safety Committee meets quarterly and is chaired by the Director, Human Resource Services and comprises the Workplace Health and Safety Officer and representatives from each location within the department and associated agencies.

The following is a summary of workplace health and safety activities and decisions:

- extensive communication to agency of responsible officers and health and safety initiatives;
- monitored and investigated incident reports;
- dedicated training of representatives in health and safety issues;
- maintained the intranet site to include relevant workplace health and safety information;
- offered influenza vaccinations to all staff;
- provided access to a carers' room and sick room for staff;
- representatives conducted bi-monthly observations of work areas to identify potential hazards; and
- encouraged completion of Hazard Identification forms to record actions taken to prevent injury.

Information Steering Committee Working Party

The Information Steering Committee Working Party has responsibility for ensuring the department's deployment of information technology is directed at the effective and efficient management of the department's information resource. It also ensures that appropriate security measures are developed, endorsed, instituted and monitored. The Committee reports to the Executive Management Group.

The Committee meets fortnightly and members are drawn from each of the divisions within the Department of the Premier and Cabinet, the Office of Public Service Merit and Equity, the Commission for Children and Young People, the Office of the Queensland Parliamentary Counsel, and external representation is provided by the Department of State Development.

Strategic planning and performance reporting

Our planning processes enable us to review our past achievements and to plan for the future. This helps us clarify the focus of our business and ensure that we are doing the most appropriate things to the highest level of quality in order to meet our responsibilities. Our planning processes make clear the results we want to achieve and the strategies we will use in achieving these goals as well as providing for measuring our progress towards desired results.

Monitoring and reporting are key components of the accountability framework, and we undertake a number of activities throughout the financial year to benchmark our performance and ensure that operations were effective.

Ethics and Code of Conduct

The *Public Sector Ethics Act 1994* requires that the Department of the Premier and Cabinet provides ongoing education and information to staff regarding the Code of Conduct.

The Code of Conduct and anti-discrimination training sessions have been delivered both in Brisbane and regional centres. These sessions are important in enhancing knowledge and understanding of the expected standards of official conduct, relationships and behaviour in the workplace. The Code of Conduct also provides a framework for ethical decision-making and judgment.

The department has a Trained Referral Officer Network (TRO). These skilled officers provide advice and referral services to employees affected by harassment and discrimination issues. TRO network members are located both in Brisbane and regional centres.

The department continues to work toward the elimination of workplace harassment, sexual harassment and discrimination in its workplaces by:

- promoting awareness of the policies relating to these issues;
- conducting regular training and information sessions in various work locations in the State; and
- maintaining rigorous complaint and grievance resolution mechanisms.

The department also administers a comprehensive induction program for all new employees. New employees initially attend an informal orientation with a Human Resource Consultant and a formal induction program is held every three months to showcase the functions of all work units and outline conditions of employment and entitlements.

The intranet also provides a wide range of information on policies, guidelines and a self-paced online induction.

Shared Service Initiative

The Shared Service Initiative is a whole-of-Government approach to corporate services delivery. The vision is to provide quality and cost effective corporate support services to multiple customers from centres of excellence. This is achieved through consolidating corporate services functions in all agencies across government into five large-scale and two smaller-scale shared service providers and a technology centre of skill. These providers are hosted by an existing government department and provide services to a cluster of client agencies.

The initial establishment of the shared service providers occurred on 1 July 2003, in accordance with the timetable approved by the Government. Many corporate services professionals in this agency who provide corporate services functions including finance, human resources (including payroll), and corporate systems support, transitioned to the agency's shared service provider or technology centre of skill on this date.

In addition, the assets and liabilities associated with the delivery of corporate services transferred to the new providers.

Legislation

Acts administered by the department on behalf of the Premier during 2002-03.

Assisted Students (Enforcement of Obligations) Act 1951
Australian Constitutions Act 1842 (Imperial)
Australian Constitutions Act 1844 (Imperial)
Australian Waste Lands Act 1855 (Imperial)
Badge, Arms, Floral and other Emblems of Queensland Act 1959
Century Zinc Project Act 1997 (ss1-4, 5(1), 8, 18-20)
Commission for Children and Young People Act 2000
Commonwealth Powers (Air Transport) Act 1950
Constitution Act 1867
Constitution Act Amendment Act 1890
Constitution Act Amendment Act 1934
Constitution of Queensland 2001
Constitutional Powers (Coastal Waters) Act 1980
Crime and Misconduct Act 2001
Crown Employees Act 1958
Equal Opportunity in Public Employment Act 1992
Financial Administration and Audit Act 1977 (pts 1, 5-6)
*Governors (Salary and Pensions) Act 2003**
*Governors' Pensions Act 1977***
*Governor's Salary Act 1872***
Legislative Standards Act 1992
Misconduct Tribunals Act 1997
Off-shore Facilities Act 1986
Ombudsman Act 2001
Parliament of Queensland Act 2001
Parliamentary Contributory Superannuation Act 1970 (jointly administered with the Deputy Premier, Treasurer and Minister for Sport)
Parliamentary Service Act 1988
Public Sector Ethics Act 1994
Public Service Act 1996
Queensland Boundaries Declaratory Act 1982
Queensland Coast Islands Act 1879
Queensland Competition Authority Act 1997 (jointly administered with the Deputy Premier, Treasurer and Minister for Sport)
Queensland International Tourist Centre Agreement Act Repeal Act 1989
Reprints Act 1992
*Research Involving Human Embryos and Prohibition of Human Cloning Act 2003****
Senate Elections Act 1960
South Bank Corporation Act 1989
Standard Time Act 1894
Statute of Westminster 1931 (Imperial)
Statute of Westminster Adoption Act 1942 (Commonwealth)
Statutory Instruments Act 1992
Whistleblowers Protection Act 1994
Witness Protection Act 2000

* This Act was assented to on 16 May 2003.

** These Acts were repealed on 16 May 2003.

*** This Act was assented to on 18 March 2003.

Statutory bodies
Consultancies

Statutory bodies

Body	Constituting Act	Annual reporting arrangements
Queensland Auditor-General	<i>Financial Administration and Audit Act 1977</i>	Annual report to Parliament
Commission for Children and Young People	<i>Commission for Children and Young People Act 2000</i>	Annual report to Parliament
Crime and Misconduct Commission	<i>Crime and Misconduct Act 2001</i>	Annual report to Parliament
Integrity Commissioner	<i>Public Sector Ethics Act 1994</i>	Annual report to Parliament
Misconduct Tribunals	<i>Misconduct Tribunals Act 1997</i>	Annual report to Parliament
Office of the Public Service Commissioner	<i>Public Service Act 1996</i>	Annual report to Parliament
Office of the Queensland Parliamentary Counsel	<i>Legislative Standards Act 1992</i>	Annual report to Parliament
Public Interest Monitor (jointly administered with the Minister for Police and Corrective Services)	<i>Crime and Misconduct Act 2001</i> <i>Police Powers and Responsibilities Act 2000</i>	Annual report to Parliament
Queensland Competition Authority (jointly administered with the Deputy Premier, Treasurer and Minister for Sport)	<i>Queensland Competition Authority Act 1997</i>	Annual report to Parliament
South Bank Corporation	<i>South Bank Corporation Act 1989</i>	Annual report to Parliament
The Ombudsman	<i>Ombudsman Act 2001</i>	Annual report to Parliament
Trustees of the Parliamentary Contributory Superannuation Fund (jointly administered with the Deputy Premier, Treasurer and Minister for Sport)	<i>Parliamentary Contributory Superannuation Act 1970</i>	Annual report to Parliament

Consultancies

Category	*\$'000
Communications	30
Management	237
Professional-Technical	57
Total	324

* These figures exclude GST.

Costs of boards and committees

In 2002-03 committees incurred the following expenses.

Board or committee	Total expenses
Australian South Sea Islander Board of Advice	\$21,156.00
Multicultural Women's Advisory Committee	\$9,116.00
Queensland Commemorative Events and Celebrations Committee	\$8,228.00
Queensland Education and Training Export Board	\$8,400.00

Public interest disclosure

Guidelines for the Protection of Disclosures and the Investigation of Public Interest Disclosures are available to all departmental officers. No public interest disclosures were received by the department in 2002-03.

Waste management

The Department of the Premier and Cabinet is committed to the Queensland Government's strategies relating to waste management. A departmental *Waste Management Strategic Plan (WMSP)* was developed in June 2002 in accordance with the requirements of the *Environmental Protection (Waste Management) Policy 2000*.

The department accesses a wide variety of recycled stationery products. Equipment such as photocopiers and printers are purchased with autpower save features. The energy efficiency of all technology products are assessed prior to their purchase. The department also has a toner recycling project in place where all cartridges are recycled. Other energy saving initiatives include limiting power supply to computers at night and installing timing systems for lights and air-conditioning after hours.

The Department of Public Works provides direction on waste management practices and processes in government owned and leased buildings.

Overseas travel

Overseas travel

Name of officer and position	Destination	Reason for travel	Agency cost	Contribution from other agencies or sources
Belinda Morris Manager Protocol Queensland	India	Accompanied the Premier on a business delegation and trade mission.	\$14,704.00	Nil
Bronwyn Davies ^{b,c} Functions and Protocol Coordinator	New Zealand	Accompanied the Premier on a business delegation and trade mission.	\$2,442.00	Nil
Bronwyn Davies Functions and Protocol Coordinator	United Kingdom	Accompanied the Premier on a business delegation and trade mission.	\$19,944.00	Nil
Calvin Grady Pilot	United States	Attended Flight Simulator Training.	\$9,219.00	Nil
Dr Leo Keliher Director-General	India	Accompanied the Premier on a business delegation and trade mission.	\$14,634.00	Nil
Dr Leo Keliher ^b Director-General	Papua New Guinea	Accompanied the Premier on a business delegation and trade mission.	\$349.29	Nil
Dr Leo Keliher Director-General	United Kingdom	Accompanied the Premier on a business delegation and trade mission.	\$22,390.00	Nil
Dr Leo Keliher Director-General	United States	Accompanied the Premier on a business delegation and trade mission.	\$22,773.00	Nil
Gavin Turner ^b Pilot	New Zealand	Accompanied the Premier on a business delegation and trade mission.	\$557.75	Nil
Gavin Turner ^b Pilot	Papua New Guinea	Accompanied the Premier on a business delegation and trade mission.	\$351.39	Nil
Gavin Turner Pilot	United States	Attended Flight Simulator Training.	\$8,547.00	Nil
John Litzow ^b Pilot	New Zealand	Accompanied the Premier on a business delegation and trade mission.	\$557.76	Nil
John Litzow ^b Pilot	Papua New Guinea	Accompanied the Premier on a business delegation and trade mission.	\$351.38	Nil
Kathryn Anderson Director, Policy Research	United Kingdom	Undertook an officer exchange in the United Kingdom Cabinet Office.	\$2,787.00	Nil
Michael Hogan Deputy Director-General	United Kingdom	Participated at the Commonwealth Association of Public Administration Management's Biennial Conference.	\$12,865.00	Nil
Michelle Allan Manager Queensland Education and Training International	Japan	Coordinated the Queensland Education and Training Roadshow to Japan.	\$8,833.00	Nil

