



Ipswich Hospital Foundation  
**Annual Report 2020-2021**

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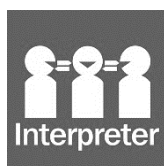
Information about consultancies, overseas travel, and the Queensland language services policy is available at the Queensland Government Open Data website ([qld.gov.au/data](http://qld.gov.au/data)).

### **Public Availability**

An electronic copy of this report is available at [www.ihfoundation.org.au](http://www.ihfoundation.org.au). Hard copies are available upon request to the Ipswich Hospital Foundation office by phoning 1300 736 428. Alternatively, you can request a copy by emailing [info@ihfoundation.org.au](mailto:info@ihfoundation.org.au).

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**Information Security Policy Statement:**

The Ipswich Hospital Foundation will identify and manage risks to information, applications and technologies, through their life cycle, using information security management systems.

**Acknowledgement**

The Ipswich Hospital Foundation pays respect to the traditional custodians of the lands on which we walk, work, talk and live. We also acknowledge and pay respect to Aboriginal and Torres Strait Islander Elders past, present and future.

## Letter of Compliance

31<sup>st</sup> August 2021

The Honourable Yvette D'Ath MP  
Minister for Health and Ambulance Services  
GPO Box 48  
BRISBANE QLD 4001

Dear Minister,

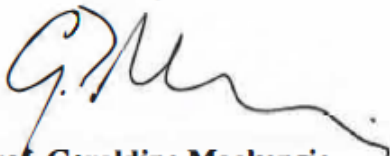
I am pleased to submit for presentation to the Parliament the Annual Report 2020-2021 and financial statements for the Ipswich Hospital Foundation.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, and
- the detailed requirements set out in the Annual Report requirements for Queensland Government agencies.

A checklist outlining the annual reporting requirements is provided at pages 47 - 48 of this Annual Report.

Yours sincerely,



**Prof. Geraldine Mackenzie**  
Chair  
Ipswich Hospital Foundation

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## **From the Chair and Chief Executive**

The Ipswich Hospital Foundation (the Foundation) was established in 1997 and is governed by the *Hospital Foundations Act 2018* and the *Australian Charities and Not-for-profit Commission Act 2012*.

The 2020-2021 financial year saw the Foundation work towards achieving its current strategic plan objectives of improving the health and wellbeing of the community. The Foundation has continued to focus its efforts on providing a range of accessible activities and events and relevant health education to improve community health and wellbeing. Investment into our mission this year has been augmented by key transformation activities.

The previous 12 months saw the appointment of a new Chairperson and Board Members with a range of business, governance and fundraising skills and experience. The Board has embarked on a significant strategic review culminating in adopting a new strategic plan and fundraising strategic plan commencing in the 2021-2022 financial year.

The operation of West Moreton Health (WMH) carparks continues to be the primary revenue source for the Foundation. During 2020-2021, the Foundation and WMH executed new licence agreements for the operation of the carparks. The new licences, coupled with an updated Memorandum of Understanding with WMH for the carpark operations and utilisation of the funds generated, provide greater certainty for the Foundation concerning this income stream and its utilisation.

The operating environment remained challenging with volunteers impacted by periods of lockdown, particularly the Ipswich Hospital volunteer cohort. Fundraising was also affected by a reduction in the number of participants in events and campaigns. Despite these challenges, the Foundation managed to achieve an increase in its fundraising for the financial year.

The Foundation has also been successful in securing several funding opportunities for equipment at the Ipswich Hospital from a range of sources. There have been high levels of community interest in fundraising for parent recliner chairs for the Children's and Paediatric Emergency Wards at the Ipswich Hospital. We have increased our volunteer capability immensely, particularly in supporting WMH with COVID-19 community responses. A strategy to engage volunteers virtually at the end of 2019 became an excellent resource for the Foundation when dealing with COVID-19. Whilst our hospital-based volunteer program had to be reduced, our community volunteer program, operating virtually, has provided extended ways in which the Foundation has provided support across a range of disciplines and skills.

Finally, we want to thank all volunteers, staff, Board Members, Foundation partners and supporters for their commitment and contribution to the Foundation.

## **Highlights**

In 2020-2021, the Foundation underwent a period of significant change and growth involving the recruitment of new, professional board members with expertise in fundraising and finance, and launching new fundraising projects and engaging new donors.

Due to COVID-19, the typically largest event of the year for the Foundation, the Park2Park, had to be delivered virtually. This came with many challenges, however, it resulted in the Foundation's most extensive marketing campaign for the event, with over 500 people, from four states and three countries participating in the virtual event from 25 July to 30 August 2020. The virtual event raised \$10,000.

Shortly after Park2Park, the first Breast Cancer Research Project campaign was launched to raise funds to support a virtual breast care trial within WMH. The campaign involved selling merchandise, partnering with local organisations to sell promotional items, with a portion of sales going to the cause. Multiple events, including a fundraising breakfast, were held on Friday 30 October as the official 'Breast Cancer Awareness Day'. This campaign would not have been possible without the WMH Infrastructure and Assets team for allowing the Foundation to work with their old project. The campaign raised \$9,000 towards the virtual breast care trial, which will begin in August 2021.

Post-lockdown saw many volunteers return to work in the hospital's outpatients and meet-and-greet-areas. Volunteers were thrilled to return to the hospital and assist patients in finding their way around and checking in upon arrival.

The Christmas Campaign involved many events and fundraising initiatives with a significant role for volunteers. Gift wrapping services were provided at two local shopping centres and were powered by volunteers. The ten-day Nerima Gardens Christmas Lights Display had volunteers assist with the smooth running of the event along with the Christmas Lights Run, which achieved record numbers in 2020. The fundraising efforts saw \$11,500 raised for parent chairs for the Children's Ward and Paediatric Emergency Department. Alongside the Christmas Campaign, a staff wellbeing initiative took place to thank WMH staff for their hard work during the year.

