



GOVERNMENT HOUSE  
QUEENSLAND

2005 ✦ 2006

ANNUAL REPORT



GOVERNMENT HOUSE  
QUEENSLAND

The Honourable M.F. Reynolds, AM, MP  
Speaker of the Legislative Assembly  
Parliament House  
George Street  
BRISBANE QLD 4000

Dear Mr Speaker

I am pleased to present to you the 2005–2006 Annual Report of the Office of the Governor.

The Report is submitted as a standing requirement of the *Financial Administration and Audit Act 1977*.

The Report reflects the achievements of the Office in providing an effective and accountable agency which supports the Governor of Queensland.

Yours sincerely

**Annette Bastaja**  
Official Secretary

October 2006



This report is submitted as a standing requirement of the  
*Financial Administration and Audit Act 1977.*

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# INTRODUCTION



Photo: Stuart Riley, Exposure

*The Constitution of Queensland 2001* provides that there shall be a Governor in and over the State of Queensland.

The Governor, Her Excellency Ms Quentin Bryce AC, is authorised and required to do and execute all things that belong to his or her office according to the laws in force in the State.

## **Aim of Report**

The aim of this report is to provide a formal statement of the objectives, activities and performance of the Office of the Governor during the period 1 July 2005 to 30 June 2006.

In particular, the report will address:

- mission statement and corporate objectives;
- structure and outputs;
- major achievements and activities;
- review of operations;
- budget and associated outcomes;
- works and maintenance; and
- outlook for 2006–2007.

## **Mission**

The Office of the Governor provides personal, administrative and logistic support to the Governor and manages the Government House Estate.

## Corporate Objectives

The corporate objectives of the Office of the Governor were redefined during 2005–2006 through the development of a new Strategic Plan for the period 2005–2008. The Strategic Plan established six broad goals to guide the operations of the Office:

### a) Constitutional and Legal

Provide administrative support enabling the Governor to fulfil her constitutional and legal responsibilities, including assenting to legislation, issuing writs for State elections, considering petitions for the grant of Royal pardon, and presiding over meetings of Executive Council.

### b) Ceremonial

Support the Australian Honours System and other awards programs, the swearing-in of Government Ministers, the opening of Parliament, and reviewing parades and military ceremonies.

### c) Community engagement

Provide an expanded range of opportunities for Queensland organisations and members of the community to visit Government House. Facilitate the Governor's travel to regional and remote centres and facilitate support for organisations of which the Governor is Patron.

### d) Promoting Queensland

Assist the Governor in activities that highlight and promote Queensland business, regional produce, culture and trade by offering hospitality and attending events of significance. Support the Governor to host international dignitaries and undertake occasional overseas travel to promote Queensland's interests.

### e) Preserving Government House

Maintain Government House as an official State residence including conserving its heritage-listed facilities and ensuring maintenance, security, occupational health and safety and horticultural services.

### f) Effective Management

Strengthen the corporate governance framework to utilise emerging technologies and continuously improve performance, capability, accountability and value for money service delivery.



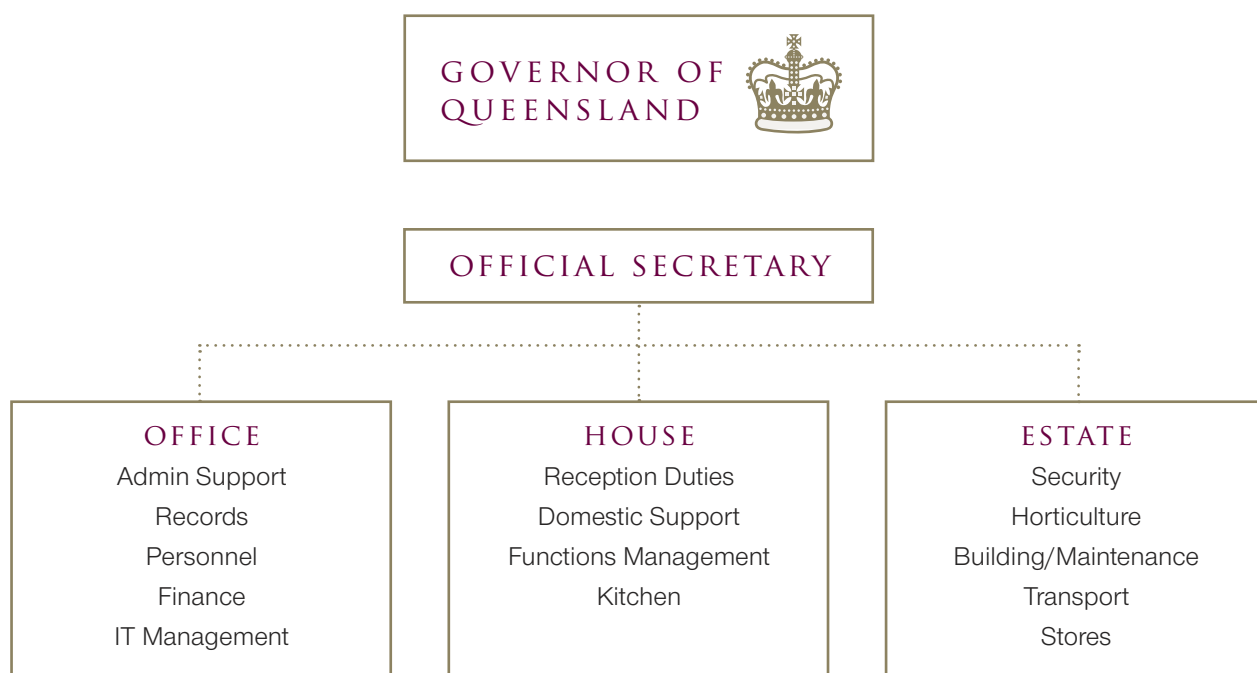


# STRUCTURE AND OUTPUTS

As an independent entity, the Office of the Governor provides administrative and logistic support which enables the Governor to exercise effectively the constitutional powers and responsibilities of office, and to undertake official, ceremonial and civic duties.

