

Department of Tourism, Major Events,
Small Business and the Commonwealth Games

2012–13 Annual Report

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Public availability

Copies of the DTESB annual report are available online at www.dtesb.qld.gov.au. Limited printed copies are available by calling 13 QGOV.



Enquiries about this publication should be directed to opendata@dtesb.qld.gov.au.

This publication has been compiled by Planning and Performance, Business Corporate Partnerships in the Department of Agriculture, Fisheries and Forestry for the Department of Tourism, Major Events, Small Business and the Commonwealth Games.

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**Department of Tourism, Major Events,
Small Business and the Commonwealth Games**

2012–13 Annual Report

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Letter of compliance

25 September 2013

The Honourable Jann Stuckey MP
Minister for Tourism, Major Events, Small Business and the Commonwealth Games
Level 26
111 George Street
Brisbane Qld 4000

Dear Minister

I am pleased to present the 2012–13 annual report and financial statements for the Department of Tourism, Major Events, Small Business and the Commonwealth Games.

I certify that this annual report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the Financial and Performance Management Standard 2009
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual report requirements can be found on page 71 of this annual report or accessed at www.dtesb.qld.gov.au.

Yours sincerely



Dr Richard Eden
Director-General
Department of Tourism, Major Events, Small Business and the Commonwealth Games

Director-General's overview

I am pleased to present this annual report for the Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB). The report outlines our progress over the past year to boost the tourism industry and further support Queensland's small business economy.

Over the past 12 months we have delivered a landmark agreement with the tourism industry and completed items arising from the inaugural *DestinationQ* Partnership Agreement and 12 Month Key Action Plan, which included 53 project areas involving strong collaboration between industry and government. We further strengthened our partnership with industry through consultation on a 20-year plan for tourism to examine and respond to future trends for this economic pillar. We have attracted increased visitation to our state through new and expanded domestic and international aviation routes, and have set the foundations for increased investment through a forum for high-profile investors to promote opportunities within the tourism sector.

The department has also made strong progress in preparations for the Commonwealth Games in 2018, which is now less than five years away. Our preparations to date have met the requirements of the Commonwealth Games Federation. The Gold Coast Aquatic Centre is on track to be ready early in order to host the 2014 Pan Pacific Swimming Championships, and legacy consultation and planning is well underway.

We have revitalised front-line services by ensuring our Business and Industry Portal at www.business.qld.gov.au leads the way as the one-stop shop for the delivery and coordination of whole-of-government business-related services. Over one million individual customers visited the portal during 2012–13 and reported better than 80% satisfaction with the services. We know we are on the right track to strengthening Queensland's small business economy and providing services that businesses want. Over the past two years, the services provided through the portal have reportedly saved business over \$250 million in compliance costs.

We launched the *Queensland small business strategy and action plan 2013–2015* in May 2013, outlining 32 actions across government to promote small business growth across the state. In addition, businesses can more easily manage their regulation requirements across all three tiers of government through the integration of the Australian Business Account and Australian Business Licence and Information Service with the Business and Industry Portal.

The results of our whole-of-department organisational culture survey, undertaken in April 2013, reflect the commitment of DTESB staff to high achievement in a highly positive and supportive work environment.

DTESB is actively engaging with the Public Sector Commission to progress public sector renewal initiatives that will continue to improve the agency's service delivery and effectiveness.

I look forward to leading the department in the coming year to ensure we build on our work to date and the foundation we have laid for this exciting portfolio in its first full year of operation.

I thank all staff for their commitment and contribution to our achievements.

Dr Richard Eden
Director-General

Agency role and main functions

About us

The Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB) was established in 2012 following the state election and subsequent machinery-of-government changes.

The agency's goals are to achieve \$30 billion in annual overnight visitor expenditure by 2020 in the tourism sector and ensure small business satisfaction with business-to-government services. Our principle functions support these goals by enhancing tourism investment in Queensland and ensuring our state's 410 000 small businesses have access to a one-stop shop for business and industry.

We also support the government's broader objectives for the community as outlined in *Getting Queensland back on track*. The department will contribute to the government's objectives for the community to:

- grow tourism as a key pillar of the economy—through actions aimed at increasing visitor expenditure by an average of 6% per annum between 2010 and 2020
- deliver better infrastructure and better planning—through our aviation and tourism investment attraction strategies, and by ensuring the Commonwealth Games provides an optimum legacy for Queensland
- revitalise front-line services—through continued improvement to the ability of businesses to transact with government through the Business and Industry Portal.

Vision

Queensland is Australia's most attractive destination for tourists, businesses and events.

Purpose

To provide leadership in making Queensland a highly attractive destination for tourists, investment and events, supported by strong, capable and responsive small businesses.

Values

Productive relationships

We foster productive partnerships with industry, regional organisations and government, and collaborative relationships in our workplaces.

Respect and trust

We trust and respect each other and value diversity.

Integrity, excellence and equity

We provide positive client experiences and have high expectations of our people.

Development, leadership and accountability

We promote innovation and leadership, efficiency and effectiveness, and are focused on achieving our objectives.

Environment, health and safety

We promote health and well-being by creating a safe and sustainable work environment.

Our department

DTEBS is comprised of four key business areas that work with the portfolio entities to deliver outcomes for Queensland. The department also has a Service Level Agreement with the Department of State Development, Infrastructure and Planning for the provision of regional services.

Business areas

Tourism Division

Tourism is a key pillar, contributing \$22 billion directly and indirectly to the Queensland economy. The Tourism Division works closely with Tourism and Events Queensland and in partnership with industry to ensure we can reach our 2020 growth target of \$30 billion in annual overnight visitor expenditure.

This target will be achieved through initiatives lead by the division—such as *DestinationQ*, the Attracting Aviation Investment Fund and the Drive Tourism Strategy—as well as a focus on attracting further tourism investment into Queensland. The division also works to create a more favourable business environment for tourism by engaging with other government agencies at the local, state and federal levels.

Office of Commonwealth Games Coordination

The Office of Commonwealth Games Coordination works with a number of delivery partners to facilitate the necessary arrangements for the Commonwealth Games. The primary focus includes capital infrastructure, legacy benefits from the event, a cultural program and coordinating whole-of-government service delivery for the Commonwealth Games. This will in turn provide the department with a unique opportunity to promote Queensland companies as suppliers for this event and future major events in the state.

Small Business Division

Small business accounts for approximately 95% of all businesses in Queensland and employs more than one million people. These figures emphasise the importance of supporting small business throughout our state.

The Small Business Division provides companies with the skills required to effectively manage their business, by delivering a range of initiatives focused on business growth, business resilience, investment attraction, export product preparation and business knowledge. The division is also involved in policy and strategy development for the small business sector, and recently released the *Small business strategy and action plan 2013–2015*, which outlines the government's policy directions and actions for the next two years.

Business Online Solutions

Business Online Solutions delivers a range of online services to Queensland Government business and industry customers—for example, SmartForms (electronic forms with capabilities beyond a traditional paper form such as electronic completion, database cells and electronic submission), Australian Business Licence and Information Services, diagnostic tools, webinars and social media support.

The goal of Business Online Solutions is to make sure our customers have a fast, easy and consistent user experience every time they access government services online. They use business intelligence and customer insight to understand the most effective way to provide key information to Queensland business and industry—information that is easily discoverable and written in plain English.

By providing convenient online services, this team increases government efficiencies by automating and validating business processes online, helping to reduce red tape by making it easier for business to complete their regulatory requirements through the provision of prefillable forms, and letting Queenslanders get on with the important job of growing their businesses. This support is also helping DTEBS to meet the goal of returning Queensland's tourism industry to number one.

Strategic objectives and outcomes

Our department works to accomplish two main outcomes—achieve the 2020 visitor expenditure target and ensure small business satisfaction with business-to-government services. To achieve these outcomes we have key strategies linked to core objectives and performance indicators framed within the overarching themes of investment and infrastructure, productivity, information and influence, and marketing and promotion.

Table 1: Objectives, key performance indicators and strategic outcomes (extract from the 2012–16 strategic plan)

Objective	Key performance indicator	Strategic outcome
Grow priority markets	Percentage of overnight visitor expenditure growth per annum	Achieve the 2020 visitor expenditure target
Deliver a successful Commonwealth Games	Percentage of Commonwealth Games Federation planning requirements met	
Enable new products and experiences	Amount of additional capital attracted for tourism infrastructure development	
Competitive small businesses	Estimated value of efficiency savings by businesses assisted	Small business satisfaction with business-to-government services
Easier to do business	Percentage of customers that find online services useful	

Our department also has a key objective to support an agile, high-performing and engaged organisation, which is measured by the percentage of staff with completed Performance and Capability Agreements and the percentage of positive staff engagement.

Operating environment

Our department, although small, maximises our operations through a strong online presence and cooperative partnerships with other government agencies, such as the Department of State Development, Infrastructure and Planning and the Department of Agriculture, Fisheries and Forestry. This enables us to deliver services statewide, which was essential during 2013 flood events.

We also ensure we are well positioned to deliver services now and in the future, by undertaking research into potential trends for industry and business. By enhancing our knowledge of industry trends, we are positioned to have a positive influence on policy development and manage emerging strategic risks.

Our capacity

Our department's capacity to improve our service delivery is based on lessons learned from challenges over the past 12 months.

In 2012–13 we faced several challenges, including flood events throughout central and northern Queensland. These challenges tested the strength of our partnership with industry and with other government agencies. Emphasising the importance of having a strong online presence through the Business and Industry Portal, our lesson from these natural disasters was to enhance the ability to act quickly with targeted information for affected businesses and tourism operators.

Our Business and Industry Portal provided flood-affected businesses throughout Queensland with updates on assistance and access to information 24 hours a day, 7 days a week. Businesses stranded with no road or rail access could still go online and view essential information on available support.

With this in mind, DTESB has taken action to further improve the portal's performance in 2012–13 by adding a suite of new features, including the Australian Business Account and Australian Business Licence and Information Service. We have also strengthened our support for small businesses by launching the *Queensland small business strategy and action plan 2013–2015*, which consolidates the work being undertaken across government to improve conditions for small, micro and non-employed businesses across the state.

The department was also involved in the Queensland Audit Office *Online service delivery—report to Parliament 8: 2012–13*, which provided an independent review of our online services and our capacity to increase online transactional services for customers. The report confirmed the effectiveness of our department's customer satisfaction measurements and our management of the whole-of-government Business and Industry Portal. In addition, staff surveys undertaken during the year emphasised our department's level of positive staff engagement and commitment to service delivery for Queenslanders.

To meet the challenge of providing regional services to businesses, DTESB continues to engage with the Department of State Development, Infrastructure and Planning via a Service Level Agreement. A lesson learned in the early stages of the agreement was the importance of engagement and clear communication channels between our departments, which has resulted in biannual meetings to develop our partnership further.

Future challenges to service delivery will be based on emerging and future trends, as we work in partnership with industry to deliver services to the tourism industry. Since the formation of the department in 2012, some positive tourism trends are already emerging from visitor survey data and the department is currently developing a 20-year plan to ensure the industry is prepared for potential future trends that may impact the tourism sector.

Finally, as part of preparations for the Commonwealth Games, we have begun to address the challenge of ensuring they provide an optimal legacy for Queensland. Lessons learned from previous Commonwealth Games confirm legacy benefits can extend well beyond the event itself and provide long-lasting benefits for the broader community.

Other whole-of-government plans and specific initiatives

Tourism Cabinet Committee

Building the competitiveness and resilience of the tourism industry requires whole-of-government actions and strategies that address both demand and supply factors. The Tourism Cabinet Committee was established in 2012 and comprises the Ministers for:

- Tourism, Major Events, Small Business and the Commonwealth Games (chair)
- State Development, Infrastructure and Planning
- Education, Training and Employment
- Transport and Main Roads
- National Parks, Recreation, Sport and Racing.

The role of the Tourism Cabinet Committee is to:

- ensure a coordinated and integrated approach to tourism, events and international education
- mobilise all agencies in working toward the 2020 industry potential goal
- remove impediments and blockages to deliver the government's agenda for the visitor economy.

A Tourism Inter-departmental Committee, which brings together senior executives from across government, supports the Tourism Cabinet Committee.

Tourism Ministers' meetings

We are a member of the Australian Standing Committee on Tourism and support the state Tourism Minister at Tourism Ministers' meetings. As part of a national approach, we contribute to the implementation of Tourism 2020—Australia's national strategy to enhance growth and competitiveness in the tourism industry. We also sit on the Investment and Regulatory Reform Working Group and contribute to the activities of a number of other working groups, including the Labour and Skills Working Group and the Tourism Access Working Group.

Accreditation and T-QUAL Tick

We have partnered with Tourism and Events Queensland and the Queensland Tourism Industry Council to facilitate take-up of accreditation and co-branding with the T-QUAL Tick program across Queensland. A dedicated accreditation manager, located at the Queensland Tourism Industry Council and funded by the department, was appointed from March 2011 to September 2013.

Using presentations and a variety of forums, as well as one-on-one meetings, the program has promoted the benefits of accreditation and worked with individual Queensland tourism businesses, accreditation providers, regional tourism organisations, regional councils, Tourism Australia and the Australian Government.

DestinationQ and the 20-year plan for Queensland tourism

The inaugural *DestinationQ* forum held in Cairns in June 2012 provided industry with an unprecedented opportunity to identify the challenges and actions required to get the Queensland tourism industry back on track. The forum resulted in the landmark signing of a partnership agreement between government and industry. This partnership agreement has formed the foundation for considerable progress over the past 12 months, as demonstrated by the 2012 *DestinationQ* 12 month partnership report. The process of responding to the partnership agreement was overseen by the Post-Forum Working Group and the Tourism Cabinet Committee, supported by the Tourism Inter-departmental Committee. Together these groups have driven progress against the partnership agreement and have demonstrated what can be achieved with government and industry working together.

We are now working in partnership with the Queensland tourism industry to develop a 20-year plan for tourism in Queensland and an initial annual action plan to guide the efforts of government and industry. This plan will focus on restoring Queensland to its rightful status of Australia's number one tourism destination, and reaching the government's target of doubling overnight visitor expenditure to \$30 billion per year between 2010 and 2020. Based on extensive industry engagement to develop a vision for Queensland tourism, we will continue to work closely with the Queensland tourism industry to identify priority directions and actions. The plan is an opportunity for industry and government to work together to assess potential changes to the tourism landscape over the next 20 years, express our common goals and provide a pathway to achieve them.

Gold Coast 2018 Commonwealth Games

We are planning and delivering government services required to support the staging of the 2018 Commonwealth Games on the Gold Coast. This event will provide a unique opportunity to promote Queensland companies as suppliers for the Commonwealth Games and future major events in our state.

In addition to our industry partnerships (such as *DestinationQ*), we are also working closely with many organisations (including the Industry Development division of the Department of State Development, Infrastructure and Planning) to maximise opportunities for Queensland industry. Actions taken during 2012–13 include:

- commencement of construction on the Gold Coast Aquatic Centre, where 96% of firms that have won business to date were from South East Queensland
- preparations for the Commonwealth Games Village
- consultation with industry and the community to inform planning for an optimal legacy for Queensland.

Delivery of a seamless national economy

DTEB is the lead Queensland Government agency for the business online services component of the Register of Business Names Regulatory Reform in the Council of Australian Governments' Agreement for the Delivery of a Seamless National Economy.

It is our responsibility to contribute to the business online services project to deliver a nationally coordinated system through which businesses can access information and services. The service helps businesses to manage their regulatory responsibilities by enabling more effective interactions between all tiers of government, regardless of the location.

The project links in with the Australian Business Account, Australian Business Licence and Information Service and SmartForms.

Queensland small business strategy and action plan

The *Queensland small business strategy and action plan 2013–2015* outlines the Queensland Government's commitment to support and stimulate the growth of small business by articulating whole-of-government policy directions and actions for the next two years.

It supports the government's agenda to build a more productive and resilient Queensland economy in partnership with industry, in a coordinated and strategic approach to getting small business back on track. As part of the plan, we will deliver relevant information and support to businesses, and provide a voice for small businesses in government decision-making.

Service areas

DTEBS is structured to deliver its objectives through two service areas:

1. Tourism and Events Development
2. Business-to-Government Services.

Tourism and Events Development

This service area promotes sustainable industry growth by delivering a strategic, whole-of-government approach to the future of tourism. It attracts investment for our state's tourism products by showcasing Queensland as an investment destination, and through initiatives such as the new ecotourism investment model. It increases visitation through the Attracting Aviation Investment Fund. It also works across government to improve the planning and approval processes for new tourism industry projects.

The department delivers tourism and events development services in close partnership with Tourism and Events Queensland to ensure events attraction and tourism marketing help deliver the government's objective to grow tourism as one of the four pillars of the economy.

This service area focuses on developing future events for Queensland to ensure our state benefits from the boost that major events can provide to the tourism industry and the economy. It also works in partnership with the Gold Coast 2018 Commonwealth Games Corporation and other delivery agencies to plan and prepare for the Commonwealth Games. Tourism and Events Development Services help ensure industry has opportunities to invest in our state's tourism activities, and aligns with the government's objective to deliver better infrastructure and better planning for our state.

Business-to-Government Services

This service area ensures the department can effectively provide information and services to business to encourage small business growth and promote a diverse economic base for Queensland. Small businesses represent approximately 95% of businesses statewide and employ almost half of all private sector workers. These businesses are essential for a vibrant Queensland economy. Measures include client satisfaction with our department's services to ensure we continue to meet business and industry needs.

This service area improves business accessibility to government information and services, and encourages more effective service delivery by having feedback mechanisms connected to our existing services. It also promotes further client engagement with our online services, and aligns with the department's objectives to provide a stronger digital and online presence.

Financial overview

This financial summary provides an overview of the department's (parent entity) financial performance for 2012–13, from 1 July 2012 to 30 June 2013.