The Regina Doig fundraising campaign was established to fund local research in memory of Ipswich local, Regina Doig, who lost her life to cancer. To launch this campaign, the Foundation partnered with Regina Doig's sister to hold a fundraising morning tea in February, with funds raised going towards the virtual breast care trial.

The Woolworths Regional Wall Token Easter Campaign greatly assisted contributions to the Children's Ward.

The Foundation continues to support WMH's goal of becoming a tertiary hospital by supporting research initiatives through funding and membership on the West Moreton Diabetes Alliance, which had its official launch in June 2020, and the West Moreton Obesity Advisory Committee.

With the return to in-person events and activities, the Foundation saw an increase in the utilisation of the community event supplies service and an increase in the donation of sunscreen to local schools and organisations. The recycling program was also expanded to collect recyclables at more local schools and businesses and event recycling, most notably the Ipswich Cup infield.

## **About Us**

### **About the Foundation**

The Mission of the Foundation remains “Becoming the healthiest community in Australia” through its support of WMH.

### **Who we are**

The Foundation, established in 1997 and operating under the provisions of the *Hospital Foundations Act 2018*, has a long history of providing funding, programs and services that support the health and wellbeing of West Moreton communities. As per the strategic plan, the Foundation exists to promote healthy lifestyles to improve the community's health and reverse the trend of increasing (and often preventable) chronic diseases.

### **What we do**

The overarching purpose of the Foundation is to support WMH to promote better health and healthcare within the communities served by the hospital and health service. Our high-value initiatives include the following:

- Ipswich Hospital volunteer service
- Funding lifesaving medical equipment
- Funding research innovation and support
- Education, training, and scholarships for WMH staff
- Financing and delivering improved hospital facilities and patient services
- Funding and delivering health promotion programs.

The Foundation would like to acknowledge the engagement and efforts of staff in response to the COVID-19 pandemic, whilst managing and maintaining high-quality services, focused on delivering outcomes for the West Moreton community.

### **Vision, Purpose, Values**

#### **Queensland Government's Objectives for the community**

The Foundation contributes to the Queensland Government *Our Future State: Advancing Queensland's Priorities*:

- Give all our children a great start
- Keep Queenslanders healthy

The Foundation supports the Government's objective of keeping Queenslanders healthy by:

- Improving the experience and comfort of patients through area beautification projects
- Coordinating a 50 strong hospital volunteer team
- Funding vital equipment
- Supporting clinical staff development and innovation
- Delivering educational health information to the community (through marketing, communications, events, and projects like Kids Kitchen)
- Affording access to physical activity programs through our Fit4Life Fitness Activities.



## Our Future State: Advancing Queensland's Priorities

The Foundation contributes to the Queensland Government *Our Future State: Advancing Queensland's Priorities* to:

- Increase the number of Queenslanders with a healthy body weight
- Reduce suicides
- Increase the number of healthier babies born
- Increase childhood immunisation rates
- Improve wellbeing prior to school.

## Alignment with My Health, Queensland's Future: Advancing Health 2026

The Foundation aligns its activities with *My health, Queensland's future: Advancing health 2026* to:

- Promote and protect the health of Queenslanders where they live, work and play
- Drive the safest and highest quality services possible
- Improve access to health services for disadvantaged Queenslanders
- Pursue partnerships with consumers, communities, health and other organisations to help achieve our goals
- Empower consumers and health professionals through the availability and use of data and digital innovations
- Set the agenda through integrated policy, planning, funding and implementation efforts
- Lead a workforce that is excellent and has a vibrant culture and workplace environment.

## Strategic Direction

Strategic Plan 2017-2021 (Revised 2020)	
<b>Our vision</b>	Supporting and facilitating wellbeing and a healthier lifestyle for the community
<b>Our purpose</b>	The Ipswich Hospital Foundation exists to: <ul style="list-style-type: none"><li>• provide support to the hospitals and communities of the West Moreton region</li><li>• promote healthy living</li><li>• increase preventative health measures</li><li>• create opportunities for individuals to take care of themselves.</li></ul>
<b>Our community</b>	Our community encompasses the West Moreton Hospital and Health Service area servicing the City of Ipswich and the Regional Councils of Somerset, Scenic Rim and Lockyer Valley
<b>Our mission</b>	The Foundation is a not-for-profit charity and will achieve its vision by: <ul style="list-style-type: none"><li>• building effective, strategic relationships which add value to WMH and the community</li><li>• providing a range of accessible activities and events, as well as relevant health education to improve health and wellbeing</li><li>• fundraising for state-of-the-art hospital equipment, research and infrastructure</li><li>• investing in relevant research and technological healthcare equipment, capability and strategies with WMH.</li></ul>

## **Support Programs**

### **Opportunities and Challenges**

The previous 12 months saw the appointment of a new Chair and additional board members with a range of business, governance and fundraising skills and experience. The Board has embarked on a significant strategic review culminating in adopting a new strategic plan and fundraising strategic plan commencing in the 2021-2022 financial year.

The priorities for the next reporting period are to commence the implementation of the Foundation's new strategic plan and fundraising strategic plan. The new strategy will result in a re-alignment of the Foundation's priorities towards directly engaging with WMH on identifying and delivering joint priorities, particularly regarding funding for research and partnering with key stakeholders on health and wellbeing initiatives for the West Moreton community. The direction is further advanced by the finalisation of the carpark Memorandum of Understanding (MoU), which supports the re-alignment of the Foundation's priorities towards directly engaging with WMH on identifying and delivering joint priorities, particularly funding for research and partnering with key stakeholders on health and wellbeing initiatives for the West Moreton community in the future.