Overseas travel

Name of officer and position	Destination	Reason for travel	Agency cost	Contribution from other agencies or sources
Miles Currington Chief Pilot	United States	Attended Flight Simulator Training.	\$9,219.00	Nil
Paul Braddy ^a Chair Queensland Education and Training Export Board	China	Official opening of Queensland Education Exhibition; met with senior Government officials and industry representatives, encouraged further development of links and strengthened ties between China and Queensland.	\$9,053.00	Nil
Paul Braddy ^a Chair Queensland Education and Training Export Board	Japan	Coordinated the Queensland Education and Training Regional Roadshow to Japan.	\$8,357.00	Nil
Paul Braddy ^a Chair Queensland Education and Training Export Board	United States	Met with key USA education bodies; promoted study opportunities in Queensland; developed intelligence about the opportunities that will emerge from the potential free trade agreement.	\$17,275.00	Nil
Scott Sheppard Director Queensland Education and Training International	China	Accompanied the Minister for Education and Senior Delegation to a range of activities in key economic centres in China.	\$8,832.00	Nil
Scott Sheppard Director Queensland Education and Training International	China	Official opening of Queensland Education Exhibition; met with senior Government officials and industry representatives, encouraged further development of links and strengthened ties between China and Queensland.	\$8,500.00	Nil
Scott Sheppard Director Queensland Education and Training International	United States	Met with key USA education bodies; promoted study opportunities in Queensland; developed intelligence about the opportunities that will emerge from the potential free trade agreement.	\$17,275.00	Nil
Steve Webb ^b Principal Visits and Protocol Coordinator	Papua New Guinea	Accompanied the Premier on a business delegation and trade mission.	\$320.35	Nil
Steve Webb Principal Visits and Protocol Coordinator	United States	Accompanied the Premier on a business delegation and trade mission.	\$20,830.00	Nil

Pilots from the Government Airwing also flew to New Zealand to retrieve organs for life-saving organ transplants. The pilots included Dave Champion, Miles Currington, Roger Harrison, John Litzow and Gavin Turner

^a These are non-departmental officers

^b For operational convenience the Premier used the Government Jet for this trade mission

^c This officer travelled on a commercial airline as well as the Government Jet for the trade mission

Grant recipients

Grant recipients

The Department of the Premier and Cabinet allocated grants to community organisations for community development and community relations projects under programs such as the Multicultural Assistance Program. Recipients of these grants included:

AB's Trek for Kids Foundation
 Abused Child Trust
 Access Arts Inc
 Access Inc
 All Hallow's School
 Association of Marine Park Tourism Operators
 Austcare
 Australia Japan Society in Far North Queensland Inc
 Australian College of Tropical Agriculture
 Australian Federation of University Women Queensland Inc
 Australian Indigenous Rugby League Aboriginal Corporation
 Australian Institute of Criminology
 Australian Italian Festival
 Australian Red Cross Society Queensland
 Belyando Shire Council
 Bray Park State School P & C Association
 Brisbane Broncos Old Boys
 Brisbane City Council
 Brisbane Ethnic Music & Arts Centre Inc
 Brisbane Tramway Museum
 Brisbane Valley Multicultural Association Incorporated
 Brisbane Youth Service
 Buddha's Light International Association of Queensland Inc
 Caboolture Shire Council
 Cairns City Council
 Canberra Bushfire Recovery Appeal
 Cape York Land Council
 Centacare Cairns
 Central Queensland University
 Children's Leukaemia & Cancer Society Inc
 Christian Television Australia Ltd
 Conference Solutions Pty Ltd
 Congregation Christian Church in Samoa Australia (Ipswich)
 Contact Inc
 Country Women's Association National Conference 2003
 Creche and Kindergarten Association Inc.
 Ethnic Communities Council of Queensland
 Ethnic Community Care Link Inc
 Eudlo State School P & C Association
 Fiji Community Association of Queensland Inc
 Fortitude Valley & Districts Chamber of Commerce Inc
 Friends of the Earth-Brisbane Co-Op
 General Douglas Macarthur Brisbane Memorial Trust
 Gin Gin & District Alliance
 Gladstone City Council
 Gold Coast City Council
 Gold Coast Multicultural Arts Group
 Golden Valley Keperra & Brisbane Lions Club
 Goodna Youth Services Inc
 Greek Orthodox Community of Saint George
 Griffith University
 Guides Queensland
 Happy Seniors Club of Brisbane Inc
 Hear & Say Centre for Deaf Children
 Hindu Society of Queensland Inc
 Housing Queensland
 Inglewood Olive Festival
 Ipswich City Council
 Iranian Society of Queensland
 Isis Multicultural Association Inc
 Italian School Committee Inc
 James Cook University
 Johnstone Shire Council
 Joskeleigh Community Association
 Karuna Hospice Service
 Keriba Wamgun Aboriginal and Torres Strait Islander Corporation for Women
 La Boite Theatre
 Lifeline Brisbane
 Lifeline Community Care
 Lions Club of Brisbane Macgregor Inc
 Livingstone Shire Council
 Local Area Division of General Practice
 Local Government Association of Queensland

Grant recipients

Logan City Council
 Logan City Multicultural Neighbourhood Centre
 Longreach Archival & Historical Research Group Inc
 Mackay City Council
 Marceba Shire Council
 Maroochy Neighbourhood Centre
 Maroochy Shire Council
 Mater Children's Hospital
 Migrant Education & Cultural Development Association
 Migrant Resource Centre - Townsville - Thuringowa Ltd
 Mission Australia
 Multicultural Association of Caboolture Shire Inc
 Multicultural Centre for Mental Health & Well-Being Inc
 Multicultural Community Centre Ltd
 Multicultural Development Association Inc
 Multicultural Families Organisation Inc
 Murilla Shire Council
 National Accreditation Authority for Translators and Interpreters
 National Association of Women in Construction Ltd
 National Stroke Foundation
 National Trust St John's Cathedral Completion Fund
 National Youth Science Forum
 New Farm Neighbourhood Centre
 Paddling Through History Assoc Inc
 Palms Australia
 Persian Cultural and Education Centre Inc
 Playlab
 Queensland Catholic Education
 Queensland Council of Social Service Inc
 Queensland Folk Federation Inc
 Queensland History Teachers' Association
 Queensland Muscular Dystrophy Association Inc
 Queensland Paralympic Committee
 Queensland Police Citizen's Youth Club
 Queensland Sacred Music Festival Management Company Ltd
 Queensland Tertiary Education Foundation
 Queensland University of Technology
 Redbank Plains State High School P & C Association
 Rockhampton City Council
 Rotary Club of Brisbane West Inc
 Rotary Club of Bundaberg Sunrise
 Rotary Club of Ipswich City Inc
 Royal Women's Hospital Research and Development Foundation
 Returned and Services League (Queensland Branch)
 SIDS and Kids Queensland
 Sinhala Association of Queensland Inc
 Society of St Vincent De Paul
 Sunshine Sanctuary Association
 Southwest Progress Association Inc
 Special Children's Christmas Party
 SPK Housing Group Ltd
 St Joseph's Nudgee Junior College
 St Paul's Presbyterian Church
 St Peters Lutheran College
 Surfers Sunrise Wheelchair Trust
 Te Kohanga Ote Whenua Hou
 The Australian & New Zealand School of Government Ltd
 The Ethnic School Association of Queensland Inc
 The Filipino Australian Foundation Queensland Inc
 The Salvation Army
 The Smith Family
 The Surf Life Saving Foundation
 Toowoomba City Council
 Townsville City Council
 Townsville Enterprise Limited
 Townsville Greek & Cultural Festivals Inc
 Townsville Multicultural Support Group Inc
 Trinity Anglican School
 University of Canberra
 University of Queensland
 University of Southern Queensland
 University of the Sunshine Coast
 Vietnamese Community in Australia, Queensland Chapter
 West Moreton Migrant Resource Service
 Womens Health Awareness Group of Gladstone Inc
 Yag'ubi Festivals Association Inc
 Young Women's Christian Association of Brisbane
 Youth Affairs Network of Queensland

Premier's report on treaties

Premier's report on treaties

In April 2000, the Legislative Assembly's Legal, Constitutional and Administrative Review Committee tabled its report on *The Role of the Queensland Parliament in Treaty Making*. The Committee recommended that, in addition to tabling information from the Commonwealth Parliament's Joint Standing Committee on Treaties about proposed treaty actions, the Premier should, at any time but at least annually, report to the Queensland Parliament on

- (a) any substantive issues for Queensland arising out of particular treaties during the reporting period; and
- (b) the adequacy of the treaty making and consultation process from Queensland's perspective.

In response to the Committee's report the Premier agreed to implement this recommendation by reporting on these matters in his department's annual report.

On nine occasions this year the Premier tabled notification about the Joint Standing Committee on Treaties' review of the Commonwealth Government's proposal to take legally binding action. The notifications comprised 16 bilateral and 16 multilateral treaties. National interest analyses, prepared by the Commonwealth, for each treaty were also tabled.

The bilateral agreements covered the following issues:

- reciprocal health or medical treatment for visitors;
- reciprocal social security arrangements;
- educational and cultural exchange arrangements with the USA;
- arrangements for utilising sea-bed petroleum deposits in the Timor Sea;
- trade and promotion and protection of investments;
- taxation;
- security measures for the protection of classified information;
- air services; and
- assistance in criminal matters.

The multilateral treaties related to:

- environmental protection and conservation issues: *Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean; Convention on the Control of Harmful Anti-fouling Systems on Ships; Convention on International Trade in Endangered Species of Wild Fauna and Flora; Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management; International Convention for the Regulation of Whaling; Convention on the Conservation of Migratory Species of Wild Animals;*
- maritime issues: *Convention for the Safety of Life at Sea 1974 and International Ship and Port Security Code; Convention for the Prevention of Pollution from Ships; Convention on Civil Liability for Oil Pollution; Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage;*
- international labour organisation conventions;
- sustainable resources: *Treaty on Plant Genetic Resources for Food and Agriculture;* and
- cooperative research: *Agreement to Extend 1987 Regional Agreement for Research, Development and Training Related to Nuclear Science and Technology.*

Substantive issues for Queensland

The treaties of most impact for Queensland from those tabled in the Commonwealth Parliament this year relate to trade, environmental protection and security.

The *Singapore - Australia Free Trade Agreement* supports targets in Queensland's trade strategy, particularly with regard to increasing knowledge intensive industries. The Agreement provides increased export opportunities for Queensland companies involved in the professional services sector.

It will enhance Queensland higher education and training providers' ability to enter into joint ventures with Singaporean companies for delivery of services in Singapore and third markets. Other features of the Agreement providing for harmonisation of export procedures will assist Queensland's food exporters. Queensland companies engaged in business in Singapore will benefit from easier temporary entry arrangements for personnel. The Queensland Government worked closely with the Commonwealth Government during the two year negotiation of this Agreement to ensure maximum benefits were obtained for Queensland industry while sensitive regulated activity was protected.

The Queensland Government took a strong interest in the negotiation of *Air Services Agreements* with several countries. These agreements open up new air service routes for freight and passenger transportation and play an important role in facilitating trade and tourism.

Several treaties relating to the marine environment are significant to Queensland for the added protection they afford to Queensland's coastal waters and the Great Barrier Reef in particular. The *Convention on the Control of Harmful Anti-Fouling Systems on Ships* provides for the banning of the use of organotin compounds used on ship hulls to prevent the growth of algae and other marine pests. These compounds pose a substantial risk of toxicity to important marine organisms as well as a risk to human health from the consumption of affected seafood. The Convention will reduce the potential for harm to Queensland fish habitats and fisheries fauna which has flow-on benefits for marine-based tourism and commercial fishing industries.

The Queensland Government supported ratification of an annex to the Convention for the Prevention of Pollution from Ships that relates to sewerage discharge from ships as it will provide positive environmental outcomes and benefit the fishing and marine-related tourism industries. As this treaty only applies to ships that engage in international voyages it will not impact on fishing and smaller commercial vessels operating in Queensland waters. Queensland's *Transport Operations (Marine Pollution) Act 1995* applies to all vessels operating in Queensland waters. The Queensland Government is working with the Commonwealth to ensure an adequate and consistent regulatory framework is applied through the domestic implementation of this treaty.