The autonomous nature of the Office enables the Governor to function independently of the Government and to remain separate from the political process.

By enabling the Governor to exercise independently her constitutional powers and responsibilities and to undertake duties as Head of State, the Office of the Governor directly contributes to effective government leadership. The Office of the Governor also acts as tenant and custodian of the Government House Estate at Paddington, Brisbane.



Structure of the Office of the Governor

# MAJOR ACHIEVEMENTS



The major achievements and activities of the Office included:

- a) assisting the Governor in the full range of Constitutional and official commitments, including support to the 51st Parliament of Queensland;
- b) arranging the Governor's official travel which included 26 regional visits and 13 regional tours, some to remote communities in Queensland; as well as a visit to Melbourne, Victoria, to support Queensland athletes at the 2006 Commonwealth Games;
- c) facilitating a range of civic commitments:
  - national and state commemorative events;
  - school visits and open day programs at Government House;
  - opening of community festivals and agricultural shows;
  - Australian Honours and Awards presentations; and
  - assistance to the more than 160 organisations of which the Governor and Mr Michael Bryce AM AE are Patron.
- d) enhancing operations, including:
  - increasing accountability, transparency and service delivery as part of the review of governance arrangements of the Office of the Governor;
  - commissioning works to restore historic buildings on the Government House estate including staff quarters;
  - undertaking a water conservation audit and waterwise planning to align consumption with best practice and local government regulations;
  - introducing a third annual open day to increase public access to Government House;
  - undertaking a horticultural replanting program to maintain the integrity of the native bushland located at the rear of the Government House Estate; and
  - undertaking minor new work to maintain the safety of visitors to the Government House Estate.



# REVIEW OF OPERATIONS

The reporting period was the third year in office of Her Excellency, Ms Quentin Bryce, AC.

The Governor's program during this period included a range of constitutional, ceremonial, civic and community activities.

## Constitutional

During this period, the Governor:

- provided assistance to the 51st Parliament of Queensland;
- presided at 48 Meetings of Executive Council;
- assented to draft legislation presented by the Legislative Assembly of Queensland; and
- carried out swearing-in ceremonies for Government Ministers.

## Ceremonial

- Award ceremonies recognise and celebrate the outstanding achievements and contributions of many Queenslanders to the Queensland community. The Governor conducted investiture ceremonies to present honours and awards at Government House and in regional centres, to 254 recipients at 12 Honours and Awards ceremonies. This included one bedside ceremony at the Royal Brisbane Hospital.
- The Governor also presented awards to Winston Churchill fellows and to members of the Order of St John and the Royal Humane Society.

Other awards ceremonies conducted were St John Ambulance, Scouts and Guides and the Boys' and Girls' Brigades.

- Her Excellency spoke at the Dawn Service and reviewed the ANZAC Day Parade in Brisbane; attended the Vietnam Veteran's Memorial Service and 'Good Morning Vietnam' Breakfast; and together with Mr Bryce, participated in a range of remembrance ceremonies representing the people of Queensland.

## Civic and Community

The Governor undertook 26 regional visits and 13 regional tours in Queensland. Areas visited included North Queensland – Cairns, Townsville, Charters Towers, Lockhart River, Innisfail, Palm Island; Central Queensland – Rockhampton, Bundaberg, Maryborough, Gayndah, Childers; South West Queensland – Warra, Bollon, Miles, Wondai, Goondiwindi, St George, Dirranbandi; South East Queensland – Toowoomba, Gold and Sunshine Coasts.

The Governor's program of official travel in Queensland was designed to acknowledge, encourage and assist regional communities and centres while at the same time informing the Governor of issues facing rural and remote communities.



In 2005–2006, the Office of the Governor organised a total of 39 regional visits and tours by the Governor at a direct cost of \$60,154. Where feasible, the Governor's visits were hosted by local government authorities, and the Governor's program included inspections, calls and speaking commitments at industry, education, health, cultural, military, police and community facilities.

The Governor also:

- participated in 264 civic and community events;
- undertook 190 patronage commitments;
- presented 320 speeches and official messages;
- received calls from Heads of State, Spiritual Leaders, Ambassadors and Foreign Dignitaries, as well as incoming and outgoing members of the Diplomatic and Consular Corps; and
- sent 1,679 letters of congratulations for 50th and 60th wedding anniversaries and 100th birthday celebrations.

In addition, the Governor maintained efforts aimed at encouraging the cultural, trade and tourism initiatives of public and private sectors in Queensland by providing access, hospitality and personal support to events of significance.