The operating environment continued to be challenging due to COVID-19, with volunteers impacted by periods of lockdown, particularly the Ipswich Hospital volunteer cohort, who unfortunately had to be repeatedly stood down from their roles within the hospital due to changes in restrictions. Fundraising was also impacted due to a reduction in the number of participants in events and campaigns. Despite these challenges, the Foundation managed to increase its fundraising, largely thanks to the introduction of a Breast Cancer Month campaign in October to raise funds for the support of a Virtual Breast Care Trial within WMH.

### **Our Board**

The Foundation is administered by a volunteer board appointed by the Governor in Council on the recommendation of the Minister for Health and Ambulance Services. In addition, one member is

- (i) the chairperson of the WMH Board or
- (ii) a member of the WMH Board nominated by the chairperson of that Board.

Members represent health or medical sectors or are community members and leaders and are all acutely aware of the unique health challenges faced by the region. Members are selected to cover a wide range of skills and required capabilities for the successful governance of the Foundation. The Foundation Board members are not remunerated. The total number of meetings held was eight.

In addition to formal board meetings, chairs of WMH and the Foundation meet separately to agree upon priorities for the Foundation.

## Membership

Current Board Members				
Name	Term of office	Number of Board Meetings Eligible to Attend	Number of Board Meetings Attended	Brief Synopsis of Board Member
<b>Prof Geraldine Mackenzie</b> Member Chair 30/09/2020	Appointment: 12/12/2019 Term Start: 02/10/2020 Term Expiry: 30/09/2022	8	8	<p>Professor Geraldine Mackenzie is Vice-Chancellor of the University of Southern Queensland (USQ). Before joining the University in September 2017, she was Deputy Vice-Chancellor (Research) at Southern Cross University.</p> <p>Professor Mackenzie has held many senior positions at State and Federal level. Professor Mackenzie is a Fellow of the Australian Academy of Law, the Queensland Academy of Arts and Sciences, and the Australian Institute of Managers and Leaders. She is a graduate of the Australian Institute of Company Directors and an experienced company director.</p>
<b>Sue Scheinpflug</b> Member	WMH Representative Appointment: 01/11/2019 Term start: 18/05/2021 Term expiry: 31/03/2024	8	8	<p>Sue Scheinpflug is a board member of West Moreton Health. Sue has more than 20 years of experience as a CEO. Most recently, Sue was CEO of Brisbane South Primary Health Network. Sue is currently the Chair of Brisbane Diamantina Health Partners, a community board member of the Parole Board Queensland and a board member of CPL – Choice, Passion, Life.</p> <p>Sue holds qualifications in education and is a graduate of the Australian Institute of Company Directors. She has held numerous advisory and policy development roles at local, state and national government levels. She has won awards as a business and community leader, including the 2009 Queensland Telstra Businesswoman of the Year Award. Sue and her family have a long association with the West Moreton community, having first lived in Ipswich in 1982.</p>
<b>Lana Carter</b> Member Deputy Chair	Appointment: 14/12/2018 Term Start: 04/11/2020 Term Expiry: 30/09/2022	8	7	<p>Lana Carter is a legal practitioner who has recently started her own law firm. Lana has been in the legal profession for approximately 10 years. Having studied at the Victoria University of Wellington in New Zealand, she obtained a double degree, a Bachelor of Laws and a Bachelor of Arts majoring in Political Science. Lana and her small family</p>

<b>Current Board Members</b>				
<b>Name</b>	<b>Term of office</b>	<b>Number of Board Meetings Eligible to Attend</b>	<b>Number of Board Meetings Attended</b>	<b>Brief Synopsis of Board Member</b>
				have lived in the Ipswich region for approximately seven years and have established strong community connections during that time. During her time on the Board, Lana has developed a passion for broadening her knowledge and experience in governance.
<b>Gregory (Greg) Chemello</b> Member	Appointment: 12/12/2019 Term Start: 12/12/2019 Term Expiry: 30/09/2022	8	8	<p>Greg Chemello has some 35 years' professional and management experience, generally in the property and development sectors.</p> <p>Greg has extensive business management experience and has demonstrated expertise in strategic planning, corporate governance, change management, commercial negotiation and stakeholder management and communication.</p> <p>The Queensland Government appointed Greg as Interim Administrator of Ipswich City Council following the dissolution of the Council by the Queensland Parliament.</p> <p>He is currently Chief Executive Officer of Moreton Bay Regional Council, the third-largest local government in Australia. Greg is a Fellow of the Australian Institute of Company Directors (FAICD) and has been a Director of a range of companies over the past 28 years. Greg joined the Board in December 2019.</p>
<b>Dr Margaret Cook</b> Member	Appointment: 12/12/2019 Term Start: 12/12/2019 Term Expiry: 30/09/2022	8	8	<p>Dr Margaret Cook is a history lecturer at the University of the Sunshine Coast and holds Honorary Research Fellow positions at La Trobe University and the University of Queensland (UQ). Her work as a historian includes "A Hard and Noble Life", a history of nursing at the Ipswich Hospital. A third generation Ipswich resident, she is an active member of the Ipswich community and was added to the Ipswich Heritage Hall of Fame in 2015.</p> <p>Margaret served on the Queensland Heritage Council (1998-2006), including three years as Deputy Chair. She was also Councilor of the National Trust of Queensland (1997-</p>