A more comprehensive view of the department's financial performance for 2012–13 and the entity it controlled is provided in the financial statements included in this annual report.

Statement of assurance

In accordance with the *Financial Accountability Act 2009*, the Chief Finance Officer has provided the Director-General with a statement that the department's financial internal controls are operating efficiently, effectively and economically. The department actively manages its financial risks and liabilities. The department is financially well positioned to meet its objectives as described in the 2012–16 strategic plan.

Parent entity analysis

The parent entity includes the Department of Tourism, Major Events, Small Business and the Commonwealth Games. The department's controlled entity, Events Queensland Pty Ltd (EQ), is incorporated into the consolidated entity, which is reported in the financial statements. As a result of the *Tourism and Events Queensland Act 2012*, EQ was wound up effective from 11 December 2012, with its functions merged into the new Tourism and Events Queensland Corporation, which is not a controlled entity of the department. The financial statements report on the financial results of the consolidated entity from 1 July 2012 until EQ was wound up on 11 December 2012.

Income from continuing operations

For the 2012–13 financial year, the department was primarily funded by parliamentary appropriation (departmental services revenue) of \$51.2 million (98.9%), with the remaining funding coming largely from grants and other contributions. Grants and other contributions received relate to the Industry First Response Initiative. It also includes goods and services received below fair value.

In 2013–14, departmental services continue to be funded principally by parliamentary appropriation (departmental services revenue). Total income will increase from \$51.8 million in 2012–13 to \$99.8 million in 2013–14. The increase is due principally to increased activity for the 2018 Gold Coast Commonwealth Games, which includes \$24.9 million in funding allocated to continue the accelerated works in redeveloping the Gold Coast Aquatic Centre.

Expenses from continuing operations

The department's total expenses for the year were \$51.7 million. This represents an increase of \$0.4 million when compared to the 2012–13 budget. The increase predominately relates to the accelerated works associated with the redevelopment of the Gold Coast Aquatic Centre and the cost of redundancies related to the fiscal repair measures announced in the 2012–13 budget. At the time of the 2012–13 budget, the cost of redundancies was held centrally.

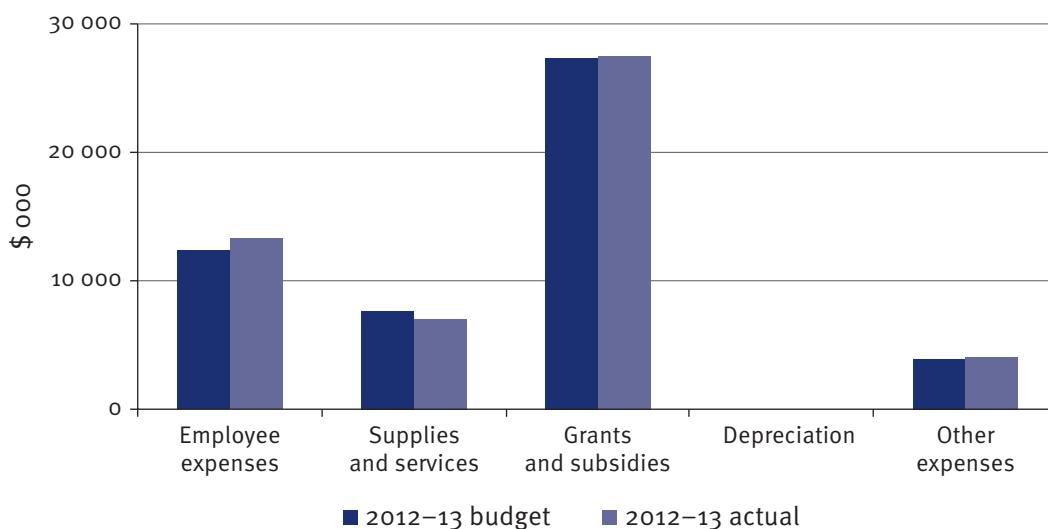


Figure 1: Total expenses for 2012-13 (by category)

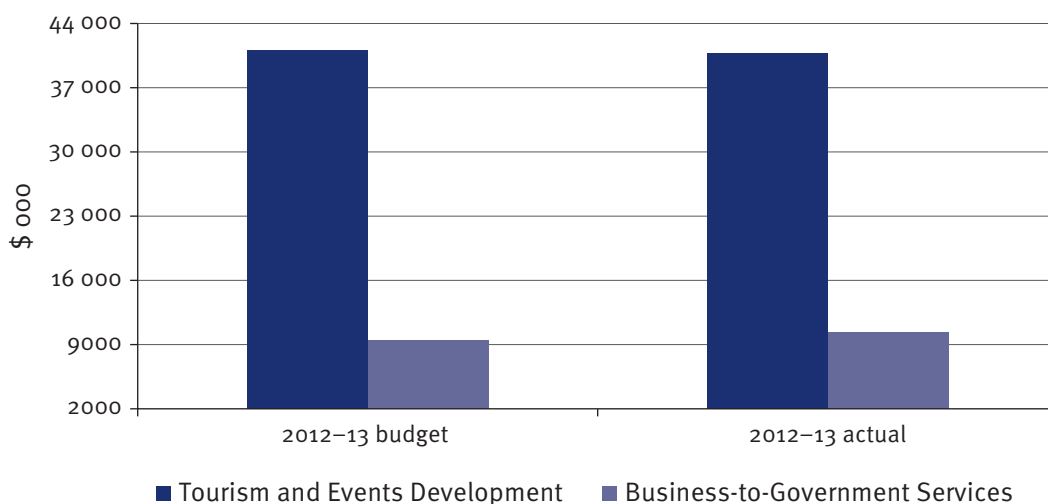


Figure 2: Total expenses for 2012-13 (by service area compared to 2012-13 budget)

The forecast for 2013-14 is for the department to incur expenditure of \$99.8 million. This represents an increase of \$48.1 million when compared to expenses for 2012-13 of \$51.7 million. The increase is due principally to increased activity for the 2018 Gold Coast Commonwealth Games, which includes \$24.9 million to continue the accelerated works in redeveloping the Gold Coast Aquatic Centre.

Commitments

The department has other expenditure commitments principally for the 2018 Gold Coast Commonwealth Games of \$26.2 million, under the endorsed agreement with Australian Commonwealth Games Association Incorporated, to secure marketing rights for the 2018 Gold Coast Commonwealth Games.

Table 2: Statement of comprehensive income and statement of financial position for 2012–13**Statement of Comprehensive Income** for the period ending 30 June 2013

Controlled Funds—Parent Entity	Actual ⁽¹⁾ \$'000	Budget ⁽²⁾ \$'000	Variance \$'000
Income from continuing operations			
Departmental services revenue	51,205	51,220	(15)
User charges, fees and fines	22	61	(39)
Grants and other contributions	517	—	517
Other revenue	63	—	63
Total income from continuing operations	51,808	51,281	527
Expenses from continuing operations			
Employee expenses	13,229	12,359	870
Supplies and services	6,972	7,689	(717)
Grants and subsidies	27,443	27,296	147
Depreciation and amortisation	48	16	32
Impairment losses	—	—	—
Finance/borrowing costs	—	—	—
Other expenses	3,998	3,921	77
Total expenses from continuing operations	51,690	51,281	409
Operating result from continuing operations	118	—	118

Statement of Financial Position as at 30 June 2013

Controlled Funds - Parent Entity	Actual ⁽¹⁾ \$'000	Budget ⁽²⁾ \$'000	Variance \$'000
Current assets			
Cash and cash equivalents	(357)	1,597	(1,954)
Receivables	2,316	57	2,259
Other assets	120	—	120
Property, plant and equipment	—	—	—
Total current assets	2,079	1,654	425
Non-current assets			
Receivables	—	—	—
Other financial assets	—	—	—
Property, plant and equipment	302	483	(181)
Other assets	51	—	51
Total non-current assets	354	483	(129)
Total assets	2,433	2,137	296
Current liabilities			
Payables	710	1,388	(678)
Other financial liabilities	—	—	—
Accrued employee benefits	358	233	125
Other liabilities	—	13	(13)
Provisions	—	—	—
Total current liabilities	1,069	1,634	(565)
Non-current liabilities			
Other financial liabilities	—	—	—
Accrued employee benefits	—	—	—
Other liabilities	—	—	—
Provisions	—	—	—
Total non-current liabilities	—	—	—
Total liabilities	1,069	1,634	(565)
Net assets	1,364	503	861

(1) 2012–13 Actual as per Financial Statements

(2) 2012–13 Budget as per 2012–13 Service Delivery Statements

Our performance

The following performance is reported against the objectives of the DTESB strategic plan for 2012–16. This scorecard is a sample of performance highlights in 2012–13 and is not representative of all work undertaken during the period.

Table 3: Performance scorecard (2012–13)

Objective	Progress in 2012–13
Grow priority markets	<p>Performance indicator: Percentage of overnight visitor expenditure growth per annum</p> <ul style="list-style-type: none"> Domestic overnight visitor expenditure grew by 2% to reach \$13.727 billion for the year ending March 2013 International visitor expenditure in Queensland grew by 4% to \$3.937 billion for the year ending March 2013 Administered the Attracting Aviation Investment Fund (AAIF), under which airline route incentives have been provided to support China Eastern's direct flights from Shanghai to Cairns and the extension of Air New Zealand flights from Auckland to the Sunshine Coast (other direct flight routes were secured into Queensland without recourse to the AAIF) Developed the Queensland Drive Tourism Strategy based on analysis of 100 public submissions and extensive consultation Identified 29 initiatives in the Queensland Drive Tourism Strategy to improve signage, road quality, camping options, roadside rest areas and high-quality tourist information Contributed to the development of the new state planning policy that recognises, for the first time, tourism as a state interest Coordinated government services and leveraging opportunities for the 2015 Asian Football Confederation Asian Cup and 2015 International Cricket Council Cricket World Cup
Deliver a successful Commonwealth Games	<p>Performance indicator: Percentage of Commonwealth Games Federation planning requirements met</p> <ul style="list-style-type: none"> Met 100% of Commonwealth Games Federation planning requirements The Commonwealth Games Federation undertook an initial project review in January 2013 and focused on 16 areas of preparation and planning—the federation was satisfied with progress being made in all areas by the Gold Coast 2018 Commonwealth Games Corporation and the Office of Commonwealth Games Coordination Continued preparations for the Gold Coast 2018 Commonwealth Games Worked with the Department of State Development, Infrastructure and Planning to finalise the Commonwealth Games Village business case and shortlist private sector development proponents Commenced development of Commonwealth Games venue master planning in conjunction with the Gold Coast 2018 Commonwealth Games Corporation, Department of State Development, Infrastructure and Planning, and asset owners Completed design stage and commenced construction of the Gold Coast Aquatic Centre redevelopment in conjunction with the Department of State Development, Infrastructure and Planning, the Gold Coast 2018 Commonwealth Games Corporation and the City of Gold Coast Facilitated the passage of the <i>Commonwealth Games Arrangements (Brand Protection) Amendment Act 2013</i> and the <i>Tourism and Events Queensland Act 2012</i> Commenced statewide consultation on the Commonwealth Games legacy plan for Queensland

Table 3: Performance scorecard (2012–13) (continued)

Objective	Progress in 2012–13
Enable new products and experiences	<p>Performance indicator: Amount of additional capital attracted into tourism infrastructure development</p> <ul style="list-style-type: none"> • Attracted additional capital of \$32.2 million for tourism infrastructure • Consolidated the landmark <i>DestinationQ</i> Partnership Agreement between the state government and the Queensland Tourism Industry Council • Coordinated progress by the Partnership Agreement partners against the priorities set out in the 12 Month Key Action Plan • Facilitated investment opportunities for Queensland companies, including inbound and outbound investment missions • Launched <i>A guide to hotel investment in Brisbane, Australia</i> • Facilitated the Tourism Investment Forum • Launched the Tourism Investment Gateway website • Contributed to the <i>Queensland ecotourism plan</i> • Advocated for improved ecotourism investor conditions reflected in legislative reforms • Played a major role in developing a general expression-of-interest process, seeking investment from the private sector in ecotourism products
Competitive small business	<p>Performance indicator: Estimated value of efficiency savings by businesses assisted</p> <ul style="list-style-type: none"> • Streamlined services to businesses assisted by Queensland Government online service delivery, and achieved \$40.6 million of efficiency savings for business and \$116 million of time saved and costs avoided by business • Assisted 92 businesses under the Mentoring for Growth program with panels of volunteer business mentors • Mentors donated approximately 830 hours, focusing on growth opportunities and commercial challenges • Launched the <i>Queensland small business strategy and action plan 2013–2015</i>, which builds on the government's <i>LNP blueprint for Queensland small business</i> and articulates the 32 actions the government is putting in place across 10 agencies to support small business survival, growth and success
Easier to do business	<p>Performance indicator: Percentage of customers that find online services useful</p> <ul style="list-style-type: none"> • Delivered simplified online services and information consumed by 1 130 000 unique visitors to the Business and Industry Portal, with an overall customer satisfaction level of 82% • Released 71 interactive PDFs or SmartForms through the portal or state and local government agencies to enable businesses to prefill data from their Australian Business Account • Increased online services available through the portal to include 153 additional services, such as the Tourism Pathways diagnostic tool and the Tourism Investment Gateway • Delivered 16 targeted webinars to 1800 participants on topics such as business continuity planning and digital readiness
An agile, high-performing and engaged organisation	<p>Performance indicator: Percentage of staff with completed Performance and Capability Agreements, and percentage of positive staff engagement</p> <ul style="list-style-type: none"> • Individual capability agreements completed by 100% of staff, which were reviewed on a six-monthly basis in a face-to-face meeting with their supervisor • Held a whole-of-department survey on culture and whole-of-department forum to discuss survey results with staff and foster ideas for future improvements • Conducted a workplace health and safety audit to ensure the department provides a safe work environment for all staff • Comprehensive risk management strategy and assurance map approved by the Executive Management Group

Achievements and highlights

***DestinationQ* Forum and 20-year plan for tourism**

In June 2012, industry leaders and operators, key ministers, councils and senior officials came together at the inaugural *DestinationQ* Forum to discuss issues impacting upon growth in the sector. At the end of the two-day forum, the state government and the Queensland Tourism Industry Council signed the landmark *DestinationQ* Partnership Agreement and 12 Month Key Action Plan, which outlined the strong partnership approach and first steps to be taken by government and industry to revive tourism growth in Queensland. Throughout 2012–13, the department, Tourism and Events Queensland, other government agencies and industry focused on actioning the outcomes of the forum through 53 projects designed to collectively address the issues identified.

Building upon the successes of the *DestinationQ* Partnership Agreement, development of a 20-year plan for tourism is the next step in restoring Queensland as Australia's number one tourism destination. Informed by a CSIRO foresight study on the future of tourism in Queensland, this plan will build on the industry–government partnership and identify an agreed pathway to achieve the industry's potential. Government has already engaged with industry, communities and relevant stakeholders to examine the foundations for the plan through a series of workshops across Queensland, online engagement and the 2013 *DestinationQ* Forum, at which the plan was the key focus. The aim is to release a final 20-year tourism plan in early 2014.



DestinationQ 2012

Gold Coast 2018 Commonwealth Games legacy consultation

Legacy is the continuing and positive effect the Commonwealth Games can have on economic, social and cultural activities before and after the actual event. Valuable legacy outcomes are already on track with commencement of the redevelopment of the Gold Coast Aquatic Centre in February 2013, which will provide new world-class regional aquatic facilities in time to host the 2014 Pan Pacific Swimming Championships.

To ensure maximum legacy benefits are achieved, the Queensland Government (in collaboration with the City of Gold Coast) commenced a three-stage community consultation process in March 2013 to inform the development of a legacy plan for the Gold Coast 2018 Commonwealth Games.

As part of stage one, we commenced discussions with key stakeholders across sectors such as tourism, trade and investment, small business and sport and recreation to identify how we can work together to achieve legacy outcomes. Stage one also included an online survey, launched on 19 April 2013, which allowed Queenslanders to submit their ideas. Many substantive responses have been received and this is an encouraging start as we move into stages two and three.

Stages two and three involve community meetings, market research and testing, and validating community comments through online polling—building on initial feedback received in the first stage.

Business and Industry Portal development

Online service delivery

The government's Business and Industry Portal has serviced 1 130 000 individual customers online during 2012–13, tripling customer numbers in just 12 months. It has achieved an average customer satisfaction rating of 82%. The site has grown by a further 153 services to over 600 online business and industry services—including the forms and fees finder for environmental activities, successfully helping to cut green tape. In addition, a recent Queensland Audit Office performance audit report confirmed the whole-of-government portal was being successfully managed (an exemplar in understanding and responding to customer needs) and DTESB was well positioned to develop a central strategy for government services to business.

Customer experience

The latest annual customer impact survey of Queensland businesses reported that the delivery of online services saved them \$116 million in time saved and costs avoided, contributing to total reported savings in excess of \$250 million dollars over two years. Transforming service delivery from counter and phone to online created savings of approximately \$500 000 in operating costs and \$400 000 in infrastructure expenses. We also delivered targeted webinars to small business, including cyclone preparedness and using social media, websites and other online diagnostic tools to help grow their businesses.



Improving online service delivery

Strategic projects

The release of the Australian Business Licence and Information Service (ABLIS) on 13 September 2012, integrated with the Australian Business Account (ABA), was part of the Council of Australian Governments regulatory reform agenda. ABLIS allows Queensland business customers to identify and save regulatory information required to operate a business in Queensland (from all three levels of government) to their ABA. Over 16 000 regulatory information packages have been provided since the release of ABLIS, saving businesses time and money when identifying regulatory obligations. We have now released a total of 71 interactive online forms that can be prefilled from core details in the ABA, providing further time and money savings for businesses when complying with regulatory obligations.