Two conventions relating to liability and compensation for marine oil pollution damage were also supported. Incidents of ships being grounded off the Queensland coast highlight the significant risk and potential costs associated with oil pollution damage. These conventions will ensure appropriate responsibility is borne by the shipping industry by establishing a regime of strict liability for shipowners and creating a scheme of compulsory insurance funded by levies on shipping.

The Queensland Government supported, and actively engaged in the negotiations for, the *International Treaty on Plant Genetic Resources for Food and Agriculture*. This treaty provides for security of access to germplasm for agricultural and plant breeding industries, which is essential for a number of Queensland's research efforts. All Queensland's plant breeding programs for commercially grown agricultural crops are reliant on continued access to international germplasm to improve local varieties. This treaty has strategic benefits for Queensland's agricultural sector.

Premier's report on treaties

The *International Ship and Port Security Code of the International Convention for the Safety of Life at Sea* was supported by the Queensland Government for the enhancement it provides to port security arrangements. However the Commonwealth's proposed implementation of the Code raised significant issues of cost impacts, adequacy of coverage and potential inconsistencies in application arising from differing jurisdictional responsibilities for ports. The Queensland Government raised concerns about the passenger shipping industry's ability to defray additional charges in relation to the cargo shipping industry and the impact that this may have on Queensland's emerging cruise shipping initiatives.

Current treaty negotiations of importance for Queensland include the World Trade Organisation's current round of negotiations, particularly outcomes on market access for agricultural products, bilateral Free Trade Agreements, Kyoto Protocol to the Framework Convention on Climate Control, and the United Nations Draft Declaration on the Rights of Indigenous Peoples.

Adequacy of the treaty making consultation process

The essential elements of the Council of Australian Governments *Principles and Procedures for Commonwealth-State Consultation on Treaties* are reflected in practice. Changes made to the treaty making and consultation process this year have strengthened the State's ability to effectively participate in the process.

In August 2002, the Commonwealth Government announced changes to the timeframes provided for the Parliament's Joint Standing Committee on Treaties (JSCOT) to review treaties tabled in Parliament. Two categories of treaty actions have been created. Category A treaties, comprising non controversial, routine treaty actions, continue to be considered and reported on within 15 parliamentary sitting days. The period for reporting on Category B treaties, comprising those involving significant political, economic or social issues, was extended to 20 parliamentary sitting days. These changes provide scope for the Queensland Government to consider the proposed treaty actions more fully before providing comment to JSCOT on their impacts. Issues raised in Queensland Government submissions to JSCOT are regularly noted in its reports.

Schedules, listing the current treaties under active consideration or negotiation by the Commonwealth Government, provide an alert mechanism for State and Territory Governments to indicate their interest in being directly consulted on treaties of jurisdictional and policy significance. They are issued to State and Territory Governments twice a year. The format and content of these schedules has been modified to meet the needs of state governments for timely and relevant information about current treaty negotiations.

Access to up-to-date, comprehensive information about the status of treaty actions has been enhanced by the development of the Australian Treaties Database, managed by the Department of Foreign Affairs and Trade. This web-based research tool assists the Queensland Government to quickly identify the current status of any treaty signed by Australia and access a range of documents associated with the ratification and implementation of a treaty.

State Government involvement in the treaty-making process requires a continuous improvement approach. Further areas for improvement include ensuring States have an opportunity to comment on draft national interest analyses prepared by the Commonwealth on each treaty prior to tabling the treaty in Parliament, and giving more attention to identifying likely impacts of domestic implementation prior to ratifying a treaty. Issues affecting jurisdictional responsibility require early identification for effective resolution. The Queensland Government will continue to play a strong role across a range of forums to improve Commonwealth-State consultation on treaty negotiations and to achieve positive outcomes for Queensland.

Statement of affairs

The object of the *Freedom of Information Act 1992 (Qld)* (FOI Act) is to extend as far as possible the right of the community to have access to information held by the Queensland Government. Public contribution to decision-making processes continues to be a focus for the Department of the Premier and Cabinet and examples of how the department has involved Queenslanders is documented in the reports on the Outputs.

Advisory bodies which have been established to advise the department

Section 18(f) of the FOI Act requires departments to list advisory bodies that have been established to provide advice to the department and whose meetings or minutes are open to the public. The department has established the Anti-Racism Reference Group.

Information held by the department

The department holds a wide range of documents including personnel files, contracts and agreements, policies and procedures, publications (eg. brochures, reports and videos), and departmental records (eg. briefing notes, correspondence, meeting minutes).

The departmental records management system enables document searching by category and subject matter as well as tracking the movements of documents for easy location.

Accessing departmental documents

Persons wishing to make a Freedom of Information (FOI) application should lodge a request in writing, if possible using the application form available from the department's FOI Coordinator (telephone 07 3224 4808).

Requests should state the applicant's full name, address and contact details, explain what information is being sought, and clarify whether the request is in relation to personal or non-personal affairs. Requests relating to personal affairs will require proof of identity. Requests relating to non-personal affairs will attract an application fee of \$32.50 which should be included with the application.

Timeframes for applications

Following are the timeframes for processing and deciding FOI applications according to the FOI Act. Note that these time limits can be extended in various circumstances.

Day 1	Application received
Day 14	Notify applicant of receipt of application
Day 45	Decision required if: <ul style="list-style-type: none"> ▪ personal documents and no consultation needed ▪ non-personal documents created after November 1987 and no consultation needed.
Day 60	Decision required if: <ul style="list-style-type: none"> ▪ personal or non-personal documents created after November 1987, and consultations needed ▪ non-personal documents created prior to November 1987, and no consultation needed.
Day 75	Decision required if: <ul style="list-style-type: none"> ▪ non-personal documents created prior to November 1987 and consultation needed.

Consultation refers to instances where the decision-maker needs to consult with a third party regarding particular documents.

Statement of affairs

Access to documents

Should access be refused or deferred, a letter will be forwarded outlining the reasons for the decision and the applicant's rights to obtain a review of the decision.

If access is permitted, a time will be negotiated for the applicant to review the documents, usually in the Freedom of Information Reading Room of the Executive Building.

Amendment of personal affairs information

Applicants can request amendment of documents relating to their personal affairs if they believe that they are inaccurate, incomplete, misleading or out-of-date. Applications should be in writing and contain contact details and particulars of information to be changed.

Fees and charges

There are no charges for applications relating to an applicant's personal affairs. In addition, individuals and not-for-profit organisations are eligible to apply for a waiver of charges on the grounds of financial hardship if they meet certain criteria.

Requests relating to non-personal affairs attract the following fees:

- \$32.50 application fee (to be provided at time of application).
- No charge for first 2 hours of application processing (including searching, retrieving, examining and scheduling documents).
- \$5.00 per 15 minutes or part thereof for processing time above 2 hours.
- \$5.00 per 15 minutes or part thereof for supervision of inspection of documents.
- \$0.20 per photocopied black and white A4 page.
- Additional charges may be payable for providing copies of documents other than black and white A4 photocopies.

Fees and charges can be paid by cash, postal order or cheque made payable to the Department of the Premier and Cabinet.

Contacting the FOI Coordinator

The department's FOI Coordinator can be contacted by telephone at 07 3224 4808 during regular business hours for information and assistance. Applications can be sent to the FOI Coordinator at:

- Post: PO Box 185 Albert Street, Brisbane 4002
- Deliver: Executive Building, 100 George Street, Brisbane (during business hours)
- Facsimile: 07 3229 7494

The Freedom of Information Coordinator for the Department of the Premier and Cabinet processes applications for the department and the Office of the Public Service Commissioner. There are also a number of associated agencies within the Premier's portfolio to which applications may be made. Contact details are as follows:

- | | |
|---|--------------|
| • Office of the Premier | 07 3224 4500 |
| • Queensland Ombudsman | 07 3229 5116 |
| • Office of the Queensland Parliamentary Counsel | 07 3237 0466 |
| • Queensland Audit Office | 07 3405 1100 |
| • South Bank Corporation | 07 3846 2000 |
| • Queensland Events Corporation Pty Ltd | 07 3222 1000 |
| • Commission for Children and Young People | 07 3247 5525 |
| • Office of the Queensland Integrity Commissioner | 07 3224 2351 |
| • Crime and Misconduct Commission | 07 3360 6119 |

Register of policy and other documents

Policy Division

Policies

- Are you of Aboriginal or Torres Strait Islander Origin? - why you are asked this question (*brochure*)
- Beyond a Quick Fix: Queensland Drug Strategic Framework 1999-2000 to 2003-2004
- Indigenous Identification Training Module
- Premier's Policy Scan
- Queensland Cabinet Handbook 2000...\$22.00 (*under revision*)
- Queensland the Smart State - Putting Families First
- Queensland the Smart State - The Future is Here
- Reef Water Quality Protection Plan: For catchments adjacent to the Great Barrier Reef World Heritage Area (*Public Consultation Draft May 2003*)
- Residential Services Reform for boarding houses, hostels, aged rental complexes and supported accommodation (*brochure*)
- Strategic Directions: Investing in Queensland's Community Services

Community Engagement

Policies

- Multicultural Queensland Policy 1998
- Multicultural Queensland Policy - Guidelines for Agency Planning & Reporting
- Queensland Community Relations Plan 1999
- Queensland Government Language Services Policy 1998
- Queensland Government Position Statement on Immigration 1999

Other Documents

- 1998: Annual Action Plan (*archived*)
- 1999: Annual Action Plan (*archived*)
- 2000: Annual Action Plan (*archived*)
- A Social and Economic Profile of Queensland Women 1999 (*archived*)
- Are you listening (*postcard*)
- Assisting Rural Women Grants Program Evaluation Report (*archived*)
- Australian South Sea Islander Brochure and Action Plan 2001
- Australian South Sea Islander Community Foundation (*brochure*)
- Beyond the Pink Collar: Towards Strategies to Respond to Women and Work Issues in Queensland
- Breaking the Mould: Beyond Media Images
- Building Safer Communities: A Crime Prevention Manual for Queensland
- Children - arrangements after separation (*fact sheet*)
- Community Relations Resource Kit 2001
- Contacts for Queensland Women's organisations
- Contacts for Queensland Women's services
- Coordinated efforts to address violence against women (CEAVAW) Report 2002
- Coordinated efforts to address violence against women (CEAVAW) Strategic framework and Action Plan 2002-2005
- Counselling - Women and counselling - a consumer's guide (*fact sheet*)
- Crime prevention web site: www.premiers.qld.gov.au/securitycrime
- Disability - Women and Disability - a service guide (*fact sheet*)
- Diversity - A Queensland Portrait 1999 (*booklet*)
- Diversity Figures (*brochure*)
- Diversity Matters 2000 (*magazine*)
- Domestic Violence - planning for safety (*fact sheet - currently being reviewed*)
- Eating Issues - understanding food and body image (*fact sheet*)
- Employment Issues Facing People of Non-English Speaking Background 2000 (*booklet*)