<b>Current Board Members</b>				
<b>Name</b>	<b>Term of office</b>	<b>Number of Board Meetings Eligible to Attend</b>	<b>Number of Board Meetings Attended</b>	<b>Brief Synopsis of Board Member</b>
				2003), including terms as Vice President and Secretary, and an executive member of the Professional Historians Association at the state and national level (1995-2003).
<b>Laura Wedmaier</b> Member	Appointment: 02/10/2020 Term Start: 02/10/2020 Term Expiry: 01/10/2023	5	5	<p>Laura Wedmaier is an executive finance and governance leader with a passion for bringing commercial thinking to the not-for-profit sector. A graduate of the University of Technology, Sydney, Laura holds a Masters of Business Administration and a Bachelor of Information Technology. While completing her MBA in 2016, Laura was nominated for the Zonta Prize for the most outstanding female graduate within the degree.</p> <p>Laura is a CPA member and has had various roles within compliance, financial management and strategy development. Over the past 10 years, Laura has been a team leader, mentor and participant in the Can Too program fundraising for the Cure Cancer Australia Foundation in both Sydney and Brisbane.</p>
<b>Dr Kerrie Freeman</b> Member	Appointment: 02/10/2020 Term Start: 02/10/2020 Term Expiry: 01/10/2023	5	5	<p>Dr Kerrie Freeman is a highly respected and experienced executive with more than 15 years in leadership of healthcare delivery and transformative change.</p> <p>She holds a Doctor of Philosophy in Community Health, Bachelor of Business, Post Graduate Diploma in Public Health, is a Graduate of the Australian Institute of Company Directors and holds an Adjunct Professorship at UQ. Kerrie is also a Board Director for Brisbane Diamantina Health Partners, a research collaborative.</p> <p>Before joining WMH as Chief Executive, Kerrie led health services in New Zealand, remote Queensland and quaternary health services at Children's Health Queensland. She also has senior executive experience in purchasing health services (\$11.5 billion), implementing large scale digital change (&gt;\$30 million), redeveloping hospital infrastructure</p>

<b>Current Board Members</b>				
<b>Name</b>	<b>Term of office</b>	<b>Number of Board Meetings Eligible to Attend</b>	<b>Number of Board Meetings Attended</b>	<b>Brief Synopsis of Board Member</b>
				(\$>168 million) and leading organisational cultural improvement. Her driving passion is to serve the community, ensuring health services meet community needs and expectations by taking a population health approach to health strategy.
<b>Vivienne Johnson</b> Member	Appointment: 02/10/2020 Term Start: 02/10/2020 Term Expiry: 01/10/2023	5	5	Vivienne Johnson is a marketing communication and fundraising professional with over 30 years in senior roles in the not-for-profit and corporate sectors. Vivienne holds qualifications in Journalism, Marketing and has a Master of Business majoring in Communication Management. She is a member of both the Australian Institute of Company Directors and the Fundraising Institute of Australia. She is on the Board of MS Queensland, where she chairs the Philanthropic Relations Committee. Since 2018, Vivienne has worked as the Development Manager, Philanthropy for the Australian Rural Leadership Foundation (ARLF), a national not-for-profit that exists for the greater good of rural, regional and remote Australia. Her experience at the ARLF and in previous NFP roles gives her an understanding of the issues and challenges that NFPs face.
<b>Dr Robert (Bob) McGregor</b> Member	Appointment: 14/10/1997 Term Start: 14/12/2018 Term Expiry: 30/09/2022	8	7	Dr Bob McGregor has served in many capacities over his working life. At Ipswich Hospital, he arranged for upgrading its status to a teaching hospital for UQ and was responsible for establishing an effective program exposing students to both primary and secondary levels of paediatric care. He subsequently negotiated with the Royal Australian College of Physicians to establish a rotating paediatric registrar ship accredited for basic training. In 1991 Ipswich Hospital became the first nontertiary hospital within Australia to be so accredited. Bob has been proactive in developing healthcare services throughout the West Moreton Region since 1991, when he was appointed to the West Moreton Regional Health Authority Board.

<b>Current Board Members</b>				
<b>Name</b>	<b>Term of office</b>	<b>Number of Board Meetings Eligible to Attend</b>	<b>Number of Board Meetings Attended</b>	<b>Brief Synopsis of Board Member</b>
				<p>He has since served at the highest level after being appointed to the West Moreton Regional Health Council and then as a foundation member of the West Moreton Hospital and Health Services Board in 2012.</p> <p>Bob continues to serve as a Member of the Ipswich Hospital Foundation Board since his appointment in 2000. Over the years, he has been involved in many initiatives as chair of the Grants and Health Initiative Committee and sponsored healthy communities research with the UQ.</p>

<b>Past Board Members</b>			
<b>Name</b>	<b>Number of Board Meetings Eligible to Attend</b>	<b>Number of Board Meetings Attended</b>	<b>Term of office</b>
<b>Justine Cain</b> Member	2	1	Appointment: 02/10/2020 Term Start: 02/10/2020 Term Expiry: 01/10/2023 Resigned: 11/12/2020
<b>Prof Kaye Basford</b> Deputy Chair Acting Chair 18/05/2020	3	3	Appointment: 20/10/2017 Term Start: 20/10/2017 Term Expiry: 30/09/2020

## Committees

### Development Committee

The purpose of this Committee is to make recommendations to the Board on the Foundation's fundraising and community engagement strategies and plans, and to provide ongoing advice and support to the CEO in the implementation of these strategies and plans.

Name	Number of Meetings Eligible to Attend	Number of Meetings Attended
Vivienne Johnson (Chair)	3	3
Prof Geraldine Mackenzie	3	2
Lana Carter	3	3
Justine Cain	2	1
James Sturges (CEO)	3	3

### Finance, Risk and Audit Committee

The purpose of this Committee is to make recommendations to the Board on the Foundation's finance, risk, workplace health and safety and audit issues and to provide ongoing advice and support to the CEO in managing these issues.

