



Allianz Australia Insurance Ltd
 2 Market Street, Sydney, NSW 2000
 ABN 15 000 122 850
 GPO Box 4049
 Sydney NSW 2001

Remittance Advice

Please find attached remittance advice detailing your payment. If you have any queries, please contact:

Name: KYLIE STAMMERS
 Telephone: 0730237070

NSW_CUSTALITMail145110133.out / NAPS / ALLNAB / E0000000869 / P0000000869 / I0000000869

MINISTERIAL SERVICES
 PO BOX 15185
 CITY EAST
 QLD 4002

Date 24/05/2011
 Cheque No. 0987064

SETTLEMENT FOR DAMAGES TO REGO 043KOS LE
 SS ITC



Date	Description	Tax Deduction	GST	Amount Paid
23/05/11	1540047959 1540047959	0.00	0.00	2,581.81
	<i>chg</i>			
		<i>1/300511/06</i>		
		<i>14/1087</i>		

Total Paid \$2,581.81

Released under RTI - DPC

Document Number: 19 / 22528

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: PREMIER'S

Financial Year: 2010 / 2011 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
DFLEBT	REPLACE 4 x RMS & TYRES	
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 2840.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- Where applicable a valid Tax Invoice s.73 Signatures

APPROVED: Signature _____

Name (please print) Paul Moreno

Date: 30/5/11

PREPARED BY: Name (please print) Paul Vincent

Date: 30/5/11

Phone 3224 6514

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

30/5/11

30/05/11

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Level 16 41 George Street Brisbane
 GPO Box 293 Brisbane
 Queensland 4001 Australia
 Telephone +61 7 3224 4292
 Facsimile + 61 7 3224 6242
 Website www.qfleet.qld.gov.au
 ABN 15 207 420 496

TAX INVOICE
MAINTENANCE RECHARGES



Queensland Government
 Department of Public Works

525006 / 4202601 / Pa / \$ 2840.00
 043KOS REPLACE 4 RIMS/TYRES 3/6/11

Account Number	D00184	Document No.	2444935
Document Date	20/05/11	Due Date	19/06/11

ATTN: PAUL VINCENT
 MINISTERIAL SERVICES
 PO BOX 15185
 CITY EAST QLD
 4002

Rego Number	Repair Date	Group Code	Client Reference	Net Amount	GST Amount	Total Amount
043KOS	03/05/11	00100410	4202601	2581.82	258.18	2840.00

Replace Wheel Rim X 4
 043KOS 03/05/11 00100410 4202601

Totals	2581.82	258.18	2840.00
Payment Terms: 30 Days from Document Date			Total Amount Due: \$ 2840.00

Released Under RTI - DPC

Please call our Debtor Controllers on (07)3224 6305 or (07)3224 4071 if you have any questions regarding this invoice.
 Working in partnership with you

QFleet client access

Insurance Claim

Ref QFleet 30885
Insurer 1540047959

Status 23/05/11 Repaired
23/05/11 Updated by fultonm at 16:06:11
03/05/11 Entered

Note

Vehicle Rego 043KOS (201011 untaxed)
Model CAPRICE WMII (Heron White)

Client Name PREMIER and MINISTER FOR THE ARTS (#00100410)
DEPT OF THE PREMIER AND CABINET

Address PO BOX 15185 CITY EAST QLD

Contact Paul Vincent

Phone 0732246514 Fax 073404628

Driver None You need complete this section only if the driver is known

Surname Given name

Sex Date of birth

Phone (work) Phone (home)

Licence No Expiry

Background Had attended a QFleet Driver-Excellence session?

Authorized to drive vehicle at time of accident? If no, details

Amount of alcohol/drugs taken 12 hr before

Subsequently tested for alcohol/drugs? If yes, result

Police Did they attend? Yes If no, were they informed? Yes

Officer & station TBA

Charges laid? Against whom? TBA

Accident Date 30/04/11 Time (24 hr) 02:00

Location S.73 Residential Address

Road surface Sealed Dry OnRoad

Cause What happened Tyres and rim stolen from Vehicle

Whose fault, and why NIL

Witness name & address

Damage Yes You need complete this section only if you answer "Yes" - the QFleet vehicle was damaged

Was vehicle towed away? No If yes, operator

Where can the vehicle be inspected? Grahams Street Wheels & Tyres

Quotes Repairer 1 Grahams Street Wheels & Tyres

2

Other vehicle Rego, model, driver etc

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date: 24.01.2009

Asset number: []

Serial number: []

Asset description: VARIOUS

RETIREMENT DETAILS:

Cost centre: []

Revenue/trade-in: \$ []

Condition of asset: []

Reason for disposal

PASS USEFUL LIFE, LOST, UNECONOMICAL TO REPAIR

Authorised by: [Signature]

Approved by: []

Date: 02/02/09

Date: []

OFFICE USE ONLY:

Transfer type: without revenue / ~~stolen~~ / ~~lost~~ / ~~destroyed~~ / ~~sale~~ / ~~trade-in~~

Transaction type: 200

Document type: []

Complete retirement: YES / NO

Processed by: PAUL VINCENT

Date: 29/1/09

Document number created: 100008878-8896

Memorandum

To: Chief Financial Officer

From: Mike Goodman
Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 28 January 2009

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

A/ Chief Financial Officer

Date: 30/1/09

Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name

Ministerial Office TOURISM

Description of Property MOBILE PHONE

Estimated Value (MS use only) \$ 269.50

Asset number (If known) 420001804

Reason for loss (brief description) LEFT AT RESTAURANT

Action taken to locate property. CONTACTED RESTAURANT

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name Signature s.73 Name Date 9/11/08

Approval for write off (Director of Finance <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position _____ Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name _____

Ministerial Office PREMIER

Description of Property BLACKBERRY 8100

Estimated Value (MS use only) \$ 478.50

Asset number (If known) 420001817

Reason for loss (brief description) lost on holidays in the Maroochy River

Action taken to locate property. -

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name _____ Signature s.73 Name _____ Date 2/1/08

Approval for write off (Director of Finance <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position _____ Date 1/1

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in: \$

Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type

Document type

Complete retirement

YES / NO

Processed by:

Date:

Document number created

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Mike Goodman
Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 25 June 2009

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed , in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

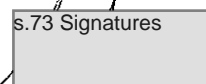
s.73 Signatures



Date:

26/6/09

Chief Financial Officer



Asset Download Report

Company Code: Include 1042
 Report Date: 30.06.2009
 Depreciation Area: 01

1 ITEMS NOT FOUND AT STOCKTAKING.

Row Count: 1,603

Class	Asset No	Asset Description	Capitalize	Cost Ctr	Location	Room	Accum Dept	CT NBVAL
<input type="checkbox"/>	420000823	DICTIONARY TRANSCRIBER SANYO TRC8800	31.10.2006	4202013	UNKNOWN	OFFICE	645.45-	0.00
<input type="checkbox"/>	420001604	FACSIMILE CANON C75	21.12.2001	4201132	UNKNOWN	ANDERSON	490.00-	0.00
<input type="checkbox"/>	420001673	LAPTOP TOSHIBA PORTEGE R200 1.3GHZ	06.06.2007	4201998	UNKNOWN	SPARE	2,689.00-	0.00
<input type="checkbox"/>	420001730	DICTIONARY TRANSCRIBER SANYO TRC6030	31.10.2007	4202003	UNKNOWN	OFFICE	539.18-	0.00
<input type="checkbox"/>	420001752	MOBILE PHONE NOKIA 6120	31.10.2007	4209701	UNKNOWN	SEENEY	420.90-	0.00
*								0.00

OLD Technology.
 OBSOLETE
 FIRST SIGHTED AT MINCOM
 OLD Technology. IN 2007
 DISABLED, OLD Technology



DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type

Document type

Complete retirement

YES / NO

Processed by:

Date:

Document number created

Department of the Premier and Cabinet

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
A/Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 6 May 2010

Ref: PV03

1. Purpose

1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.

2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.

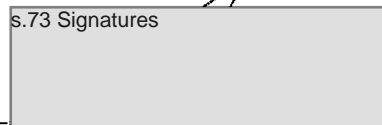
3.2 The book value of this asset/these assets total \$0.

4. Recommendation

4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures



Date: 16/5/10

Chief Financial Officer

Asset Download Report

System : CEP/900
 Report : YFI_AA_D_ASSET_DOWNLOAD
 Requested by : 10001636 - Paul Vincent

Page : 1
 Run Date: 06.05.2010
 AUSQLD Run Time: 12:35:02

Company Code: Include 1042
 Report Date: 30.06.2010
 Depreciation Area: 01

Row Count: 1,833

Class	Asset No	Asset Description	Capitalize	Cost Ctr	Location	Room	Accum Dep	Cum Dep Val
<input type="checkbox"/>	420000068	DICTAPHONE OLYMPUS PEARLCODER T1000	30.06.2005	4202133	UNKNOWN	OFFICE	412.00-	0.00
<input type="checkbox"/>	420000758	CAMERA DIGITAL CANON G5	30.06.2005	4202063	UNKNOWN	MEDIA	976.40-	0.00
<input type="checkbox"/>	420001053	CAMERA DIGITAL CANON POWERSHOT S3 IS	30.08.2006	4202113	UNKNOWN	OFFICE	689.09-	0.00
<input type="checkbox"/>	420001055	SWITCH CISC WS-C2924	30.06.2005	4202103	UNKNOWN	C29	2,749.00-	0.00
<input type="checkbox"/>	420001262	COMPUTER DESKTOP IBM S50 3.0GHZ 512MB 40GB HDD DVD	30.06.2005	4202012	UNKNOWN	JENNINGS	1,515.79-	0.00
<input type="checkbox"/>	420001527	DICTAPHONE TRANSCRIBER LANIER D161	29.03.2001	4202043	UNKNOWN	OFFICE	548.46-	0.00
<input type="checkbox"/>	420001579	MOBILE PHONE NOKIA 6230I	10.11.2005	4202073	UNKNOWN	OFFICE	714.28-	0.00
*								0.00

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Approved by:

Date:

Date:

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement:

Processed by:

Date:

Document number created:

Department of the Premier and Cabinet

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
A/Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 24 May 2010

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

Date:

25/5/10

Class	Asset No.	Asset Description	Capex Date	Cost Ctr	Location	Accum Dep	Ex NBKval
	420000141	HUB DUAL SPEED 3COM SUPER STACKII 10/100 AUTO	30.06.2005	4202163	CCS	2,366.10	0.00
	420000195	LAPTOP TOSHIBA PORTEGE R200	30.08.2006	4201998	MS	2,999.00	0.00
	420000331	DISHWASHER SIMPSON QUINTED 860	31.01.1988	4202153	DSMA	700.00	0.00
	420000375	TELEVISION NEC ES5185	19.06.1998	4202012	HEALTH	378.79	0.00
	420000407	GLASSEWARE WATERFORD CRYSTAL	30.06.2005	4202103	INFPLN	1,000.00	0.00
	420000663	CAMERA DIGITAL CANON PSA95	16.11.2005	4201998	MS	554.54	0.00
	420000700	GLASSEWARE CRYSTAL X 4 SETS	30.06.2005	4202141	CHWOM	1,000.00	0.00
	420000715	TELEVISION COLOUR PANASONIC TC-48M90A	13.10.1999	4202012	HEALTH	352.29	0.00
	420001025	REFRIGERATOR KELVINATOR C360F	28.11.2002	4202163	CCS	680.63	0.00
	420001149	CROCKERY GLASSWARE & CUTLERY	19.11.2002	4202043	NRVE	374.95	0.00
	420001377	CARTOON FIREFIGHTER HEROES 2001	20.06.2002	4202063	POLI	331.92	0.00
	420001436	ASHTRAY & VASE & ANIMALS	31.01.1988	4202103	INFPLN	800.00	0.00
	420001449	PRINTER CANON BJC85	31.01.1988	4202103	INFPLN	475.00	0.00
	420001650	BLACKBERRY 8100 PEARL	19.07.2002	4201998	MS	358.00	0.00
	420001728	MODEM TRISTRA TURBO	28.03.2007	4201998	MS	553.64	0.00
	420001833	BLACKBERRY 8100 PEARL	29.05.2007	4201998	MS	453.64	0.00
	420001918	MOBILE PHONE NOKIA 6120	03.09.2007	4201998	MS	541.82	0.00
	420001988	MODEM TELSTRA TURBO 7	28.02.2008	4201998	MS	453.00	0.00
	420001994	BLACKBERRY 8310	26.05.2008	4201998	MS	330.00	0.00
	420002003	BLACKBERRY 9000 BOLD	08.01.2009	4201998	MS	518.18	0.00
	420002009	BLACKBERRY 8310	08.01.2009	4201998	MS	518.18	0.00
	420002039	MOBILE PHONE NOKIA 6120C	27.02.2009	4201998	POLI	754.55	0.00
	420002043	MOBILE PHONE NOKIA 6120C	27.02.2009	4202331	MS	518.18	0.00
	420002065	MOBILE PHONE NOKIA 6120C	29.07.2009	4201998	MS	275.45	0.00
	420002150	BLACKBERRY 9000 BOLD	29.07.2009	4201998	CAR	275.45	0.00
			29.07.2009	4201998	MS	275.45	0.00
			24.06.2009	4201998	MS	902.73	0.00

UNECONOMICAL TO REPAIR
 UNECONOMICAL TO REPAIR
 UNECONOMICAL TO REPAIR
 SOLD AT AUCTION
 UNECONOMICAL TO REPAIR
 REMOVE FROM REGISTERS
 UNECONOMICAL TO REPAIR
 SOLD AT GIFTS AUCTION
 REMOVE FROM REGISTERS
 UNECONOMICAL TO REPAIR
 LOST
 UNECONOMICAL TO REPAIR
 LOST
 UNECONOMICAL TO REPAIR
 LOST
 UNECONOMICAL TO REPAIR





Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss

s.73 Name

Ministerial Office

Office of the Deputy Premier, Minister for Health

Description of Property

Telstra Modem

Estimated Value (MS use only)

\$ 330.00

Asset number (If known)

420001918 ?

Reason for loss (brief description)

Misplaced when packing up after conference in Perth.

Action taken to locate property.

Standard search

Recommended action to prevent the loss from recurring

ensure everything is back in right storage place before leaving

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name

Signature

Date 21/5/10

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position: Chief Financial Officer

Date / /

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:

Asset number: Serial number:

Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Date

Approved by

Date

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Nick Elliott
Chief Financial Officer
Executive Director, Business Services.

From: Ian Street Ext: 46922
A/Executive Director, Ministerial Services

Subject: Ministerial Asset Register

Date: 28 June 2010 Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Date: 29/6/10

Executive Director, Business Services

Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss

s.73 Name

Ministerial Office

PRIMARY INDUSTRIES

Description of Property

NOKIA 6120C MOBILE

Estimated Value (MS use only)

\$ 412.50

Asset number (If known)

420001816

Reason for loss (brief description)

Theft - Home Break in

Action taken to locate property.

Called the Police

Recommended action to prevent the loss from recurring

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number

s.73 Name

Do you suspect official misconduct.

Yes No

HENDRA POLICE

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name

s.73 Name

Signature

s.73 Name

Date 28/6/2010

Approval for write off (Director of Finance <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____

Signature _____

Position _____

Date ___/___/___

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
A/Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 21 October 2010

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet*.

Approved

s.73 Signatures

Chief Financial Officer

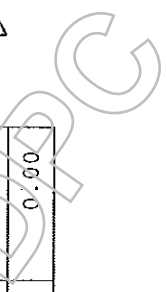
Date:

26/10/10

Company Code: Include 1042
 Report Date : 30.06.2011
 Depreciation Area: 01

Row Count: 1,582

Class	Asset No	Asset Description	Capitalize	Cost	Life	Location	Room	Accum Depr	CV	Remarks
	4200009847	TELEVISION COLOUR SHARP 51CM	01.07.1997	4201998	MS	WRITEOFF	418.84	0.00		
	420001213	KVM CONSOLE NETBAY 2X8	26.06.2002	4201998	MS	WRITEOFF	648.94	0.00		UNECONOMICAL TO REPAIR
	420001619	BLACKBERRY 8100 PEARL	27.03.2007	4201998	MS	WRITEOFF	553.64	0.00		✓
	420001651	BLACKBERRY 8100 PEARL	28.03.2007	4201998	MS	WRITEOFF	553.64	0.00		✓
	420001659	MODEM TELSTRA TURBO	18.06.2007	4201998	MS	WRITEOFF	358.18	0.00		✓
	420001661	BLACKBERRY 8100 PEARL	29.05.2007	4201998	MS	WRITEOFF	553.64	0.00		✓
	420001764	MOBILE PHONE NOKIA 6070	07.11.2007	4201998	MS	WRITEOFF	140.00	0.00		PAST USEFUL LIFE
	420001793	BLACKBERRY 8300	27.02.2008	4201998	MS	WRITEOFF	637.00	0.00		UNECONOMICAL TO REPAIR
	420001802	MOBILE PHONE NOKIA 6233	17.01.2008	4201998	MS	WRITEOFF	269.50	0.00		PAST USEFUL LIFE
	420001820	BLACKBERRY 8300	27.02.2008	4201998	MS	WRITEOFF	637.00	0.00		UNECONOMICAL TO REPAIR
	420001821	BLACKBERRY 8300	27.02.2008	4201998	MS	WRITEOFF	637.00	0.00		✓
	420001823	BLACKBERRY 8300	31.01.2008	4201998	MS	WRITEOFF	637.00	0.00		✓
	420001824	BLACKBERRY 8300	31.01.2008	4201998	MS	WRITEOFF	637.00	0.00		✓
	420001834	BLACKBERRY 8100 PEARL	28.02.2008	4201998	MS	WRITEOFF	596.00	0.00		✓
	420001835	BLACKBERRY 8100 PEARL	28.02.2008	4201998	MS	WRITEOFF	596.00	0.00		✓
	420001836	BLACKBERRY 8300	28.02.2008	4201998	MS	WRITEOFF	637.00	0.00		✓
	420001863	MOBILE PHONE NOKIA 6233	17.03.2008	4201998	MS	WRITEOFF	200.00	0.00		PAST USEFUL LIFE
	420001884	BLACKBERRY 8300	30.04.2008	4201998	MS	WRITEOFF	572.73	0.00		UNECONOMICAL TO REPAIR
	420001885	BLACKBERRY 8300	30.04.2008	4201998	MS	WRITEOFF	572.73	0.00		✓
	420001886	BLACKBERRY 8300	29.05.2008	4201998	MS	WRITEOFF	572.72	0.00		✓
	420001888	BLACKBERRY 8300	29.05.2008	4201998	MS	WRITEOFF	572.73	0.00		✓
	420001889	BLACKBERRY 8300	29.05.2008	4201998	MS	WRITEOFF	572.73	0.00		✓
	420001890	BLACKBERRY 8300	29.05.2008	4201998	MS	WRITEOFF	572.73	0.00		✓
	420001903	BLACKBERRY 8300	26.05.2008	4201998	MS	WRITEOFF	572.73	0.00		✓
	420001926	BLACKBERRY 8310	30.09.2008	4201998	MS	WRITEOFF	518.18	0.00		✓
	420001942	BLACKBERRY 8110 PEARL	27.10.2008	4201998	MS	WRITEOFF	486.36	0.00		✓
	420001948	BLACKBERRY 8310	27.11.2008	4201998	MS	WRITEOFF	518.18	0.00		✓
	420001993	BLACKBERRY 8310	08.01.2009	4201998	MS	WRITEOFF	518.18	0.00		✓
	420002004	BLACKBERRY 8310	27.02.2009	4201998	MS	WRITEOFF	518.18	0.00		✓
	420002006	BLACKBERRY 8310	27.02.2009	4201998	MS	WRITEOFF	518.18	0.00		✓
	420002008	BLACKBERRY 8310	27.02.2009	4201998	MS	WRITEOFF	518.18	0.00		✓
	420002019	BLACKBERRY 8110 PEARL	27.02.2009	4201998	MS	WRITEOFF	518.18	0.00		✓
	420002034	MOBILE PHONE NOKIA 6120C	29.07.2009	4201998	MS	WRITEOFF	486.37	0.00		LOST (SEE ATTACHED)
	420002071	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	275.45	0.00		UNECONOMICAL TO REPAIR
	420002071	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	302.72	0.00		✓
	420002353	BLACKBERRY 9000 BOLD	23.02.2010	4201998	MS	WRITEOFF	693.35	0.00		✓





Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name

Ministerial Office Local Government

Description of Property Blackberry 8310

Estimated Value (MS use only) \$ 518.18

Asset number (If known) 420002008

Reason for loss (brief description) Lost between Kangaroo Point and Musgrave Rd Red Hill!

on 26/8

Action taken to locate property. Immediately retraced steps.