Examples of such events included:

- acting as host to international delegations visiting Queensland to discuss bilateral, trade or cultural events;
- opening major trade, industry, business professional, education and philanthropic conventions and conferences;
- hosting Vice-Regal functions in support of particular initiatives or events; and
- providing public access to the facilities of Government House and grounds on a regular basis.

Public access to Government House and its grounds was enhanced through scheduled public open days, visits by school and community groups, and support for on-site functions by community and philanthropic and educational organisations. Public attendance at Open Days in 2005–2006 was approximately 9,000. This year, the Governor introduced a third open day to celebrate Queensland Day, an event which attracted around 3,000 people.

In 2005–2006, the Governor and Mr Bryce engaged extensively with the more than 160 community and charitable organisations of which they are Patron. This included visits, letters of support and introduction, hospitality, and participation in ceremonies of various kinds. As part of her representational duties in the wider community, the Governor delivered formal and informal speeches, provided written messages and forewords, and opened a range of buildings and facilities.

The Governor continued to provide support to the Australian Honours and Awards system and other community-based awards by hosting investiture and presentation ceremonies for Queensland recipients. 12 presentation ceremonies were held in 2005–2006, with a total of 254 Queenslanders receiving awards. Of these, 25 recipients were recognised for bravery.

In April 2006, the Governor and Mr Bryce travelled to Melbourne at the invitation of the Hon Steve Bracks MP, Premier of Victoria, to attend events at the 2006 Commonwealth Games and acknowledge Queensland athletes, at a cost of \$4,330. During 2005–2006, the Governor did not undertake any official overseas travel.

# BUDGET AND ASSOCIATED OUTCOMES

## **The Queensland Audit Office undertook an independent audit of financial management in 2005–2006.**

The audit report concludes that the Office of the Governor had complied with the prescribed requirements in respect of the establishment and keeping of accounts in all material respects. The financial statements had been drawn up to present a true and fair view in accordance with the prescribed accounting standards.

The certified financial statements accompany this report. The audited actual budget position at 30 June 2006 was a net surplus of \$44,174. Actual gross operating cost for the Office increased by 10.5% compared with the previous year. Salaries and employee related expenses represented the largest expenditure item at \$2,590,000, with staff turnover during the period at 17%. Timely recruitment of replacement personnel meant that staffing levels remained stable.

The Office of the Governor has an active program to embrace flexible work practices, including flexible hours, part-time work, a work-from-home scheme and other contemporary practices to encourage productivity and job satisfaction.

## **Consultancies**

The Office of the Governor did not engage any consultants during the reporting period.

General procurement at the Office of the Governor was guided by State Government Purchasing Policy. In 2005–2006, the Office expended \$24,550 on professional services, including payroll services \$3,583, industrial relations advice \$2,982, financial/taxation services \$7,500 and valuation of assets \$9,800.



Photo: Longshots Photography





### Summary of Budget Outcomes

The Office of the Governor has achieved a successful budget outcome in 2005–2006 highlighted by reasonable labour and operating expenditure, further modernisation of systems and facilities, and continued capital investment.

### Works and Maintenance

No major works projects were conducted in 2005–2006. Minor works measures included:

- the renovation of staff residences;
- refurbishment of administration areas;
- installation of an on-site emergency electricity generator;
- minor installation of data and cabling; and
- horticulture replanting program to maintain the integrity of native bushland and to minimise erosion.

### Professional Development

Performance management and development processes focus on one-on-one and team planning and review methods. This involves personal performance and development plans (*Plan-on-a-Page*) negotiated by individual staff with their immediate supervisor. A key part of the plan is the identification of specific individual professional development activities.

In 2005–2006, all staff employed by the Office of the Governor undertook training and development. This included formal courses in higher education, computer software training and first aid.

### Women's Initiatives

Women are represented at all salary levels within the Office of the Governor. The office has an affirmative policy of flexible working hours and leave arrangements where practical. A work-from-home initiative which was initiated in the previous reporting period has continued.

### Public Liability

The Office of the Governor maintains liability insurance cover (property and general liability) against insurable risks with the Queensland Government Insurance Fund (QGIF). The current policy cover provided by QGIF, which has few exclusions and no upper limit on claims, covers the Office of the Governor for any legal liability which may ensue as a result of activities conducted by the Office. The policy does not extend to other formal entities which may participate in activities sponsored by the Office. It is the practice of the Office of the Governor to confirm the liability insurance situation of these organisations before inviting them to participate in activities at Government House.

### Waste Management

The Office of the Governor's Waste Management Policy is contained in the agency's Code of Conduct.

# OUTLOOK FOR 2006–2007

The outlook for 2006–2007 is for continued effective support to the Governor and the Vice-Regal program, in accordance with the mission and objectives of the Office of the Governor.

It is assessed that the 2006–2007 budget appropriation will meet scheduled commitments, and enable the operations of the Office and Government House to be supported to an acceptable standard.

The following tasks or significant projects are proposed for the 2006–2007 operations period:

- completion of drought planning for the Government House estate including the installation of water tanks and water saving devices;
- in conjunction with the Department of Public Works, commissioning work to provide better disabled access to public areas at Government House;
- a review of safety and emergency procedures including the retraining of all operational staff in first aid and emergency response; and
- assistance to the opening of the 52nd Queensland Parliament.