Name	Number of Meetings Eligible to Attend	Number of Meetings Attended
Laura Wedmaier (Chair)	4	4
Prof Geraldine Mackenzie	4	2
Lana Carter	4	4
James Sturges (CEO)	4	4



### **Governance and Strategy Committee**

The purpose of this Committee is to make recommendations to the Board on the Foundation's strategic plan and governance issues and to provide ongoing advice and support to the CEO in the implementation of the strategy and governance arrangements.

<b>Name</b>	<b>Number of Meetings Eligible to Attend</b>	<b>Number of Meetings Attended</b>
<b>Prof Geraldine Mackenzie (Chair)</b>	3	3
<b>Lana Carter</b>	3	3
<b>Sue Scheinflug</b>	3	3
<b>Greg Chemello</b>	3	1
<b>Dr Kerrie Freeman</b>	3	2
<b>Dr Robert McGregor</b>	3	1
<b>James Sturges (CEO)</b>	3	3

### **Property Committee**

The purpose of this Committee is to make recommendations to the Board on the Foundation's accommodation and provide ongoing advice and support to the CEO in the search for improved accommodation.

<b>Name</b>	<b>Number of Meetings Eligible to Attend</b>	<b>Number of Meetings Attended</b>
<b>Greg Chemello (Chair)</b>	1	1
<b>Prof Kaye Basford</b>	1	1
<b>Prof Geraldine Mackenzie</b>	1	0
<b>Dr Margaret Cook</b>	1	1
<b>James Sturges (CEO)</b>	1	1

## Research Committee

The purpose of this Committee is to make recommendations to the Board regarding the Foundation's Research Investment Plan and provide ongoing advice and support to the CEO in the implementation of the plan.

Name	Number of Meetings Eligible to Attend	Number of Meetings Attended
Margaret Cook (Chair)	2	2
Prof Geraldine Mackenzie	2	2
Robert McGregor	2	1
Sue Scheinflug	2	2
James Sturges (CEO)	2	2

## Executive Management

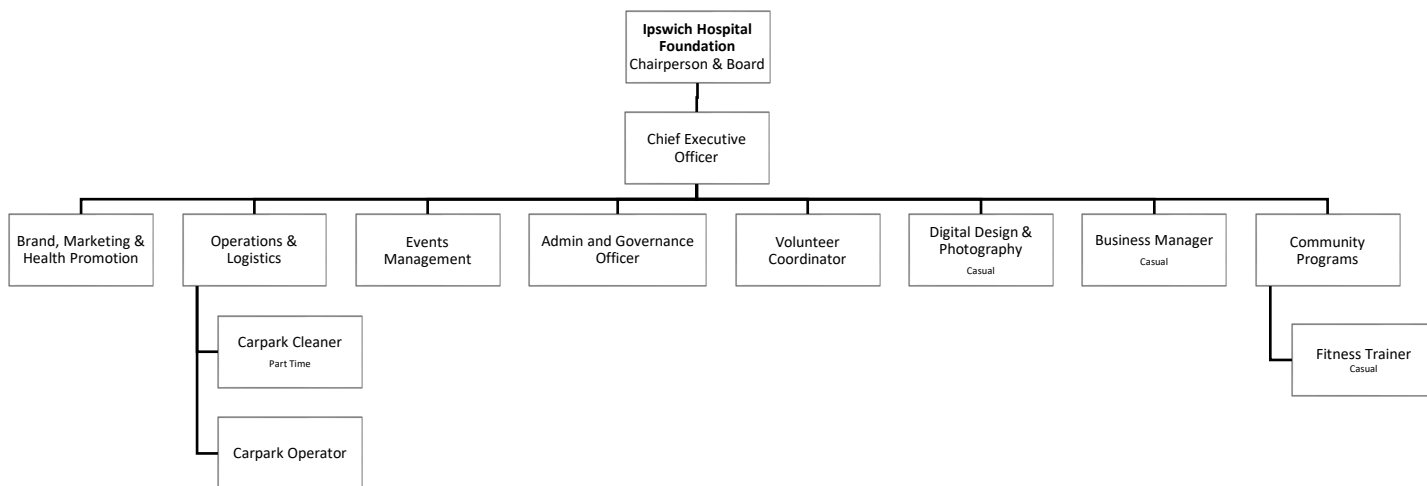
The Chief Executive Officer (CEO), James Sturges, is responsible for the Foundation's day-to-day operations, ensuring operations and functions are conducted in accordance with the Financial Management Practice Manual (FMPM) and Operations Manual, and for implementing the longer-term plans as directed by the Board. Mr Sturges also leads stakeholder engagement and business development.

## Organisational structure and workforce profile

Assisting the CEO is a team of dedicated staff:

Bryce Hines	Business Manager
Kayley Taaffe	Community Programs
Chloe Gilmour	Events Management
Brendan Modini	Brand, Marketing and Health Promotion
Naomi Wright	Admin and Governance Officer
Coco Davidson	Volunteer Coordinator
Sharon Taylor	Operations and Logistics
Talitha Duga	Digital Design and Photography
Kirilee Kozlowski	Carpark Operator
Belinda Ward	Carpark Cleaner
David Lambert	Fitness Instructor

## Organisational Structure As at 30th June 2021



### Strategic workforce planning and performance

The Foundation has a highly capable workforce and maintains a multi-disciplinary approach to its operations. The Foundation encourages cross-skilling and skill sharing. Performance management reviews are conducted twice yearly. Investment in staff training and welfare is consistent with prior years, and training has been focused on staff and client safety (including first-aid and cardiopulmonary resuscitation). Informal COVID-19 training and updates were provided utilising inhouse resources.