Recommended action to prevent the loss from recurring Take more care

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name Signature s.73 Name Date 15/10/10

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position: Chief Financial Officer Date 1/1/

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Approved by:

Date:

Date:

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
A/Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 7 January 2011

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures



Chief Financial Officer

Date: 7/1/11

Class	Asset No	Asset Description	Capitalize	Cost Ctr	Location	Room	Accumdepn	CX	ABVVAL
	420000768	PHOTOCOPIER TOSHIBA ES350	30.06.2005	4202076	MRD	WRITEOFF	3,979.00-		0.00
	420001110	BINDING MACHINE IBIMATIC 21 IBICO	26.05.2000	4202113	TRAN	WRITEOFF	433.85+		0.00
	420001188	DISHWASHER SIMPSON 850WB	17.12.2004	4202123	TOFT	WRITEOFF	686.00-		0.00
	420001794	BLACKBERRY 8310	21.12.2007	4201998	MS	WRITEOFF	632.50+		0.00
	420001869	BLACKBERRY 8300	30.04.2008	4201998	MS	WRITEOFF	572.72-		0.00
	420001870	BLACKBERRY 8300	30.04.2008	4201998	MS	WRITEOFF	572.73+		0.00
	420001931	BLACKBERRY 8310	27.10.2008	4201998	MS	WRITEOFF	518.18-		0.00
	420001932	BLACKBERRY 8310	27.10.2008	4201998	MS	WRITEOFF	518.18+		0.00
	420001944	BLACKBERRY 8310	27.10.2008	4201998	MS	WRITEOFF	518.18-		0.00
	420001949	BLACKBERRY 8310	27.11.2008	4201998	MS	WRITEOFF	518.18+		0.00
	420001950	BLACKBERRY 8310	27.11.2008	4201998	MS	WRITEOFF	518.18-		0.00
	420001953	BLACKBERRY 8310	08.01.2009	4201998	MS	WRITEOFF	518.18+		0.00
	420002001	BLACKBERRY 8310	29.01.2009	4201998	MS	WRITEOFF	518.18-		0.00
	420002006	BLACKBERRY 8310	27.02.2009	4201998	MS	WRITEOFF	518.18+		0.00
	420002072	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	902.72+		0.00
	420002277	BLACKBERRY 9000 BOLD	25.11.2009	4201998	MS	WRITEOFF	694.10-		0.00
	420002278	BLACKBERRY 9000 BOLD	25.11.2009	4201998	MS	WRITEOFF	694.10+		0.00
	420002642	BLACKBERRY 9700 BOLD	30.06.2010	4201998	MS	WRITEOFF	735.16-		0.00
*									0.00

TRADE - IN
 UNECONOMICAL TO REPAIR
 PAST USEFUL LIFE
 ↓
 UNECONOMICAL TO REPAIR
 ↓
 LOST

Printer RTI - DPC

Write Off Declaration

Department of the
Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name _____
Ministerial Office PREMIER
Description of Property BLACKBERRY 9700
Estimated Value (MS use only) \$ 735
Asset number (If known) 420002642
Reason for loss (brief description) LEFT IN TAXI

* Action taken to locate property. searched - retraced my steps,
phoned cab company

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act
 Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.
 Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.
Name s.73 Name _____ Signature s.73 Name _____ Date 9/10/11

Approval for write off (Director of Finance <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY
I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.
Name _____ Signature _____
Position _____ Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:
Reason for disposal:

Authorised by: Approved by:
Date: Date:

OFFICE USE ONLY:

Transfer type:
Transaction type: Document type:
Complete retirement: YES / NO
Processed by:
Date:
Document number created:

Department of the Premier and Cabinet

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 20 April 2011

Ref: PV03

1. Purpose

1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

Date: 20/4/11

Action Officer: Paul Vincent
Area: Ministerial Services
Telephone: 322 46514

Director: A
s.73 Signatures

ED:

DDG:

Row Count: 1,704

Class	Asset No	Asset Description	Capitalize	Cost Ctr	Location	Room	Accum Depn	CY ABL Val
<input type="checkbox"/>	Y00570	4200000811	MOBILE PHONE NOKIA 6230I	10.11.2005	4208903	UNKNOWN	814.28-	0.00
<input type="checkbox"/>	Y00570	4200000862	PRINTER HP LASERJET 1300N	02.10.2003	4202632	UNKNOWN	908.00-	0.00
<input type="checkbox"/>	Y00570	4200000884	MODEM TEL STRA TURBO	20.08.2006	4201998	UNKNOWN	358.18-	0.00
<input type="checkbox"/>	Y00570	4200001259	LAPTOP TOSHIBA PORTEGE M100	30.06.2005	4201998	UNKNOWN	3,434.00-	0.00
<input type="checkbox"/>	Y00570	4200001570	LAPTOP TOSHIBA PORTEGE R200 1.3GHZ	06.06.2007	4201998	UNKNOWN	2,689.00-	0.00
<input type="checkbox"/>	Y00570	4200002025	VOICE RECORDER DIGITAL ZOOM H2	20.04.2009	4202603	UNKNOWN	362.72-	0.00
*								0.00

9

Released under RTI - DPC

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:

Reason for disposal

Authorised by:
Approved by:

Date: Date:

OFFICE USE ONLY:

Transfer type:
Transaction type: Document type:
Complete retirement: YES NO
Processed by:
Date:
Document number created:

Department of the Premier and Cabinet

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
A/Executive Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 21 June 2011

Ref: PV03

1. Purpose

1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

Date: 21/6/11

s.73 Signatures

ED:

DDG:

Action Officer: Paul Vincent
Area: Ministerial Services
Telephone: 322 46514

SQLD

Class	Asset No.	Asset Description	Capitalize	Cost Ctr	Location	Room	Accumdep	Ex. Value
	4200002054	MOBILE PHONE NOKIA 6120C	29.07.2009	4201998	MS	WRITEOFF	275.45	0.00
	4200002067	MOBILE PHONE NOKIA 6120C	29.07.2009	4202681	CAR	WRITEOFF	275.45	0.00
	4200002070	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	902.72	0.00
	4200002073	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	902.72	0.00
	4200002074	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	902.72	0.00
	4200002075	BLACKBERRY 9000 BOLD	20.04.2009	4201998	MS	WRITEOFF	902.71	0.00
	4200002085	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.70	0.00
	4200002086	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002088	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002118	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002119	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002120	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002121	BLACKBERRY 9000 BOLD	29.05.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002149	BLACKBERRY 9000 BOLD	24.06.2009	4201998	MS	WRITEOFF	902.71	0.00
	4200002151	BLACKBERRY 9000 BOLD	24.06.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002198	BLACKBERRY 9000 BOLD	29.07.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002209	BLACKBERRY 9000 BOLD	29.07.2009	4201998	MS	WRITEOFF	902.73	0.00
	4200002215	IPHONE 3GS APPLE	25.08.2009	4201998	MS	WRITEOFF	800.00	0.00
	4200002301	BLACKBERRY 9000 BOLD	08.01.2010	4201998	MS	WRITEOFF	594.00	0.00
	4200002341	BLACKBERRY 9000 BOLD	23.02.2010	4201998	MS	WRITEOFF	594.00	0.00
	4200002364	BLACKBERRY 9000 BOLD	25.03.2010	4201998	MS	WRITEOFF	548.64	0.00
	4200002754	BLACKBERRY 9000 BOLD	06.08.2010	4202632	HEALTH	WRITEOFF	594.00	0.00
	4200002779	BLACKBERRY 9700 BOLD	23.08.2010	4201998	MS	WRITEOFF	715.00	0.00
	4200002828	BLACKBERRY 9700 BOLD	23.11.2010	4201998	MS	WRITEOFF	715.00	0.00
	*							0.00

PAST USEFUL LIFE
 LAST YEAR ATTACHED
 UNECONOMICAL TO REPAIR
 LOST (SUG ATTA 415)
 UNECONOMICAL TO REPAIR

Order RTI - DPC



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name _____

Ministerial Office AGRICULTURE, FOOD & REGIONAL ECONOMIES

Description of Property BLACKBERRY 9000

Estimated Value (MS use only) \$ 594.00

Asset number (If known) 420002301

Reason for loss (brief description) misplaced

Action taken to locate property. search area & retrace steps &

contact lost property of location lost

Recommended action to prevent the loss from recurring

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name _____ Signature s.73 Name _____ Date 28/4/11

Approval for write off (Director of Finance <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position _____ Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name _____

Ministerial Office Health

Description of Property Blackberry handset

Estimated Value (MS use only) \$ 594.00

Asset number (If known) 420002754

Reason for loss (brief description) Unfortunately the phone fell out of my pocket unnoticed

Action taken to locate property. Contact made with restaurant to no avail.

Recommended action to prevent the loss from recurring I shall be more diligent in future.