# FINANCIAL STATEMENTS

## FOR THE FINANCIAL YEAR ENDED 30 JUNE 2006

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# FOREWORD

These general purpose financial statements have been prepared on an accrual basis in accordance with the prescribed requirements. They comprise an Income Statement, a Balance Sheet and a Cash Flow Statement. As required and as appropriate, notes supporting the statements are also provided.

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

The Income Statement in effect identifies the operating result for the year as well as the resultant impact on the net assets of the Office.

# INCOME STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2006

	Notes	2006 \$'000	2005 \$'000
<b>Income</b>			
<b>Revenue</b>			
Output revenue	2	4,000	3,720
Grants and other contributions	3	–	52
Other revenue	4	7	4
<b>Total Income</b>		<b>4,007</b>	<b>3,776</b>
<b>Expenses</b>			
Employee expenses	5	2,590	2,209
Supplies and services	6	1,321	1,327
Depreciation	7	36	25
Other expenses	8	16	25
<b>Total Expenses</b>		<b>3,963</b>	<b>3,586</b>
<b>Operating Surplus</b>		<b>44</b>	<b>190</b>

The accompanying notes form part of these statements.

# BALANCE SHEET

AS AT 30 JUNE 2006

	Notes	2006 \$'000	2005 \$'000
<b>Current Assets</b>			
Cash and cash equivalents	9	385	130
Receivables	10	21	23
Inventories	11	27	25
Other	12	5	–
<b>Total current assets</b>		<b>438</b>	<b>178</b>
<b>Non-current assets</b>			
Plant and equipment	13	1,109	624
<b>Total Non Current Assets</b>		<b>1,109</b>	<b>624</b>
<b>Total Assets</b>		<b>1,547</b>	<b>802</b>
<b>Current Liabilities</b>			
Payables	14	218	83
Accrued employee benefits	15	193	169
<b>Total Current Liabilities</b>		<b>411</b>	<b>252</b>
<b>Net Assets</b>		<b>1,136</b>	<b>550</b>
<b>Equity</b>			
Contributed equity		764	764
Retained surpluses		(170)	(214)
Asset revaluation reserve	16	542	–
<b>Total Equity</b>		<b>1,136</b>	<b>550</b>

The accompanying notes form part of these statements.

# STATEMENT OF CHANGES IN EQUITY

## FOR THE YEAR ENDED 30 JUNE 2006

	Retained Surpluses		Asset Revaluation Reserve		Contributed Equity	
	2005-06	2004-05	2005-06	2004-05	2005-06	2004-05
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance 1 July</b>	(214)	(353)	–	–	764	878
Operating Surplus	44	190	–	–	–	–
Non-Owner changes in equity:	–	–	–	–	–	–
- Increase In Asset Revaluation Reserve	–	–	542	–	–	–
- Correction of error (Note 15)	–	(51)	–	–	–	–
Transactions with Owners as Owners	–	–	–	–	–	–
- Equity injections	–	–	–	–	–	(114)
<b>Balance 30 June</b>	<b>(170)</b>	<b>(214)</b>	<b>542</b>	<b>–</b>	<b>764</b>	<b>764</b>

The accompanying notes form part of these statements.

# CASH FLOW STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2006

	Notes	2006 \$'000	2005 \$'000
<b>Cash flows from operating activities</b>			
<i>Inflows:</i>			
Output receipts		4,000	3,720
GST input tax credits from ATO		131	131
GST collected from customers		2	7
Interest receipts		4	2
<i>Outflows:</i>			
Employee expenses		(2,562)	(2,212)
Supplies and services		(1,184)	(1,245)
GST paid to suppliers		(135)	(127)
GST remitted to ATO		(2)	(7)
Other		(15)	(17)
<b>Net cash provided by (used in) operating activities</b>	<b>17</b>	<b>239</b>	<b>252</b>
<b>Cash flows from investing activities</b>			
<i>Inflows:</i>			
Sales of plant and equipment		16	61
<i>Outflows:</i>			
Payments for plant and equipment		–	(71)
<b>Net cash provided by (used in) investing activities</b>		<b>16</b>	<b>(10)</b>
<b>Cash flows from financing activities</b>			
<i>Outflows:</i>			
Equity withdrawals		–	(114)
<b>Net cash provided by (used in) financing activities</b>		<b>–</b>	<b>(114)</b>
Net increase/(decrease) in cash held		255	128
Cash at beginning of financial year		130	2
<b>Cash at end of financial year</b>	<b>9</b>	<b>385</b>	<b>130</b>

The accompanying notes form part of these statements.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### Objectives and Principle Activities of the Office

The Office is responsible for providing the following output –

*“Personal, administrative and logistic support to the Governor and management of the Government House Estate.”*

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

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

### 1. Summary of Significant Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared in accordance with Australian Equivalents to International Financial Reporting Standards (AEIFRS) for the first time. The disclosures required by AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards* concerning the transition from previous Generally Accepted Accounting Principles (GAAP) to AEIFRS are provided in Notes 21 and 22.

This financial report is a general purpose financial report.

In particular, the financial statements comply with AAS29 *Financial Reporting by Government Departments*, as well as the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2006, and other authoritative pronouncements.

Except where stated, the financial statements have been prepared in accordance with the historical cost convention. The accounting policies adopted are materially consistent with those adopted in the prior year.

The Office is not responsible for administering any resources, which it does not control, on a whole-of-Government basis. The accrual basis of accounting has been adopted for the controlled transactions of the Office.