Register of Policy
and Other Documents

- Engaging Queenslanders: Get involved – Improving community engagement across the Queensland Public Sector (*booklet*)
- Finance – Women and Finance how to avoid financial difficulties (*fact sheet*)
- Funding Opportunities 2002-03
- Get Involved in Queensland – Queensland the Smart State (*brochure*)
- Get Involved with Government online (*brochure*)
- Get Involved web site: www.getinvolved.qld.gov.au
- Girls can do anything (*sticker*)
- Good Practice Features of Community Crime Prevention Models
- Guidelines for the Use of CCTV
- Honouring Indigenous Women Poster
- How to use the internet (*booklet*)
- Incest – Beyond incest – a guide to moving forward (*fact sheet*)
- Information Kit
- International Women's Day Poster 2003 (previous years available on request)
- International Women's Postcards 2003 (previous years available on request)
- Interpreter Card Kit (*to be reprinted soon*)
- MAQ Get Involved (*brochure & poster*)
- Migrant Work Experience Pilot: Program Report 2001
- Multicultural Assistance Program Guidelines and Application – 2001-2002, 2002-2003
- Multicultural Queensland 2001 (2002) (*booklet*)
- New and Emerging Communities in Queensland 1999
- Partnerships against domestic violence (PADV) 'Choices and Pathways for Young Women who are Pregnant and Parenting: Supporting Health Relationships, Education and Training'
- Productive Diversity Kit
- Property Settlement – dividing property after separation (*fact sheet*)
- Queensland Crime Prevention Strategy – Building Safer Communities
- Queensland Crime Prevention Strategy – Strategic profile (*booklet*)
- Queensland Ethnic and Multicultural Resource Directory 2001
- Queensland Interpreter Card
- QW current edition (*magazine*)
- Rape – Supporting a rape survivor – what can I do? (*fact sheet*)
- Regional Communities Newsletters
- Register of Multicultural Advisors (ROMA) 1999 (*brochure*)
- Report on the Taskforce on Women and the Criminal Code
- Report to the Premier on the Implementation of the Multicultural Queensland Policy 1998-1999, 1999-2000, 2000-2001
- Resume Writing – Preparing an effective resume (*fact sheet*)
- SAFER – e-newsletter editions 1, 1, 3, 4
- Safer 2003 Edition 1
- SAFER magazine – Edition 1
- Separating – Separating from your partner (*fact sheet*)
- Significant Events and Achievements for Queensland Women (*archived*)
- Smart Stories web site: www.smartstate.qld.gov.au
- Strategic Framework for Community Crime Prevention (*booklet*)
- Survey of Queensland Women (1997-1998) (*archived*)
- Temporary Protection Visa Holders in Queensland 2001 (*brochure*)
- The Queensland Register of Indigenous Women – Do you want to be on a government board?
- The Queensland Register of Indigenous Women's Register Form
- The Queensland Register of Women – Do you want to be on a government board?
- The Queensland Register of Women's Register Form
- Women & Reconciliation Poster – Indigenous
- Women & Reconciliation Poster – Torres Strait Islander
- Women and Girls in the Smart State – Annual Action Plan 2001-2002 (*archived*)
- Women and Work (the Premier's Council for Women)
- Women can do anything (*sticker*)
- Women's Infolink Pocket Cards (displaying 1800 numbers)
- Work and Family Best of Both World's Kit

Governance Division

Policies

- Anti Workplace Bullying
- Appointment of Honorary Consuls in Queensland 2001
- Code of Conduct - Ministerial Staff 2002
- Code of Conduct 2002
- Code of Conduct Office of the Leader of the Opposition (*booklet*) 2002
- Commonwealth 'Guest of Government' visits and visits by other Foreign Dignitaries 2001
- Consultancies Procedure 1999
- Elimination of Discrimination and Harassment in the Workforce
- Executive Council Handbook 2002.....\$16.00
- Financial Management Practice Manual
- Flying the Flag in Queensland 1985
- Free Queensland Flag Scheme 2000
- Fundraising Campaigns and Collecting for Charity Policy 1999
- Government Hospitality 2000
- Government-Owned Motor Vehicles Procedures Manual 2001
- Grievance Resolution
- Guidelines for the Protection of Disclosers and the Investigation of Public Interest Disclosures 2002
- Guidelines for the Use of Government Aircraft for Official Transport 1998
- Issue of CdeC Number Plates 1996
- Managing Disciplinary Processes
- Ministerial Handbook 2001.....\$27.50
- Mobile Phone Policy
- Office Accommodation and Furniture Policies and Standards 1997
- Official Gift Range 2000
- Official visits by foreign diplomatic and Consular representatives 2000
- Opposition Handbook 2002
- Performance Improvement
- Policy on the Use of Departmental Software on Non-Departmental Assets 1997
- Email Policy 2002
- Policy on the Use of the Internet 1998 (*being revised*)
- Protocol Handbook 2000
- Provision of Assistance to the Qld Regional Committee of the Winston Churchill Memorial Trust of Australia 2000
- Provision of First Aid
- Queensland Emblems 1986
- Queensland Government Air-Wing: Flight Crew Flight and Duty Limits 1999
- Queensland Government Framework for Considering Proposals to Establish Memorials and Monuments of Significance 2003
- Reasonable Adjustment
- Recruitment and Selection
- Reporting Official Misconduct Guidelines
- Restrictive Trade Practices Compliance Manual 1997
- Retention of the title 'Honourable' 2000
- Role Evaluations
- Securing Queensland's Critical Infrastructure: Guidelines for Owners/Operators 2003
- Security website www.premiers.qld.gov.au/securitycrime/securityplan.asp
- Smoking Policy
- State Funerals 2000
- State Government Department Certified Agreement 2000
- Traineeships
- Use of the prefix Royal 2000
- Workplace Health and Safety Policy
- Workplace Rehabilitation Policy

Register of Policy
and Other Documents**Other Documents**

- Administrative Arrangements Order
www.premiers.qld.gov.au/policy/machinerygovt.asp
- Annual Report Guidelines for Queensland Government Agencies 2002-2003
- Australia Day (A5 promotional flyer)
- Australia Day Newsletters
- Australian of the Year nomination forms (supplied by National Australia Day Council)
- Cabinet Budget Review Committee - Communication advertising campaigns
Pro forma and guidelines
- Calendar of Events www.premiers.qld.gov.au/awardsevents
- Central Register of Nominees to Queensland Government Boards
- Department of the Premier and Cabinet Annual Report 1997-1998, 1998-1999, 1999-2000, 2000-2001, 2001-2002
- EFO Summary Annual Report 2002-2003
- Events Coordination Manual Queensland Week Education Kit (CD Rom)
- Government Corporate Identity Manual 2000
- Guidelines for the use of the whole-of-Government Media Monitoring Standing Offer Arrangement 2002
- Information Communication and Technology Plan 2002-2006
- Information Technology Operations Plan 1997
- International Collaborations Branch Charter
- Literary Awards (posters, postcards, nomination guidelines, nomination forms)
- Market Research Services - panel of suppliers
- Market Research Services panel arrangement
- Media Monitoring Services - Guidelines for Government Clients
- Media Monitoring Services - Media Monitors price list
- Media Monitoring Services - Meditor Monitors coverage guide
- Ministerial Offices and Parliamentary Secretaries and Opposition Office
Information Technology Strategic Plan 2003-2007
- Physical Asset Strategic Plan 2003-2006
- Print Publishing Guidelines
- Privacy Plan
- Public Relations and Creative Advertising Services
- Queensland Government Advertising Guidelines 2002
- Queensland Government Captioning Policy 2002
- Queensland Government Ministerial Directory
- Queensland Greats nomination forms
- Queensland Week Program of Events
- Queensland Week Regional Newsletter
- Queensland Week web site:
www.premiers.qld.gov.au/awardsevents/cvents/queenslandweek
- Queensland-South Carolina Sister State Information Booklet
- Queensland-Smithsonian Fellowship Program
www.premiers.qld.gov.au/Business_and_industry/grants/smithsonian.asp
- Reconciliation Awards for Business Nomination Booklets
- Register of Appointees to Queensland Government Bodies
<http://governmentbodies.premiers.qld.gov.au/stat/>
- Smart Women - Smart State Awards (A3 posters)
- Smart Women - Smart State Awards Booklets/Nomination Booklets
- Starcom Procedures for Government Advertising 2002
- Strategic Human Resources Plan 2002-2006
- Strategic Plan 2002-2006
- Suncorp Metway Queensland of the Year nomination
- Welcome Aboard: A Guide for Members of Government Boards, Committees and Statutory Authorities.....(No charge for Board Members/\$16.00 to public)

Reader survey

Please help us by taking a couple of minutes to complete this survey so that we can continue to improve the quality of our annual report.

Please tick the appropriate response.

1. The level of detail in the annual report was ...
 far too little too little just right
 too much far too much

2. The language and style of the annual report text was ...
 far too simple too simple just right
 too complex far too complex

3. For my needs, the length of the annual report was ...
 far too short too short just right
 too long far too long

4. I found the design of the annual report to be ...
 very unappealing too unappealing acceptable
 appealing very appealing

5. Compared to the 2001-02 annual report, this year's report was ...
 much worse worse about the same
 better much better
OR I didn't see the 2001-02 annual report

6. If I could do one thing to improve the annual report, it would be

7. Please use this space to provide any comments you wish to pass on which have not been addressed elsewhere.

Reader survey

Departmental officers

8. I am an employee of the Department of the Premier and Cabinet.
 yes no
9. I was involved in providing material for this annual report
 yes no
10. I work in the following division
 Governance Policy Community Engagement
11. My appointed level is in the following range (POs/TOs please select equivalent)
 A01-03 A04-06 A07-08 S0-SES

External readers

12. What is your main purpose for receiving this report?
 Library reference Official purposes Business purposes
 General interest Student needs
 Other (please specify below)

13. The annual report is available through the departmental internet site at www.premiers.qld.gov.au. In the future:
 I would be happy to access it electronically
 I would still want a hard copy

Thank you for your comments

Departmental officers
via internal mail.

Please return the completed survey to:
Planning and Performance Services,
Level 1, Executive Building.

External readers

Please return the completed survey to:
Planning and Performance Services
Department of the Premier and Cabinet
PO Box 185
Brisbane Albert Street Q 4002

Online

An electronic version of this survey is
available on the department's website at
www.premiers.qld.gov.au

Financial Statements

30 June 2003

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Foreword

Foreword

These general purpose financial statements have been prepared on an accrual basis in accordance with the prescribed requirements. They comprise a Statement of Financial Performance, a Statement of Financial Position, a Statement of Cash Flows and a Statement of Financial Performance by Outputs/Major Activities - Controlled. As required and as appropriate, notes supporting the statements are also provided.

As distinct from the traditional cash basis of reporting, the accrual method brings revenues and expenses to account when they are incurred along with any acquired asset or liability without regard to the date of receipt or payment of cash.

The Statement of Financial Performance in effect identifies the operating result for the year of the department as well as the resultant impact on the net assets of the department.

Statement of Financial Performance

For year ended 30 June 2003

	Notes	Consolidated		Parent Entity	
		2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Revenues from ordinary activities					
Output revenue	4	82,341	106,257	70,641	97,332
User charges	5	7,118	7,456	5,921	6,787
Grants and other contributions	6	2,994	22,430	2,754	22,172
Other	7	4,316	2,186	4,060	2,004
Total revenues from ordinary activities		96,769	138,329	83,376	128,295
Expenses from ordinary activities					
Employee expenses	8	45,296	48,984	43,489	47,291
Supplies and services	9	36,364	43,074	24,715	33,894
Grants and subsidies	10	9,446	41,060	9,571	41,060
Depreciation and amortisation	11	3,729	3,845	3,693	3,808
Equity return	12	253	573	253	573
Other	13	655	680	565	601
Total expenses from ordinary activities excluding borrowing costs		95,743	138,216	82,286	127,227
Borrowing costs expenses	14	956	1,067	956	1,067
Net surplus (deficit)		70	(954)	134	1
Net amount of each revenue, expense, valuation or other adjustment not disclosed above recognised as a direct adjustment to equity		(134)	-	(134)	-
Total changes in equity other than those resulting from transactions with owners as owners		(64)	(954)	-	1

The above Statement of Financial Performance should be read in conjunction with the accompanying notes.