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name _____ Signature s.73 Name _____ Date 20/08/11

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position: Chief Financial Officer Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:

Approved by:

Date:

Date:

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 23 November 2011

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

Date: 23/11/11

Class	Asset No.	Asset Description	Capitalize	Cost	Clf	Location	Room	Accum Depn	CY NBKVA	
	4200000077	PRINTER HP LASERJET 1320N	20.11.2006	4201998		MS	WRITEOFF	530.05	0.00	UNECONOMICAL TO REPAIR
	420001577	FACSIMILE PANASONIC KX-FP101	27.10.2000	4201998		MS	WRITEOFF	323.00	0.00	PAST USEFUL LIFE
	420001768	MOBILE PHONE NOKIA 6120	31.10.2007	4201998		LEOP	WRITEOFF	411.82	0.00	---
	420001811	MOBILE PHONE NOKIA 6120	17.01.2008	4201998		MS	WRITEOFF	412.50	0.00	---
	420001946	BLACKBERRY 9000 BOLD	27.10.2008	4201998		MS	WRITEOFF	754.57	0.00	---
	420001951	BLACKBERRY 9700 PEARL	27.11.2008	4201998		MS	WRITEOFF	486.36	0.00	---
	420002053	MOBILE PHONE NOKIA 6120C	29.07.2009	4201998		MS	WRITEOFF	275.45	0.00	---
	420002054	MOBILE PHONE NOKIA 6120C	29.07.2009	4201998		MS	WRITEOFF	275.45	0.00	---
	420002087	BLACKBERRY 9000 BOLD	29.05.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002156	GPS GARMIN NUVI 265W	22.06.2009	4202131		GAR	WRITEOFF	390.91	0.00	UNECONOMICAL TO REPAIR
	420002210	BLACKBERRY 9000 BOLD	29.07.2009	4201998		MS	WRITEOFF	902.73	0.00	PAST USEFUL LIFE
	420002212	BLACKBERRY 9000 BOLD	25.08.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002213	BLACKBERRY 9000 BOLD	25.08.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002260	BLACKBERRY 9000 BOLD	29.09.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002266	BLACKBERRY 9000 BOLD	29.09.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002269	BLACKBERRY 9000 BOLD	26.10.2009	4201998		MS	WRITEOFF	902.73	0.00	---
	420002270	BLACKBERRY 9000 BOLD	26.10.2009	4201998		MS	WRITEOFF	694.10	0.00	---
	420002272	BLACKBERRY 9000 BOLD	26.10.2009	4201998		MS	WRITEOFF	694.10	0.00	---
	420002302	BLACKBERRY 9700 BOLD	08.01.2010	4201998		MS	WRITEOFF	715.00	0.00	UNECONOMICAL TO REPAIR
	420002366	BLACKBERRY 9000 BOLD	25.03.2010	4202722		FMSE	WRITEOFF	594.00	0.00	---
	420002750	BLACKBERRY 9000 BOLD	06.08.2010	4201998		MS	WRITEOFF	594.00	0.00	---
	420002791	BLACKBERRY 9700 BOLD	30.09.2010	4201998		MS	WRITEOFF	714.99	0.00	---
	420002808	IPAD APPLE MODEL A1337 16GB 3G	23.11.2010	4202752		FRM	WRITEOFF	792.71	0.00	LOST (SEE ATTACHED)
	420002836	BLACKBERRY 9700 BOLD	23.11.2010	4202623		FRAS	WRITEOFF	715.00	0.00	UNECONOMICAL TO REPAIR
	420002993	IPHONE 4 APPLE	26.05.2011	4202602		PREMIER	WRITEOFF	780.91	0.00	LOST (SEE ATTACHED)
*									0.00	

RTD - DPC



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

s.73 Name _____

Name of person advising of the loss _____

Ministerial Office ENVIRONMENT

Description of Property IPAD

Estimated Value (MS use only) \$ 793

Asset number (If known) 420002808

Reason for loss (brief description) After looking extensively at home and in the office for over a week, conclusion drawn that

Action taken to locate property. it most probably was left on airplane during work trip as that is most recent memory of handling it. Called airport and

Recommended action to prevent the loss from recurring I have since learned that there is an app a ~~QANTAS~~ tracking app that monitors where ipad is at any one time QANTAS but no luck.

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act
 Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct
 Yes No

Certification of Senior Policy Advisor recommending the write off

s.73 Name _____ certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name _____ Signature _____ Date 3/10/11

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

s.73 Signatures _____ Name _____ Signature Nick Elliott

Position: Chief Financial Officer Date 23/10/11

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name

Ministerial Office Premier's

Description of Property iPhone 4

Estimated Value (MS use only) \$ 780.91

Asset number (If known) 420002993

Reason for loss (brief description) I was out with friends and lost my phone. I asked

Action taken to locate property. the management of the hotel, if a phone had been handed in and was advised no. I followed up with the hotel several times.

Recommended action to prevent the loss from recurring I have been advised that no phone has been found.

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name Signature s.73 Name Date 9/9/11

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name Nick Elliott Signature s.73 Signatures

Position: Chief Financial Officer Date 23/11/11

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 21 February 2012

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

Date: 21/2/12



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

s.73 Name _____

Name of person advising of the loss _____

Ministerial Office ENERGY & WATER UTILITIES

Description of Property BLACKBERRY 9700

Estimated Value (MS use only) \$ 715.00

Asset number (If known) 420002738

Reason for loss (brief description) PHONE WAS STOLEN FROM DEPT TRANSPORT @ IPSWICH

Action taken to locate property. LODGED REPORT WITH POLICE

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number

Police report no: QP1200055833

Do you suspect official misconduct.

Yes No ? NOT SURE WHAT THIS MEANS.

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name _____ s.73 Name _____

Signature _____ s.73 Name _____

Date 14/4/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name Nick Elliott Signature _____ s.73 Signatures _____

Position: Chief Financial Officer Date 20/2/12

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Queensland Government

Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

s.73 Name [Redacted]

Name of person advising of the loss _____

Ministerial Office Education

Description of Property Blackberry 9100

Estimated Value (MS use only) \$ 715.00

Asset number (If known) 420002844

Reason for loss (brief description) Phone has accidentally fallen out of a bag at some stage

Action taken to locate property. Contacted hotel, taxi company, airline as possible locations of loss

Recommended action to prevent the loss from recurring. _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act
 Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.
 Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name [Redacted] Signature s.73 Name [Redacted] Date 5/1/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name Nick Elliott Signature s.73 Signatures [Redacted]

Position: Chief Financial Officer Date 26/2/12

Please return form to the Director, Ministerial Services
 1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
 Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss HON. STEPHAN ROBERTSON

Ministerial Office ENERGY & WATER UTILITIES

Description of Property IPHONE 4

Estimated Value (MS use only) \$ 762.73

Asset number (If known) 420003051

Reason for loss (brief description) Lost on Business Trip Interstate.

Action taken to locate property. Called Hotel + Taxi company.

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name [Redacted] Signature [Redacted] Date 2/2/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet

Name Nick Elliott Signature [Redacted]

Position: Chief Financial Officer

Date 2/2/12

Please return form to the Director, Ministerial Services
 1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
 Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:

Reason for disposal

Authorised by: Approved by:

Date: Date:

OFFICE USE ONLY:

Transfer type:
Transaction type: Document type:
Complete retirement:
Processed by:
Date:
Document number created:

Department of the Premier and Cabinet

Memorandum

To: Nick Elliott
Chief Financial Officer

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 26 April 2012

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Chief Financial Officer

A/EDBS

Date:

26/4/12

Action Officer: Paul Vincent
Area: Ministerial Services
Telephone: 322 46514

Director
s.73 Signatures

ED:

DDG:

Company Code: Include 1042
 Report Date: 30.06.2012
 Depreciation Area: 01

Row Count: 1,824

Class	Asset No	Asset Description	Capitalize	Cost	Location	Room	CX
Y00570	4200000006	DICTAPHONE OLYMPUS PEARLCODER T1000	16.11.2005	4202998	MS	WRITEOFF	0.00
Y00570	4200000035	VOICE RECORDER SONY MINIDISC M2N707L	15.04.2003	4202998	MS	WRITEOFF	0.00
Y00570	4200000123	DICTAPHONE MEMOSCRIBER SANYO TRC6030	26.10.2005	4202998	MS	WRITEOFF	0.00
Y00570	4200000145	DICTAPHONE MEMOSCRIBER SANYO TRC6030	11.08.1998	4202998	MS	WRITEOFF	0.00
Y00570	4200000252	DICTAPHONE MEMOSCRIBER SANYO TRC6030	18.07.2003	4202998	MS	WRITEOFF	0.00
Y00570	4200000432	DICTAPHONE SANYO TRC5020	31.03.1990	4202998	MS	WRITEOFF	0.00
Y00570	4200000495	PACK NETWORK LOCKABLE	30.06.2005	4201998	PARLHSE	WRITEOFF	0.00
Y00570	4200000867	DICTAPHONE TRANSCRIBER SANYO TRC8800	31.10.2006	4202998	MS	WRITEOFF	0.00
Y00570	4200000947	DICTAPHONE TRANSCRIBER SANYO TRC8800	31.10.2006	4202998	MS	WRITEOFF	0.00
Y00570	4200001371	CAMERA DIGITAL CANON G5	30.06.2004	4202998	MS	WRITEOFF	0.00
Y00570	420001423	DICTAPHONE TRANSCRIBER LANIER DL161	04.04.2001	4202998	MS	WRITEOFF	0.00
Y00570	420001455	SCANNER HP SCANJET 4500C	11.10.2002	4202998	MS	WRITEOFF	0.00
Y00570	420001524	DICTAPHONE TRANSCRIBER LANIER DL161	04.04.2001	4202998	MS	WRITEOFF	0.00
Y00570	420001573	PRINTER CANON BJC85	07.02.2001	4202998	MS	WRITEOFF	0.00
Y00570	420001588	SCANNER HP SCANJET 5300C	02.02.2001	4202998	MS	WRITEOFF	0.00
Y00570	420001657	SHREDDER FORDIGRAPH 3140C	31.03.2006	4204133	LOGGOV	WRITEOFF	0.00
Y00570	420001800	STAPLER ELECTRIC RAPID 90EC	03.08.2007	4204113	NRM	WRITEOFF	0.00
Y00570	420001814	MOBILE PHONE NOKIA 6233	17.01.2008	4202656	EWS	WRITEOFF	0.00
Y00570	420002056	MOBILE PHONE NOKIA 6120	17.01.2008	4202998	MS	WRITEOFF	0.00
Y00570	420002079	MOBILE PHONE NOKIA 6120C	29.07.2009	4202998	MS	WRITEOFF	0.00
Y00570	420002338	BLACKBERRY 9000 BOLD	25.11.2009	4202998	MS	WRITEOFF	0.00
Y00570	420002339	BLACKBERRY 9000 BOLD	08.01.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002340	BLACKBERRY 9000 BOLD	23.02.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002357	VOICE RECORDER SANYO DIGITAL ICR-B130	23.02.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002358	VOICE RECORDER SANYO DIGITAL	08.03.2010	4202603	UNKNOWN	WRITEOFF	0.00
Y00570	420002363	BLACKBERRY 9000 BOLD	08.03.2010	4202603	UNKNOWN	WRITEOFF	0.00
Y00570	420002365	BLACKBERRY 9000 BOLD	25.03.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002367	BLACKBERRY 9000 BOLD	25.03.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002631	BLACKBERRY 9000 BOLD	25.03.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002632	BLACKBERRY 9000 BOLD	21.05.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002635	CAMERA DIGITAL CANON POWERSHOT SX20 IS	21.05.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002639	BLACKBERRY 9000 BOLD	23.06.2010	4202633	UNKNOWN	WRITEOFF	0.00
Y00570	420002640	BLACKBERRY 9000 BOLD	23.06.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002641	BLACKBERRY 9000 BOLD	23.06.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002759	BLACKBERRY 9000 BOLD	23.06.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002746	BLACKBERRY 9700 BOLD	06.08.2010	4202998	MS	WRITEOFF	0.00
Y00570	420002755	BLACKBERRY 9000 BOLD	06.08.2010	4202998	MS	WRITEOFF	0.00
Y00570	420003004	MOBILE PHONE NOKIA CS	17.10.2010	4202998	MS	WRITEOFF	0.00
Y00570	420003010	MOBILE PHONE NOKIA C5	17.05.2011	4202998	MS	WRITEOFF	0.00
Y00570	420003083	IPHONE 4 APPLE I6G	17.05.2011	4202998	MS	WRITEOFF	0.00
Y00570	420003355	CAMERA VIDEO PANASONIC TAL POCKET	21.06.2011	4202998	MS	WRITEOFF	0.00
*			22.11.2011	4201998	LEQP	WRITEOFF	0.00