#### (b) The Reporting Entity

The financial statements include all assets, liabilities, equities, revenues and expenses of the Office. The Office has no controlled entities.

#### (c) Output Revenue

The Office is funded by parliamentary appropriations. Appropriation payments to the Office under the *Annual Appropriations Act* are recognised as revenue when received.

#### (d) Grants and Contributions

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

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



# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 1. Summary of Significant Accounting Policies (continued)

#### (e) Cash and cash equivalents

For the purposes of the Balance Sheet and the Cash Flow Statement, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions.

#### (f) Receivables

Receivables are recognised at the nominal amounts owed to the Office at the end of the financial year, where an invoice has been issued or where an amount is determined to be owing to the Office.

#### (g) Inventories

Inventories Held for Distribution comprise household supplies purchased and are measured at the lower of cost and current replacement cost.

#### (h) Acquisitions of Assets

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

Assets acquired at no cost or for nominal consideration are recognised at their fair value at date of acquisition in accordance with AASB 116 *Property, Plant and Equipment*.

#### (i) Plant and Equipment

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

Other (including heritage and cultural)	\$5,000
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Items with a lesser value are expensed in the year of acquisition.

#### (j) Revaluations of Non-Current Physical Assets

Heritage and cultural assets are measured at fair value in accordance with AASB 116 *Property, Plant and Equipment* and Queensland Treasury's *Non-Current Asset Accounting Policies for the Queensland Public Sector*.

Plant and equipment, are measured at cost. The carrying amounts for plant and equipment at cost should not materially differ from their fair value.

Non-current physical assets measured at fair value are comprehensively revalued at least once every five years with interim valuations, using appropriate indices, being otherwise performed on an annual basis where there has been a material valuation in the index.

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

Only those assets, the total values of which are material compared to the value of the class of assets to which they belong, are comprehensively revalued.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 1. Summary of Significant Accounting Policies (continued)

#### (k) Depreciation of Plant and Equipment

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

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

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

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

Class	Depreciation Rate
<i>Plant and Equipment</i>	
Motor Vehicles	20%
Office Equipment	15%
Plant and Machinery	9%

#### *Heritage and Cultural Assets*

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

#### (l) Impairment of Non-Current Assets

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

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

An impairment loss is recognised immediately in the Income Statement.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase. Refer also note 1(j).

#### (m) Payables

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

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 1. Summary of Significant Accounting Policies (continued)

#### (n) Employee Benefits

##### *Wages, Salaries, Annual Leave and Sick Leave*

Wages, salaries and annual leave due but unpaid at reporting date are recognised in the Balance Sheet at the remuneration rates expected to apply at the time of settlement and include related on-costs such as long service leave levies and employer superannuation contributions.

For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values.

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

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

Provision is made for annual leave estimated to be payable to employees on the basis of statutory and contractual requirements.

##### *Long Service Leave*

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

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

##### *Superannuation*

The State Actuary determines the rate of employer contributions for superannuation expense. These contributions are paid to QSuper, the superannuation plan for Queensland Government employees. Contributions are expensed in the period in which they are paid or payable. The Office's obligation is limited to its contribution to QSuper.

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

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 1. Summary of Significant Accounting Policies (continued)

#### (n) Employee Benefits (continued)

##### *Executive Remuneration*

The executive remuneration disclosures in the employee expenses note (Note 5) in the financial statements include:

- the aggregate remuneration of all senior executive officers (including the Official Secretary) whose remuneration for the financial year is \$100,000 or more; and
- the number of senior executives whose total remuneration for the financial year falls within each successive \$20,000 band, commencing at \$100,000.

The remuneration disclosed is all remuneration received or receivable, directly or indirectly, from the entity or any related party in connection with the management of the affairs of the entity or any of its subsidiaries, whether as an executive or otherwise. For this purpose, remuneration includes:

- wages and salaries;
- accrued leave (that is, the increase/decrease in the amount of annual and long service leave owed to an executive, inclusive of any increase in the value of leave balances as a result of salary rate increases or the like);
- accrued superannuation (being the value of all employer superannuation contributions during the financial year, both paid and payable at 30 June);

- the cost of motor vehicles, such as fuel costs, registration/insurance, and repairs/maintenance incurred by the Office during the financial year, both paid and payable as at 30 June, net of amounts subsequently paid by executives; and
- fringe benefit tax included in remuneration agreements.

The disclosures apply to all senior executives appointed by Governor in Council and classified as SES 1 and above, with remuneration above \$100,000 in the financial year. 'Remuneration' means any money, consideration or benefit, but excludes amounts:

- in payment or reimbursement of out-of-pocket expenses incurred for the benefit of the Office. In addition, separate disclosure of separation and redundancy/termination benefit payments is included.

#### (o) Provisions

Provisions are recorded when the Office has a present obligation, either legal or constructive as a result of a past event. They are recognised at the amount expected at reporting date to settle the obligation in a future period, but where the timing and/or amount required to settle the obligation at reporting date is uncertain at reporting date, discounted to the present value using the pre-tax discount rate. The amounts recognised as provisions, in relation to the dismantling and removal of assets and the restoration of land on which the assets have been located, have been included in the cost of those assets.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 1. Summary of Significant Accounting Policies (continued)

#### (p) Insurance

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

#### (q) Services Received Free of Charge or for Nominal Value

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

#### (r) Taxation

The Office is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). As such, GST credits receivable from/payable to the Australian Taxation Office (ATO) are recognised and accrued.