Statement of Financial Position

Statement of Financial Position*At 30 June 2003*

	Notes	Consolidated		Parent Entity	
		2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Current assets					
Cash assets	15	4,490	8,701	3,783	7,726
Other financial assets	16	3,844	2,050	-	-
Receivables	17	4,903	4,279	4,726	4,134
Inventories	18	158	125	158	125
Other	19	231	244	151	244
Total current assets		13,626	15,399	8,818	12,229
Non-current assets					
Plant and equipment	20	16,120	18,254	16,065	18,207
Intangibles	21	2,913	2,220	2,913	2,220
Total non-current assets		19,033	20,474	18,978	20,427
Total assets		32,659	35,873	27,796	32,656
Current liabilities					
Payables	22	7,559	7,176	4,027	5,279
Interest-bearing liabilities	23	2,017	1,882	2,017	1,882
Provisions	24	3,637	4,569	3,484	4,433
Other	25	3,211	4,339	2,781	3,954
Total current liabilities		16,424	17,966	12,309	15,548
Non-current liabilities					
Interest-bearing liabilities	23	10,781	12,798	10,781	12,798
Provisions	24	642	119	510	-
Total non-current liabilities		11,423	12,917	11,291	12,798
Total liabilities		27,847	30,883	23,600	28,346
Net Assets		4,812	4,990	4,196	4,310
Equity					
Contributed equity	26	(12,398)	(12,284)	(12,398)	(12,284)
Retained surplus	26	17,210	17,274	16,594	16,594
Total equity		4,812	4,990	4,196	4,310

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

Statement of Cash Flows

Statement of Cash Flows*For year ended 30 June 2003*

	Notes	Consolidated		Parent Entity	
		2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Cash flows from operating activities					
<i>Inflows:</i>					
Output receipts		81,980	104,194	70,280	95,269
User charges		6,537	8,612	5,534	7,640
Grants and other contributions		1,117	18,182	752	17,924
Interest received		392	679	148	509
GST refunded by ATO		4,925	6,794	4,130	6,039
GST collected on income received from customers		823	2,077	788	2,040
Other		4,134	520	4,030	483
<i>Outflows:</i>					
Employee costs		(45,344)	(48,186)	(43,569)	(46,565)
Supplies and services		(35,212)	(42,956)	(25,331)	(33,571)
Grants and subsidies		(9,385)	(44,467)	(9,385)	(44,467)
Borrowing costs		(962)	(1,059)	(962)	(1,059)
Insurance Premiums		(240)	(219)	(205)	(192)
Equity return		(294)	(705)	(294)	(705)
GST paid for supplies and services		(4,779)	(6,648)	(3,852)	(5,823)
GST paid to ATO		(912)	(1,946)	(879)	(1,925)
Special Payments		-	(193)	-	(193)
Other		(86)	(143)	(62)	(128)
Net cash provided by (used in) operating activities	28	2,694	(5,464)	1,123	(4,724)
Cash flows from investing activities					
<i>Inflows:</i>					
Sales of plant and equipment		162	54	162	54
<i>Outflows:</i>					
Payments for plant and equipment		(2,971)	(1,861)	(2,926)	(1,844)
Net cash used in investing activities		(2,809)	(1,807)	(2,764)	(1,790)
Cash flows from financial activities					
<i>Inflows:</i>					
Equity injection		103	835	103	835
<i>Outflows</i>					
Finance lease payments (excluding interest component)		(1,882)	(1,785)	(1,882)	(1,785)
Equity withdrawal		(523)	(292)	(523)	(292)
Net cash used in financing activities		(2,302)	(1,242)	(2,302)	(1,242)
Net cash transferred under government restructure		-	56	-	56
Net decrease in cash held		(2,417)	(8,457)	(3,943)	(7,700)

Statement of Cash Flows

Statement of Cash Flows*For year ended 30 June 2003*

	Notes	Consolidated		Parent Entity	
		2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Cash at beginning of financial year		10,751	19,208	7,726	15,426
Cash at end of financial year	15	<u>8,334</u>	<u>10,751</u>	<u>3,783</u>	<u>7,726</u>

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

Notes to and forming part of the Financial Statements 2003

1. Objectives of the department

The role of the Department of the Premier and Cabinet is to support the Premier as Parliamentary Leader of the Government, Chair of Cabinet, Chief Adviser to the Governor, Member of the Council of Australian Governments and Minister responsible for Community Engagement issues.

As a central agency, the department ensures the best policy and executive government outcomes for Queensland. This is achieved through collaboration with all Queensland public service agencies to ensure the government receives considered, balanced and timely advice on all issues important to the good governance of Queensland.

The department achieves this through:

- *Advising the Premier and Cabinet* – providing impartial, professional and quality advice on machinery of government, policy and community issues.
- *Providing public sector leadership* – ensuring the effective, efficient and timely achievement of the government's priorities through proactive and collaborative leadership.
- *Coordinating and fostering government activities across agencies* – coordinating the development and implementation of policy initiatives across government, fostering across government and whole-of-government processes, fostering good community engagement practices and the collective consideration of strategic issues of policy development and service delivery.
- *Ensuring standards and consistency across agencies* – through the use of networking and frameworks that focus on achieving quality outputs and ensuring accountability.
- *Advancing government policy priorities* – establishing, nurturing and implementing strategies to advance priorities.
- *Supporting the machinery of government* – by central coordination of the deliberative processes of government, and the key processes for governance within constitutional, legislative and administrative frameworks.

2. Summary of Significant Accounting Policies

(a) Basis of Accounting

The financial statements are a general purpose financial report and have been prepared in accordance with applicable Australian Accounting Standards, the *Treasurer's Financial Reporting Requirements for Departmental Financial Statements 2002-03* and other authoritative pronouncements.

The financial statements of Queensland Events Corporation Pty Ltd have been prepared in accordance with the *Corporations Act 2001*, applicable Australian Accounting Standards and Urgent Issues Group Consensus Views and complies with other requirements of law.

Except where stated, the financial statements have been prepared in accordance with the historical cost convention.

The accounting policies adopted by the economic entity are generally consistent with those of the previous year.

The financial statements have not been adjusted to take account of either changes in the general purchasing power of the dollar or changes in the prices of specific assets.

The accrual basis of accounting has been adopted for both controlled transactions and balances and those administered by the department on a whole-of-Government basis.

Notes to and forming part of the Financial Statements 2003

(b) The Reporting Entity

The consolidated financial statements include the value of all assets, liabilities, equities, revenues and expenses of the department (Parent Entity) and Queensland Events Corporation Pty Ltd. In preparing the consolidated financial statements, the effects of all transactions between the department and Queensland Events Corporation Pty Ltd have been eliminated in full except for appropriation revenue. While Queensland Events Corporation Pty Ltd as an entity is controlled by the department, the \$11.7M in appropriation revenue was paid to Queensland Events Corporation Pty Ltd as an administered transaction.

Queensland Events Corporation Pty Ltd

The company, Queensland Events Corporation Pty Ltd, controls World Veterans Athletics Championships 2001 Limited, Gold Coast Events Management Limited and Pan Pacific Masters Games Limited.

To protect the intellectual property of the name Pan Pacific Masters Games, Queensland Events Corporation Pty Ltd registered the company on 8 May 2003. Pan Pacific Masters Games Limited is financially dormant and received no funding from Queensland Events Corporation Pty Ltd in the year ended 30 June 2003.

The Company operates primarily to attract, secure and develop national and international events to Queensland. Queensland Events Corporation Pty Ltd also profiles Queensland as an attractive and dynamic place to invest, live and visit. In addition they work with local authorities and tourism organisations to identify and support events in regional and rural communities across the State. The Company operates predominantly in one geographical area, being Queensland, Australia.

(c) Administered Transactions and Balances

The department administers, but does not control, certain resources on a whole-of-Government basis. In so doing, it is responsible and accountable for the transactions involving these administered resources, but does not have the discretion to deploy the resources for the achievement of the department's objectives.

Administered transactions and balances are disclosed in Note 34.

(d) Trust and Agency Transactions and Balances

The department administers transactions and balances in a trust or fiduciary capacity on behalf of the Premier's Disaster Relief Appeal Trust.

As the department performs only a custodial role in respect of these transactions and balances, they are not recognised in the Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows, but are identified separately in Note 35. Applicable audit arrangements are also shown.

The department has been appointed as the agent of the 2001 Goodwill Games Brisbane Limited to manage the finalisation of the activities of the Company until such time as the Company can apply for deregistration. The Company has prepared general purpose financial statements in relation to the 2002-03 financial year. No fees are received by the department for providing this service.

(e) User Charges, Taxes, Fees and Fines

User charges and fees controlled by the department are recognised as revenues upon delivery of goods or services irrespective of whether an invoice has been issued. User charges and fees are controlled by the department where they can be deployed for the achievement of departmental objectives.

Notes to and forming part of the
Financial Statements 2003**Notes to and forming part of the Financial Statements 2003****(f) Grants and Other Contributions**

Grants, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the department obtains control over them. Where grants are received that are reciprocal in nature, revenue is accrued over the term of the funding arrangements.

Contributions of assets are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

(g) Output Revenue/Administered Item Revenue

Appropriation payments to the department are recognised as revenue when received. The appropriation receivable reflected in the financial statements as at 30 June 2003 has been approved by Queensland Treasury and recognised as revenue.

Amounts appropriated to the department for transfer to other entities in accordance with legislation or other requirements are not controlled by the department and such amounts are reported as administered transactions in Note 34.

(h) Cash Assets

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. Cash assets also include liquid investments with short periods to maturity that are convertible readily to cash on hand at the entity's option and that are subject to a low risk of changes in value.

(i) Receivables

Trade debtors are recognised at the nominal amounts due at the time of sale or service delivery, settlement on trade debtors being generally required within fourteen days from the invoice date.

The collectability of receivables is assessed periodically with provision being made for doubtful debts. All known bad debts have been written off at 30 June 2003.

(j) Inventories

Inventories are valued at the lower of cost or net realisable value. Net realisable value is determined on the basis of the economic entity's normal selling/service pattern. Cost of inventories is assigned on a first-in-first-out basis.

(k) Acquisitions of Assets

Actual cost is used for the initial recording of all asset acquisitions unless these have been received as a result of a machinery-of-Government transfer.

In the latter case, the assets are recognised at their gross carrying amount in the accounts of the transferor immediately prior to the transfer less any accumulated depreciation.

Assets acquired at no cost or for nominal considerations are recognised at their fair value at date of acquisition in accordance with AAS 21 *Acquisitions of Assets*.

Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use, including architects' fees and engineering design fees.

Notes to and forming part of the Financial Statements 2003

(l) Plant and Equipment

All items of plant and equipment, except intangibles, with a cost or other value, in excess of \$2,000 are capitalised in the year of acquisition, with the exception of personal computers which are capitalised regardless of value.

Items with a lesser value are expensed in the year of acquisition.

Items or components that form an integral part of an asset are recognised as a single asset (functional asset). The capitalisation threshold is applied to the aggregate cost of each functional asset.

All plant and equipment is measured at historical cost except where otherwise stated.

The department capitalises leasehold improvements with a cost or other value greater than \$100,000 (Queensland Events Corporation Pty Ltd - \$2,000).