During the COVID-19 pandemic, the Foundation continued to deliver its core services by optimising flexible and remote working arrangements.

Due to the nature of the work (after hours and weekend commitments), work hours are flexible but are reported accurately on a fortnightly basis. The permanent separation rate is defined as the percentage of staff who separate from the workforce as a percentage of total permanent and contract staff. During the period, 2.6 FTE separated from the workforce resulting in a separation rate of approximately 30 per cent. The entire personnel count is 12, of which the majority are full-time. The FTE number of employees of the Foundation is 10.24. This is due to the conversion of labour-hire and contract staff to employees for better efficiency and cost-saving.

### Separations

Hospital Volunteer Coordinator – replaced with Volunteer Coordinator

Accounts and Community Volunteer Manager – replaced with Administration and Governance Officer

Operations and Logistics – replaced with Operations and Logistics

## **Gains**

Carpark Operator  
Business Manager

## **COVID-19 pandemic response**

During the COVID-19 pandemic, the Foundation supported our community's essential services by optimising flexible and remote working arrangements. The Foundation programs such as Fit4Life were conducted virtually during lockdowns to continue to engage participants. Community volunteering was also expanded, with many of our volunteers working remotely.

## **Early retirement, redundancy and retrenchment**

No redundancy packages were paid during the period 2020-2021.

## **Open data**

Information about consultancies, overseas travel, and the Queensland language services policy is available at the Queensland Government Open Data website ([qld.gov.au/data](http://qld.gov.au/data)). During 2020-2021, the Foundation has no overseas travel or Queensland Services data to report.

## **Risk management and financial oversight**

Risk management and administration oversight is addressed through the Finance Risk and Audit Committee, Risk Register and the FMPM overseen by the Board. Both the Risk Register and the FMPM have been reviewed and adopted by the Board. A financial review is completed bi-monthly by the Finance Risk and Audit Committee and the entire Board bi-monthly. Other aspects are examined on a rotating basis so that annually all aspects are reviewed in accordance with the Foundation Financial Management Practice Manual.

## **Auditing**

The Foundation has in place a series of financial controls that are overseen by the Finance Risk and Audit Committee.

## **Internal Audit**

The Board conducts regular bi-monthly financial reviews. All expenditure by the Foundation, including payroll, is reviewed by the Board and expenditure delegations are reinforced by computerised banking authorities, which maintain appropriate separation of duties and financial controls to maintain accountability and transparency between the business and the Board.

## **External Scrutiny**

From 1 July 2018 onwards, the Ipswich Hospital Foundation has been audited by the Queensland Audit Office.

### **Information systems and record keeping**

The Ipswich Hospital Foundation's Privacy Policy, Information systems and recordkeeping compliance policy are in accordance with the *Right to Information Act 2009*, *Public Records Act 2002*, and the *Information Privacy Act 2009*.

Records are kept in accordance with the *Public Records Act 2002*.

The Ipswich Hospital Foundation has its Privacy Policy available on its website [www.ihfoundation.org.au](http://www.ihfoundation.org.au).

There was no right to information requests received during the year.

### **Queensland Public Service Ethics**

The Foundation's Code of Conduct applies to all members, employees and volunteers and aligns with the *Public Sector Ethics Act 1994*. In summary, it states:

The Foundation is founded upon sound, ethical principles derived from the *Public Sector Ethics Act 1994*.

These principles are as follows:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency.

The Foundation relies upon the ethical service of board members, employees, and volunteers to achieve its mission. Fiduciary duties owed by board members and employees of the Foundation arise from legislation, common law, and equity. The primary responsibilities are:

- To act in good faith (working in the best interests of the Foundation as a whole and exercising powers conferred for a proper purpose)
- To retain discretion and avoid conflicts of interests of duty
- Not to misuse position or information; and
- To exercise reasonable care, skill, and diligence.

All staff members and volunteers are provided with a copy of the Foundation's Code of Conduct upon commencement of work/volunteering. A staff member is appointed to induct new staff in the Code of Conduct and assess proficiency before the staff member/volunteer commences official duties.

There were no known breaches of the code during the reporting period. The Code of Conduct is reviewed annually.

## **Human rights**

In accordance with Section 97 of the *Human Rights Act 2019*, the Foundation:

- has made all decisions and provided services in a way compatible with human rights
- has not received any human rights complaints during the year
- as part of its ongoing governance review process, ensures that its policy setting is compatible with the Act. If someone thinks that their rights have been limited in a way that is not reasonable, they can make a complaint through the Foundation's complaints process.

## **Queensland Public Service values**

We are committed to a way of working where:

- leaders and employees make decisions based on the values
- leaders demonstrate the values as role models for employees
- we prioritise quality, inclusion, diversity, creativity, and collaboration every day.

These five values guide our behaviour and the way we do business:

- customers first – provide support to the hospitals and communities of the West Moreton region
- ideas into action – promote healthy living
- unleash potential – support and facilitate wellbeing and a healthier lifestyle for the community
- be courageous – increase preventive health measures
- empower people – create opportunities for individuals to take care of themselves.