#### (s) Issuance of Financial Statements

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

#### (t) Judgements and Assumptions

The Office of the Governor has made no judgements or assumptions which may cause a material adjustment to the carrying amounts of assets and liabilities with the next reporting period.

#### (u) Rounding and Comparatives

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

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

# NOTES

TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2006

	2006	2005
	\$'000	\$'000

## 2. Reconciliation of Payments from Consolidated Fund to Output Revenue Recognised in Income Statement

Budgeted output appropriation	3,676	3,594
Plus: - supplementary appropriations	438	126
- transfers from other headings	(114)	-
<b>Output revenue recognised in Income Statement</b>	<b>4,000</b>	<b>3,720</b>

## Reconciliation of Payments from Consolidated Fund to Equity Adjustment Recognised in Contributed Equity (Statement of Changes in Equity)

Budgeted equity adjustment appropriation	(114)	(114)
Equity Transfers to other headings	114	-
<b>Equity adjustment recognised in Contributed Equity</b>	<b>-</b>	<b>(114)</b>

## 3. Grants and Other Contributions

Services received at below fair value	-	52
<b>Total</b>	<b>-</b>	<b>52</b>

## 4. Other Revenues

Interest	7	4
<b>Total</b>	<b>7</b>	<b>4</b>

## 5. Employee Expenses/Number of Employees/Official Secretary's Remuneration

### Employee Expenses

Wages and salaries	2,249	1,905
Salary related taxes	107	84
Employer superannuation contributions	189	171
Long service leave levy	28	19
Other	17	30
<b>Total</b>	<b>2,590</b>	<b>2,209</b>



# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

	2006	2005
	\$'000	\$'000

### 5. Employee Expenses/Number of Employees/Official Secretary's Remuneration (continued)

<b>Number of Employees</b>	<b>35.4</b>	<b>34.5</b>
----------------------------	-------------	-------------

The number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis.

#### Executive Remuneration

The number of senior executives who received or were due to receive total remuneration of \$100,000 or more:

\$100,000 to \$119 999	0	
\$120,000 to \$139 999	1	
<b>TOTAL</b>	<b>1</b>	

Aggregate amount of total remuneration of executives shown above	\$138,395
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Aggregate amount of separation and redundancy / termination benefit payments during the year to executives shown above	Nil
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### 6. Supplies and Services

Contracted service	576	562
Household costs	251	275
Administration costs	252	195
Estate operations	138	126
Travel	70	98
Archival services	–	33
Motor vehicle running costs	27	31
Repairs and maintenance	7	7
<b>Total</b>	<b>1,321</b>	<b>1,327</b>

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

2006  
\$'000

2005  
\$'000

### 7. Depreciation and Amortisation

Depreciation and amortisation incurred in respect of:

#### Plant and Equipment

Motor Vehicles	31	19
Office Equipment	2	2
Plant and Machinery	3	4
	<b>36</b>	<b>25</b>

After a review of estimated useful life and fair value of assets, depreciation rates have been changed for the following classes of assets

Depreciation Rate	2005-06	2004-05
<b>Class</b>		
Motor Vehicles	20%	10%
Plant and Machinery	9%	15%

These changes have resulted in an additional \$13,000 depreciation expense for the 2005-06 financial year.

2006  
\$'000

2005  
\$'000

### 8. Other Expenses

Losses from disposal of non-current assets	5	8
External audit fees*	11	10
Insurance	–	7
<b>Total</b>	<b>16</b>	<b>25</b>

\* Total external audit fees relating to the 2005-06 financial year are estimated to be \$11,000 (2004-05: \$10,000).  
There are no non-audit services included in this amount.

### 9. Cash and cash equivalents

Cash at bank	385	130
<b>Total</b>	<b>385</b>	<b>130</b>

The above figures are reconciled to cash at the end of the year as shown in the Statement of Cash Flows.

# NOTES

TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2006

	2006 \$'000	2005 \$'000
<b>10. Receivables</b>		
<i>Current</i>		
GST receivable	17	13
Sundry debtors	4	10
<b>Total</b>	<b>21</b>	<b>23</b>

## 11. Inventories

<i>Current</i>		
Household supplies – not held for sale	27	25
<b>Total</b>	<b>27</b>	<b>25</b>

## 12. Other Current Assets

Prepayments	5	–
	<b>5</b>	<b>–</b>

## 13. Plant and Equipment

Heritage and cultural assets	981	438
Plant and equipment	189	218
Less: Accumulated depreciation	(61)	(32)
	128	186
<b>Total</b>	<b>1,109</b>	<b>624</b>

Independent valuations of heritage and cultural assets were performed as at 30 June 2006 by the Australian Valuation Office using “fair value” principles.

The valuation of heritage and cultural assets is based on current market values. For those assets for which there is no reliable market information available, the asset has been valued the lesser of depreciated replacement cost and depreciated reproduction cost.

Plant and equipment is valued at cost in accordance with Queensland Treasury’s *Non-Current Asset Accounting Policies for the Queensland Public Sector*.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 13. Plant and Equipment (continued)

#### Plant and Equipment Reconciliation

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

	Heritage and Cultural	Plant and Equipment	Total
Carrying amount at 1 July 2005	438	186	624
Disposals	–	(22)	(22)
Revaluation Increments	543	–	543
Depreciation / Amortisations	–	(36)	(36)
<b>Carrying amount at 30 June 2006</b>	<b>981</b>	<b>128</b>	<b>1109</b>

The Office of the Governor has plant and equipment with an original cost of \$52,663 that has been written down to zero still being used in the provision of services.