Queensland small business strategy and action plan

On 16 May 2013, the Minister launched the *Queensland small business strategy and action plan 2013–2015* to build on the government's *LNP blueprint for Queensland small business* and maintain the momentum in supporting the state's ongoing economic growth.

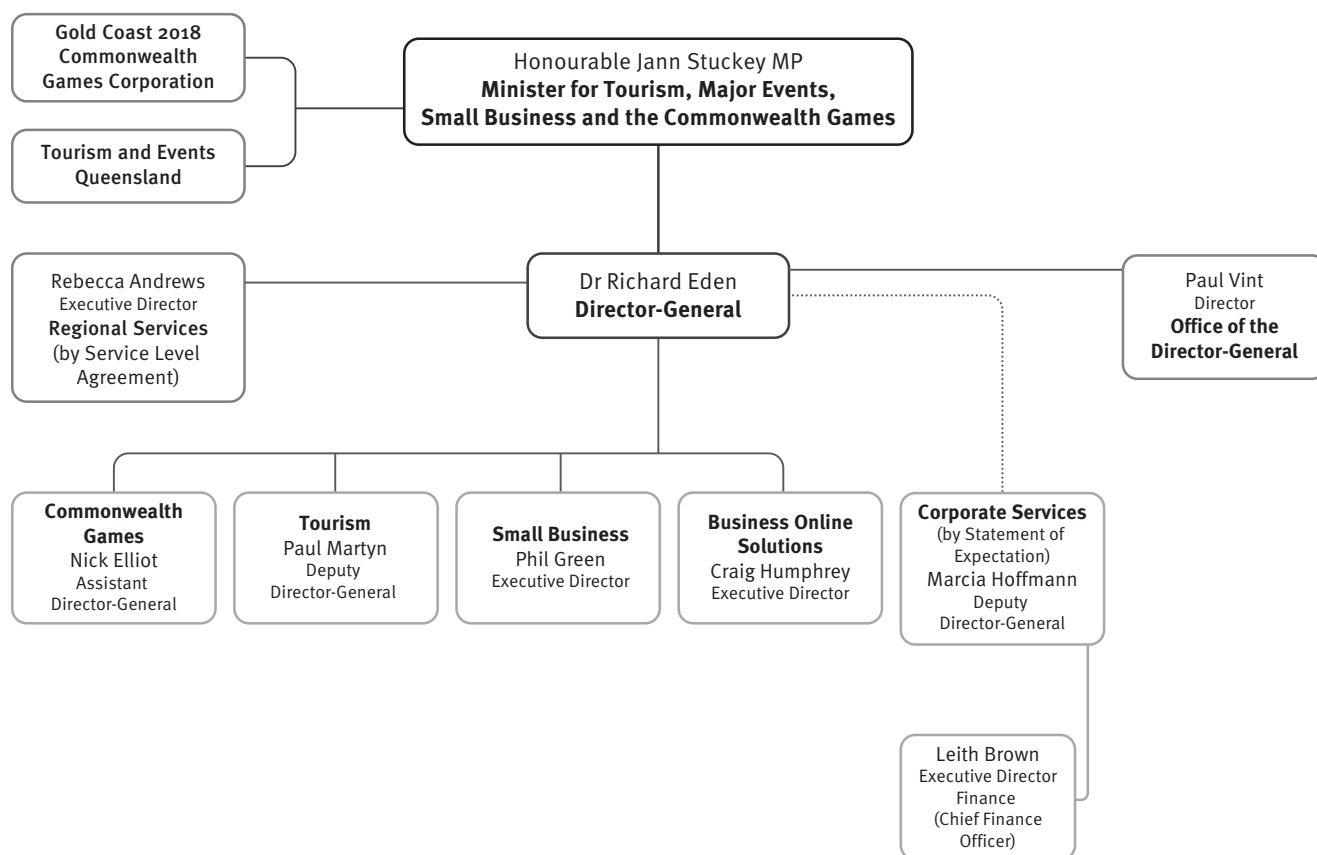
The strategy and action plan articulates the 32 actions the government will put in place over the next two years to set the conditions for increased productivity and small business growth and success, and to help businesses meet challenges and seize opportunities. These actions are grouped under five key priorities—lower unemployment, make it easier to do business, increase opportunities, stronger business–government engagement and maximise business potential. A key deliverable of the strategy and action plan was to hold a Queensland Small Business Week in conjunction with the National Small Business Summit in July 2013, and the department developed a significant program for the week involving events, workshops and seminars held across Queensland with industry partners.

Underpinning the strategy and action plan is a vision for profitable, innovative and resilient small business enterprises that are competitive, create jobs and contribute to building a robust and diversified economy.

Management and structure

Organisational structure

Figure 3: Organisational chart as at 30 June 2013



Governance framework

DTEBS maintains a number of governance committees that help management fulfil their statutory and legal obligations.

Executive Management Group

Role

The Director-General is responsible for the management, governance and operation of the department (under the *Public Service Act 2008*, s. 98). The Executive Management Group provides advice and assistance to the Director-General to fulfil these responsibilities.

The Executive Management Group provides the department's collective leadership. Its role is to act as a 'board' for the department—bringing together the heads of major units and the most significant functional areas to look at the development and strategic direction of the department as a whole, and to advise on and endorse the most significant management decisions.

Membership

During 2012–13, the membership of the Executive Management Group comprised:

- Dr Richard Eden, Director-General
- Paul Martyn, Deputy Director-General, Tourism
- Phil Green, Executive Director, Small Business
- Craig Humphrey, Executive Director, Business Online Solutions
- Nick Elliott, Assistant Director-General, Commonwealth Games
- Rebecca Andrews, Executive Director, Regional Services
- Paul Vint, Director, Office of the Director-General
- Marcia Hoffmann, Deputy Director-General, Corporate (part year)
- Peter McKay, Deputy Director-General, Corporate (part year)
- Leith Brown, Chief Finance Officer.

Business and Corporate Partnerships

Although Marcia Hoffmann and Leith Brown are not part of the DTEBS staff establishment, they attend Executive Management Group meetings as corporate partners under the Business and Corporate Partnerships agreement. Leith attends to ensure Chief Finance Officer representation on the board and Marcia is the executive leader for our Corporate Services arrangement.

Profiles

Dr Richard Eden, Director-General

Dr Richard Eden joined the department at its inception. He has represented the Queensland Government on a multitude of state and federal government boards and committees.

In his previous role as Associate Director-General, Operations, in the former Department of Education and Training, Richard was responsible for leadership in strategic investment, business transformation and educational reform, as well as the day-to-day provision of efficient and effective operational service delivery. He is the architect of the highly successful SmartClassroom strategy—a comprehensive vision to harness technology and seamlessly integrate it into all aspects of education and schooling.

With a strong background in leading large-scale technology projects, Richard is passionate about the transformative capacity of technology. He sees innovation through technology as one of the key foundations needed to build strength and resilience in the tourism and small business sectors.

Richard also sees powerful synergies between the component units of the department. He points to an enormous capacity to leverage the strength of major events, especially the Commonwealth Games, to revitalise tourism and small business.

Richard seeks to foster a culture of effective teamwork, creativity and open feedback in the department. A key objective is to develop a clear 'line of sight' between strategic goals and individual projects and staff, so every employee can see how they are individually contributing to the department's wider vision.

Paul Martyn, Deputy Director-General, Tourism

Paul Martyn is responsible for policy and programs to increase the competitiveness of one of Queensland's largest industries. He oversees tourism investment attraction and chairs the government's interdepartmental committee for tourism.

Paul was a practicing criminal defence lawyer before joining the Queensland Government to work on competition law issues. In the past 16 years, he has worked on a series of major reform agendas, particularly in the sugar and dairy industries, and on the impacts of carbon pricing on small business. He is a specialist in economic policy, regulatory reform and governance issues.

Before becoming the head of the Tourism Division, Paul developed policy advice on economic and regional development, with a particular focus on resource regions. He also coordinated strategic consideration of the growth of the CSG-to-LNG industry, including balancing economic, social and environmental considerations.

Paul has a Masters in Public Policy from the University of London and an honours degree in law and government.

Phil Green, Executive Director, Small Business

Phil Green has a background in commercial banking, finance and insolvency law, and is now heading up the Small Business Division.

His background gives him great insight into what can go wrong in business and what businesses need to meet the challenges they face. Phil has a passion for innovation and seeing businesses grow and capitalise on great ideas and great opportunities in the Queensland economy.

Phil has a wide range of experience, including several years in legal and economic policy with the Queensland Department of the Premier and Cabinet and a stint in the Prime Minister's Strategy Unit in the United Kingdom Government.

His achievements include progressing regulatory reform work through the Council for the Australian Federation, participating on the steering committee for Queensland's first public-private partnership and being instrumental in securing funding for several of the state's significant research infrastructure projects.

He has also been responsible for delivery and oversight of the state's business incubator and commercialisation programs.

Craig Humphrey, Executive Director, Business Online Solutions

Craig Humphrey is responsible for leadership and management of information and advisory services to business and industry via the Business and Industry Portal (www.business.qld.gov.au). The portal provides advice on how to operate a business and acts as the Queensland Government's primary online one-stop shop for business and industry-specific services. The development of the portal has evolved to include online diagnostics, assessment tools, information guides and SmartForms.

He has been in the Queensland Public Service since 1978, with over 15 years in regional management positions and 20 years in Brisbane-based roles.

Craig holds a Bachelor of Arts (Politics) and has received the Australian Institute of Management Professional Manager of the Year award (2007) (Sunshine Coast) and a departmental award for executive leadership (2012).

Nick Elliott, Assistant Director-General, Commonwealth Games

The Office of Commonwealth Games Coordination has primary responsibility for ensuring the delivery of venues and other key infrastructure and the coordination of government services for the planning, preparation and hosting of the Gold Coast 2018 Commonwealth Games.

Prior to this role, Nick held the position of Executive Director, Business Services, and Chief Finance Officer in the Department of the Premier and Cabinet. Nick was also the Chief Finance Officer and Company Secretary of Gold Coast 2018 Commonwealth Games Bid Ltd, and through this role participated in the bid process.

Prior to joining the Queensland Government, Nick held roles in the Australian Department of the Prime Minister and Cabinet and the Australian Capital Territory Department of Health.

Nick has a Bachelor of Commerce, a Graduate Diploma in Management and is a certified practicing accountant.

**Rebecca Andrews, Executive Director,
Regional Services**

Rebecca Andrews is responsible for developing and nurturing key regional relationships, and ensuring effective development and delivery of policy and programs in Queensland's regions to meet government priorities in tourism and small business.

Rebecca's previous role was as Executive Regional Director for the South East Queensland region based on the Gold Coast, which was her first role within state government.

Rebecca has previously worked in economic development and tourism in the Whitsundays, New Zealand and South Australia. With a Bachelor of Management (Tourism), Rebecca has a good understanding of the tourism industry and the challenges of working in the sector.

Rebecca also has a working knowledge of small business, having previously owned a restaurant.

Paul Vint, Director, Office of the Director-General

Paul Vint is responsible for managing the Office of the Director-General, including ensuring effective and efficient corporate management and governance of the department, and coordinating effective departmental advice to, and support for, the Director-General and Minister.

He has broad experience in government program delivery and corporate governance functions, having held key roles in finance, regional development, industry development and scientific research funding prior to taking up his current role.

**Marcia Hoffmann, Deputy Director-General,
Corporate**

Marcia Hoffmann is Deputy Director-General, Corporate for DTESB and the Department of Agriculture, Fisheries and Forestry. Marcia has a substantial career in public sector administration and executive management in federal, territory and state jurisdictions, and most recently held the position of Chief Executive with the Northern Territory Department of Transport. She has specialised in leading large multi-disciplinary teams, setting strategic direction, corporate governance, social and employment policy, major change and commercialisation initiatives, and transport and service delivery reform.

Leith Brown, Chief Finance Officer

Leith Brown is the Chief Finance Officer for DTESB and the Department of Agriculture, Fisheries and Forestry. Leith holds a Bachelor of Business and an Executive Graduate Certificate in Business Administration, and is a certified practicing accountant. She has extensive financial and business experience drawn from her time spent in both private and public sector roles. Leith possesses high-level experience in commercial finance, organisational change management, project management, information and communications technology, strategic investment planning and activity-based costing.

Information Steering Committee

Once each quarter, the DTESB Executive Management Group addresses Information Steering Committee responsibilities as part of their regular meeting. The Chief Information Officer attends and provides secretariat support for that part of the meeting.

The purpose of the Information Steering Committee is to:

- ensure DTESB's information and communications technology (ICT) investment and assets remain aligned with DTESB priorities and plans, and support whole-of-government ICT directions
- provide whole-of-agency leadership, strategic direction and oversight in the planning and delivery of ICT-related initiatives in DTESB
- provide assurance that information management and ICT in DTESB is being appropriately governed to meet government priorities and ensure return on investment through effective delivery of approved initiatives
- review and monitor DTESB's investments in information management systems and technologies to ensure they are managed through appropriate governance processes and deliver stated outcomes, and that benefits are realised
- monitor health of ICT assets to address areas of risk
- authorise and direct the development of strategic and operational plans for ICT-enabled business
- prioritise DTESB's investments in information management systems and technologies, ensuring they are consistent with DTESB's strategic direction and ICT Partnership Board and government priorities
- scrutinise the delivery of approved and funded project and program allocations, and approve the reallocation of unused funds

- escalate significant risks to the ICT Partnership Board
- monitor information management and ICT service provider arrangements under the Business and Corporate Partnerships, including performance
- develop the agency's information management capability.

Workplace Health and Safety Steering Committee

The DTESB Executive Management Group regularly addresses Workplace Health and Safety Steering Committee responsibilities as part of their meeting.

The steering committee is a vehicle for collectively and collaboratively developing and implementing a departmental health and safety management system, structures and cultural change. The steering committee reviews, develops, champions and implements the health, safety and wellness plans across the department and into its normal business.

Membership of the committee includes members of the Executive Management Group, health and safety practitioners, and senior leaders from across the department.

Business and Corporate Partnerships Board

The Business and Corporate Partnerships Board is comprised of the Directors-General of the departments of Agriculture, Fisheries and Forestry; Tourism, Major Events, Small Business and the Commonwealth Games; Natural Resources and Mines; Energy and Water Supply; Environment and Heritage Protection; and National Parks, Recreation, Sport and Racing; as well as a representative from the Public Service Commission and three heads of Corporate.

The board is collectively responsible for the long-term performance, business success and timely delivery of departmental key priorities within the Business and Corporate Partnerships. Its role is to provide leadership and set the strategic direction of the partnerships to enable them to meet their goals and objectives.

The partnerships deliver direct corporate services and business programs to help partnering agencies deliver government priorities. Under this model, the focus is

on ensuring economies of scale, service integration, consistent service delivery, scalability, flexibility and responsiveness.

The partnerships operate through three corporate hubs embedded in the departments of Agriculture, Fisheries and Forestry; Natural Resources and Mines; and Environment and Heritage Protection. Each hub is managed by a Head of Corporate Services, who is responsible for delivering a set of core services (to the host and one adjunct agency) and a selection of cooperative services (to either five or six partnering agencies).

DTESB is serviced primarily via the Department of Agriculture, Fisheries and Forestry hub.

Risk management

DTESB's approach to risk management is supported by a set of tools, most importantly, the DTESB enterprise risk management framework.

The framework is a guide for all staff to help understand and engage with risk management. It provides an outline of processes for integrating risk management into DTESB's overall governance, planning and performance management systems, policies, values and culture.

DTESB's risk management objectives are to:

1. improve decision-making by taking account of risk information
2. improve stakeholder relationships by sharing risk information to provide greater insight into why particular positions/actions are taken
3. achieve economy and efficiency by protecting assets and avoiding costly mistakes
4. demonstrate accountability
5. enhance the reputation of the department and government by better understanding and responding to changes in the operating environment
6. target resources appropriately to achieve enhanced and effective delivery of services
7. provide a safe and healthy workplace.

DTESB is committed to establishing integrated risk management systems and processes that are consistent with the Australian/New Zealand standard, *Risk management—principles and guidelines* (AS/NZS ISO 31000:2009).

External scrutiny

Review of procurement practices for contract rollovers

In a report to Parliament, the Queensland Audit Office identified that all state public sector entities should review procurement practices for contract rollovers to ensure there is appropriate contract succession planning and that value for money is being maintained.

The DTESB finance team has been working with the Department of Environment and Heritage Protection to review, develop and implement procurement policies that will support DTESB business needs (procurement is hosted by the Department of Environment and Heritage Protection under the Business and Corporate Partnerships arrangement). Draft policies were circulated within DTESB as part of the consultation process. The policies are very clear on the preferred purchasing methods to allow appropriate authorisation and reduce risk based on expenditure limits. The finance team also considers policies and procedures relating to contract rollovers to ensure there is appropriate contract succession planning and that value for money is maintained.

DTESB procurement policies and procedures were recently endorsed by the department's business areas and approved by the Director-General.

Financial statements

The Queensland Audit Office has previously recommended that:

The department's financial statement process needs improvement, particularly around the quality assurance process.

The department achieved the majority of the Queensland Audit Office's agreed key audit milestones for the preparation of the 2011–12 financial statements, including the sign-off date. These were achieved through prudent planning and resource allocation, even though there were competing priorities and the complexities of machinery-of-government changes to deal with on a day-to-day basis.

The department has strengthened and improved its planning and quality assurance practices for the preparation of the 2012–13 financial statements. This included reviewing processes, risks, resource allocations, time frames and, in particular, the implementation of more rigorous quality assurance practices. The review was undertaken with reference to better practice guidelines including the Queensland Audit Office's *Better practice guide for financial reporting*, Queensland Treasury's *Audit Committee guidelines for improving accountability and performance*, and the Australian National Audit Office's *Better practice for the preparation of financial statements*.