## Performance

### Achievements

#### Strategic objectives and performance indicators

Objective 1: Building safe, caring and effective communities through effective relationships with relevant corporations, government agencies and non-government organisations

Strategies	Key performance indicators	Outcomes
<p>Identify suitable corporate, government and non-government organisation partners</p> <p>Leverage the IHF brand and marketing</p> <p>Develop core activities and events within an appropriate framework to offer the community</p>	<p>Collaboration and development of MoUs/agreements with organisations that are demonstrating tangible results either through:</p> <ul style="list-style-type: none"> <li>a) increased sponsorship (or other) revenue or</li> <li>b) decreased costs for the Foundation through sharing of resources</li> <li>c) Joint initiatives which are more cost-effective or have greater reach than the Foundation could achieve alone</li> </ul> <p>Increased participation of the community in healthy activities and events</p>	<p>Agreements have been established with various organisations, including Bendigo Bank, USQ, Chambers of Commerce, Councils, local churches, and corporations operating in Ipswich City. The ongoing engagement has also occurred with the West Moreton Diabetes Alliance and West Moreton Obesity Advisory Group</p> <p>Costs to the Foundation have been reduced by utilising tertiary qualified volunteers to deliver critical business transformation initiatives and the reprioritisation of activities and resources to be more efficient. Joint initiatives were conducted with local Rotary Clubs and Lions Groups, the four Councils in the region and other Hospital Foundations.</p> <p>The Foundation continued to work with local organisations and WMH to support and deliver health activities and events such as a Youth Mental Health Forum and convert existing services to virtual offerings when necessary due to COVID-19.</p>

Objective 2: Delivering quality frontline services through the skills and capacity of the organisation to efficiently and effectively respond to changing environmental demands

Strategies	Key performance indicators	Outcomes
<p>Undertake a skills audit and program of personal development/recruitment/succession planning for staff and Board</p> <p>Operational audit of processes (reporting, monitoring and evaluation, delegations, authorities etc.) with improvement plans implemented</p> <p>Skills-based, high-performance Board</p>	<p>Skills-based high-performance staff with individual development plans and succession plans</p> <p>Development of a framework for activity/event assessment, with clear guidelines for outcomes aligned to the vision</p> <p>Enhanced processes implemented which enable effective monitoring, evaluation and reporting, measured by documented Board outcomes</p>	<p>Staffing skills mix has been adjusted post departures from the organisation</p> <p>Highly skilled internal staff in areas such as research, program delivery, marketing and administration and governance are supported by contractors providing specialised services</p> <p>Hospital volunteers – 5490 hours with 56 volunteers within WMH facilities</p> <p>Community volunteers - contributed 3003 hours with 43 volunteers across multiple projects to the West Moreton community</p> <p>Event volunteers contributed 1,262 hours towards events in the West Moreton community</p> <p>Facilitated donation of equipment from Children's Hospital Foundation - \$29,188.33</p> <p>A full review of the strategic plan followed by a new strategic plan that has improved alignment with WMH strategic priorities, ready to be initiated on 1 July 2021</p> <p>Continuous improvement of Board reporting and governance, including the development of subcommittees, has occurred to support more effective reporting to the Board</p>



Objective 3: Creating jobs and opportunities by building the fundraising capacity of the organisation to increase financial sustainability and support hospital and health service needs

Strategies	Key performance indicators	Outcomes
<p>Develop the compelling IHF Story – (why we exist and where your money goes) for our community, stakeholders, and partners</p> <p>Maximise the leverage of the IHF brand through targeted and specific marketing</p>	<p>Assessment of tangible and realistic avenues for alternative income</p> <p>Identification of alternate revenue streams of at least \$150,000 per annum</p> <p>Development of a specific child-focused strategy, including fundraising, investment, activities and events</p> <p>Increased revenue of at least 20% per annum, year on year</p>	<p>\$52,756 in advertising was provided at no cost to the Foundation.</p> <p>Christmas gift wrapping services were offered at two shopping centres as a fundraising initiative.</p> <p>There was an increase of \$71,304.77 or 121.34% in fundraising achieved throughout the year</p> <p>The following was delivered under the Foundation's child-focused strategy: Wall wrapping to Sunshine Children's Ward and Paediatric Emergency Department, provisions of parent chairs to Sunshine Children's Ward and Paediatric Emergency Department, Bike Education and Kids Kitchen.</p> <p>Revenue increased by \$106,900 or 38.39% on last year.</p> <p>We have increased other business activities/initiatives through the selling of merchandise for Breast Cancer Awareness Month.</p> <p>Undertook a review of our fundraising strategy to be implemented in 2021-2022</p> <p>Maintained powerful websites and online presence with an average of 11,000+ users each month</p> <p>Continued strong use of social media with an average reach of 4000+ each month</p>

Objective 4: Research and Investment Strategy aimed at delivering outcomes to create jobs and contribute to an innovative and diverse economy

Strategies	Key performance indicators	Outcomes
Develop a key research investment strategy, including quantum of funding and expected outcomes	Investment of an agreed amount into relevant, outcome-based research per annum	<p>Committed \$35,000 for a virtual breast care trial conducted by WMH, an initial payment of \$7954.55 in this financial year. Continuing to work with WMH to develop research funding priorities.</p> <p>ARAFMI - Stipend Scholarship of UQ PhD Student undertaking mental health research within the Queensland Brain Institute – \$31,561.77</p>

Objective 5: Support frontline health services by providing access and opportunities for the community to improve and enhance their health and wellbeing