2006	2005
\$'000	\$'000

### 14. Payables

#### Current

Trade creditors	190	78
Sundry accruals	28	5
<b>Total</b>	<b>218</b>	<b>83</b>

### 15. Accrued Employee Benefits

#### Current

Recreation Leave	137	110
Wages Outstanding	56	59
<b>Total</b>	<b>193</b>	<b>169</b>

The Accrued Employee Benefit for Recreation Leave includes the correction of an \$51,000 accounting error contained within the 2004–05 financial statements. The error involved the understating of Accrued Recreation Leave balances and the omission of the value of employee allowances and related oncosts payable when the employee takes annual leave or terminates employment.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

	2006 \$'000	2005 \$'000
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### 16. Asset Revaluation Reserve by class

	Heritage & Cultural Assets	Total
Balance 1 July 2005	–	–
Revaluation increments	542	542
Balance 30 June 2006	542	542

### 17. Reconciliation of Operating Surplus to Net Cash Provided by (Used in) Operating Activities

Operating surplus/deficit	44	190
<i>Non-cash items:</i>		
Depreciation/amortisation expense	36	25
Net loss on sale of plant and equipment	5	8
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in net receivables	6	2
(Increase)/decrease in GST input tax credits receivable	(4)	4
(Increase)/decrease in inventories	(2)	(7)
(increase)/decrease in prepayments	(5)	–
Increase/(decrease) in payables	131	30
Increase/(decrease) in accrued employee benefits	28	–
<b>Net Cash provided by operating activities</b>	<b>239</b>	<b>252</b>

### 18. Commitments & Contingencies

#### Commitments

#### Plant and Equipment

Capital Expenditure payable not later than one year	53
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#### Contingencies

A possible contingent liability exists at 30 June 2006 in the form of additional Fringe Benefit Tax (FBT) payable to the Australian Taxation Office (ATO). The Office of the Governor currently has an objection lodged with the ATO, the outcome of which is not yet known. The Official Secretary, however, anticipates a favourable outcome based on the assessment of FBT for Government Houses in other states.

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 19. Events Occurring after Balance Date

No matter or circumstance has arisen since the end of the financial year that has significantly affected or may significantly affect the operation or financial performance of the Office or the financial position of the Office in subsequent financial years.

### 20. Financial Instruments

#### (a) Interest Rate Risk Exposure

The Office has only minimal exposure to interest rate risk arising from its holding of cash at bank.

The Office's exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities are shown in the following table:

		Contractual Repricing / Maturity Date					
	Floating Rate	1 year or less	1 to 5 years	Greater than 5 years	Non-Interest Bearing	Total	Weighted Average Rate
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
<b>Financial Assets</b>							
Cash	385	–	–	–	–	385	4.59
Receivables	–	–	–	–	21	21	NA
<b>Total</b>	<b>385</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>21</b>	<b>406</b>	
<b>Financial Liabilities</b>							
Payables	–	–	–	–	218	218	NA
<b>Total</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>218</b>	<b>218</b>	

Floating rate represents the most recently administered market rate applicable to the instrument at 30 June 2006

#### (b) Credit Risk Exposure

The Office's maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the carrying amount of those assets net of any provisions for impairment as indicated in the Balance Sheet.

No significant concentration of credit risks have been identified.

#### (c) Fair Value

The fair value of cash, cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts.



# NOTES

TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2006

## 21. Reconciliation of Adjustments from previous GAAP to Australian Equivalents to International Financial Reporting Standards (AEIFRS) – as at 1 July 2004

Balance Sheet				
	Note	Previous GAAP 1 July 2004	Effect of transition to AEIFRS	AEIFRS 1 July 2004
		\$'000	\$'000	\$'000
<b>Current Assets</b>				
Cash assets		2	–	2
Receivables		29	–	29
Inventories		18	–	18
<b>Total current assets</b>		<b>49</b>	<b>–</b>	<b>49</b>
<b>Non-current assets</b>				
Plant and equipment	21.1	1,398	(751)	647
<b>Total Non Current Assets</b>		<b>1,398</b>	<b>(751)</b>	<b>647</b>
<b>Total Assets</b>		<b>1,447</b>	<b>(751)</b>	<b>696</b>
<b>Current Liabilities</b>				
Payables		112	–	112
Provisions	21.2	59	(59)	–
Accrued employee benefits		–	59	59
<b>Total Current Liabilities</b>		<b>171</b>	<b>–</b>	<b>171</b>
<b>Net Assets</b>		<b>1,276</b>	<b>(751)</b>	<b>525</b>
<b>Equity</b>				
Contributed equity		878	–	878
Retained surpluses	21.3	398	(751)	(353)
<b>Total Equity</b>		<b>1,276</b>	<b>(751)</b>	<b>525</b>

### Notes to Reconciliation

21.1 Write-off previously capitalised assets below new asset recognition threshold (751)

(751)

21.2 Employee Benefits are no longer a provision, but are now an accrual (59)

(59)

21.3 Write-off of previously recognised assets below new asset recognition threshold (751)

(751)