(m) Amortisation and Depreciation of Non-Current Assets

Depreciation on plant and equipment is calculated on a straight-line basis so as to apportion the value of each depreciable asset, less its estimated residual value, progressively over its estimated useful life. Work-in-Progress is not depreciated until it has reached service delivery capacity.

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.

The depreciable amount of improvements to or on a leasehold property is progressively allocated over the estimated useful lives of the improvements or the unexpired period of the lease, whichever is shorter.

Assets acquired under a finance lease (Aircraft) are amortised over the length of the lease to reflect the net market value of the lease at balance date.

Items comprising the department's library are expensed on acquisition.

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

Class	Depreciation Rate	
	DPC	QEC
Plant and equipment:		
Computers	33.3%	20%-33.3%
Office Equipment	20%	20%
Other Equipment / Furniture	10%	10%
Leasehold improvements:		
Office Fitout	10%	16.67%
Class	Amortisation Rate	
	DPC	QEC
Intangibles:		
Computer Software	10%-33.3%	20-50%

(n) Revaluation of Non-current Physical Assets

In accordance with AASB 1041 *Revaluation of Non-Current Assets* and Queensland Treasury's *Non-Current Asset Accounting Guidelines for the Queensland Public Sector*, the department's plant, equipment and intangibles are measured at cost.

Queensland Events Corporation Pty Ltd is not required to comply with the Queensland Treasury's guidelines.

Notes to and forming part of the
Financial Statements 2003**Notes to and forming part of the Financial Statements 2003****(o) Leases**

A distinction is made in the financial statements between finance leases that effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership, and operating leases under which the lessor retains substantially all such risks and benefits.

Where a non-current physical asset is acquired by means of a finance lease, the asset is recognised at an amount equal to the present value of the minimum lease payments. The liability is recognised at the same amount.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred.

(p) Intangibles

Costs incurred by the department in developing software and systems are capitalised as intangibles. The costs are amortised over the expected useful life of the developed software.

All intangible assets with costs or other values greater than \$5,000 (Queensland Events Corporation Pty Ltd - \$2,000) are recognised as assets. Items with a lesser value are expensed.

(q) Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price. Amounts owing are unsecured and are generally settled on 30 day terms.

(r) Interest-Bearing Liabilities

Loans payable are recognised at the face value of the principal outstanding, with interest being expensed or otherwise recognised as it accrues. Borrowings are also disclosed at fair value in Note 23.

(s) Employee Entitlements*Wages, Salaries, Annual Leave and Sick Leave*

Wages, salaries and annual leave due but unpaid at reporting date recognised in the Statement of Financial Position at the remuneration rates expected to apply at the time of settlement and include related on-costs such as payroll tax, WorkCover premiums, long service leave levies and employer superannuation contributions.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to recur 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.

Long Service Leave

Under the State Government's long service leave scheme, a levy is made on the department to cover this expense. Amounts paid to employees for long service leave are claimed from the scheme as and when leave is taken.

Accordingly, no provision for long service leave is recognised in the financial statements, the liability being held on a whole-of-Government basis and reported in the financial report prepared pursuant to AAS 31 *Financial Reporting by Governments*.

Notes to and forming part of the Financial Statements 2003

Queensland Events Corporation Pty Ltd does not participate in the above long service leave scheme. Queensland Events Corporation Pty Ltd recognises long service leave provision when it is probable that settlement will be required and it is capable of being measured reliably.

Superannuation

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the State Actuary.

No liability is recognised for accruing superannuation benefits in these financial statements, the liability being held on a whole-of-Government basis and reported in the financial report prepared pursuant to AAS31 *Financial Reporting by Governments*.

(t) Taxation

The Department of the Premier and Cabinet is exempt from all forms of Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax (GST). As such, input tax credits receivable and output tax payable from/to the Australian Taxation Office are recognised and accrued. Further disclosure is provided in Note 17.

The Queensland Events Corporation Pty Ltd is exempt from income tax under the provisions of Section 24AS of the Income Tax Assessment Act. Accordingly, no income tax expense or liability has been recognised at 30 June 2003.

(u) Resources Received Free of Charge or for Nominal Value

Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair values can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

(v) Allocation of overheads to departmental Outputs

The department has the necessary information systems to allocate direct items to departmental outputs/activities and this is reflected in the Statement of Financial Performance by Outputs/Major Activities - Controlled.

The revenues and expenses of the department's corporate services are allocated to the department's outputs using employee full time equivalent numbers. In addition to this, the department provides corporate support to the Department of State Development and recovers costs accordingly.

(w) Insurance

The department's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund, premiums being paid on a risk assessment basis. In addition, the department pays premiums to WorkCover Queensland in respect of its obligations for employee compensation.

Queensland Events Corporation Pty Ltd insures all assets and has insurance to cover professional and public liability claims.

(x) Contributed Equity

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland State Public Sector entities as a result of machinery-of-Government changes, are adjusted to 'Contributed Equity' in accordance with UIG Abstract 38 *Contribution by Owners Made to Wholly Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

(y) Rounding and Comparatives

Amounts included in the financial statements have been rounded to the nearest \$1,000 or where the amount is \$500 or less, to zero.

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

3. Outputs / Major Activities of the Department

The identity and purpose of each output/major activity undertaken by the department during the year are as follows:

Policy Advice, Coordination and Cabinet Support

This output provides policy advice and coordination for the Premier and Cabinet and administrative and operational support to Cabinet and Cabinet related-activities. The high level advice provided by this output informs government decision-making and leadership in areas of social and fiscal responsibility, high standards of ethics, accountability and consultation, community confidence in government administration, and integrated policy development, implementation and evaluation.

In addition to providing detailed briefings for the Premier on all matters before Cabinet, the output coordinates a broad range of whole-of-Government activities. The output also provides expert advice to facilitate the operation of Cabinet and its related processes through the administration of all Cabinet information, custodianship of the Cabinet record from current and previous governments and the provision of direct logistical support to Ministers in Cabinet meetings.

Government and Executive Services

This output provides a range of services to the Premier, Executive Council, the Governor and Government House, staff of the Department of the Premier and Cabinet, portfolio bodies, Ministers and Ministerial Offices, the Opposition, government departments and agencies, and the community. The services delivered by this output include:

- Services and support for a range of matters relating to Executive Government, Parliament, Cabinet, constitutional issues, Freedom of Information, Privacy and in-house legal advice services, administrative reform issues, management of legislation for which the Premier is responsible, and administrative support for Executive Council;
- Management of Ministerial correspondence;
- Strategic advice, management and whole-of-Government coordination of international collaboration matters;
- Coordination of Queensland's counter-terrorism activities;
- Business support for Ministerial offices and the Office of the Leader of the Opposition; and
- Aviation services for organ retrievals, emergency search and rescue, counter disaster operations and official transport.

Community Engagement

This output supports the Premier's commitment to provide the people of Queensland with ways for genuine public involvement in decision-making for better policies, programs and services. The output works with government agencies and communities across the state to explore and implement effective ways of working together on local solutions. It develops new and innovative approaches, as well as builds on the many successful examples of community-government engagement. The sub-outputs comprise:

- Regional Communities Engagement leads and facilitates effective, inclusive and enabling engagement between the Government and Queensland's regional communities. This includes delivering improved regional access to Government through quarterly Ministerial Regional Community Forums, and finding common ground between environment, Indigenous, pastoral and other development interests in Cape York;
- Community Outcomes (including Office for Women, Multicultural Affairs Queensland and Crime Prevention Queensland) coordinates whole-of-government policy development in the areas of Women's Policy, Multicultural Affairs and Crime Prevention and works to promote effective community engagement between government and the community on issues related to women and girls, safety, equity, diversity and social inclusion; and
- Innovation and Development leads and facilitates innovation and development for effective, inclusive and enabling engagement between the Government and Queensland's citizens and communities. This includes improved access to Government decision-making processes through the use of new technologies (e-democracy) and new methods; improved engagement and partnership capability across the Queensland public sector and among citizens and communities; and a sound evidence base for community engagement policy and practice.

Notes to and forming part of the Financial Statements 2003

Events, Protocol and Communication Services

This output provides events, protocol and communication services to the Premier to promote the government's priorities and areas of interest, and to ensure effective relations with the government's stakeholders; and provides leadership in best practice in events, protocol and communication practices across government, and coordination of whole-of-Government activities in these areas. The sub-outputs comprise:

- Events Coordination coordinates and manages a diverse range of events and event related activities aimed at communicating a clear message in support of the government's priorities;
- Protocol Queensland coordinates a diverse range of State occasions, official visits and functions, and protocol related activities; and
- Communication Services delivers effective communication services to the Premier and the Department of the Premier and Cabinet, and manages whole-of-Government communication related contracts.

Legislative Drafting, Advisory and Information Services

This output provides comprehensive high quality legislative drafting, advisory services and publications, and the continual enhancement of legislation and legislative information to Government and the community. This output is delivered by the Office of the Queensland Parliamentary Counsel and provides the Government's legislative reform agenda.

Administration of the Public Service and the Management and Employment of Public Service Employees

The former output Administration of the Public Service and the Management and Employment of Public Service Employees was dissolved on 1 July 2002 and created as a separate entity the Office of the Public Service Commissioner.

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
4. Reconciliation of Payments from Consolidated Fund and Output Revenue Recognised in Statement of Financial Performance				
Budgeted output appropriation	78,444	92,391	78,444	92,391
Plus/(less) transfers from/to other headings	(279)	2,587	(279)	2,587
Plus unforeseen expenditure	-	291	-	291
Less lapsed output appropriation	(7,885)	-	(7,885)	-
Total output receipts	70,280	95,269	70,280	95,269
Less: opening balance of output revenue receivable	(2,063)	-	(2,063)	-
Plus: closing balance of output revenue receivable	2,424	2,063	2,424	2,063
Output revenue recognised for DPC (Parent)	70,641	97,332	70,641	97,332
Output revenue recognised for Queensland Events Corporation Pty Ltd	11,700	8,925	-	-
Output revenue recognised in Statement of Financial Performance	82,341	106,257	70,641	97,332
Reconciliation of Payments from Consolidated Fund and Equity Adjustment Recognised in Contributed Equity (Controlled)				
Budgeted equity adjustment appropriation	(486)	446	(486)	446
Plus / less transfers from/to other departments	66	-	66	-
Equity adjustment recognised in Contributed Equity	(420)	446	(420)	446
5. User Charges				
Corporate services partnership agreement	4,268	3,535	4,268	3,535
Functions/Events, registration and fees	1,383	1,707	255	1,488
Publications and library receipts	433	505	433	505
Government Airwing services	423	203	423	203
Other	611	1,506	542	1,056
Total	7,118	7,456	5,921	6,787
6. Grants and Other Contributions				
Contributions from Queensland Government Departments	2,746	3,651	2,746	3,651
Commonwealth contributions	8	18,500	8	18,500
Queensland Events Corporation Pty Ltd contributions	240	258	-	-
Other	-	21	-	21
Total	2,994	22,430	2,754	22,172

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
7. Other Revenue				
Resources received below fair value	877	1,010	877	1,010
Interest	244	508	-	354
Contributions from other Government departments	3,094	201	3,094	201
Gain on disposal of assets	11	4	11	4
Other	90	463	78	435
	4,316	2,186	4,060	2,004

8. Employee Expenses/ Number of Employees/ Chief Executive's Remuneration

- Employee Expenses:**

Wages and salaries	37,652	40,597	35,991	39,126
Salary related taxes	2,404	2,682	2,337	2,599
Employer superannuation contributions	4,156	4,563	4,077	4,426
Long service leave levy	520	581	520	581
Professional Development and Study Assistance	395	470	395	470
Other	169	91	169	89
Total	45,296	48,984	43,489	47,291

Annual and sick leave expenses have been included in wages and salaries.