Non-specific recommendations

Other Queensland Audit Office reports issued in 2012–13, which were not targeted specifically at DTESB, were forwarded to the department for review and implementation of any beneficial recommendations.

Audit and Risk Committee

The Audit and Risk Committee is one of the DTESB governance committees, chaired by the Director-General. It was established in accordance with the Financial and Performance Management Standard 2009 (s. 35).

The committee met five times in the period 1 July 2012 to 30 June 2013, as well as one out-of-session briefing. The committee observed the terms of its charter having due regard to the *Audit Committee guidelines: improving accountability and performance* issued by Queensland Treasury (June 2012).

In discharging its responsibilities, the committee has the authority to:

- conduct or authorise investigations into matters within its scope of responsibility
- access information, records and personnel of DTESB for such purpose
- request the attendance of any employee, including executive staff, at committee meetings
- conduct meetings with DTESB internal auditors and external auditors as necessary
- seek advice from external parties as necessary.

The committee acts as a forum for dialogue between the Director-General, senior management, internal audit and the Queensland Audit Office.

The functions and role of the committee do not diminish the statutory and regulatory duties and responsibilities of the Director-General, nor do they detract from management's responsibilities in relation to corporate governance, internal control, fraud prevention and risk management.

During 2012–13, membership of the DTESB Audit and Risk Committee comprised:

- Dr Richard Eden, Director-General (chair)
- Bob Shead, Consultant, BDO (external member)
- Paul Martyn, Deputy Director-General, Tourism
- Philip Green, Executive Director, Small Business
- Nick Elliott, Assistant Director-General, Commonwealth Games
- Craig Humphrey, Executive Director, Business Online Solutions
- Rebecca Andrews, Executive Director, Regional Services.

Committee members were provided with recommendations arising from Queensland Audit Office reports to Parliament that relate to the department. During 2012–13, nine recommendations from previous periods were actioned and closed. As at 30 June 2013, three recommendations remained open.

The external member was paid for attending three of the five meetings held for DTESB, bringing the total remuneration to \$1816.50.

Internal audit

The formation of the Queensland Government Internal Audit Service (QGIAS) was approved on 12 June 2012 as a result of restructures to government departments (Administrative Arrangements Order No. 3). QGIAS is a business unit within the Department of Environment and Heritage Protection and provides internal audit services to five departments in a co-sourced arrangement. This arrangement includes the internal audit service for DTESB.

The role, operating environment and operating parameters of QGIAS are established in the Internal Audit Charter, which has due regard to professional standards and the *Audit Committee guidelines: improving accountability and performance* issued by Queensland Treasury (June 2012).

QGIAS provides independent assurance and advice to the Director-General, senior management and the Audit and Risk Committee. It enhances the department's corporate governance environment through an objective, systematic approach to evaluating the effectiveness and efficiency of corporate governance processes, internal controls, risk assessment and management practices. This is in keeping with the role and responsibilities detailed in the *Financial Accountability Act 2009*.

QGIAS reports to the Audit and Risk Committee quarterly.

The internal audit function is independent of management and the external auditors.

In 2012–13, QGIAS:

- discharged the responsibilities established in the Internal Audit Charter by executing the internal audit program of work prepared as a result of risk assessments, materiality and contractual and statutory obligations
- provided reports on results of internal audits undertaken to the Audit and Risk Committee and Director-General
- monitored and reported on the status of implementation of internal audit and external audit recommendations to the Audit and Risk Committee (management is responsible for implementation of audit recommendations)
- liaised with the Queensland Audit Office to ensure there was no duplication of 'audit effort'
- supported management by providing advice on corporate governance and related issues, including fraud and corruption prevention programs and risk management
- allocated internal audit resources to those areas considered to present the greatest risk and where the work of internal audit could be valuable in providing positive assurance or identifying opportunities for positive change
- reviewed the departmental annual financial statements prior to presenting them to the Audit and Risk Committee
- provided secretariat support to the Audit and Risk Committee.

During 2012–13, QGIAS accomplished the following major achievements:

- completed the 2012 bridging program of internal audits
- finalised the 2013 Internal Plan (program of work)
- completed fraud management practices review
- conducted fraud risk assessment workshops
- performed computer-assisted audit techniques
- provided project assurance over the machinery-of-government finance systems project
- provided project assurance over the machinery-of-government human resource payroll systems project.

QGIAS activities include:

- financial, compliance and operational reviews
- information system and data integrity reviews
- special review assignments as requested by management.

These activities are undertaken having regard to the *International standards for the professional practice of internal auditing* and the Queensland Treasury's *Audit Committee guidelines: improving accountability and performance*.

Internal audit staff members belong to professional bodies including the Institute of Internal Auditors, CPA Australia and the Information Systems Audit and Control Association. The department continues to support the ongoing professional development of internal audit staff.

Internal audit considers there are controls in place to minimise the opportunity for fraud or mismanagement in those areas of the department that were subject to the program of internal audits as approved by the Director-General.

Information systems and record keeping

Information systems

DTEBS continues to operate, maintain and develop a range of information systems to support services, initiatives and corporate operations. Highlights include the Business and Industry Portal (www.business.qld.gov.au).

The portal provides a single location for Queensland Government online business services, including content, transactions and Council of Australian Governments services. In addition to business development services, it also assists businesses by providing access to services specific to their industry.

The Australian Business Licence and Information Service, which is available through the portal, allows customers to find the regulatory obligations they need to start or operate a business nationally (from all three levels of government). The results of this search can be saved into the Australian Business Account, allowing the customer to manage and action this list. Online transactions developed through the SmartForms service allow business details held in the Australian Business Account to be prefilled into online application forms prior to payment and submission, saving businesses time and money when completing compliance obligations. The portal continues to grow rapidly, servicing over one million customers during 2012–13 and averaging 82% customer satisfaction. In addition, the portal has increased the number of services delivered from over 450 to over 600, including a suite of green tape reduction services.

Record keeping

DTEBS is operating a record-keeping strategy to ensure that the department is compliant with the *Public Records Act 2002*, *Public Service Act 2008* and information standard *Recordkeeping—IS40*.

Records Management Services delivers document and records management services to the department through a support, training, service-delivery and records-processing model.

A major appraisal and disposal program has been established. This is designed to identify time-expired records for disposal and to transfer permanent records to Queensland State Archives. Off-site record holdings have been identified and inherited legacy records have been appraised and processed.

The electronic document and records management system continues to be supported with the development of new e-learning packages to deliver ongoing training.

Public Sector Ethics Act 1994

The *Code of conduct for the Queensland Public Service* is available to DTESB employees on the intranet and to the public on the Public Service Commission's website.

Code of conduct and ethical decision-making training is a mandatory requirement in all employee performance agreements.

The online courses for induction and code of conduct and ethical decision-making was revised during the period July 2012 to February 2013. A code of conduct and ethical decision-making short course was also developed.

From 18 March 2013, all employees are required to complete the short course with a minimum attainment of 80%. Employees not reaching the 80% pass mark were automatically enrolled to complete the full code of conduct and ethical decision-making course. Employees were required to complete the code of conduct and ethical decision-making short course by 30 June 2013 and must undertake a revision course annually. A supplement to the code is available online for employees to provide guidance on how the code applies to matters of particular interest to the department. As at 30 June 2013, the department had over 70% of its staff complete code of conduct and ethical decision-making training.

Managers and staff undertook a range of workshops on supporting ethical behaviour in the workplace. The department encouraged managers to raise ethics and integrity matters with staff.

Online tools and resources, as well as support networks, help managers meet their ethical responsibilities and build staff awareness. Departmental policies under revision or development are assessed by human resources management for compliance with the code. The department continues a program of revision for existing human resources policies to ensure compliance with various legislative requirements and with a view to reducing red tape.

Good governance, accountability and integrity measures (including a fraud, corruption and misconduct risk assessment) are incorporated into business planning. Employee performance agreements also incorporate adherence to the requirements of the code.

Workforce planning, attraction, retention and performance

Workforce profile

The department had a total of 103 full-time equivalent staff at 30 June 2013.

The permanent retention rate of the department was 80% and the permanent separation rate was 19%.

Workforce planning, attraction and retention

During 2012–13, DTESB commenced implementation of the Public Sector Renewal Program, which aligns workforce skills and resources to current and future core business priorities.

Business units across the department reviewed workforce needs and identified business-critical roles, capabilities and service-delivery models to ensure the department has the capacity to deliver on government and business priorities.

The department consolidated staff resources and built internal capability and flexibility in the workforce.

Succession strategies for critical roles incorporated building internal talent, providing relieving and development opportunities, and recruiting graduates in critical occupational groups.

The department has commenced development of a five-year strategic workforce plan that will align with the business renewal priorities for the 2013–18 period.

The department continued to build a culture that values and embraces health and safety, leadership, high performance, accountability and innovation.

Employment performance planning framework

The department's online induction program for all new employees provides information about the department, conditions of employment, ethical behaviour, safety at work and information security. The program is supported by a personal workplace induction conducted by managers, incorporating business goals and expectations, local procedures and policies, and integration into the business team.

The department has a comprehensive performance planning framework that fosters and recognises excellent performance. Supervisors and employees actively participate in the development of Performance and Development Agreements, which include clear individual and business unit goals, behaviour expectations aligned to corporate values, performance review and assessment, and learning and development plans.

Performance excellence is recognised at both the business unit level and departmental level through events such as the Australia Day Awards ceremony.

Flexible working arrangements

The department has a range of policies in place that promote flexible work arrangements and work–life balance, including flexible work hours, job-sharing, part-time work, telecommuting, family and cultural leave provisions, and the provision of care facilities in the workplace.

These policies are promoted to job candidates and employees online.

Early retirement, redundancy and retrenchment

A program of redundancies was implemented during 2012–13. During this period, 12.9 full time equivalents received redundancy packages at a cost of \$0.894 million. All employees offered a redundancy accepted.

Leadership and management development framework

A suite of programs was delivered in 2012–13 as an holistic approach to an integrated capability framework.

The focus was on building management and leadership skills for current and future leaders.

During 2012–13, programs included:

- Managing People—a program to provide supervisors and managers with practical skills to build and motivate their teams

- 360 Degree Feedback—programs delivered to senior executives and senior officers informing them of their leadership development priorities to build their leadership skills and capabilities
- Change Management—a program to provide supervisors and staff the tools to understand and manage change both as a team and individually.

Resilience, practical tools and strategies are available to build resilience in managers and staff.

Industrial and employee relations framework

The department's Consultative Committee was established to facilitate meaningful consultation between management and unions on matters arising under the State Government Departments Certified Agreement 2009, or on matters that otherwise impact or may impact upon the department's workforce.

The Consultative Committee is responsible for ensuring the department implements and complies with all relevant arrangements under the *Industrial Relations Act 1999*, *Public Service Act 2008* and State Government Departments Certified Agreement 2009.

During 2012–13, the Consultative Committee met once. The representatives of unions were offered the opportunity to meet on two other occasions and declined.

Open data

Like many governments around the world, the Queensland Government has acknowledged that data collected and stored by government agencies has the potential to be used and repurposed in ways that can be of significant benefit to the community. DTESB released its *Open data strategy: 2013–2017* in May 2013, outlining the proposed release of data into the community. In the short term, this strategy will ensure that DTESB is open and accountable for data that it collects and stores. In the medium to long term, the release of data should spur creative re-use and repurposing of data to provide new and exciting resources for the community.

Currently there is minimal data collection infrastructure within DTESB, as the department mostly makes use of data collected by other agencies or by private sector third parties. As a result, DTESB does not produce, own or control significant amounts of data. We do, however, have significant amounts of information that is gleaned from a variety of data sources. In this regard, DTESB may be considered a net consumer of data. As a consumer of data, there is potential for DTESB to benefit from the open data initiative.

There are a number of reporting requirements that will now be published through the Queensland Government open data website (data.qld.gov.au) in lieu of inclusion in this annual report. Our open data strategy can also be found on this site under the ‘Strategies’ tab.

The following data sets can also be found on the open data website:

- consultancies
- overseas travel
- Queensland multicultural policy—*Queensland multicultural action plan: 2011–14*
- tourism investment opportunities
- summary data on attendances at departmental webinars.

This annual report is also available on the Queensland Government publications website (publications.qld.gov.au).

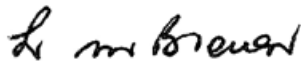
Financial statements

Chief Finance Officer's statement

In overseeing the financial activities of the Department of Tourism, Major Events, Small Business and the Commonwealth Games, I assert that I have fulfilled the responsibilities of the *Financial Accountability Act 2009* including:

- financial resource management, including the establishment, maintenance and review of financial internal controls
- budget management
- preparing financial information, including annual financial statements to facilitate the discharge of the department's statutory reporting obligations
- providing advice on the effectiveness of accounting and financial management information systems and financial controls in meeting the department's requirements
- providing advice concerning the financial implications of, and financial risks to, the department's current and projected services
- developing strategic options for the department's future financial management and capability

I have provided a statement to the Director-General as the accountable officer about the effectiveness; efficiency and economy of the financial internal controls of the department in conformance with section 57 of the Financial and Performance Management Standard 2009.



Leith Brown
Chief Finance Officer

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES

Financial Statements for the year ended 30 June 2013

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General information

These financial statements cover the Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB) and its controlled entity, Events Queensland Pty Ltd (EQ).

The consolidated information contained in the financial statements includes the financial results for DTESB and EQ.

As a result of the Tourism and Events Queensland Act (No. 44) 2012, EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation, which is not a controlled entity of the department. EQ was deregistered by ASIC on 10 July 2013. The financial statements report on the financial results of the consolidated entity (i.e. department and EQ) from 1 July 2012 until EQ was wound up on 11 December 2012.

The financial statements for the 2013 year represent the first complete financial year (12 months) for the department with the financial information contained in the comparative financial statements for the 2012 year reporting two months (i.e. 1 May to 30 June 2012) of activities for the 2011-12 financial year.

DTESB is a Queensland Government department established under the *Public Service Act 2008* and is controlled by the State of Queensland which is the ultimate parent.

The head office and principal place of business of the department is:

Level 26
111 George Street
BRISBANE QLD 4000

A description of the nature of the department's operations and its principal activities is included in the notes to the financial statements.

For information in relation to the department's financial statements please call the Director, Planning and Performance (part of the Business Corporate Partnership) for DTESB on 07 3087 8569, email larisa.villis@daff.qld.gov.au, or visit the department Internet site www.dtesb.qld.gov.au.

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

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of comprehensive income
for the year ended 30 June 2013

		Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
	Notes				
Income from continuing operations					
Departmental services revenue	2	51,205	5,492	51,205	5,492
User charges and fees	3	22	7	22	7
Grants and other contributions	4	21,517	111	517	111
Other revenue	5	3,620	1,346	63	-
Total income from continuing operations		76,365	6,956	51,808	5,610
Expenses from continuing operations					
Employee expenses	6	15,323	3,472	13,229	2,477
Supplies and services	8	12,092	4,731	6,972	2,184
Grants and contributions	9	46,123	3,382	27,443	903
Depreciation	10	232	63	48	2
Impairment losses	11	-	3	-	-
Finance/borrowing Costs	12	5	1	-	-
Other expenses	13	4,101	111	3,998	31
Total expenses from continuing operations		77,876	11,763	51,690	5,597
Operating result for the year		(1,511)	(4,807)	118	13
Total comprehensive income		(1,511)	(4,807)	118	13

The accompanying notes form part of these statements. The comparative information is for the period 1 May 2012 to 30 June 2012.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of financial position
as at 30 June 2013

		Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
	Notes				
Current assets					
Cash and cash equivalents	14	(357)	17,889	(357)	4,709
Receivables	15	2,316	2,376	2,316	1,305
Other assets	16	120	329	120	115
Other financial assets	17	-	5,111	-	-
Total current assets		2,079	25,705	2,079	6,129
Non-current assets					
Other assets	16	51	120	51	120
Plant and equipment	18	302	1,101	302	31
Total non-current assets		354	1,221	354	151
Total assets		2,433	26,926	2,433	6,280
Current liabilities					
Payables	19	710	8,346	710	4,964
Other financial liabilities	20	-	57	-	-
Accrued employee benefits	21	358	411	358	135
Other liabilities	22	-	1,824	-	28
Total current liabilities		1,069	10,638	1,069	5,127
Non-current liabilities					
Other financial liabilities	20	-	116	-	-
Accrued employee benefits	21	-	104	-	-
Other liabilities	22	-	315	-	-
Provisions	23	-	58	-	-
Total Non-current liabilities		-	593	-	-
Total liabilities		1,069	11,231	1,069	5,127
Net assets		1,364	15,695	1,364	1,153
Equity					
Contributed equity		1,233	20,502	1,233	1,140
Accumulated surplus/deficit		131	(4,807)	131	13
Total equity		1,364	15,695	1,364	1,153

The accompanying notes form part of these statements.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of changes in equity
for the year ended 30 June 2013

	Accumulated Surplus/Deficit		Contributed Equity		Total	
	Consolidated	Parent	Consolidated	Parent	Consolidated	Parent
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance as at 1 May 2012	-	-	-	-	-	-
Operating balance adjustments due to MoG change ⁽¹⁾	-	-	20,502	1,140	20,502	1,140
Other comprehensive income						
- Operating result from continuing operations	(4,807)	13	-	-	(4,807)	13
Total comprehensive income for the year	(4,807)	13	20,502	1,140	15,695	1,153
Balance as at 30 June 2012	(4,807)	13	20,502	1,140	15,695	1,153
Balance as at 1 July 2012	(4,807)	13	20,502	1,140	15,695	1,153
Operating result from discontinuing operations - EQ wound up as at 11 December 2012 (note 25)	(1,511)	118	-	-	(1,511)	118
Total comprehensive income for the year	(1,511)	118	-	-	(1,511)	118
Transactions with owners as owners:						
- Net assets received (transferred via MoG (Note 1(b)))	-	-	93	93	93	93
- MoG changes - EQ wound up as at 11 December 2012 (note 25)	6,449	-	(19,363)	-	(12,914)	-
Net transactions with owners as owners	6,449	-	(19,270)	93	(12,821)	93
Balance as at 30 June 2013	131	131	1,233	1,233	1,364	1,364

⁽¹⁾ 2012 comparatives have been restated by \$1.177M due to receivables identified by the Department of State Development, Infrastructure and Planning as a result of restructuring of administrative arrangements in 2012.