No material adjustments were required to the Statement of Cash Flows as a result of transition to Australian equivalents to IFRS

# NOTES

TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2006

## 22. Reconciliation of Adjustments from previous GAAP to Australian Equivalents to International Financial Reporting Standards (AEIFRS) – as at 1 July 2005

		Balance Sheet Effect of transition to AEIFRS			
	Note	Previous GAAP 1/7/2005 \$'000	Opening Adjustments \$'000	2004–05 Adjustments \$'000	AEIFRS 1/7/2005 \$'000
<b>Current Assets</b>					
Cash assets		130	–	–	130
Receivables		23	–	–	23
Inventories		25	–	–	25
<b>Total current assets</b>		<b>178</b>	<b>–</b>	<b>–</b>	<b>178</b>
<b>Non-current assets</b>					
Property, plant and equipment	22.1	1,326	(751)	49	624
<b>Total Non Current Assets</b>		<b>1,326</b>	<b>(751)</b>	<b>49</b>	<b>624</b>
<b>Total Assets</b>		<b>1,504</b>	<b>(751)</b>	<b>49</b>	<b>802</b>
<b>Current Liabilities</b>					
Payables	22.2	142	–	(59)	83
Provisions		59	(59)	–	–
Accrued employee benefits	22.3	–	59	110	169
<b>Total Current Liabilities</b>		<b>201</b>	<b>–</b>	<b>51</b>	<b>252</b>
<b>Net Assets</b>		<b>1,303</b>	<b>(751)</b>	<b>(2)</b>	<b>550</b>
<b>Equity</b>					
Contributed equity		764	–	–	764
Retained surpluses	22.4	539	(751)	(2)	(214)
Asset revaluation reserve		0			–
<b>Total Equity</b>		<b>1,303</b>	<b>(751)</b>	<b>(2)</b>	<b>550</b>

# NOTES

## TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

### 22. Reconciliation of Adjustments from previous GAAP to Australian Equivalents to International Financial Reporting Standards (AEIFRS) – as at 1 July 2005 (continued)

		Balance Sheet Effect of transition to AEIFRS		
Note	Previous GAAP 1/7/2005 \$'000	Opening Adjustments \$'000	2004–05 Adjustments \$'000	AEIFRS 1/7/2005 \$'000
<b>Notes to Reconciliation</b>				
22.1	Write-off assets purchased during the 2004–05 financial year previously recognised assets below new asset recognition threshold		49	
			49	
22.2	Adjustment to payables in order to move accrued employee benefits to the correct classification		(59)	
			(59)	
22.3	– Adjustment to accrued employee benefits as a result of the reclassification from payables.		59	
	– Correction of accounting error (Note 15 )		51	
			110	
22.4	– Adjustment to retained surplus for the write-off of previously recognised assets below new asset recognition threshold		49	
	– Adjustment to retained surplus to recognise accounting error in accrued employee benefits refer note 15		(51)	
			(2)	

No material adjustments were required to the Income Statement and Cash Flow Statement as a result of transition to Australian equivalents to IFRS

Depreciation expense decreased by \$102,000 as a result of the above adjustments to plant and equipment.

# MANAGEMENT CERTIFICATE

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

- a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Office of the Governor for the financial year ended 30 June 2006 and of the financial position of the Office at the end of that year.

26 September 2006

A handwritten signature in black ink, appearing to read 'Bastaja', with a stylized, flowing script.

**Annette Bastaja**  
Official Secretary

# INDEPENDENT AUDIT REPORT

## TO THE ACCOUNTABLE OFFICER OF THE OFFICE OF THE GOVERNOR

### MATTERS RELATING TO THE ELECTRONIC PRESENTATION OF THE AUDITED FINANCIAL REPORT

The audit report relates to the financial report of the Office of the Governor for the financial year ended 30 June 2006 included on Office of the Governor's web site. The accountable officer is responsible for the integrity of the Office of the Governor's web site. We have not been engaged to report on the integrity of the Office of the Governor's web site. The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report, available from Office of the Governor to confirm the information included in the audited financial report presented on this web site.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

### SCOPE

#### The Financial Report

The financial report of the Office of the Governor consists of the income statement, balance sheet, statement of changes in equity, cash flow statements, notes to and forming part of the financial report and certificate given by the Accountable Officer responsible for the financial administration of the Office of the Governor, for the year ended 30 June 2006.

#### Accountable Officer's Responsibility

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

#### Audit Approach

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

Audit procedures included –

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

# INDEPENDENT AUDIT REPORT

TO THE ACCOUNTABLE OFFICER OF THE OFFICE OF THE GOVERNOR

## INDEPENDENCE

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

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

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

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

## AUDIT OPINION

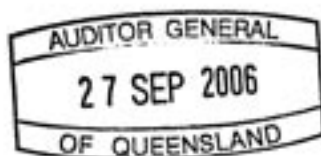
In accordance with s.40 of the *Financial Administration and Audit Act 1977* –

(a) I have received all the information and explanations which I have required; and

(b) in my opinion –

- (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Office of the Governor for the financial year 1 July 2005 to 30 June 2006 and of the financial position as at the end of that year.

**G POOLE** FCPA  
Auditor-General of Queensland



Queensland Audit Office  
Brisbane

# OFFICE OF THE GOVERNOR, QUEENSLAND

## Contact Officer

For enquiries about this Report, please contact:

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