- Number of Employees:**

526	605	513	582
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The number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis. In addition to the number of employees reported above, the department employed 60 full time equivalent staff engaged in the provision of corporate services to other agencies.

- Chief Executive's Remuneration:**

Level: CEO3	Min. \$193,866	Max. \$210,420
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In addition to the base superannuable salary, the Chief Executive received a market allowance and is also eligible for a bonus, based on an assessment by the Premier and Minister for Trade. The total of such bonuses paid to the Chief Executives of all departments is published in the Annual Report of the Office of the Public Service Commissioner.

The superannuable salary does not include industry and like allowances, leave loading and fringe benefits such as private use of a motor vehicle and employer superannuation contributions.

9. Supplies and Services

Information Technology Bureau services	2,245	2,565	2,159	2,536
Advertising and Communications	2,569	4,321	2,420	4,053
Telecommunications	1,438	1,465	1,394	1,401
Motor vehicle and aircraft running costs	1,521	1,445	1,490	1,413
Building services	7,472	7,537	7,238	7,330

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
Maintenance	588	2,988	555	2,945
Professional services	2,752	5,200	2,225	4,864
Office Supplies, Books and Statutes	1,311	1,367	1,203	1,244
Centenary of Federation Events	-	562	-	562
Queensland Events Corporation Pty Ltd – Events costs	9,840	7,669	-	-
Travel	1,421	2,374	1,310	2,326
Sponsorships	1,733	1,169	1,733	1,151
Other	3,474	4,412	2,988	4,069
Total	36,364	43,074	24,715	33,894

Contractors and consultants expenses are included in Professional services.

10. Grants and Subsidies*Recurrent*

Grants to private enterprise	209	648	209	648
Grants to charities/community groups	1,984	2,938	1,984	2,938
Grants to individuals	48	88	48	88
Grants to local authorities	1,029	3,599	1,029	3,599
Grants to statutory bodies	-	545	-	545
Grants to Queensland Government recipients	2,579	27,075	2,579	27,075
Grants to universities/tertiary education	655	666	655	666
Grants to non-Queensland Government Departments	-	9	-	9
Grants to non-Queensland Government recipients	393	962	518	962
Total Recurrent	6,897	36,530	7,022	36,530

Capital

Grants to private enterprise	60	-	60	-
Grants to charities/community group	400	308	400	308
Grants to local authorities	2,089	3,871	2,089	3,871
Grants to Queensland Government recipients	-	351	-	351
Total Capital	2,549	4,530	2,549	4,530
Total	9,446	41,060	9,571	41,060

11. Depreciation and Amortisation

Depreciation and amortisation incurred in respect of:

Plant and equipment	1,365	1,511	1,329	1,474
Leased plant and equipment	1,882	1,784	1,882	1,784
Intangibles	482	550	482	550
Total	3,729	3,845	3,693	3,808

Notes to and forming part of the Financial Statements 2003

Consolidated		Parent Entity	
2003	2002	2003	2002
\$'000	\$'000	\$'000	\$'000

12. Equity Return Expense

Total paid to Queensland Treasury	253	573	253	573
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The Queensland Government has set an equity return rate of 6% for 2002-03. This represents the opportunity cost of capital invested in the net assets of the department.

The return is calculated on a pro-rata daily basis using the opening net asset position of the department for each quarter, plus or minus equity injections or withdrawals.

13. Other Expenses

Insurance – QGIF premiums	240	220	205	192
Special Payments (Ex-gratia)	-	193	-	193
Losses from disposal of non-current assets	232	60	232	60
External audit fees	109	102	85	77
Other	74	105	43	79
Total	655	680	565	601

14. Borrowing Costs

Interest on finance leases	956	1,067	956	1,067
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15. Cash Assets

Imprest accounts	6	8	6	7
Cash at bank	4,484	8,693	3,777	7,719
Total	4,490	8,701	3,783	7,726

Cash assets as shown in the Statement of Cash Flows:

Balance per above	4,490	8,701	3,783	7,726
Deposits at call (Note 16)	3,844	2,050	-	-
Total Cash Assets	8,334	10,751	3,783	7,726

16. Other Financial Assets

Current – at call	3,844	2,050	-	-
Investments at call with Queensland Treasury Corporation	3,844	2,050	-	-

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
17. Receivables				
<i>Current</i>				
Trade debtors	1,606	859	1,559	759
Less: Provision for doubtful debts	(44)	-	(44)	-
	<u>1,562</u>	<u>859</u>	<u>1,515</u>	<u>759</u>
GST receivable	868	1,068	736	1080
GST payable	(92)	(16)	(90)	(73)
Long service leave reimbursements	141	157	141	157
Appropriation revenue	2,424	2,063	2,424	2,063
Interest receivable from Queensland Treasury	-	148	-	148
Total	<u>4,903</u>	<u>4,279</u>	<u>4,726</u>	<u>4,134</u>
18. Inventories				
<i>Current</i>				
Inventories held for resale	49	43	49	43
Inventories not held for resale	109	82	109	82
Total Inventories	<u>158</u>	<u>125</u>	<u>158</u>	<u>125</u>
19. Other Current Assets				
Travel advances	5	1	5	1
Security deposits	3	31	3	31
Prepayments	222	212	142	212
Other	1	-	1	-
Total	<u>231</u>	<u>244</u>	<u>151</u>	<u>244</u>
20. Plant and Equipment				
Plant and equipment				
At cost	8,572	9,572	7,993	9,020
Less: Accumulated depreciation	(5,250)	(5,998)	(4,726)	(5,493)
	<u>3,322</u>	<u>3,574</u>	<u>3,267</u>	<u>3,527</u>
Plant and equipment under finance lease				
At capitalised cost	22,361	22,361	22,361	22,361
Less: Accumulated amortisation	(9,564)	(7,681)	(9,563)	(7,681)
	<u>12,798</u>	<u>14,680</u>	<u>12,798</u>	<u>14,680</u>
Total	<u>16,120</u>	<u>18,254</u>	<u>16,065</u>	<u>18,207</u>

Notes to and forming part of the Financial Statements 2003

Consolidated		Parent Entity	
2003	2002	2003	2002
\$'000	\$'000	\$'000	\$'000

Reconciliation

Reconciliations of the carrying amounts of each class of plant and equipment at the beginning and end of the current reporting period.

	Plant and Equipment		Leased Plant and Equipment		Total	
	2003		2003		2003	
	\$'000		\$'000		\$'000	
	Consolidated	Parent	Consolidated	Parent	Consolidated	Parent
Carrying amount at 1 July	3,574	3,527	14,680	14,680	18,254	18,207
Acquisitions	1,913	1,869	-	-	1,913	1,869
Disposals	(800)	(800)	-	-	(800)	(800)
Depreciation / Amortisation	(1,365)	(1,329)	(1,882)	(1,882)	(3,247)	(3,211)
Carrying amount at 30 June	3,322	3,267	12,798	12,798	16,120	16,065

21. Intangibles

Internal Use Software:

Work in progress	827	186	827	186
At cost	4,019	3,760	4,019	3,760
Less: Accumulated amortisation	(1,933)	(1,726)	(1,933)	(1,726)
Total	2,913	2,220	2,913	2,220

22. Payables

Trade Creditors	4,877	5,230	3,952	5,171
Events funding payable	2,607	1,809	-	-
Other	75	137	75	108
Total	7,559	7,176	4,027	5,279

23. Interest-Bearing Liabilities

Current

Lease liability	2,017	1,882	2,017	1,882
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Non-Current

Lease liability	10,781	12,798	10,781	12,798
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Total	12,798	14,680	12,798	14,680
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Lease liabilities are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

These loans are provided by the Queensland Treasury Corporation. Loans are carried at face value, interest being expensed as it accrues. All borrowings are in Australian dollar denominated amounts. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 December 2006 to 15 September 2009.

Principal and interest repayments are made quarterly in arrears at rates ranging from 6.50% to 7.83%.

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

Consolidated		Parent Entity	
2003	2002	2003	2002
\$'000	\$'000	\$'000	\$'000

The market value of borrowings at 30 June, as notified by the Queensland Treasury Corporation, was \$13,486M (2002: \$15,026M). This represents the value of the debt if the department repaid it in full at balance date. Refer Note 33(a).

24. Provisions*Current*

Employee benefits: Annual leave	3,637	4,569	3,484	4,433
Total current provisions	3,637	4,569	3,484	4,433

Non-current

Employee benefits: Annual leave	510	-	510	-
Long service leave	132	119	-	-
Total non-current provisions	642	119	510	-

Total	4,279	4,688	3,994	4,433
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25. Other Current Liabilities

Unearned revenue	3,211	4,250	2,781	3,913
Equity return payable	-	41	-	41
Other	-	48	-	-
Total	3,211	4,339	2,781	3,954

26. Changes in Equity**Contributed Equity**

Balance 1 July	(12,284)	(11,810)	(12,284)	(11,810)
Net leave liabilities transferred (from)/to other departments	519	(526)	519	(526)
Net assets transferred to other departments	(213)	(394)	(213)	(394)
Equity injection	103	835	103	835
Equity withdrawal	(523)	(389)	(523)	(389)
Balance 30 June	(12,398)	(12,284)	(12,398)	(12,284)

N.B. - The Queensland Events Corporation Pty Ltd has an Authorised Share Capital of 1,000,000 shares of \$1 each. Three ordinary shares have been issued, are fully paid and held by the State of Queensland.

Retained Surpluses

Balance 1 July	17,274	18,228	16,594	16,593
Net Surplus	70	(954)	134	1
Adjustment due to initial application of AASB 1028	(134)	-	(134)	-
Balance 30 June	17,210	17,274	16,594	16,594

Asset Revaluation Reserve

Balance 1 July	-	4,232	-	4,232
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Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
Transfer to retained surplus	-	-	-	-
Library derecognised	-	(4,232)	-	(4,232)
Balance 30 June	-	-	-	-
Closing Balance at 30 June	4,812	4,990	4,196	4,310

27. Machinery of Government Transfers In and Out

The department has assumed or relinquished certain assets as a result of restructuring of administrative arrangements during the year as follows:

- (a) **Transfer of Native Title Services to Department of Natural Resources and Mines:**
As a result of the *Public Service Departmental Arrangements Notice (No. 1) 2002*, dated 2 May 2002 with effect from 1 July 2002, the responsibility for Native Title Services has been transferred from the Department of the Premier and Cabinet to the Department of Natural Resources and Mines.

Assets

Property, plant and equipment 147

Liabilities

Provision for Annual Leave (325)

Net liabilities transferred (178)

- (b) **Transfer of Cape York Justice Strategy to Department of Aboriginal and Torres Strait Islander Policy:**

As a result of the *Public Service Departmental Arrangements Notice (No. 1) 2002*, dated 2 May 2002 with effect from 1 July 2002, the responsibility for Cape York Justice Strategy has been transferred from the Department of the Premier and Cabinet to the Department of Aboriginal and Torres Strait Islander Policy.