PAST USEFUL LIFE →

NOT FOUND AT STOCKTAKE →

PAST USEFUL LIFE →

NOT FOUND AT STOCKTAKE →

PAST USEFUL LIFE →

UNIDENTICAL TO REPAIR →

LOST →

NOT FOUND AT STOCKTAKE →



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss PHIL REEVES

Ministerial Office CHILD SAFETY

Description of Property APPLE IPHONE 4 16GB

Estimated Value (MS use only) \$ 762

Asset number (If known) 420003083

Reason for loss (brief description) ACCIDENTLY LEFT IN TAXI

Action taken to locate property. FOLLOWED UP WITH TAXI COMPANY

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name IAN STREET Signature [Signature] Date 27/3/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position: Chief Financial Officer Date / /

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:

Condition of asset:

Reason for disposal

Authorised by:
Approved by:

Date: Date:

OFFICE USE ONLY:

Transfer type:

Transaction type: Document type:

Complete retirement:

Processed by:

Date:

Document number created:

Memorandum

To: Annette Sargent
Executive Director, Business Services

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 21 June 2012

Ref: PV03

1. Purpose

1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.

2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.

3.2 The book value of this asset/these assets total \$0.

4. Recommendation

4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Executive Director

Date:

21/6/12

Company Code: Include 1042
 Report Date: 30.06.2012
 Depreciation Area: 01

Row Count: 1,838

Class	Asset No	Asset Description	Capitalize	Cost	Location	Room	AV Nbrs
	420000260	DICTAPHONE MEMOSCRIBER SANYO TRC6030	18.11.2005	4202998	MS	WRITEOFF	0.00
	420000729	VOICE RECORDER SANYO DIGITAL ICR-E130	03.02.2004	4202998	MS	WRITEOFF	0.00
	420001407	SCANNER HP SCANJET 4500C	11.10.2002	4202998	MS	WRITEOFF	0.00
	420001608	MODEM TELSTAR TURBO	18.06.2007	4202998	MS	WRITEOFF	0.00
	420001780	VOICE RECORDER DIGITAL ZOOM H2	30.11.2007	4202998	MS	WRITEOFF	0.00
	420001867	VOICE RECORDER DIGITAL OLYMPUS DS2300	30.04.2008	4202998	MS	WRITEOFF	0.00
	420002124	VOICE RECORDER DIGITAL OLYMPUS DS-30	22.06.2009	4202998	MS	WRITEOFF	0.00
	420002199	VOICE RECORDER DIGITAL ZOOM H2	30.06.2009	4202998	MS	WRITEOFF	0.00
	420002337	BLACKBERRY 9000 BOLD	08.01.2010	4202655	MRD	WRITEOFF	0.00
	420002344	BLACKBERRY 9000 BOLD	23.02.2010	4202998	MS	WRITEOFF	0.00
	420002356	VOICE RECORDER SANYO DIGITAL ICR-FP700D	08.03.2010	4202998	MS	WRITEOFF	0.00
	420002359	VOICE RECORDER SANYO ICR-1000 PROFESSIONAL	08.03.2010	4202998	MS	WRITEOFF	0.00
	420002732	VOICE RECORDER SANYO DIGITAL ICR-FP700D	30.06.2010	4202998	MS	WRITEOFF	0.00
	420002854	IPHONE 4 APPLE	22.12.2010	4204062	ATTINGEN	WRITEOFF	0.00
	420002859	BLACKBERRY 9700 BOLD	18.01.2011	4202998	MS	WRITEOFF	0.00
	420002938	BLACKBERRY 9100 PEARL	29.03.2011	4202998	MS	WRITEOFF	0.00
	420003019	MOBILE PHONE NOKIA C5	26.05.2011	4202998	MS	WRITEOFF	0.00
*							0.00

FAST USEFUL LIFE ✓
 ✓
 ✓
 UNECONOMICAL TO REPAIR ✓
 PAST USEFUL LIFE ✓
 ✓
 ✓
 LOST (SOB ATTACHED) ✓
 PAST USEFUL LIFE ✓
 ✓
 ✓
 LOST (SEE ATTACHED) ✓
 UNECONOMICAL TO REPAIR ✓
 ✓

ATTN

s.73 Name



Queensland Government

Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss: CRAIG WALLACE
 Ministerial Office: MAIN ROADS, FISHERIES & MARINE INFRASTRUCTURE
 Description of Property: BLACKBERRY
 Estimated Value (MS use only): \$ 594.00
 Asset number (If known): 420002337
 Reason for loss (brief description): Fallen from trouser pocket, and not realised until later.
 Action taken to locate property: Spoken to ^{Establishment} ~~Address~~ where was likely lost, and searched area around it.
 Recommended action to prevent the loss from recurring: Don't sit down with phone in ^{Back} pocket without being aware of it, after standing back up.

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act
 Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.
 Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name: [Redacted] Signature: [Redacted] Date: 9/3/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name: _____ Signature: _____
 Position: Chief Financial Officer Date: ___/___/___

Please return form to the Director, Ministerial Services
 1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
 Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss s.73 Name

Ministerial Office ATTORNEY-GENERAL

Description of Property APPLE IPHONE4

Estimated Value (MS use only) \$780

Asset number (If known) 420002854

Reason for loss (brief description) misplaced; searched everywhere; cannot find.

Action taken to locate property. Searched everywhere.

Recommended action to prevent the loss from recurring N/A

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number N/A

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name s.73 Name Signature s.73 Name Date 3/5/2012

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name _____ Signature _____

Position: Chief Financial Officer Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement:

Processed by:

Date:

Document number created:

Memorandum

To: Annette Sargent
Executive Director, Business Services

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 21 June 2012

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.*

Approved

s.73 Signatures

Executive Director

Date:

21/6/12

Asset Download Report

Company Code: Include 1042
 Report Date : 30.06.2012
 Depreciation Area: 01

Row Count: 1,838

Class	Asset No.	Asset Description	Capitalize	Cost	Location	Room	CV
	420000034	PRINTER HP LASERJET 1300N	02.10.2003	4204112	UNKNOWN	MCCALLUM	0.00
	420000035	PRINTER PORTABLE CANON IP36	29.03.2006	4202998	UNKNOWN	THOMPSON	0.00
	420001798	VOICE RECORDER DIGITAL ZOOM H2	27.02.2008	4204033	UNKNOWN	CLELLAND	0.00
	420001898	PRINTER HP LASERJET 2015DN	11.06.2008	4204112	UNKNOWN	OFFICE	0.00
	420001961	LAPTOP TOSHIBA PORTEGE R500 IC2D ULV7700	23.12.2008	4202713	UNKNOWN	FINN	0.00
	420002021	MODEM TELSTRA TURBO 7	20.04.2009	4202731	UNKNOWN	OFFICE	0.00
	420002022	MODEM TELSTRA TURBO 7	24.06.2009	4208903	UNKNOWN	OFFICE	0.00
	420002076	MODEM TELSTRA TURBO 7	20.04.2009	4202683	UNKNOWN	OFFICE	0.00
	420002097	MODEM TELSTRA TURBO 7	23.05.2010	4201998	UNKNOWN	IT	0.00
	420002143	PRINTER HP LASERJET 2055DN	29.05.2009	4204032	UNKNOWN	ADMIN	0.00
	420002283	MODEM TELSTRA TURBO 7	24.06.2009	4201998	UNKNOWN	IT	0.00
	420002780	CAMERA DIGITAL CANON POWERSHOT SX20IS	05.01.2010	4202663	UNKNOWN	MEDIA	0.00
	420002781	BLACKBERRY 9700 BOLD	23.08.2010	4202998	UNKNOWN	IT	0.00
	420002839	BLACKBERRY 9700 BOLD	23.08.2010	4202998	UNKNOWN	IT	0.00
	420002910	BLACKBERRY 9800 TORCH	23.11.2010	4202998	UNKNOWN	IT	0.00
	420002910	BLACKBERRY 9800 TORCH	28.02.2011	4201998	UNKNOWN	PERCENT	0.00
*							0.00

NOT FOUND AT STOCK TAKE

FOUND



Under RTI - DPC

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in: \$

Condition of asset:

Reason for disposal

Authorised by:
Approved by:

Date: Date:

OFFICE USE ONLY:

Transfer type:

Transaction type: Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Department of the Premier and Cabinet

Memorandum

To: Annette Sargent
Executive Director, Business Services

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 11 September 2012

Ref: PV03

1. Purpose

- 1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

- 2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.
- 2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

- 3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.
- 3.2 The book value of this asset/these assets total \$0.