The accompanying notes form part of these statements.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of cash flows
for the year ended 30 June 2013

		Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
	Notes				
Cash flows from operating activities					
<i>Inflows:</i>					
Departmental services receipts		47,290	9,073	47,290	9,073
User charges		22	196	22	196
Grants and other contributions		21,250	105	250	105
Interest receipts		305	169	-	-
Other inflows		3,368	2,446	422	307
<i>Outflows:</i>					
Employee expenses		(15,232)	(3,845)	(13,088)	(2,618)
Supplies and services		(13,497)	(6,672)	(7,577)	(1,600)
Grants and subsidies		(46,241)	(3,226)	(27,561)	(747)
GST paid to suppliers		(996)	(60)	(792)	(60)
GST remitted to ATO		(470)	-	(24)	-
Finance/borrowing costs		(28)	-	-	-
Other		(4,101)	(80)	(3,998)	-
Net cash provided by (used in) operating activities	26	(8,330)	(1,894)	(5,055)	4,656
Cash flows from investing activities					
<i>Inflows:</i>					
Sales of plant and equipment		-	7	-	7
Loans and advances redeemed		-	172	-	-
<i>Outflows:</i>					
Payments for plant and equipment		(69)	(368)	(11)	-
Payments for investments		3,611	(5,111)	-	-
Net cash provided by (used in) investing activities		3,542	(5,300)	(11)	7
Net increase/(decrease) in cash and cash equivalents		(4,788)	(7,194)	(5,066)	4,663
Net cash and cash equivalents transferred under MoG change		(13,457)	25,083	-	46
Cash and cash equivalents at beginning of financial year		17,889	-	4,709	-
Cash and cash equivalents at end of financial year	14	(357)	17,889	(357)	4,709

The accompanying notes form part of these statements. The comparative is for the period 1 May 2012 to 30 June 2012.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of Comprehensive Income by Major Departmental Services
for the year ended 30 June 2013

	Tourism and Events Development*	Tourism and Events Development*	Business to Government Services*	Business to Government Services*	Parent	Parent
	2013	2012	2013	2012	2013	2012
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from continuing operations ⁽¹⁾						
Departmental services revenue	40,546	1,947	10,659	3,545	51,205	5,492
User charges and fees	-	-	22	7	22	7
Grants and other contributions	472	83	45	28	517	111
Other revenue	55	-	8	-	63	-
Total income from continuing operations	41,074	2,030	10,734	3,580	51,808	5,610
Expenses from continuing operations ⁽¹⁾						
Employee expenses	5,929	882	7,301	1,595	13,229	2,477
Supplies and services	3,831	564	3,142	1,620	6,972	2,184
Grants and contributions	27,443	903	-	-	27,443	903
Depreciation	32	1	16	1	48	2
Other expenses	3,913	21	85	10	3,998	31
Total expenses from continuing operations	41,147	2,371	10,544	3,226	51,690	5,597
Operating result for the year	(73)	(341)	191	354	118	13
Total comprehensive income	(73)	(341)	191	354	118	13

⁽¹⁾ Corporate Services income and expenses have been allocated to respective service areas:

Income	3,332	(13)	876	(25)	4,208	(38)
Expenses	3,556	217	935	396	4,491	613

* Refer Note 1(w)

In addition to the corporate services delivered within the Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB), the department also participates in a corporate partnership arrangement whereby certain agencies "host" a number of strategic and operational corporate services provided to DTESB as a "recipient" department. This arrangement was developed with a focus on ensuring economies of scale, service integration, scalability and responsiveness.

The "host" agency of each corporate service function receives the appropriation of funds and reports Full Time Equivalent positions in the respective agency. The model is multi-layered for different corporate services functions. That is, some functions are provided to 2 agencies, and some provided to 6 agencies with any combination in between.

As a "recipient" agency, DTESB receives defined services from the following agencies:

- Department of Natural Resources and Mines (Accommodation Services; Legal Services; Customer Solution Services)
- Department of Environment and Heritage Protection (Privacy and Ethics; Internal Audit; Procurement; Right to Information)
- Department of Agriculture, Fisheries and Forestry (Finance; Human Resources; Corporate Communications; Governance Oversight; Planning and Performance Management; Information Management; Fleet Management; Telecommunications)

Corporate Services income and expenses attributable solely to DTESB are apportioned across the major departmental services while corporate services income and expenses attributable under the corporate partnership arrangements are outlined in the Statement of Comprehensive Income by Major Departmental Services of the respective department

The accompanying notes form part of these statements. The comparative is for the period 1 May 2012 to 30 June 2012.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
Statement of assets and liabilities by major departmental services
as at 30 June 2013

	Tourism and Events Development	Tourism and Events Development	Business to Government Services	Business to Government Services	Parent	Parent
	2013	2012	2013	2012	2013	2012
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current Assets ⁽¹⁾						
Cash and cash equivalents	(283)	3,963	(74)	746	(357)	4,709
Receivables	1,923	45	392	1,260	2,316	1,305
Other assets	8	-	113	115	120	115
Total Current Assets	1,648	4,008	431	2,121	2,079	6,129
Non-Current Assets ⁽¹⁾						
Other assets	-	-	51	120	51	120
Plant and equipment	222	11	80	20	302	31
Total Non Current Assets	222	11	131	140	354	151
Total Assets	1,871	4,019	562	2,261	2,433	6,280
Current Liabilities ⁽¹⁾						
Payables	444	4,320	266	644	710	4,964
Accrued employee benefits	146	48	213	87	358	135
Other liabilities	-	10	-	18	-	28
Total Current Liabilities	590	4,378	479	749	1,069	5,127
Total Liabilities	590	4,378	479	749	1,069	5,127

⁽¹⁾ Corporate Services assets and liabilities have been allocated to respective service areas.

The accompanying notes form part of these statements.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

Note	Note Title
	Objectives and principal activities of the department
1	Summary of significant accounting policies
2	Reconciliation of payments from consolidated fund to departmental services
	revenue recognised in statement of comprehensive Income
3	User charges and fees
4	Grants and other contributions
5	Other revenue
6	Employee expenses
7	Key management personnel and remuneration
8	Supplies and services
9	Grants and contributions
10	Depreciation
11	Impairment losses
12	Finance/borrowing costs
13	Other expenses
14	Cash and cash equivalents
15	Receivables
16	Other assets
17	Other financial assets
18	Plant and equipment
19	Payables
20	Other financial liabilities
21	Accrued employee benefits
22	Other liabilities
23	Provisions
24	Controlled entities
25	Restructuring of administrative arrangements
26	Reconciliation of operating surplus to net cash from operating activities
27	Commitments for expenditure
28	Contingencies
29	Events occurring after balance date
30	Financial instruments
31	Schedule of administered items (DTESB only)
32	Reconciliation of payments from consolidated fund to administered revenue

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

Objectives and principal activities of the department

DTESB has key goals to double annual overnight visitor expenditure to \$30 billion by 2020 and ensure small business satisfaction with business to government services.

The department is funded for the departmental services it delivers principally by parliamentary appropriations.

The department will contribute to the government's objectives for the community to:

- grow tourism as a key pillar of the economy - through actions aimed at increasing visitor expenditure by an average of 6% per annum between 2010 and 2020.
- deliver better infrastructure and better planning - through our aviation and tourism investment attraction strategies, and by ensuring the Commonwealth Games provides a legacy for Queensland.
- revitalise front-line services - continued improvement to business' ability to transact with Government through the business and industry portal.

1. Summary of significant accounting policies

(a) Statement of compliance

DTESB has prepared these financial statements in compliance with section 42 of the *Financial and Performance Management Standard 2009*.

These financial statements are general purpose financial statements, and have been prepared on an accrual and a going concern basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Queensland Treasury and Trade's (QTT) Minimum Reporting Requirements for the year ending 30 June 2013, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, DTESB has applied those requirements applicable to not-for-profit entities, as DTESB is a not-for-profit department. Except where stated, the historical cost convention is used.

(b) The reporting entity

The financial statements of DTESB (parent entity) includes the value of all assets, liabilities equity, revenues and expenses and includes those associated with functions transferred to DTESB from Department of Employment, Economic Development and Innovation (DEEDI), Department of the Premier and Cabinet (DPC) and Department of Communities, Child Safety and Disability Services from 1 May 2012.

The department as an economic entity consists of the parent entity together with EQ, as a controlled entity. In order to provide enhanced disclosure, DTESB has adopted the principles outlined in Australian Accounting Standard AASB 127 *Consolidated and Separate Financial Statements*. This approach is considered appropriate as it reflects the relationship between DTESB's core business activities and those of EQ. In the process of reporting on DTESB as a single economic entity, all transactions and balances internal to the economic entity have been eliminated in full.

As a result of the Tourism and Events Queensland Act (No. 44) 2012, EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation. EQ was deregistered by ASIC on 10 July 2013.

EQ was a reporting entity in its own right and the audited financial statements are included in its final annual report. Additional disclosure of significant issues pertaining to the operations of EQ up to 11 December 2012 is provided at Note 24.

Refer also to Notes 1(x) and 24 for the major departmental services undertaken by the department and controlled entity.

(c) Administered transactions and balances

The department administers, but does not control, certain resources on behalf of the Government. In doing so, it has responsibility and is accountable for administering related transactions and items, 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 31.

(d) Departmental services revenue/administered revenue

Appropriations provided under the Annual Appropriation Act 2012 are recognised as revenue when received or when departmental services receivable is recognised after approval from QTT.

Amounts appropriated to the department for transfer to other entities in accordance with legislative or other requirements are reported as 'administered' item appropriations.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(e) User charges and fees

User charges and fees controlled by the department are recognised as revenues when the revenue has been earned and can be measured reliably with a sufficient degree of certainty. This involves either invoicing for related goods/services and/or the recognition of accrued revenue. User charges and fees are controlled by the department where they can be deployed for the achievement of departmental objectives.

Revenue from sales of goods is measured at fair value of the consideration received or receivable, net of returns, trade discounts and volume rebates. Revenue arising from the sale of goods and services is recognised as revenue when the significant risks and rewards of ownership transfer to the purchaser, and the amount of revenue can be measured reliably.

(f) Interest revenue

Interest revenue is recognised as it accrues. The department earned no interest during 2012-13.

(g) Grants and other contributions - Revenue

Grants, contributions, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the department obtains control over them (control is generally obtained at the time of receipt). Where grants are received that are reciprocal in nature, revenue is recognised over the term of the funding arrangements.

Contributed assets are recognised at their fair value. The accounting treatment for contributions of services is explained in Note 1 (z).

(h) Grants and contributions - Expenses

A non reciprocal grant is a payment or contribution made to an organisation or person which is not to be repaid or reciprocated, but which must be spent by the recipient for a specific purpose. Accordingly, non reciprocated grant payments are expensed when payment is made. Where the grant payment is reciprocal in nature, an asset (prepayment) is recognised when payment is made. This prepayment is expensed as the grant recipient satisfies the performance obligation under the funding agreement.

A subsidy payment is a payment or contribution made to an organisation or person which is not repaid or reciprocated. Gifts and donations made are included in subsidy payments.

(i) Cash and cash equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call.

(j) Receivables

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is generally required within 14–30 days from the invoice date.

The collectability of receivables is assessed periodically with provision being made for impairment. All known bad debts are written-off as at 30 June. Increases in the allowance for impairment are based on loss events as disclosed in Note 11.

Other receivables generally arise from transactions outside the usual operating activities of the department and are recognised at their assessed values. Terms are set based on the operations of the particular entities, no interest is charged and no security is obtained.

(k) Acquisitions of assets

Actual cost is used for the initial recording of all non-current physical asset acquisitions. 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. However, any training costs are expensed as incurred.

Where assets are received free of charge from another Queensland Government department (whether as a result of a MoG change or other involuntary transfer), the acquisition cost is recognised as the gross carrying amount in the books of the transferor immediately prior to the transfer together with any accumulated depreciation.

Assets acquired at no cost or for nominal consideration, other than from an involuntary transfer from another Queensland Government entity, are recognised at their fair value at the date of acquisition in accordance with AASB 116 *Property, Plant and Equipment*.

(l) Plant and equipment

Items of plant and equipment, with a cost or other value equal to or in excess of the following thresholds are recognised for financial reporting purposes in the year of acquisition:

Plant and equipment \$5,000

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

The department and its controlled entity does not own any Land and Buildings.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(m) Revaluations of non-current physical

Plant and equipment is measured at cost in accordance with QTT's *Non-Current Asset Policies*.

(n) Depreciation of plant and equipment

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

The depreciable amount of improvements is allocated progressively over the estimated useful lives of the improvements or the unexpired period of the lease, whichever is the shorter. The unexpired period of a lease includes any option period where exercise of the option is probable.

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

Asset class	Category	Rate %
Plant and equipment	Office equipment	20%
	Leasehold improvements	10%

(o) Impairment of non-current assets

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

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

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

(p) Leases

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

Finance leases are recorded as receivable at an amount equal to the net investment of the lease agreement. Lease income from finance leases is recognised at a constant periodic rate of return on the net investment in the finance lease. The department does not have any finance leases.

(q) Other financial assets

All investments in unlisted equity securities that do not have a quoted price in an active market are carried at cost. The department does not have any other financial assets in 2012-13.

Held-to-maturity investments

The held-to-maturity investment is an equity investment in an unlisted private company and therefore is carried at cost. The department has no intention of selling this financial instrument prior to maturity as the investment contributes towards the Government's objective of promoting good environmental management. Held to maturity investments are held at amortised cost.

(r) Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the nominal amount i.e. purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 7, 14, or 30 day terms.

(s) Financial instruments

Recognition

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the department becomes party to the contractual provisions of the financial instrument.

Classification

Financial instruments are classified and measured as follows:

- Cash and cash equivalents – held at fair value through profit and loss.
- Receivables – held at amortised cost.
- Payables – held at amortised cost.

The department does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the department holds no financial assets classified at fair value through profit and loss.

All other disclosures relating to the measurement and financial risk management of financial instruments held by the department are included in Note 30.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(t) Employee benefits

Employer superannuation contributions, annual leave levies and long service leave levies are regarded as employee benefits.

Payroll tax and workers' compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

Wages, Salaries and Sick Leave

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates.

For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values. Entitlements not expected to be paid within 12 months are classified as non-current liabilities and recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government bonds of similar maturity, after projecting the remuneration rates expected to apply at the time of likely settlement.

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

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Annual Leave

The Queensland Government's Annual Leave Central Scheme (ALCS) became operational on 30 June 2008 for departments, commercialised business units and shared service providers. Under this scheme, a levy is made on the department to cover the cost of employees' annual leave (including leave loading and on-costs). The levies are expensed in the period in which they are payable. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

For the department, no provision for annual leave will be recognised in the department's financial statements as the liability is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

The controlled entity is not required to participate in the ALCS. Annual leave due but unpaid at reporting date is recognised in the Statement of Financial Position. For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their discounted values. For those entitlements not expected to be paid within 12 months, the liabilities are classified as non-current liabilities and recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government bonds of similar maturity. Refer to Note 21.

Long Service Leave

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

For the department, no provision for long service leave is recognised in the financial statements. The liability is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

The controlled entity does not participate in the Queensland Government's Long Service Leave Scheme. These entities recognise a provision for long service leave when it is probable that settlement will be required and it is capable of being measured reliably. The provision is based upon the present value of the estimated future cash outflows to be made resulting from employee's services provided to the reporting date, calculated using rates attached to Commonwealth Government bonds of similar maturity. Refer to Note 21.

Superannuation

For the department, employer superannuation contributions are paid to QSuper, the superannuation scheme for Queensland Government employees, at rates determined by the Treasurer on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. The department's obligation is limited to its contribution to QSuper.

The QSuper scheme has defined benefit and defined contribution categories. The liability for defined benefits is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

The controlled entity does not participate in the whole-of-government arrangements for superannuation. Contributions are made on behalf of employee's to several defined benefit and defined contribution superannuation plans. Contributions are charged against income as they are made. The entity has no legal or constructive obligation to fund any deficit. Contributions paid meets or exceeds the requirements of the Superannuation Guarantee Levy.

Key Management Personnel and Remuneration

Key management personnel and remuneration disclosures are made in accordance with section 5 of the Financial Reporting Requirements for Queensland Government Agencies issued by QTT. Refer to Note 7 for disclosures on key executive management personnel and remuneration.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(u) Provisions

Provisions are recorded when the department has a present obligation, either legal or constructive as a result of a past event. They are recognised at the amount expected at reporting date for which the obligation will be settled in a future period. Where the settlement of the obligation is expected after 12 or more months, the obligation is discounted to the present value using an appropriate discount rate.

(v) Financing/borrowing costs

Finance costs are recognised as an expense in the period in which they are incurred.

Finance costs include:

- Interest on bank overdrafts and short-term and long-term borrowings;
- Finance lease charges;
- Amortisation of discounts or premiums relating to borrowings; and
- Ancillary administration charges.

No borrowing costs are capitalised into qualifying assets.

(w) Allocation of revenues and expenses from ordinary activities to corporate services

The department discloses revenues and expenses attributable to corporate services in the Statement of Comprehensive Income by Major Departmental Services. The income and expenses of the department's corporate services are allocated to the department's services on the basis of employee full time equivalent numbers.