Assets

Property, plant and equipment 25

Liabilities

Provision for Annual Leave (2)

Net assets transferred 23

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
(c) Transfer of the output Office of the Public Service Commissioner to the economic entity Office of the Public Service Commissioner:				
As a result of the <i>Public Service Departmental Arrangements Notice (No. 1) 2002</i> , dated 2 May 2002 with effect from 1 July 2002, the responsibility for the Office of the Public Service Commissioner has been transferred from the Department of the Premier and Cabinet to the Office of the Public Service Commissioner.				
Assets				
Property, plant and equipment			170	
Liabilities				
Provision for Annual Leave			(258)	
Net liabilities transferred			<u>(88)</u>	
28. Reconciliation of Net Surplus/(Deficit) to Net Cash Provided by (Used in) Operating Activities				
Surplus/(deficit) from ordinary activities	70	(954)	134	1
Depreciation/Amortisation expense	3,730	3,845	3,693	3,808
Net loss on sale of plant and equipment	221	57	221	57
Fixed asset stocktake adjustments	-	(23)	-	(23)
Change in assets and liabilities:				
(Increase)/decrease in output revenue receivable	(361)	(2,063)	(361)	(2,063)
(Increase)/decrease in net receivables	(742)	254	(722)	281
(Increase)/decrease in LSL reimbursement receivables	15	4	15	4
(Increase)/decrease in interest receivable	148	154	148	154
(Increase)/decrease in deposits	28	9	28	9
(Increase)/decrease in inventories	(30)	(11)	(32)	(11)
(Increase)/decrease in prepayments	(9)	(116)	70	(116)
(Increase)/decrease in GST input tax credits receivable	355	544	355	489
Increase/(decrease) in unearned revenue	(1,039)	(4,711)	(1,131)	(5,096)
Increase/(decrease) in employee provisions	(28)	205	(55)	116
Increase/(decrease) in accounts payable	330	(2,543)	(1,246)	(2,328)
Increase/(decrease) in GST output tax payable	6	(115)	6	(6)
Net Cash provided by (used in) operating activities	<u>2,694</u>	<u>(5,464)</u>	<u>1,123</u>	<u>(4,724)</u>

29. Non-Cash Financing and Investing Activities

Assets and liabilities received or transferred by the department as a result of non-reciprocal transfers are recognised as adjustments to contributed equity and are set out in Note 26.

Notes to and forming part of the Financial Statements 2003

Consolidated		Parent Entity	
2003	2002	2003	2002
\$'000	\$'000	\$'000	\$'000

30. Commitments for Expenditure

(a) Finance Lease Liabilities

Lease liabilities recognised in the Statement of Financial Position:

• Current	2,017	1,882	2,017	1,882
• Non-current	10,781	12,798	10,781	12,798
Total	<u>12,798</u>	<u>14,680</u>	<u>12,798</u>	<u>14,680</u>

Commitments under finance leases at reporting date are inclusive of anticipated GST and are payable as follows:

• Not later than one year	3,045	3,032	3,045	3,032
• Later than one year and not later than five years	10,898	11,781	10,898	11,781
• Later than five years	2,895	5,058	2,895	5,058
Total commitments	<u>16,838</u>	<u>19,871</u>	<u>16,838</u>	<u>19,871</u>
Less: Anticipated input tax credits	(1,280)	(1,468)	(1,280)	(1,468)
Future finance charge	(2,760)	(3,723)	(2,760)	(3,723)
Total	<u>12,798</u>	<u>14,680</u>	<u>12,798</u>	<u>14,680</u>

(b) Non-Cancellable Operating Lease Commitments

Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:

• Not later than one year	1,420	1,674	1,189	1,461
• Later than one year and not later than five years	1,389	1,153	925	601
• Later than five years	533	395	533	395
Total	<u>3,342</u>	<u>3,222</u>	<u>2,647</u>	<u>2,457</u>

(c) Expenditure Commitments

Material expenditure commitments inclusive of anticipated GST, contracted for at reporting date but not recognised in the accounts are payable as follows:

• Not later than one year	596	2,940	596	2,940
• Later than one year and not later than five years	196	568	196	568
• Later than five years	-	-	-	-
Total	<u>792</u>	<u>3,508</u>	<u>792</u>	<u>3,508</u>

(d) Grants and Subsidies Commitments

Approval has been given to various grantees in accordance with formal agreements to pay the following grants and subsidies inclusive of GST provided certain criteria are met:

• Not later than one year	1,625	5,528	1,625	5,528
• Later than one year and not later than five years	1,182	862	1,182	862
Total	<u>2,807</u>	<u>6,390</u>	<u>2,807</u>	<u>6,390</u>

Notes to and forming part of the
Financial Statements 2003

Notes to and forming part of the Financial Statements 2003

	Consolidated		Parent Entity	
	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000
The above commitments for grants and subsidies expenditure are allocated to the following categories:				
Grants to private enterprise	29	1,051	29	1,051
Grants to charities/community groups	1,132	1,446	1,132	1,446
Grants to individuals	31	-	31	-
Grants to local authorities	611	3,080	611	3,080
Grants to statutory bodies	-	125	-	125
Grants to Queensland Government recipients	781	380	781	380
Grants to universities/tertiary education	223	308	223	308
Total-Grants and Subsidies Commitments	2,807	6,390	2,807	6,390

(e) **Event Funding Commitments – Queensland Events Corporation Pty Ltd ***

Material expenditure commitments for event funding exclusive of GST contracted for but not recognised in the financial statements are payable as follows:

• Not later than one year	6,922	10,013	-	-
• Later than one year and not later than five years	7,861	13,715	-	-
• Later than five years	-	300	-	-
Total-Event Funding Commitments	14,783	24,028	-	-

*Funding has been committed subject to Queensland Treasury funding and recurring events are subject to annual review with regard to continued support.

31. Contingencies**Litigation in Progress – Department of the Premier and Cabinet**

As at 30 June 2003, no legal action has been brought against the department.

32. Events Occurring after Balance Date

From 1 July 2003, certain corporate support services currently resourced internally by the department will be outsourced to the Department of Employment and Training under a shared service provider arrangement. As part of this new arrangement, a number of the department's staff and resources will be transferred in 2003-04 to the Department of Employment and Training. Details of the financial effect of this transfer will be reported in the 2003-04 financial year statements.

Notes to and forming part of the Financial Statements 2003

33. Financial Instruments

(a) Interest Rate Risk Exposure

The consolidated entity is exposed to interest rate risk through the financial assets and liabilities. The following table summarises interest rate risk for the department, together with effective interest rates as at balance date. All other assets and liabilities have no interest rate risk exposure.

	Contractual repricing / Maturity Date:					Total	Weighted Average Rate: %
	Floating Rate \$000	1 year or less \$000	1 to 5 years \$000	Greater than 5 years \$000	Non Interest Bearing \$000		
Financial Assets							
Cash	4,484	-	-	-	6	4,490	3.89%
Financial assets	3,844	-	-	-	-	3,844	5.097%
Receivables	-	-	-	-	4,903	4,903	-
Total	8,328	-	-	-	4,909	13,237	
Financial Liabilities							
Payables	-	-	-	-	7,559	7,559	-
Finance lease liabilities	-	2,017	8,268	2,513	-	12,798	6.77%
Other	-	-	-	-	3,211	3,211	-
Total	-	2,017	8,268	2,513	10,770	23,568	

- The effective market interest rates as at balance date on fixed rate borrowings range from 4.77% to 4.99% (2002: 5.96% to 6.18%). (Fixed rates 30 June 2003: 4.95%, 30 June 2002: 6.13%. Fixed rates represent weighted average market interest rates.)
- QTC Borrowings consist of Government Debt Pools the market values of which are \$13.486M.
- Queensland Events Corporation Pty Ltd is exposed to interest rate risk through its investments in the Queensland Treasury Corporation (QTC) Cash Fund. Cash Fund earnings are credited daily based on the market value of the Cash Fund. The weighted average market interest rate for the Cash Fund was 3.89%.

(b) Credit Risk Exposure

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the carrying amount of those assets net of any provisions for doubtful debts as indicated in the Statement of Financial Position.

The Queensland Events Corporation Pty Ltd is not exposed to credit risk through its investments in the Queensland Treasury Corporation (QTC) Cash Fund, as all deposits are capital guaranteed by the QTC.

(c) Net Fair Value

The net fair value of cash, cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying value. The market values of QTC borrowings are disclosed in Notes 23 and 33(a).

Notes to and forming part of the Financial Statements 2003

35. Trust Transactions and Balances

Premier's Disaster Relief Appeal Trust

The Premier's Disaster Relief Appeal was launched in response to the flooding in Northern, Central and Western Queensland in February 2000. The principal purpose of this Appeal is to relieve the suffering and distress in Queensland, other Australian States or Territories and developing countries in the South Pacific by providing money, property or benefits.

Donations collected by the Appeal have been distributed as required. The Premier's Disaster Relief Appeal Trust will remain in operation in order to facilitate a timely response should future public appeals be required.

As the department performs only a custodial role in respect of these transactions and balances, they are not recognised in the financial statements, but are disclosed here for information purposes.

	2003 \$'000	2002 \$'000
Premier's Disaster Relief Appeal Trust Expenses and Revenues		
<i>Revenues</i>		
Transfer of funds from winding up the North Queensland Flood Relief Appeal Administration account	-	1
Interest	2	2
Total	2	3
Premier's Disaster Relief Appeal Trust Assets and Liabilities		
<i>Current assets</i>		
Cash	39	37
Total	39	37

The Queensland Auditor-General performed the audit of the department's trust transactions for 2002-03.

Certificate of the Department of the
Premier and Cabinet

Certificate of the Department of the Premier and Cabinet

These general purpose financial statements have been prepared pursuant to Section 40(1) of the *Financial Administration and Audit Act 1977* (the Act), and other prescribed requirements. In accordance with Section 40(3) of the Act we certify that in our opinion:

- a) the prescribed requirements for establishment and keeping of accounts have been complied with in all material respects; and
- b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Department of the Premier and Cabinet for the financial year ended 30 June 2003 and of the financial position of the department at the end of that year.

29 September 2003



.....
Nick Elliott
Director, Financial Management



.....
Dr Leo Keliher
Director-General

Independent Audit Report

To the Accountable Officer of the Department of the Premier and Cabinet

Scope

The financial statements

The financial statements include the consolidated financial statements of the economic entity comprising the Department of the Premier and Cabinet and the entities it controlled at the year's end or from time to time during the year. The financial statements consist of the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Notes to and forming part of the financial statements and certificates given by the Accountable Officer and officer responsible for the financial administration of Department of the Premier and Cabinet, for the year ended 30 June 2003.

Accountable officer's responsibility

The Accountable officer is responsible for the preparation and true and fair presentation of the financial statements, the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit approach

As required by law, an independent audit was conducted in accordance with *QAO Auditing Standards* to enable me to provide an independent opinion whether in all material respects the financial statements present fairly, in accordance with the prescribed requirements, including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

Audit procedures included -

- examining information on a test/sample basis to provide evidence supporting the amounts and disclosures in the financial statements,
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Accountable officer,
- obtaining written confirmation regarding the material representations made in conjunction with the audit, and
- reviewing the overall presentation of information in the financial statements.

Independence

The *Financial Administration and Audit Act 1977* promotes the independence of the Auditor-General and QAO authorised auditors.

The Auditor-General is the auditor of all public sector entities and can only be removed by Parliament.

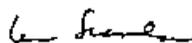
The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which powers are to be exercised.

The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

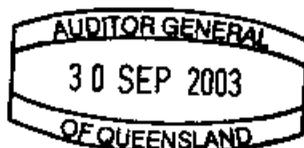
Audit Opinion

In accordance with section 40 of the *Financial Administration and Audit Act 1977* -

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion -
- (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the statements have been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Department of the Premier and Cabinet, and the economic entity for the financial year 1 July 2002 to 30 June 2003 and of the financial position as at the end of that year.



J. J. SCANLAN, FCPA
Auditor-General of Queensland



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