4. Recommendation

- 4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet*.

Approved

s.73 Signatures

Executive Director

Date:

Row Count: 1,613

Class	Asset No.	Asset Description	Capitalize	Cost	Cost Ctr	Location	Room	CY	NBR
	420000245	PRINTER HP LASERJET 1320N	25.10.2005	4202998		MS	WRITEOFF		0.00
	420000602	REPRICERATOR WESTINGHOUSE FJ442VR 440L	30.06.2005	4204123		EMS	WRITEOFF		0.00
	420000670	TAPE DECK DENON DRW840	24.11.1997	4202998		MS	WRITEOFF		0.00
	420000988	CAMERA DIGITAL CANON G5	30.06.2005	4202998		MS	WRITEOFF		0.00
	420001441	SCANNER HP SCANJET 4500C	11.10.2002	4202998		MS	WRITEOFF		0.00
	420001509	DISHWASHER DISHLEX DX302 WJ	29.08.2006	4202998		MS	WRITEOFF		0.00
	420001914	LAPTOP TOSHIBA R500 1GB 160GB HD	07.07.2008	4202998		MS	WRITEOFF		0.00
	420001927	PRINTER CANON IP100	29.10.2008	4202998		MS	WRITEOFF		0.00
	420001972	LAPTOP TOSHIBA PORTEGE R500 IC2D ULV7700	23.12.2008	4202998		MS	WRITEOFF		0.00
	420001978	LAPTOP TOSHIBA PORTEGE R500 IC2D ULV7700	23.12.2008	4202998		MS	WRITEOFF		0.00
	420002360	BLACKBERRY 9700 BOLD	25.03.2010	4202998		MS	WRITEOFF		0.00
	420002630	BLACKBERRY 9000 BOLD	21.05.2010	4202998		MS	WRITEOFF		0.00
	420002645	BLACKBERRY 9700 BOLD	23.06.2010	4202998		MS	WRITEOFF		0.00
	420002736	BLACKBERRY 9700 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002737	BLACKBERRY 9700 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002740	BLACKBERRY 9700 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002742	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002743	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002747	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002749	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002751	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002753	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002755	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002782	BLACKBERRY 9000 BOLD	06.08.2010	4202998		MS	WRITEOFF		0.00
	420002783	BLACKBERRY 9000 BOLD	23.08.2010	4202998		MS	WRITEOFF		0.00
	420002784	BLACKBERRY 9000 BOLD	23.08.2010	4202998		MS	WRITEOFF		0.00
	420002785	BLACKBERRY 9000 BOLD	23.08.2010	4202998		MS	WRITEOFF		0.00
	420002792	BLACKBERRY 9000 BOLD	23.08.2010	4202998		MS	WRITEOFF		0.00
	420002793	BLACKBERRY 9700 BOLD	30.09.2010	4202998		MS	WRITEOFF		0.00
	420002797	BLACKBERRY 9700 BOLD	30.09.2010	4202998		MS	WRITEOFF		0.00
	420002829	BLACKBERRY 9700 BOLD	20.10.2010	4202998		MS	WRITEOFF		0.00
	420002832	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002834	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002835	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002838	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002838	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002876	BLACKBERRY 9700 BOLD	23.11.2010	4202998		MS	WRITEOFF		0.00
	420002877	BLACKBERRY 9000 BOLD	28.02.2011	4202998		MS	WRITEOFF		0.00
	420002877	BLACKBERRY 9000 BOLD	28.02.2011	4202998		MS	WRITEOFF		0.00
	420002878	BLACKBERRY 9000 BOLD	28.02.2011	4202998		MS	WRITEOFF		0.00
	420003014	MOBILE PHONE NOKIA G5	17.05.2011	4202998		MS	WRITEOFF		0.00
	420003137	IPAD2 APPLE MODEL MC773X/A 16GB 3G	27.06.2011	4204102		EHP	WRITEOFF		0.00

ONECONOMICAL TO REPAIR
 PAST USEFUL WIFE
 ONECONOMICAL TO REPAIR
 MOST (SEE ATTACHED)



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss TROY COLLINGS

Ministerial Office ENVIRONMENT & HERITAGE PROTECTION

Description of Property APPLE IPAD2 3G WI-FI 16GB

Estimated Value (MS use only) \$824.55

Asset number (If known) 420003137

Reason for loss (brief description) ~~was~~ Ipad was taken to Community Cabinet Townsville - in crowded room Ipad was either inadvertently picked up or taken. Contacted organisers, departmental staff, relevant hotels.

Action taken to locate property. Ipad locator "app" to be installed on future Ipads.

Recommended action to prevent the loss from recurring Ipad locator "app" to be installed on future Ipads.

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name Troy Collings Signature [Signature] Date 10/7/12

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name JUDY DUDAROVIC Signature [Signature]

Position: Chief Financial Officer Date 7/9/2012

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

DEPARTMENT OF THE PREMIER AND CABINET
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE

ASSET RETIREMENT FORM

Retirement date:
Asset number: Serial number:
Asset description:

RETIREMENT DETAILS:

Cost centre: Revenue/trade-in:
Condition of asset:

Reason for disposal

Authorised by:

Approved by

Date

Date

OFFICE USE ONLY:

Transfer type:

Transaction type:

Document type:

Complete retirement: YES / NO

Processed by:

Date:

Document number created:

Memorandum

To: Judy Dudurovic
Executive Director, Business Services

From: Ian Street
Director, Ministerial Services

Ext: 46922

Subject: Ministerial Asset Register

Date: 26 April 2013

Ref: PV03

1. Purpose

1.1 To seek approval for the removal of Fixed and Portable & Attractive assets from the Ministerial Asset register.

2. Background

2.1 Assets are removed from the Ministerial Offices asset register when they are no longer able to be utilised, lost, stolen, beyond economical repair, traded in or passed their useful life.

2.2 Write offs are done in accordance with Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet.

3. Issues

3.1 Attached is an asset report listing all Fixed and Portable & Attractive assets we require to be removed from our asset register. No misconduct or illegal activity is suspected.

3.2 The book value of this asset/these assets total \$0.

4. Recommendation

4.1 That you approve the write off of the assets listed, in accordance with *Section 11.8 of the Financial Management Practice Manual of the Department of Premier & Cabinet*.

Approved

s.73 Signatures

Executive Director

Date: 30/4/13



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss HON. DAVID CAISAFULLI

Ministerial Office LOCAL GOVERNMENT

Description of Property APPLE IPHONE 4 RGB

Estimated Value (MS use only) \$ 763

Asset number (If known) 420003045

Reason for loss (brief description) lost

Action taken to locate property. searched

Recommended action to prevent the loss from recurring Find my iPhone app

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number _____

Do you suspect official misconduct.

Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name Richard Ferritt Signature [Redacted] Date 23/4/13

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet.

Name Dee Menden Signature [Redacted] Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628



Write Off Declaration

Department of the Premier and Cabinet

Register No. (Ministerial Services use only) _____

Details of Loss for Write Off

Name of person advising of the loss RICHARD FERRETT

Ministerial Office LOCAL GOVERNMENT

Description of Property APPLE IPHONE 4 16GB

Estimated Value (MS use only) \$ 763

Asset number (If known) 420003087

Reason for loss (brief description) Stolen

Action taken to locate property. called Police

Recommended action to prevent the loss from recurring _____

Do you suspect the loss to be as a result of an offence under the Criminal Code or another Act

Yes No

If yes please quote Police officers name and case number Called police but did not have enough info for case number

Do you suspect official misconduct. Yes No

Certification of Senior Policy Advisor recommending the write off

I certify that the write off is in accordance with the Queensland Ministerial Handbook.

Name Richard Ferrett Signature [Signature] Date 23/4/13

Approval for write off (Chief Financial Officer <\$20,000, Director General >\$20,000)

FINANCIAL SERVICES USE ONLY

I certify that the write off is in accordance with section 11.8 of the Financial Management Procedures Manual of the Department of Premier & Cabinet

Name Dee Mundell Signature [Signature]

Position: Chief Financial Officer Date / /

Please return form to the Director, Ministerial Services
1st Floor, Executive Building P.O. Box 185, Brisbane Albert Street 4002
Telephone No. (07) 3224 6514 Facsimile No. (07) 3404 3628

File Note

TIC

s.73 Name

20/6/12 3:20pm

Phoned [redacted] on his mobile
([redacted] s.73 Telephone Number) requesting her call
me concerning a gift provided
to the former. We are trying to
track down. I understand Don
had been involved in packing up
the Premier office so he may
know something about it.
Could he call me on the
CC or mobile.