(x) Major departmental services of the department

The identity and purpose of the major departmental services undertaken by the department during the year are as follows:

Tourism and Events Development:

This service area promotes sustainable industry growth by delivering a strategic, whole-of-Government approach to the future of tourism. It attracts investment into our State's tourism products by showcasing Queensland as an investment destination through initiatives such as a new ecotourism investment model and the Attracting Aviation Investment Fund. It also works across Government to improve the planning and approval processes for new tourism industry projects. The Department delivers its Tourism and Events Development services in close partnership with Tourism and Events Queensland (TEQ) to ensure events attraction and tourism marketing help deliver on the Government's objective to grow tourism as one of the four pillars of the economy.

This service area also focuses on developing future events for Queensland to ensure our State benefits from the boost that major events can provide to the tourism industry and the economy. It also works in partnership with the Gold Coast 2018 Commonwealth Games Corporation to plan and prepare for the Commonwealth Games. Tourism and Events Development services help ensure industry has opportunities to invest in our State's tourism activities, and aligns with the Government's objective to deliver better infrastructure and better planning for our State.

Business to Government Services:

This service area ensures the department can effectively provide information and services to business, to encourage small business growth and promote a diverse economic base for Queensland. Small businesses represent over 96% of businesses state-wide and employ almost half of all private sector workers. These businesses are essential for a vibrant Queensland economy and measures include client satisfaction with our department's services to ensure we continue to meet business and industry needs.

This service area improves business accessibility to Government information and services and encourages more effective service delivery by having feedback mechanisms connected to our existing services. It also promotes further engagement by our clients with our online services and aligns with the department's objectives to provide a stronger digital and online presence.

(y) 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.

For the department's controlled entity EQ, payments were made for premiums in respect of directors' and officers' liability insurance contracts until EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation. EQ was deregistered by ASIC on 10 July 2013. Such insurance contracts insure against certain liability (subject to specific exclusions) for persons who are or have been directors or executive officers of the company. The directors have not provided details of the nature of the liabilities covered or the amount of the premiums paid in respect of the directors' and officers' liability insurance contracts, as such disclosure is prohibited under the terms of the contract.

(z) Services 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 value can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(aa) Contributed equity

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland State Public Sector entities, as a result of MoG changes, are adjusted to Contributed Equity in accordance with Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

(ab) Taxation

The department is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). FBT and GST are the only taxes accounted for by the department. GST credits receivable from, and GST payable to the ATO are recognised (refer Note 15).

(ac) Issuance of financial statements

The financial statements are authorised for issue by the Director-General and Chief Finance Officer at the date of signing the Management Certificate.

(ad) Accounting estimates and judgements

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions and management judgements that have the potential to cause material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Estimates and assumptions that have a potential significant effect are outlined in the following financial statements notes:

- Valuation of Plant and Equipment – Note 18.
- Provisions – Note 23.
- Contingencies – Note 28.

The Australian government passed its Clean Energy Act in November 2011 which resulted in the introduction of a price on carbon emissions made by Australian businesses from 1 July 2012.

In accordance with this act, the flexible market-based price phase of the carbon pricing mechanism will commence on 1 July 2015 and will be preceded by a three-year period during which the price of permits will be fixed at \$23 per tonne of carbon dioxide equivalent in year one, \$24.15 in year two and \$25.40 in year three.

Section 4.3.4 of QTT's report on 'Carbon Price Impacts for Queensland' dated August 2011 indicates that, for non-residential construction activities, costs may increase by between 0.7 per cent and 0.8 per cent over the period 2012-13 to 2015-16.

On this basis and other information available, the introduction of the carbon pricing mechanism is not expected to have a significant impact on DTESB's critical accounting estimates, assumptions and management judgements.

(ae) Rounding and comparatives

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

As a result of the Tourism and Events Queensland Act (No. 44) 2012, EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation. EQ was deregistered by ASIC on 10 July 2013. The financial statements report on the financial results of the entity from 1 July 2012 until EQ was wound up on 11 December 2012.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period. The comparative information for last year (2012) relates to the period from 1 May 2012 to 30 June 2012.

As a result of a restructuring of administrative arrangements (Public Service Departmental Arrangements Notice (No.3) 2012), DTESB was created on 3 April 2012 with financial effect from 1 May 2012.

(af) New and revised accounting standards

The department did not voluntarily change any of its accounting policies during 2012-13. Australian Accounting Standard changes applicable for the first time for 2012-13 have had minimal effect on DTESB's financial statements, as explained below.

AASB 2011-9 Amendments to Australian Accounting Standards - Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049] became effective from reporting periods beginning on or after 1 July 2012. The only impact for the department is that, in the Statement of Comprehensive Income, items within the 'Other Comprehensive Income' section are now presented in different sub-sections, according to whether or not they are subsequently classifiable to the operating result. Whether subsequent reclassification is possible depends on the requirements or criteria in the accounting standard/interpretation that relates to the item concerned.

The department is not permitted to early adopt a new or amended accounting standard ahead of the specified commencement date unless approval is obtained from QTT. Consequently, the department has not applied any Australian Accounting Standards and interpretations that have been issued but are not yet effective. The department applies standards and interpretations in accordance with their respective commencement dates.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(af) New and revised accounting standards

At the date of authorisation of the financial report, the expected impacts of new or amended Australian Accounting Standards with future commencement dates are as set out below.

AASB 13 *Fair Value Measurement* applies from reporting periods beginning on or after 1 January 2013. AASB 13 sets out a new definition of "fair value", as well as new principles to be applied when determining the fair value of assets and liabilities. The new requirements will apply to all of the department's assets and liabilities (excluding leases) that are measured and/or disclosed at fair value or another measurement based on fair value. The potential impacts of AASB 13 relate to the fair value measurement methodologies used, and financial statement disclosures made in respect of such assets and liabilities.

The department will review its fair value methodologies (including instructions to valuers, data used and assumptions made) for all items of property, plant and equipment measured at fair value to determine whether those methodologies comply with AASB 13. To the extent that the methodologies don't comply, changes will be necessary. While the department is yet to complete this review, no substantial changes are anticipated, based on the fair value methodologies presently used. Therefore, at this stage, no consequential material impacts are expected for the department's plant and equipment as from 2013-14.

AASB 13 will require an increased amount of information to be disclosed in relation to fair value measurements for both assets and liabilities. To the extent that any fair value measurement for an asset or liability uses data that is not "observable" outside the department, the amount of information to be disclosed will be relatively greater.

A revised version of AASB 119 *Employee Benefits* applies from reporting periods beginning on or after 1 January 2013. The revised AASB 119 is generally to be applied retrospectively. Given the department's circumstances, the only implications for the department are that the revised standard clarifies the concept of "termination benefits", and the recognition criteria for liabilities for termination benefits will be different. If termination benefits meet the timeframe criterion for "short-term employee benefits", they will be measured according to the AASB 119 requirements for "short-term employee benefits". Otherwise, termination benefits will need to be measured according to the AASB 119 requirements for "other long-term employee benefits". Under the revised standard, the recognition and measurement of employer obligations for "other long-term employee benefits" will need to be accounted for according to most of the requirements for defined benefit plans.

The revised AASB 119 includes changed criteria for accounting for employee benefits as "short-term employee benefits". However, as the department is a member of the Queensland Government central schemes for annual leave and long service leave, this change in criteria has no impact on the department's financial statements as the employer liability is held by the central scheme. The revised AASB 119 also includes changed requirements for the measurement of employer liabilities/assets arising from defined benefit plans, and the measurement and presentation of changes in such liabilities/assets. The department makes employer superannuation contributions only to the QSuper defined benefit plan, and the corresponding QSuper employer benefit obligation is held by the State. Therefore, those changes to AASB 119 will have no impact on the department.

AASB 1053 *Application of Tiers of Australian Accounting Standards* applies as from reporting periods beginning on or after 1 July 2013. AASB 1053 establishes a differential reporting framework for those entities that prepare general purpose financial statements, consisting of two tiers of reporting requirements – Australian Accounting Standards (commonly referred to as "Tier 1"), and Australian Accounting Standards – Reduced Disclosure Requirements (commonly referred to as "Tier 2"). Tier 1 requirements comprise the full range of AASB recognition, measurement, presentation and disclosure requirements that are currently applicable to reporting entities in Australia. The only difference between the Tier 1 and Tier 2 requirements is that Tier 2 requires fewer disclosures than Tier 1.

Details of which disclosures in standards and interpretations are not required under Tier 2 reporting are set out in amending standards AASB 2010-2, AASB 2011-2, AASB 2011-6, AASB 2011-11, AASB 2012-1, AASB 2012-7 and AASB 2012-11 (which also apply from reporting periods beginning on or after 1 July 2013). However, QTT's Financial Reporting Requirements effectively do not allow application of AASB 2011-6 in respect of controlled entities, associates or interests in jointly controlled entities.

Pursuant to AASB 1053, public sector entities like the department may adopt Tier 2 requirements for their general purpose financial statements. However, AASB 1053 acknowledges the power of a regulator to require application of the Tier 1 requirements. In the case of the department, QTT is the regulator. QTT has advised that its policy decision is to require adoption of Tier 1 reporting by all Queensland Government departments (including the department) and statutory bodies that are consolidated into the whole-of-Government financial statements. Therefore, the release of AASB 1053 and associated amending standards will have no impact on the department.

The following new and revised standards apply as from reporting periods beginning on or after 1 January 2014 –

- AASB 10 *Consolidated Financial Statements*;
- AASB 11 *Joint Arrangements*;
- AASB 12 *Disclosure of Interests in Other Entities*;
- AASB 127 (revised) *Separate Financial Statements*;
- AASB 128 (revised) *Investments in Associates and Joint Ventures*;
- AASB 2011-7 *Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards* [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17];
- AASB 1055 *Budgetary Reporting*;
- AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB 9* [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023, 1038 and Interpretations 2, 5, 10, 12, 19 & 127]; and
- AASB 2013-3 *Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets*.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

1. Summary of significant accounting policies (cont'd)

(af) New and revised accounting standards (cont'd)

The AASB is planning to amend AASB 10. Such amendments are expected to clarify how the IASB's principles about control of entities should be applied by not-for-profit entities in an Australian context. Hence, the department is not yet in a position to reliably determine the future implications of these new and revised standards for the department's financial statements.

AASB 10 redefines and clarifies the concept of control of another entity, and is the basis for determining which entities should be consolidated into an entity's financial statements. Therefore, once the AASB finalises its not-for-profit amendments to AASB 10, the department will need to reassess the nature of its relationships with other entities, including entities that aren't currently consolidated.

AASB 11 deals with the concept of joint control and sets out new principles for determining the type of joint arrangement that exists, which in turn dictates the accounting treatment. The new categories of joint arrangements under AASB 11 are more aligned to the actual rights and obligations of the parties to the arrangement. Subject to any not-for-profit amendments to be made to AASB 11, the department will need to assess the nature of any arrangements with other entities to determine whether a joint arrangement exists in terms of AASB 11. If a joint arrangement does exist, the department will need to follow the relevant accounting treatment specified in either AASB 11 or the revised AASB 128, depending on the nature of the joint arrangement.

AASB 1055 Budgetary Reporting applies from reporting periods beginning on or after 1 July 2014. From that date, based on what is currently published in the Queensland Government's Budgetary Service Delivery Statements, this means the department will need to include in these financial statements the original budgeted statements for the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, and Statement of Cash Flows. These budgeted statements will need to be presented consistently with the corresponding (actuals) financial statements, and will be accompanied by explanations of major variances between the actual amounts and the corresponding budgeted financial statement.

In addition, based on what is currently published in the Queensland Government's Service Delivery Statements, the department will need to include in these financial statements the original budgeted information for major classes of administered income and expenses, and major classes of administered assets and liabilities. This budgeted information will need to be presented consistently with the corresponding (actuals) administered information, and will be accompanied by explanations of major variances between the actual amounts and the corresponding budgeted financial information.

AASB 9 *Financial Instruments (December 2010)* and AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)* [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127] become effective from reporting periods beginning on or after 1 January 2015. The main impacts of these standards on the department are that they will change the requirements for the classification, measurement and disclosures associated with the department's financial assets. Under the new requirements, financial assets will be more simply classified according to whether they are measured at amortised cost or fair value. Pursuant to AASB 9, financial assets can only be measured at amortised cost if two conditions are met. One of these conditions is that the asset must be held within a business model whose objective is to hold assets in order to collect contractual cash flows. The other condition is that the contractual terms of the asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

The department will review the measurement of its financial assets against the new AASB 9 classification and measurement requirements. However, as the classification of financial assets at the date of initial application of AASB 9 will depend on the facts and circumstances existing at that date, the department's conclusions will not be confirmed until closer to that time. At this stage, and assuming no change in the types of transactions the department enters into, it is not expected that any of the department's financial assets will meet the criteria in AASB 9 to be measured at amortised cost. Therefore, as from the 2015-16 financial statements, all of the department's financial assets are expected to be required to be measured at fair value, and classified accordingly (instead of the measurement classifications presently used in Note 1(s) and 30). The same classification will be used for net gains/losses recognised in the Statement of Comprehensive Income in respect of those financial assets. In the case of the department's current receivables, as they are short-term in nature, the carrying amount is expected to be a reasonable approximation of fair value.

The department will not need to restate comparative figures for financial instruments on adopting AASB 9 as from 2015-2016. However, changed disclosure requirements will apply from that time. A number of one-off disclosures may be required in the 2015-16 financial statements to explain the impact of adopting AASB 9.

AASB 2013-3 *Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets* applies from reporting periods beginning on or after 1 January 2014. This standard will amend the disclosure requirements in AASB 136 by harmonising the disclosure requirements for fair value less costs of disposal and value in use when present value techniques are used to measure the recoverable amount of impaired assets.

All other Australian Accounting Standards and interpretations with future commencement dates are either not applicable to the department's activities, or have no material impact on the department.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
2. Reconciliation of payments from consolidated fund to departmental services revenue recognised in statement of comprehensive Income				
Budgeted departmental services appropriation	47,639	12,271	47,639	12,271
Lapsed departmental services appropriation	(349)	(3,198)	(349)	(3,198)
Total departmental services receipts	47,290	9,073	47,290	9,073
Plus: opening balance of departmental services revenue payable	3,581	-	3,581	-
Plus: closing balance of departmental services revenue receivable	334	-	334	-
Less: closing balance of departmental services revenue payable	-	(3,581)	-	(3,581)
Departmental services revenue recognised in Statement of Comprehensive Income	51,205	5,492	51,205	5,492
3. User charges and fees				
Fee for service	-	2	-	2
Sale of goods	22	5	22	5
Total	22	7	22	7
4. Grants and other contributions				
Grants	21,300	106	300	106
Goods & services received below fair value	216	-	216	-
Gifts and donations	1	-	1	-
Contributions	-	5	-	5
Total	21,517	111	517	111
5. Other revenue				
Entry fees	2,568	520	-	-
Interest	305	169	-	-
Rental fees	200	-	-	-
Sponsorships	224	313	-	-
Other revenue	63	-	63	-
Sundry revenue	259	344	-	-
Total	3,620	1,346	63	-
6. Employee expenses				
Employee benefits				
Salaries and wages	10,979	2,712	9,203	1,846
Voluntary redundancy payments	919	3	919	3
Employer superannuation contributions ⁽¹⁾	1,387	291	1,227	230
Annual leave levy ⁽¹⁾	985	174	967	174
Long service levy ⁽¹⁾	219	40	211	40
Other employee benefits	107	51	88	51
Employee related expenses				
Workers compensation premium ⁽²⁾	85	23	74	23
Payroll Tax ⁽²⁾	628	162	540	110
Other employee related expenses	14	16	-	-
Total	15,323	3,472	13,229	2,477

The number of employees as at 30 June, including both full-time employees and part-time employees, measured on a full-time basis (reflecting Minimum Obligatory Human Resource Information (MOHRI)) is:

	Consolidated 2013	Consolidated 2012	Parent 2013	Parent 2012
Number of Employees:	103	166	103	128

⁽¹⁾ Refer to Note 1(t).

⁽²⁾ Cost of workers' compensation insurance and payroll tax are a consequence of employing employees, but are not counted in employees' total remuneration package. They are not employee benefits, but rather employee related expenses.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

7. Key management personnel and remuneration

a) Key executive management personnel

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the department during 2012–13. Further information on these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position	Responsibilities	Current incumbents	
		Contract classification and appointment authority	Date appointed to position (Date resigned from position)
Director-General	The Director-General is responsible for the efficient, effective and economic administration of the agency.	CEO5.1 / s.92 <i>Public Service Act 2008</i>	03-Apr-12
Deputy Director-General, Tourism	The Deputy Director-General, Tourism is responsible for the efficient, effective and economic administration of Queensland's tourism policy, planning and development responsibilities for the agency.	SES3.5 / s.110 <i>Public Service Act 2008</i>	21-Apr-11
Assistant Director-General, Commonwealth Games	The Assistant Director-General, Office of the Commonwealth Games Coordination is responsible for the efficient, effective and economic administration of the Commonwealth Games responsibility for the agency.	SES3.5 / s.110 <i>Public Service Act 2008</i>	30-Oct-11
Executive Director, Small Business	The Executive Director, Small Business is responsible for the efficient, effective and economic administration of the development and facilitation of effective Queensland small businesses for the agency.	SES2.2 / s.110 <i>Public Service Act 2008</i>	05-Sep-08
Executive Director, Business Online Solutions	The Executive Director, Business Online Solutions is responsible for the efficient, effective and economic administration of service delivery methods, process and functions across multiple platforms and agencies.	SES2.5 / s.110 <i>Public Service Act 2008</i>	07-Mar-11
Executive Director, Regional Services	The Executive Director, Regional Services is responsible for developing and nurturing key regional relationships and ensuring effective development and delivery of policy and programs in Queensland's regions to meet government priorities in tourism and small business.	SES2.2 / s.110 <i>Public Service Act 2008</i>	01-May-12
Director, Office of the Director-General	The Director, Office of the Director-General is responsible for the efficient, effective and economic administration of the Office of the Director-General for the agency.	SO(1) <i>Public Service Act 2008</i> , section 119	02-Apr-12
Queensland Business Commissioner	The Queensland Business Commissioner is responsible for the efficient, effective and economic administration of the Office of the Queensland Business Commissioner responsibilities of the agency.	SES3.5 / s.122 <i>Public Service Act 2008</i>	15-Nov-11 - 27 Jul 12

In addition to the above, the Deputy Director-General, Corporate and Executive Director, Finance (Chief Financial Officer) of the Department of Agriculture, Fisheries and Forestry (DAFF) are shared positions with DTESB. These positions are fully funded by DAFF to 30 June 2013 as per the Corporate Partnership arrangement.

b) Remuneration

Remuneration policy for the department's key management personnel is set by the Queensland Public Service Commission as provided for under the *Public Service Act 2008*. The remuneration and other terms of employment for the key management personnel are specified in employment contracts. The contracts provide for the provision of performance-related cash bonuses and other benefits including motor vehicles.