TIC

s.73 Name

22/6

s.73 Name

Everything either thrown out
or packed

all ~~the~~ boxes taken to the
place
Could be in one of boxes ->
7 or 8 of them
Can't recall seeing it
Asked what size it was.
I said not sure but
about the size of a human
chest. - could check + call
him back

s.73 Name

said don't worry because
he doesn't recall it.
He confirmed it was "mainly
me" that packed up the office.
He said he would call me
if he recalled anything.
I thanked him + explained
that just trying to close off
our

**Premiers Office
Stocktake April 2012**

Registration No	Description	Value of gift	Location/Status	Gift Sighted
✓ 1770	Canvas painting (large) orange and green	\$4,000.00	Premier - boardroom	Yes/ No
1949	Portrait of Anna Bligh – pencil sketch <i>Retained</i>	\$300.00	Premier – Sitting room on wall above PA desk	Yes/ No
✗ 2235	Surfboard signed by Gold Coast Titans	\$700.00	Premier – in Premiers Office	Yes/ No
2003	Black framed aboriginal art painting – black and white with animal border frame <i>MSB</i>	\$500.00	Premier – hallway near the photocopier	Yes/ No
2666	Torres Strait Island head dress by George Nona	\$5,500.00	Premier – in the Premiers Office	Yes/ No
2739	Small Carved soapstone Polar Bear <i>Retained</i>	\$160.00	Premier – on a table in the Sitting Room	Yes/ No
2757	WW2 Greek War Medal <i>MSB</i>	\$35.00	Premier	Yes/ No
✓ 2763	Framed print – Kurilpa Bridge by Gary Lynagh	\$750.00	Premiers (Electorate Office in West End)	Yes/ No
✓ 2773	China airlines model plane	\$270.00	Premier – in the Premiers Office	Yes/ No
2796	Framed print of sailing ship Duyfken	\$350.00	Premier – Lachlan's Office	Yes/ No
✓ 2834	Small Sterling Silver Treasure Chest <i>MSB</i>	\$450.00	Premier	Yes/ No
✗ 2836	1x Silver Filigree Peacock and 1x Gold Mirrored Box (broken)	\$1,750.00	Premier	Yes/ No
✓ 2928	Samoan Kava Bowl, Spear and Flay <i>MSB Broken</i>	\$310.00	Premier	Yes/ No

Name:

Position: *Admin*

Date: *23/3/12*

Signature:

Name: Kirsty Thorpe

Date: *23/3/12*

Signature:

Name:

Position: *office Mgr*

Date: *23/3/12*

Signature:

MINISTERIAL OFFICES
Declaration of Gifts Received

MINISTER/STAFF

Register Number: 2836

Ministerial Office: Premiers

Name: Hon Anna Bligh MP

Date Received: 12/5/11

Description of Gift: 1x silver filigree pendant, 1x gold mirrored box containing wedding invite

From whom the Gift was received: Dr G V Krishna Reddy - Chairman GVK

Please provide details of any specific wishes and/or expectations expressed by the donor in relation to this gift? _____

If the gift is valued at under \$350, does the recipient wish to retain? <u>if over \$150, on display</u>	<input checked="" type="checkbox"/> Yes [] No
If received by staff, does the Minister approve the staff's retention of the gift?	[] Yes [] No

CERTIFICATION OF MINISTER/STAFF

I certify that the above property records the receipt of the Gift in accordance with the Ministerial Handbook.

Signature: [Redacted] Date: 13/5/11

MINISTERIAL SERVICES:

Retail value of gift in country of origin In Australian Dollars \$ 1750.00

Signature: [Signature] Date: 18/5/11

Please print on purple paper

QUEENSLAND MUSEUM

Is the Gift of historic or public use or value? Yes No

Do you intend to retain the gift? Yes No

Director: _____

Date: _____

TO BE COMPLETED BY MINISTERIAL SERVICES

Date Gift Received:

Date Sent for Valuation:

Name of Valuer:

Date Returned from Valuer:

Gift Location:

COMMENTS:

ACKNOWLEDGMENT OF RETURN OF MINISTERIAL GIFT

s.73 Name

I, _____, acknowledge receipt of the following gift returned to me .

Office of the _____
s.73 Name

Signature: _____

Date: 18/9/11

Please quote: PC24/MSB

16 May 2011

Mr Shane Pfeffer
Brisbane Estate Jewellery
217 George Street Brisbane
BRISBANE QLD 4000

Dear Mr Pfeffer

Valuation of Ministerial Gifts

Listed below are the articles left with you for the purpose of a valuation price- retail value in the country of origin, quoted in Australian Dollars:

1. Silver filigree peacock	\$ 1,200-00	AUD
2. Gold mirrored box	\$ 550-00	AUD

Yours sincerely

Casie Ley
Support Officer

s.73 Signatures

Shane Pfeffer
Brisbane Estate Jewellery

Ian Street

From: Ian Street
Sent: Tuesday, 8 May 2012 10:26 AM
To: Tim Herbert
Subject: Gift

Tim,

The gift details are:

Silver Filigree Peacock and Gold Mirrored Box
Gift No: 2836
Donor: Dr GV Krishna Reddy Chairman, GVK Power and Infrastructure Ltd
Status: Display
Date Received: 12/05/2011
Value: \$1750.00

The Silver Peacock was valued at \$1200, the Mirrored Box at \$550. A stock take was done by Kirsty on Friday 23/3/12 at which the Peacock was sighted. The Office Manager, [s.73 Name] and an Admin Officer, [s.73 Name] signed the stock take form as confirmation of this. It was also confirmed that the mirrored box had been broken while on display and had been thrown out. The Silver Peacock could not be found on Sunday 25/3/2012 when the office was being prepared for handover. Kirsty and Paolo have conducted a search of the office.

The initial action I propose is to contact the former Office Manager, [s.73 Name] to see if she can shed any light. If this fails, further options could include writing to all former staff members and the former Premier to see if there is any knowledge of the whereabouts (it may have accidentally been packed into someone's box). However, before taking that step we could consult audit for any alternatives.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Ian Street

From: Tim Herbert
Sent: Tuesday, 8 May 2012 9:05 PM
To: Ian Street
Subject: Fwd: Gift

Ian, please commence your proposed action ASAP. Let's discuss details tomorrow.

Regards
Tim

Begin forwarded message:

From: Anthony Crack <Anthony.Crack@premiers.qld.gov.au>
Date: 8 May 2012 8:28:12 PM AEST
To: Tim Herbert <Tim.Herbert@premiers.qld.gov.au>
Subject: Re: Gift

Given the significant value please commence these efforts ASAP

On 08/05/2012, at 12:04 PM, "Tim Herbert" <Tim.Herbert@premiers.qld.gov.au> wrote:

Anthony, as requested.

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Ian Street
Sent: Tuesday, 8 May 2012 10:26 AM
To: Tim Herbert
Subject: Gift

Tim,

The gift details are:

Silver Filigree Peacock and Gold Mirrored Box
Gift No. 2836
Donor: Dr GV Krishna Reddy Chairman, GVK Power and Infrastructure Ltd
Status: Display
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thrown out. The Silver Peacock could not be found on Sunday 25/3/2012 when the office was being prepared for handover. Kirsty and Paolo have conducted a search of the office.

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Ian Street


Director

Ministerial Services

Department of the Premier and Cabinet

Ph(07)322 46922

Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Released under RTI - DPC

Ian Street

From: Ian Street
Sent: Tuesday, 5 June 2012 3:14 PM
To: Tim Herbert
Subject: FW: Gift

Tim,

As discussed, I contacted s.73 Name on 11 may 2012 re this gift. She was going to contact another staff member who she thought may have packed the box for the Premier's office and get back to me. I contacted s.73 Name on 30 may 2012 to follow up and left a message. I have heard nothing further.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Tim Herbert
Sent: Tuesday, 8 May 2012 9:05 PM
To: Ian Street
Subject: Fwd: Gift

Ian, please commence your proposed action ASAP. Let's discuss details tomorrow.

Regards
Tim

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Date: 8 May 2012 8:28:12 PM AEST
To: Tim Herbert <Tim.Herbert@premiers.qld.gov.au>
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Anthony, as requested.

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Ian Street
Sent: Tuesday, 8 May 2012 10:26 AM
To: Tim Herbert
Subject: Gift

Tim,

The gift details are:

Silver Filigree Peacock and Gold Mirrored Box
Gift No: 2836
Donor: Dr GV Krishna Reddy Chairman, GVK Power and Infrastructure Ltd
Status: Display
Date Received: 12/05/2011
Value: \$1750.00

The Silver Peacock was valued at \$1200, the Mirrored Box at \$550. A stock take was done by Kirsty on Friday 23/3/12 at which the Peacock was sighted. The Office Manager, s.73 Name and an Admin Officer, s.73 Name signed the stock take form as confirmation of this. It was also confirmed that the mirrored box had been broken while on display and had been thrown out. The Silver Peacock could not be found on Sunday 25/3/2012 when the office was being prepared for handover. Kirsty and Paolo have conducted a search of the office.

The initial action I propose is to contact the former Office Manager, s.73 Name to see if she can shed any light. If this fails, further options could include writing to all former staff members and the former Premier to see if there is any knowledge of the whereabouts (it may have accidentally been packed into someone's box). However, before taking that step we could consult audit for any alternatives.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Ian Street

From: Tim Herbert
Sent: Tuesday, 5 June 2012 3:59 PM
To: Patrick Vidgen
Cc: Ian Street
Subject: FW: Gift

Pat, see email below for history of this matter. I think Anthony may have already discussed this with the DG. If we hear nothing from ^{s.73} Name in the near future we will need to look at other options to try and locate this gift, some of which are detailed in Ian's email below.

Might be worth discussing with the DG the next steps. Let me know what you think.

Thanks

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Ian Street
Sent: Tuesday, 5 June 2012 3:14 PM
To: Tim Herbert
Subject: FW: Gift

Tim,

As discussed, I contacted ^{s.73} Name on 11 May 2012 re this gift. She was going to contact another staff member who she thought may have packed the box for the Premier's office and get back to me. I contacted ^{s.73} Name on 30 May 2012 to follow up and left a message. I have heard nothing further.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: Tim Herbert
Sent: Tuesday, 8 May 2012 9:05 PM

To: Ian Street
Subject: Fwd: Gift

Ian, please commence your proposed action ASAP. Let's discuss details tomorrow.

Regards
Tim

Begin forwarded message:

From: Anthony Crack <Anthony.Crack@premiers.qld.gov.au>
Date: 8 May 2012 8:28:12 PM AEST
To: Tim Herbert <Tim.Herbert@premiers.qld.gov.au>
Subject: Re: Gift

Given the significant value please commence these efforts ASAP

On 08/05/2012, at 12:04 PM, "Tim Herbert" <Tim.Herbert@premiers.qld.gov.au> wrote:

Anthony, as requested.