For the 2012–13 year, remuneration of key management personnel increased by 2.2% in accordance with government policy.

Remuneration packages for key management personnel comprise the following components:

- Short term employee benefits which include:
 - Base – consisting of base salary, allowances and leave entitlements expensed for the entire year or for that part of the year during which the employee occupied the specified position.
 - Non-monetary benefits – consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.
- Long term employee benefits include amounts expensed in respect of long service leave.
- Post-employment benefits include amounts expensed in respect of employer superannuation obligations.
- Redundancy payments are not provided for within individual contracts of employment. Contracts of employment provide only for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.

Total fixed remuneration is calculated on a 'total cost' basis and includes the base and non-monetary benefits, long term employee benefits and post employment benefits.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

7. Key management personnel and remuneration (cont'd)

b) Remuneration (cont'd)

1 July 2012 - 30 June 2013

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$ '000	Non-Monetary Benefits \$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Director-General	252	39	6	31	N/A	328
Deputy Director-General, Tourism	179	24	4	22	N/A	229
Assistant Director-General, Commonwealth Games ⁽¹⁾	218	10	4	22	N/A	254
Executive Director, Small Business	160	10	3	17	N/A	190
Executive Director, Business Online Solutions ⁽²⁾	183	8	3	19	N/A	213
Executive Director, Regional Services	137	21	3	17	N/A	178
Director, Office of the Director-General	116	10	2	14	N/A	142
Queensland Business Commissioner	N/A	2	2	N/A	77	81
Total	1,245	122	27	143	77	1,614

1 May 2012 - 30 June 2012

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$ '000	Non-Monetary Benefits \$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Director-General	40	8	1	5	N/A	54
Deputy Director-General, Tourism	32	5	1	4	N/A	42
Executive Director, Office of the Commonwealth Games Coordination	36	2	1	3	N/A	42
Queensland Business Commissioner	32	7	1	4	N/A	44
Executive Director, Integrated Service Delivery	30	1	1	3	N/A	35
Executive Director, Regional Services	23	3	1	3	N/A	30
Executive Director, Small Business	29	1	1	3	N/A	34
Total	222	27	7	25	N/A	281

⁽¹⁾ The position title of the Executive Director, Office of the Commonwealth Games Coordination changed to Assistant Director-General, Commonwealth Games effective from 22 February 2013, the remuneration rate of this position remained the same however the appointment authority changed from s.122 to s.110.

⁽²⁾ The position title of the Executive Director, Integrated Service Delivery changed to Executive Director, Business Online Solutions effective from 1 April 2013, the remuneration rate of this position remained the same however the appointment authority changed from s.122 to s.110.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

7. Key management personnel and remuneration (cont'd)

c) Performance payments

No performance bonuses were paid to key management personnel in the 2012–13 financial year.

The remuneration package for the Director-General includes a potential performance payout up to a maximum of 15% of that position's total fixed remuneration, which equates to approximately \$49,718. Eligibility for such a performance payout is conditional on the achievement of objectives that are documented in that position's performance agreement.

Eligibility to a performance payment is determined based on:

- analysis by the Public Service Commission (PSC) of relevant performance data;
- consultation with the Under Treasurer and the Director-General of the Department of the Premier and Cabinet;
- recommendations from the PSC Chief Executive and Chair of the PSC Board; and
- the Premier's ultimate discretion regarding whether the incumbent will be paid a performance payment and, if so, how much.

As at the date of management certification of these financial statements, the eligibility to a performance payment for the Director-General had not yet been confirmed. With respect to the process to determine eligibility, [recommendations are yet to be made by the Public Service Commission (PSC) Chief Executive and Chair of the PSC Board]. The Premier's decision is expected to be made during September 2013. Therefore any performance payment approved by the Premier will be reported as an expense within the 2014 financial year.

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
8. Supplies and services				
Marketing/public relations/events	680	2,071	-	1
Consultants and contractors	3,323	1,682	2,783	1,548
Operating lease rentals	1,540	239	1,540	239
Property building expenses	616	218	220	39
Transport	122	2	31	2
Travel and hospitality	173	82	99	22
Computer/information technology	217	166	175	150
Telecommunications and electricity	201	68	152	43
Shared services provider fee	710	61	710	61
Materials	71	46	71	18
Portable and attractive items	14	12	12	12
Service delivery costs and service level agreement charges	757	1	757	1
Bank fees and charges	33	36	1	1
Other	3,636	47	420	47
Total	12,092	4,731	6,972	2,184

9. Grants and contributions

Grants:

Industry	19,390	2,103	863	199
Charities/community groups	43	17	-	17
Queensland and local government	16,072	575	15,961	-
Commonwealth government	1,200	-	1,200	-
Commonwealth Games Corporation	9,372	370	9,372	370
Other	-	237	-	237
Contributions	47	80	47	80
Total	46,123	3,382	27,443	903

10. Depreciation

Depreciation was incurred in respect of:

Plant and equipment	232	63	48	2
Total	232	63	48	2

The consolidated depreciation expense on plant and equipment increased by \$169,000 due to the comparative information for last year (2012) relating only from the period from 1 May 2012 to 30 June 2012, office equipment transferred from other departments as part of MoG changes and concrete race circuit barriers purchased for the V8 Super Cars event.

11. Impairment losses

Investment in financial assets	-	2	-	-
Impairment losses on trade receivables	-	1	-	-
Total	-	3	-	-

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
12. Finance/borrowing costs				
Interest	5	1	-	-
Total	5	1	-	-

The department does not capitalise finance/borrowing costs. Interest on loans are capitalised by controlled entities but expensed on consolidation.

13. Other expenses				
External audit fees ⁽¹⁾	109	86	104	14
Insurance premiums - QGIF	12	2	12	2
Insurance premiums - general	39	8	1	-
Gifts and donations	4	-	4	-
Licence fees & permits ⁽²⁾	3,751	-	3,751	-
Sponsorships	187	15	127	15
Total	4,101	111	3,998	31

⁽¹⁾ Total audit fees paid to the Queensland Audit Office for the parent entity relating to the 2012-13 financial statements are estimated to be \$125,000 (for the 2012 reporting period 1 May to 30 June 2012 actual was: \$42,000). There are no non-audit services included in this amount.

⁽²⁾ Total Licence Fees & Permits expense includes payment to Australian Commonwealth Games Association of \$3.750 million.

14. Cash and cash equivalents				
Cash and cash equivalents	(357)	17,879	(357)	4,708
Imprest accounts	-	10	-	1
Total	(357)	17,889	(357)	4,709

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

15. Receivables				
Current				
Trade debtors ⁽¹⁾	955	1,481	955	1,177
GST receivable	852	747	852	60
GST payable	24	(34)	24	-
	876	713	876	60
Departmental services revenue receivable	334	-	334	-
Annual leave levy reimbursements	130	68	130	68
Long service leave reimbursements	20	-	20	-
Loans and advances receivable	1	-	1	-
Interest receivable	-	114	-	-
Total	2,316	2,376	2,316	1,305

⁽¹⁾ 2012 comparatives have been restated by \$1.177M due to receivables identified by the Department of State Development, Infrastructure and Planning as a result of restructuring of administrative arrangements in 2012.

16. Other assets				
Current				
Prepayments	120	329	120	115
	120	329	120	115
Non-current				
Prepayments	51	120	51	120
Total	171	449	171	235

17. Other financial assets				
Held to maturity	-	5,111	-	-
Total	-	5,111	-	-

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
18. Plant and equipment				
Plant and equipment				
At cost	478	2,429	478	33
Less: accumulated depreciation	(176)	(906)	(176)	(2)
Less: accumulated impairment losses	-	(422)	-	-
Total	302	1,101	302	31

Valuation methodology

Plant and equipment where applicable have been valued in accordance with AASB 116 *Property, Plant and Equipment* and QTT's *Non-Current Asset Accounting Policies*. The asset class has been tested for indicators of impairment, based on materiality. Adjustment to the value of assets have been made where appropriate.

Plant and equipment movement reconciliation

Carrying amount at 1 July	1,101	-	31	-
Acquisitions through restructuring	92	735	92	33
Acquisitions	70	429	11	-
Assets recognised from stocktake	216	-	216	-
Disposals through restructuring - EQ (note 25)	(945)	-	-	-
Depreciation	(232)	(63)	(48)	(2)
Carrying amount at 30 June	302	1,101	302	31

The department has plant and equipment with an original cost of \$36,000 and a written down value of zero still being used in the provision of services. These 4 assets will be replaced if required when uneconomical to repair.

19. Payables

Current

Appropriation payable	-	3,581	-	3,581
Trade creditors	606	1,915	606	1,011
Taxes payable	58	54	58	54
Accrued expenses	47	929	47	183
Grants payable	-	1,850	-	118
Other	-	17	-	17
Total	710	8,346	710	4,964

20. Other financial liabilities

Current

Borrowing and finances leases	-	57	-	-
Total	-	57	-	-

Non-current

Borrowing and finances leases	-	116	-	-
Total	-	173	-	-

21. Accrued employee benefits

Current

Annual leave levy payable	300	104	300	104
Annual leave payable	-	222	-	-
Long service leave levy payable	58	31	58	31
Long service leave payable	-	54	-	-
Total	358	411	358	135

Non-current

Long service leave	-	104	-	-
Total	358	515	358	135

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
22. Other liabilities				
Current				
Unearned revenue	-	1,734	-	28
Lease incentive liability	-	90	-	-
	-	1,824	-	28
Non-current				
Other liabilities	-	315	-	-
Total	-	2,139	-	28
23. Provisions				
Non-current				
Provision for race jackpots	-	58	-	-
Total	-	58	-	-
Movement in provision				
Balance at 1 July	58	-	-	-
Prize awarded	(1)	-	-	-
MoG Transfer (note 25)	(57)	58	-	-
Balance at 30 June	-	58	-	-

The race jackpots are potential prize monies available to competitors of the Gold Coast Airport Marathon and associated events. EQ estimates the provision for jackpots based on the total outstanding race jackpots available for the relevant accounting period.

24. Controlled entities

The following entity was 100 percent controlled by the department for the period 1 July 2012 until it was wound up on 11 December 2012, EQ was deregistered by ASIC on 10 July 2013:

Events Queensland Pty Ltd

EQ was responsible for identifying, attracting and developing significant events that contribute to the Queensland economy, enhance the state's profile and foster community pride.

The key objectives of EQ are:

- identify, secure and/or create new major events that contribute to the generation of economic, marketing, or tourism outcomes.
- ensure existing EQ supported major events continue to generate economic, marketing or tourism outcomes.
- provide whole of Government leadership for events in the State, and promote the importance of the events industry in Queensland.
- support events across Queensland that build the social, physical and knowledge infrastructure for the events industry.

EQ controls Gold Coast Event Co. Pty Ltd, Asia Pacific Screen Awards Ltd, Pan Pacific Masters Games Ltd and the Gold Coast Events Management Ltd which trades as Events Queensland Gold Coast and operates the Great Barrier Reef Masters Game, the Gold Coast Airport Marathon and the Pan Pacific Masters Games. The Auditor-General of Queensland audits EQ and its controlled entities.

The share capital of EQ consists of 3 ordinary shares of \$1 each, fully paid, and held by the State of Queensland.

The revenues and expenses of EQ have been consolidated in the financial statements for the period it was controlled by the department.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

25. Restructuring of administrative arrangements

As a result of the Tourism and Events Queensland Act (No. 44) 2012, EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation. EQ was deregistered by ASIC on 10 July 2013.

Transfer of EQ

Assets and liabilities transferred:	2013
	\$'000
Current assets	
Cash and cash equivalents	13,457
Receivables	2,061
Other current assets	164
Financial assets	1,500
Total current assets	17,183
Non-current assets	
Property, plant and equipment	945
Total non-current assets	945
Total assets	18,128
Current liabilities	
Payables	4,629
Financial liabilities	58
Total current liabilities	4,687
Non-current liabilities	
Payables	275
Financial liabilities	91
Provisions	166
Total non-current liabilities	532
Total liabilities	5,220
Net assets	12,908

Consolidated	Consolidated	Parent	Parent
2013	2012	2013	2012
\$'000	\$'000	\$'000	\$'000

26. Reconciliation of operating surplus to net cash from operating activities

Operating surplus / (deficit)	(1,511)	(4,807)	118	13
Non-cash items:				
Depreciation	232	63	48	2
Plant and equipment - assets identified in stocktake	(216)	-	(216)	-
Loss on sale of plant and equipment	-	3	-	-
Borrowing costs	-	1	-	-
Change in assets and liabilities:				
(Increase)/decrease in receivables	(1,966)	1,092	(1,009)	129
(Increase)/decrease in current other assets	45	(239)	(5)	(235)
(Increase)/decrease in non-current other assets	69	-	69	-
Increase/(decrease) in payables	(5,105)	2,266	(4,254)	4,788
Increase/(decrease) in accrued employee benefits	223	(232)	223	-
Increase/(decrease) in other liabilities	(28)	(41)	(28)	(41)
Increase/(decrease) in other financial liabilities	(23)	-	-	-
Increase/(decrease) in provisions	(50)	-	-	-
Net cash provided from operating activities	(8,330)	(1,894)	(5,055)	4,656

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
27. Commitments for expenditure				
(a) Finance lease commitments				
Commitments under finance leases at reporting date are inclusive of anticipated GST and are payable as follows:				
· Not later than one year	-	63	-	-
· Later than one year and not later than five years	-	116	-	-
· Later than five years	-	-	-	-
	-	179	-	-
Less Future Finance Charge	-	(18)	-	-
Total	-	161	-	-
(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	2,023	2,683	2,023	1,953
· Later than one year and not later than five years	5,934	3,053	5,934	529
· Later than five years	15,745	-	15,745	-
Total	23,702	5,736	23,702	2,482
(c) Grants and subsidies commitments				
Grants and subsidies commitments inclusive of anticipated GST, committed to be provided at reporting date, but not recognised in the accounts are payable as follows:				
Payable:				
· Not later than one year	486	30,209	486	253
· Later than one year and not later than five years	370	75,906	370	-
· Later than five years	-	19,228	-	-
Total	856	125,343	856	253
(d) Other expenditure commitments				
Other expenditure committed at the end of the period but not recognised in the accounts are as follows:				
Payable:				
· Not later than one year	4,454	3,966	4,454	3,966
· Later than one year and not later than five years	16,438	13,750	16,438	13,750
· Later than five years	5,350	8,800	5,350	8,800
Total	26,242	26,516	26,242	26,516

The department has non-cancellable operating leases predominately relating to Commonwealth Games payments in accordance with the endorsed agreement with the Australian Commonwealth Games Association Incorporated to secure marketing rights for the 2018 Commonwealth Games. These payments are generally fixed, but with inflation escalation clauses on which contingent payments are determined.

28. Contingencies

The department vacated premises during the 2012-13 financial year and is currently committed to leasing the premises until a new tenant is found or when the lease expires on 30 June 2014. Given the uncertainty around when a new tenant will be found by the Department of Public Works and Housing as the lease manager, a provision has not been raised as the amount cannot be reliably estimated and the event is not under the control of the department.

29. Events occurring after balance date

At the date of signing, there were no events subsequent to balance date, which would have a material effect on the information provided in the department's controlled or administered financial statements.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

30. Financial instruments

Notes

(a) Categorisation of financial instruments

The department has the following categories of financial assets and financial liabilities:

<u>Category</u>		Consolidated 2013 \$'000	Consolidated 2012 \$'000	Parent 2013 \$'000	Parent 2012 \$'000
Financial assets					
Cash and cash equivalents	14	(357)	17,889	(357)	4,709
Receivables	15	2,316	2,376	2,316	1,305
Other financial assets	17	-	5,111	-	-
Total		1,959	25,376	1,959	6,014

Financial liabilities

Financial liabilities measured at amortised cost:

Payables	19	710	8,346	710	4,964
Other financial liabilities:					
Borrowings	20	-	173	-	-
Total		710	8,519	710	4,964

(b) Financial risk management

The department's activities expose it to a variety of financial risks – interest rate risk, credit risk, liquidity risk and market risk.

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

All financial risk is managed by Financial and Asset Management under policies approved by the department. The department provides written principles for overall risk management, as well as policies covering specific areas. The department measures risk exposure using a variety of methods as follows:

Risk exposure	Measurement method
Credit risk	Ageing analysis, earnings at risk
Liquidity risk	Sensitivity analysis
Market risk	Interest rate sensitivity analysis

(c) Credit risk exposure

Credit risk exposure refers to the situation where the department may incur financial loss as a result of another party to a financial instrument failing to discharge their obligation.