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Ian Street
Sent: Tuesday, 8 May 2012 10:26 AM
To: Tim Herbert
Subject: Gift

Tim,

The gift details are:

Silver Filigree Peacock and Gold Mirrored Box
Gift No: 2836
Donor: Dr GV Krishna Reddy Chairman, GVK Power and Infrastructure Ltd
Status: Display
Date Received: 12/05/2011
Value: \$1750.00

The Silver Peacock was valued at \$1200, the Mirrored Box at \$550. A stock take was done by Kirsty on Friday 23/3/12 at which the Peacock was sighted. The Office Manager, s.73 and an Admin Officer, s.73 Name signed the stock take form as confirmation of this. It was also confirmed that the mirrored box had been broken while on display and had been thrown out. The Silver Peacock could not be found on Sunday 25/3/2012 when the office was being prepared for handover. Kirsty and Paolo have conducted a search of the office.

The initial action I propose is to contact the former Office Manager, s.73 Name to see if she can shed any light. If this fails, further options could include writing to all former staff members and the former Premier to see if there is any knowledge of the whereabouts (it may

have accidentally been packed into someone's box). However, before taking that step we could consult audit for any alternatives.

Ian Street


Director

Ministerial Services

Department of the Premier and Cabinet

Ph(07)322 46922

Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Released under RTI - DPC

Ian Street

From: Ian Street
Sent: Friday, 15 June 2012 4:26 PM
To: Tim Herbert
Subject: Bird

Tim,

I spoke to s.73 Name She contacted s.73 Name who advised that s.73 Name packed up the Premier's office.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Released under RTI - DPC

Ian Street

From: Tim Herbert
Sent: Friday, 15 June 2012 5:39 PM
To: Ian Street
Subject: FW: Bird

Ian, to discuss Monday morning.

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Patrick Vidgen
Sent: Friday, 15 June 2012 5:39 PM
To: Tim Herbert
Subject: RE: Bird

Yep and if that does not get anywhere then it might be the end of the road.

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: S.73
Telephone Number

From: Tim Herbert
Sent: Friday, 15 June 2012 5:34 PM
To: Patrick Vidgen
Subject: FW: Bird

Pat, FYI, do you want us to try and contact S.73 Name ?

Tim

Tim Herbert
Executive Director
State Affairs
Department of the Premier and Cabinet
Ph: 340 43654
Email: Tim.Herbert@premiers.qld.gov.au

From: Ian Street
Sent: Friday, 15 June 2012 4:26 PM
To: Tim Herbert
Subject: Bird

Tim,

I spoke to s.73 Name. She contacted Brooke who advised that s.73 Name packed up the Premier's office.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

Released under RTI - DPC



Ian Street

From: Tim Gepp
Sent: Monday, 18 June 2012 9:44 AM
To: Ian Street
Subject: Don Wilson old Mobile Number [S.73 Telephone Number]

[S.73 Telephone Number]

Tim Gepp

Manager Information Technology | Ministerial Services | Department of the Premier and Cabinet

Phone: 07 30355100 | Mobile: [S.73 Telephone Number] | Fax: 07 3221 0794
Level 1, Executive Building, 100 George Street, BRISBANE QLD 4000
[S.73 Telephone Number]

Released under RTI - DPC

Ian Street

From: Tim Herbert
Sent: Monday, 25 June 2012 10:06 AM
To: Ian Street
Subject: Forgot to mention

Ian, re: the bird, Pat is ok for you to draft an email from him to Anna Bligh requesting she look for the bird when she gets back from OS. Can you arrange. Thanks.

Regards
Tim

Released under RTI - DPC

Ian Street

From: Ian Street
Sent: Monday, 25 June 2012 3:52 PM
To: Patrick Vidgen
Subject: FW: Forgot to mention

Pat,

Draft email as per Tim's request.

Dear Ms Bligh,

I am writing to request your assistance in locating a ministerial gift which was on display in your office prior to the election. The gift is registered as a silver filigree peacock given to you by Dr G V Krishna Reddy, Chairman, GVK Power and Infrastructure Ltd. Originally the gift also included a gold mirrored box however Ministerial Services were advised that the box had been broken and disposed off. The silver peacock is valued at \$1200.

The gift was last sighted on 23 March 2012 as part of the Gift on Display stock take carried out by Ministerial Services. One of my staff recently spoke to who advised that he was mainly responsible for packing up your office. While he does not specifically recall the gift, he advised that it was possible that it was inadvertently packed into a box.

I understand that you are currently travelling overseas however, it would be appreciated if upon your return you could check the boxes containing the items packed up from you office and advise me as to whether or not they contain the silver filigree peacock. Thank you for your assistance.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au
 Please consider the environment before printing this email

-----Original Message-----

From: Tim Herbert
Sent: Monday, 25 June 2012 10:06 AM
To: Ian Street
Subject: Forgot to mention

Ian, re: the bird, Pat is ok for you to draft an email from him to Anna Bligh requesting she look for the bird when she gets back from OS. Can you arrange. Thanks.

Regards
Tim

Ian Street

From: Patrick Vidgen
Sent: Monday, 25 June 2012 3:54 PM
To: Ian Street
Subject: RE: Forgot to mention

Thanks Ian - do you have an email address?

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: ^{s.73 Telephone} Number

-----Original Message-----

From: Ian Street
Sent: Monday, 25 June 2012 3:52 PM
To: Patrick Vidgen
Subject: FW: Forgot to mention

Pat,

Draft email as per Tim's request.

Dear Ms Bligh,

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The gift was last sighted on 23 March 2012 as part of the Gift on Display stock take carried out by Ministerial Services. One of my staff recently spoke to ^{s.73 Name} Name who advised that he was mainly responsible for packing up your office. While he does not specifically recall the gift, he advised that it was possible that it was inadvertently packed into a box.

I understand that you are currently travelling overseas however, it would be appreciated if upon your return you could check the boxes containing the items packed up from you office and advise me as to whether or not they contain the silver filigree peacock. Thank you for your assistance.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au
 Please consider the environment before printing this email

-----Original Message-----

From: Tim Herbert
Sent: Monday, 25 June 2012 10:06 AM
To: Ian Street
Subject: Forgot to mention

Ian, re: the bird, Pat is ok for you to draft an email from him to Anna Bligh requesting she look for the bird when she gets back from OS. Can you arrange. Thanks.

Regards
Tim

Released under RTI - DPC

Ian Street

From: Patrick Vidgen
Sent: Monday, 25 June 2012 4:03 PM
To: Ian Street
Subject: FW: Assistance

Ian

FYI. Please remind me if we have heard nothing in about a month.

Pat

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: S.73
Telephone Number

From: Patrick Vidgen
Sent: Monday, 25 June 2012 4:03 PM
To: S.73 Email Address
Subject: Assistance

Dear Ms Bligh

I hope you are well.

I am writing to request your assistance in locating a ministerial gift which was on display in your office prior to the election. The gift is registered as a silver filigree peacock given to you by Dr G V Krishna Reddy, Chairman, GVK Power and Infrastructure Ltd. Originally the gift also included a gold mirrored box however Ministerial Services were advised that the box had been broken and disposed off. The silver peacock is valued at \$1200.

The gift was last sighted on 23 March 2012 as part of the Gift on Display stock take carried out by Ministerial Services. One of my staff recently spoke to S.73 Name who advised that he was mainly responsible for packing up your office. While he does not specifically recall the gift, he advised that it was possible that it was inadvertently packed into a box.

I understand that you are currently travelling overseas. It would be appreciated if upon your return you could check the boxes containing the items packed up from you office and advise me as to whether or not they contain the silver filigree peacock.

Thank you for your assistance.

Pat

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: S.73
Telephone Number

Ian Street

From: Patrick Vidgen
Sent: Wednesday, 27 June 2012 8:45 PM
To: Ian Street
Subject: FW: Assistance

fyi

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: S.73

Telephone

Number

From: Anna Bligh [mailto:S.73 Email Address]

Sent: Wednesday, 27 June 2012 7:17 PM

To: Patrick Vidgen

Subject: Re: Assistance

Hi Pat - thanks for your message. As you know I'm currently travelling OS, but of course will do a thorough search for this item when I get home in early August - I remember this item being on display in my office but don't remember seeing it since. I have unpacked and sorted most of the boxes and material from the office, but there are a couple still to go - I'll do this as a matter of priority as soon as I return and apologise for any inconvenience caused by the delay. Hope all is well with you, again thank you for drawing this to my attention. Regards, Anna Bligh

Sent from my iPad

On 25/06/2012, at 7:02 AM, "Patrick Vidgen" <Patrick.Vidgen@premiers.qld.gov.au> wrote:

Dear Ms Bligh

I hope you are well.

I am writing to request your assistance in locating a ministerial gift which was on display in your office prior to the election. The gift is registered as a silver filigree peacock given to you by Dr G V Krishna Reddy, Chairman, GVK Power and Infrastructure Ltd. Originally the gift also included a gold mirrored box however Ministerial Services were advised that the box had been broken and disposed off. The silver peacock is valued at \$1200.

The gift was last sighted on 23 March 2012 as part of the Gift on Display stock take carried out by Ministerial Services. One of my staff recently spoke to S.73 Name who advised that he was mainly responsible for packing up your office. While he does not specifically recall the gift, he advised that it was possible that it was inadvertently packed into a box.

I understand that you are currently travelling overseas. It would be appreciated if upon your return you could check the boxes containing the items packed up from you office and advise me as to whether or not they contain the silver filigree peacock.

Thank you for your assistance.

Pat

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: S.73

Telephone

Number

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Ian Street

From: Patrick Vidgen
Sent: Monday, 22 October 2012 9:14 AM
To: Ian Street; Tim Herbert
Subject: Inventory - Office of the Former Premier

Ian and Tim

The former Premier has just phoned me in relation to the request to search for the Silver Peacock which was previously located in Ms Bligh's office.

Ms Bligh has searched all the boxes which contained material from her office and could not find the Silver Peacock. As her office was not packed by her personally, she phoned [s.73 Name] to inquire. [s.73 Name] recalled the item but could not recall packing it. I agreed with Ms Bligh that she has reasonably exhausted her ability to find the item.

I do not believe any further steps can be taken. The item should now be written off and the matter concluded.

Thanks

Pat

Pat Vidgen
Deputy Director-General | Governance | Department of the Premier and Cabinet
Phone: 07 3224 6061 | Mobile: [s.73 Name]
Telephone
Number

Released under RTI - DOC