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

The following table represents the department's maximum exposure to credit risk based on contractual amounts net of any allowances:

Maximum exposure to credit risk

Category

Financial assets

Receivables	15	2,316	2,376	2,316	1,305
Other financial assets	17	-	5,111	-	-
Total		2,316	7,487	2,316	1,305

Financial assets

No collateral is held as security and no credit enhancements relate to financial assets held by the department.

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

No financial assets or financial liabilities have been offset and presented net in the Statement of Financial Position.

The method for calculating any allowable impairment for risk is based on past experience, current and expected changes in economic conditions and changes in client credit ratings. These economic and geographic changes form part of the department's documented risk analysis assessment in conjunction with historic experience and associated industry data.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

30. Financial instruments (cont'd)

(c) Credit risk exposure (cont'd)

No financial assets have had their terms renegotiated to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

There were no individually impaired financial assets as at 30 June 2013 or as at 30 June 2012 for the parent entity.

Ageing of past due but not impaired as well as impaired financial assets for the consolidated entity are disclosed in the following table:

2012 financial assets past due but not impaired

	Overdue			
	Less than 30 days	30-60 days	More than 60 days	Total
	\$'000	\$'000	\$'000	\$'000
Receivables	-	6	27	33
Total	-	6	27	33

(d) Liquidity risk

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

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

The following table sets out the liquidity risk of financial liabilities held by the department. It represents the contractual maturity of financial liabilities, calculated based on undiscounted cash flows relating to the liabilities at reporting date. Apart from payables, which are disclosed at their carrying amounts, the undiscounted cash flows in these tables differ from the amounts included in the Statement of Financial Position that are based on discounted cash flows.

Consolidated entity/parent entity (DTESB only)		2013 Payable in			
	Notes	< 1 year \$'000	1 - 5 years \$'000	> 5 years \$'000	Total \$'000
Financial liabilities					
Payables	19	710	-	-	710
Borrowings	20	-	-	-	-
Total		710	-	-	710

Consolidated entity		2012 Payable in			
	Notes	< 1 year \$'000	1 - 5 years \$'000	> 5 years \$'000	Total \$'000
Financial liabilities					
Payables	19	8,346	-	-	8,346
Borrowings	20	57	116	-	173
Total		8,403	116	-	8,519

Parent entity		2012 Payable in			
		< 1 year \$'000	1 - 5 years \$'000	> 5 years \$'000	Total \$'000
Financial liabilities					
Payables	19	4,964	-	-	4,964
Borrowings	20	-	-	-	-
Total		4,964	-	-	4,964

(e) Market risk

The department is exposed to interest rate risk from cash deposits in interest bearing accounts. The department does not undertake any hedging in relation to interest risk and manages its risk as per the department's liquidity risk management strategy articulated in the department's Financial Practice Manual.

(f) Interest rate sensitivity analysis

The following interest rate sensitivity analysis is based on a report similar to that provided to management, depicting the outcome on net income if interest rates would change by +/- 1% from the year end rates applicable to the department's financial assets and liabilities.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

30. Financial instruments (cont'd)

Financial instruments -

Consolidated entity/parent entity (DTESB only)

	Carrying amount \$'000	2013 Interest rate risk			
		- 1 % Profit \$'000	Equity \$'000	+ 1 % Profit \$'000	Equity \$'000
Assets					
Cash	(357)	4	4	(4)	(4)
Liabilities					
Borrowings	-	-	-	-	-
Potential impact		<u>4</u>	<u>4</u>	<u>(4)</u>	<u>(4)</u>

Financial instruments - consolidated entity

	Carrying amount \$'000	2012 Interest rate risk			
		- 1 % Profit \$'000	Equity \$'000	+ 1 % Profit \$'000	Equity \$'000
Assets					
Cash	17,889	(179)	(179)	179	179
Liabilities					
Borrowings	230	2	2	(2)	(2)
Potential impact		<u>(177)</u>	<u>(177)</u>	<u>177</u>	<u>177</u>

Financial instruments - parent entity

	Carrying amount \$'000	2012 Interest rate risk			
		- 1 % Profit \$'000	Equity \$'000	+ 1 % Profit \$'000	Equity \$'000
Assets					
Cash	4,709	(47)	(47)	47	47
Liabilities					
Borrowings	-	-	-	-	-
Potential impact		<u>(47)</u>	<u>(47)</u>	<u>47</u>	<u>47</u>

(g) Fair value

The Department does not recognise any financial assets or financial liabilities at fair value. The fair value of trade receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The consolidated entity held borrowings as at 30 June 2012 with a carrying and fair value amount of \$173,000.

DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS AND THE COMMONWEALTH GAMES
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2012-13

	Parent	Parent
	2013	2012
	\$'000	\$'000
31. Schedule of administered items (DTESB only)		
Administered revenues		
Administered item appropriation	89,275	-
Other revenue	-	(120)
Total	89,275	(120)
Administered expenses		
Grants and services ⁽¹⁾	89,275	(120)
Total	89,275	(120)
Total Administered operating result	-	-
Administered assets		
Current		
Receivables	6,682	120
Total	6,682	120
Administered liabilities		
Current		
Payables	6,682	120
Total	6,682	120
Net administered assets	-	-
Administered equity		
Contributed equity	-	-
Accumulated Surplus/Deficit	-	-
Asset revaluation surpluses	-	-
Total administered equity	-	-
⁽¹⁾ Administered grants and services		
Events Queensland (EQ)	21,000	-
Tourism Queensland (TQ)	18,486	(120)
Tourism and Events Queensland (TEQ)	49,789	-
	89,275	(120)

Administered transactions and balances of EQ, TQ and TEQ have been combined due to the result of the Tourism and Events Queensland Act (No. 44) 2012. EQ was wound up effective from 11 December 2012 with its functions merged into the new Tourism and Events Queensland Corporation. EQ was deregistered by ASIC on 10 July 2013.

32. Reconciliation of payments from consolidated fund to administered revenue

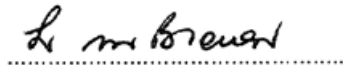
Budgeted appropriation	102,515	-
Lapsed administered appropriation	(19,922)	-
Total administered receipts	82,593	-
Plus: closing balance of administered revenue receivable	6,682	-
Administered revenue recognised in Note 31	89,275	-

Certificate of the Department of Tourism, Major Events, Small Business and the Commonwealth Games

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

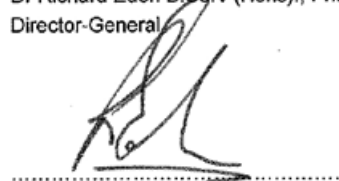
- a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Department of Tourism, Major Events, Small Business and the Commonwealth Games for the financial year ended 30 June 2013 and of the financial position of the department at the end of that year.

Leith Brown B.Bus., CPA
Chief Finance Officer
Executive Director



Insert date 26/8/13

Dr Richard Eden B.Surv (Hons.), PhD
Director-General



Insert date 26/8/2013.

INDEPENDENT AUDITOR'S REPORT

To the Accountable Officer of Department of Tourism, Major Events, Small Business and the Commonwealth Games

Report on the Financial Report

I have audited the accompanying financial report of the Department of Tourism, Major Events, Small Business and the Commonwealth Games, which comprises the statements of financial position and statements of assets and liabilities by major departmental services, as at 30 June 2013, the statements of comprehensive income, statements of changes in equity, statements of cash flows and statements of comprehensive income by major departmental services for the period 1 July 2012 to 30 June 2013, notes comprising a summary of significant accounting policies and other explanatory information, and the certificates given by the Director-General and Chief Finance Officer of the Department and the consolidated entity comprising the Department and the entity it controlled at the period's end.

Accountable Officer's Responsibility for the Financial Report

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

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Accountable Officer, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

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

Independence

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Opinion

In accordance with s.40 of the *Auditor-General Act 2009* –

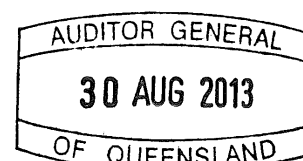
- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
 - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Department of Tourism, Major Events, Small Business and the Commonwealth Games and the consolidated entity for the period 1 July 2012 to 30 June 2013 and of the financial position as at the end of that period.

Other Matters - Electronic Presentation of the Audited Financial Report

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



A M GREAVES FCA FCPA
Auditor-General of Queensland



Queensland Audit Office
Brisbane

Appendix 1 Performance statement

Table A1: Performance statement (2012–13)

	Notes	2012–13 target/estimate	2012–13 estimated actual	2012–13 actual
Service area: Tourism and Events Development				
Service standards				
Amount of additional capital attracted into tourism investment	1	\$25 million	\$24.1 million	\$32.2 million
Other measures				
Number of cross-agency tourism projects/strategies delivered		4	4	4
Number of <i>DestinationQ</i> actions undertaken/responded to		300	300	317
The number of tourism projects that receive facilitation assistance	2, 3	10	28	52
The number of targeted tourism investment attraction initiatives delivered globally	3, 4	10	33	47
The percentage of Commonwealth Games Federation planning requirements met		90%	-	100%
The number of capital works projects commenced on schedule		1	1	1
Service area: Business-to-Government Services				
Service standards				
Estimated value of efficiency savings by businesses assisted by DTESB	5	\$55 million	\$60 million	\$40.6 million
Estimated value of costs avoided by businesses assisted	6	\$100 million	\$100 million	\$116 million
Other measures				
Improvements to service delivery—increased number of services available online		150	150	153
Businesses assisted by Queensland Government services by accessing services online	7	50 000	1 000 000	1 130 000
The number of structured programs/activities helping businesses build their capacity, improve their performance and/or access opportunities		106	95	110
The number of business participants in structured development activities	8	1 262	1 620	2 703
The percentage of customer satisfaction with our services	9	80%	80%	95%
Percentage of customers that find online services useful		80%	80%	82%

1. The Tourism Investment Attraction Unit works with a range of investment opportunities that have varying dates for potential maturity. Some results anticipated for 2013–14 occurred earlier than expected and have been completed during 2012–13.
2. The 2012–13 actual differed from the 2012–13 target/estimate due to higher than anticipated demand for tourism investment facilitation services provided by the Tourism Investment Attraction Unit, with all levels of government (federal, local and state) providing referrals to the unit. Services have also been expanded into regional areas using the Tourism Investment Opportunity Register established by the unit to increase the number of tourism investment projects that are able to access the service.
3. The 2012–13 estimated actual differs to the 2012–13 actual due to significant data cleansing of the Tourism Investment Opportunity Register in June 2013. This consolidation of records revealed a higher level of service had been provided than had been reported in the projections.
4. The 2012–13 actual significantly overachieved the 2012–13 target/estimate due to a change in measurement methodology to ensure the initiatives contributing to this measure were an accurate reflection of Tourism Investment Attraction Unit core activities. The methodology now encompasses other core initiatives such as pitching events, outbound and inbound missions, which showcase Queensland as a tourism investment destination and a means to provide investment facilitation assistance to Queensland clients. The Tourism Investment Attraction Unit concentrated delivery in this area to ensure the target of \$25 million in additional capital attracted for tourism infrastructure was met.
5. The variance between the 2012–13 estimated actual and the 2012–13 actual can be attributed to rebranding and transitioning services online, which caused some lag in customer uptake of information packages.
6. The variance between the 2012–13 estimated actual and the 2012–13 actual is due to the difficulty in predicting outcomes of surveys before they are completed. The annual Customer Impact Survey that informs this measure is conducted by an independent research organisation. It provides statistically reliable data to help understand usage of the government's Business and Industry Portal, and measure market share and customer value. To establish value, businesses are asked if they gained a benefit in either time saved or costs avoided through using the website. An estimated hourly rate (developed by Price Waterhouse Coopers) is applied to the number of hours to establish a monetary value. The 2013 survey indicated Queensland businesses saved \$116 million in time and money by accessing government services via the Business and Industry Portal.
7. This was a new measure introduced in 2012–13 to measure the performance of the Business-to-Government Service area. The variance between the 2012–13 target/estimate and the 2012–13 actual is mostly attributed to the lack of historical trend information available on which to base targets. In addition, increased uptake can be attributed to substantial and continuous improvements of the Business and Industry Portal, including streamlining and automating online products and service delivery, increasing the number of online services available and integrating the Australian Business Account and the Australian Business License and Information System. Search engine optimisation has also improved discoverability.
8. The overachievement of this measure is due to increased uptake in participation of both the Mentoring for Growth and webinar programs. The increased uptake can be attributed to a number of factors including the currency of topics, targeted advertising, endorsement by business associations, increasing numbers of returning webinar participants and additional Mentoring for Growth panel sessions held.
9. The very high level of satisfaction with the Mentoring for Growth process is due in part to careful selection of participants, to ensure that the program is well suited to their situation and that panel members chosen are able to provide specific and focused advice.

Appendix 2 Statutory authorities or instrumentalities

Table A2: Statutory authorities (2012–13)

Name	Type of statutory authority or instrumentality	Legislation under which the body was established	Annual reporting arrangement
Gold Coast 2018 Commonwealth Games Corporation	Statutory body	<i>Commonwealth Games Arrangements Act 2011</i>	Annual report tabled in Parliament
Tourism and Events Queensland	Statutory body	<i>Tourism and Events Queensland Act 2012</i>	Annual report tabled in Parliament

Appendix 3 Boards and committees

Table A3: Boards and committees (2012–13)

Name and type of board or committee	Functions and responsibilities	Achievements for 2012–13	Remuneration costs
Queensland Small Business Advisory Council (advisory/consultative)	<ul style="list-style-type: none"> • Advise the Minister on small business issues • Respond to ministerial requests for input on identified issues and provide feedback on proposed initiatives • Alert the Minister to systemic and emerging business issues 	<ul style="list-style-type: none"> • Input into the <i>Queensland small business strategy and action plan 2013–2015</i> • Input into the development of the Business and Industry Portal events calendar • Input into the development of events and functions for Queensland Small Business Week 	\$2000

Appendix 4 Legislation administered by the department

The public business of the State of Queensland is divided among its ministers. Each ministerial portfolio carries particular responsibilities, including the administration of relevant legislation.

The department administered the following legislation for the Minister for Tourism, Major Events, Small Business and the Commonwealth Games during 2012–13.

Table A4: Legislation administered by DTESB (2012–13)

Legislation administered by the department
<i>Tourism and Events Queensland Act 2012</i>
<i>Traveller Accommodation Providers (Liability) Act 2001</i>
<i>Commonwealth Games Arrangements Act 2011</i>
<i>Motor Racing Events Act 1990</i>

This information is current and in accordance with Administrative Arrangements Order (No. 1) 2013, which was gazetted on 28 June 2013.

The department was established under Administrative Arrangements Order (No. 3) 2012 on 3 April 2012.

Appendix 5 Compliance checklist

Summary of requirement		Basis for requirement	Annual report page reference
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister	ARRs—section 8	5
Accessibility	Table of contents	ARRs—section 10.1	3–4
	Glossary		n/a
	Public availability	ARRs—section 10.2	1
	Interpreter service statement	Queensland Government Language Services Policy ARRs—section 10.3	1
	Copyright notice	<i>Copyright Act 1968</i> ARRs—section 10.4	1
	Information licensing	Queensland Government Enterprise Architecture—Information licensing ARRs—section 10.5	1
General information	Introductory information	ARRs—section 11.1	6
	Agency role and main functions	ARRs—section 11.2	7–9, 70, 73
	Operating environment	ARRs—section 11.3	10
	Machinery-of-government changes	ARRs—section 11.4	n/a
Non-financial performance	Government objectives for the community	ARRs—section 12.1	8–9
	Other whole-of-government plans/specific initiatives	ARRs—section 12.2	11–13
	Agency objectives and performance indicators	ARRs—section 12.3	17–18
	Agency service areas, service standards and other measures	ARRs—section 12.4	13, 66–67
Financial performance	Summary of financial performance	ARRs—section 13.1	14–16
	Chief Finance Officer statement	ARRs—section 13.2	33
Governance—management and structure	Organisational structure	ARRs—section 14.1	21
	Executive management	ARRs—section 14.2	22–24
	Related entities	ARRs—section 14.3	68
	Boards and committees	ARRs—section 14.4	69
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs—section 14.5	29
Governance—risk management and accountability	Risk management	ARRs—section 15.1	25
	External scrutiny	ARRs—section 15.2	26
	Audit committee	ARRs—section 15.3	26–27
	Internal audit	ARRs—section 15.4	27–28
	Public Sector Renewal Program	ARRs—section 15.5	6
	Information systems and record keeping	ARRs—section 15.7	28

Summary of requirement		Basis for requirement	Annual report page reference
Governance—human resources	Workforce planning, attraction, retention and performance	ARRs—section 16.1	30–31
	Early retirement, redundancy and retrenchment	Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs—section 16.2	30
	Voluntary Separation Program	ARRs—section 16.3	n/a
Open data	Open data	ARRs—section 17	32
Financial statements	Certification of financial statements	FAA—section 62 FPMS—sections 42, 43 and 50 ARRs—section 18.1	63
	Independent auditors report	FAA—section 62 FPMS—section 50 ARRs—section 18.2	64–65
	Remuneration disclosures	Financial reporting Requirements for Queensland Government agencies ARRs—section 18.3	52

FAA *Financial Accountability Act 2009*
 FPMS Financial and Performance Management Standard 2009
 ARRs Annual report requirements for Queensland Government agencies

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Regional

DTEB regional services are delivered by the Department of State Development, Infrastructure and Planning. A list of regional offices is available at www.dsdiq.qld.gov.au (under 'Contact us').

Feedback

The Department of Premier and Cabinet are coordinating feedback on agency annual reports at www.getinvolved.qld.gov.au.