Strategies	Key performance indicators	Outcomes
<p>Maintain and grow a range of evidence-based programs and events to support and increase personal investment in preventative health activities</p>	<p>Positive health engagements confirmed through 200 survey results each year</p> <p>Regular review of IHF community events and activities such as through participant surveys</p> <p>Support at least 20 community events through the community Event Supplies and donate sunscreen to at least 30 community groups and events per annum</p> <p>Be involved with at least five major healthy events per annum</p> <p>Continue to support mental health initiatives, such as Youth Mental Health First Aid Course</p> <p>Publish Healthy Living Magazine six times per year to increase the health literacy of the community</p>	<p>3270 decrease in Fit4Life attendance due to COVID-19. Virtual Classes were implemented during lockdowns to support participation</p> <p>Re-worked the Fit4Life timetable to be reflective of the wants of the participants and maximise attendance</p> <p>Continued to use an online registration and payment system, with an app for trainers to use to check participants in the Fit4Life program</p> <p>Health-Focused Events IHF Virtual Park2Park July 2020 - participants 575 IHF Christmas Lights Run December 2020 - participants 180</p> <p>Ipswich100 Bike Ride - March 2021 - participants 643. Received \$17,000 in donations from partners Moggill Mt Crosby Lions</p> <p>Expansion of burnout cart in Emergency Department to COVID Ward of Ipswich Hospital</p> <p>The refurbishment of staff and patient spaces at WMH facilities</p> <p>Providing community engagement links and support during COVID-19 for WMH</p> <p>Healthy Living Ipswich was not published in hard copy. Instead the Foundation's newsletter was converted into a virtual format with over 14,000 subscribers.</p> <p>IHF Kids Kitchen (partnering with CBA) - increasing children's nutritional knowledge and develop basic cooking skills for low socio-economic families. There were 17 participants for the final nine-week in-person program</p> <p>Children's Bike Education -partnered with local Council to deliver bike education to local children</p>

## **Our Supporters**

### **Supporters**

4 Hearts Brewing Company (Pumpyard)  
99 Bikes  
All Access Group  
All Clear Print and Signs  
Articulate Framing  
Bendigo Bank  
Brisbane Broncos  
Brooks  
Brookwater Golf Club  
Bunnings  
Casa Mia  
Children's Hospital Foundation  
City Hope Church  
CSI Ipswich  
Commonwealth Bank  
Conetix  
CPM  
Dewdrop Springs  
Dovetails Restaurant  
Exact Radiology  
Galeforce Running Squad  
Golden Bone Bakery  
Help4Kids  
Ipswich City Council  
Ipswich City Mall Newsagents  
Ipswich Corporate Centre  
Ipswich Girls Grammar School  
Ipswich Grammar School  
Ipswich Turf Club  
Ipswich Show Society  
Ipswich State High School  
Jets Leagues Club  
JoJo Boutique  
Llewellyn Motors  
Loz Life  
Mama Macs  
McLaren Creative  
Muffin Break Riverlink  
Obsession Shoes  
PA Hotel

PhysioActive  
Postrace  
Presence  
Pro Drive  
Queensland Government  
Queensland Police Service  
Queensland Raceway  
Rebel Riverlink Shopping Centre  
Recruitment 24/7  
Redbank Plaza Shopping Centre  
Red Rooster  
Regional Development Australia  
Riverlink Shopping Centre  
Scope Chiropractic  
Slater and Gordon  
Springfield Chamber of Commerce  
Somerset Regional Council  
St Andrew's Private Hospital Ipswich  
St Peter Claver College  
TAFE Queensland South-West  
The Kid's Cancer Project  
Trek  
Ungermann Brothers  
University of Southern Qld  
West Bremer Radio  
West Moreton Health  
Women in Business Ipswich  
Woolworths  
World Gym Ipswich

### **Community Groups**

Friends of Brisbane Valley Rail Trail Inc  
Ipswich & District Athletics Club  
Ipswich Men's Shed Inc  
Lions Club of Ipswich  
Moggill Mt Crosby Lions  
Rotary Club of Ipswich  
Rotary Club of Ipswich City  
Rotary Club of Ipswich North  
SES

### **Financial Summary**

The Ipswich Hospital Foundation reports an operating surplus for the 2020-2021 financial year of \$385,381.

The following provides a summary of disbursements during the financial year:

Equipment and Facilities - \$54,141 (26.41 per cent)

Patient and Family Support Programs - \$110,544 (53.92 per cent)

Research Grants – \$39,986 (19.52 per cent)

Staff Education and Scholarships - \$325 (0.15 per cent).

**Certified Financial Statements**

**IPSWICH HOSPITAL FOUNDATION  
ABN: 40 137 504 686  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2021**

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**Statement of Comprehensive Income  
For the year ended 30th June 2021**

	Note	<b>2021</b>	<b>2020</b>
		<u>\$</u>	<u>\$</u>
<b>Income from Continuing Operations</b>			
User charges and fees		1,811,932	1,736,338
Grants and other contributions		468,969	324,036
Interest		1,880	5,369
Other revenue		<u>1,303</u>	<u>6,414</u>
<b>Total Income from Continuing Operations</b>		<b>2,284,084</b>	<b>2,072,156</b>
<b>Expenses from Continuing Operations</b>			
Employee expenses	2	729,107	669,044
Supplies and services	3	612,792	671,564
Grants and subsidies		258,958	207,454
Depreciation		86,727	85,535
Impairment losses		0	0
Other expenses	4	<u>211,119</u>	<u>160,078</u>
<b>Total Expenses from Continuing Operations</b>		<b>1,898,703</b>	<b>1,793,675</b>
<b>Operating Result from Continuing Operations</b>		<u>385,381</u>	<u>278,481</u>
Other comprehensive income for the year		<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>385,381</u></b>	<b><u>278,481</u></b>

The accompanying notes form part of these financial statements



**Statement of Financial Position**  
**For the year ended 30th June 2021**

	Note	<b>2021</b>	<b>2020</b>
		<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	1,756,402	1,456,722
Trade and other receivables	6	43,343	3,115
Other assets	7	28,739	34,143
<b>TOTAL CURRENT ASSETS</b>		<b>1,828,484</b>	<b>1,493,980</b>
<b>NON CURRENT ASSETS</b>			
Property, plant and equipment	8	227,501	303,212
<b>TOTAL NON CURRENT ASSETS</b>		<b>227,501</b>	<b>303,212</b>
<b>TOTAL ASSETS</b>		<b>2,055,985</b>	<b>1,797,192</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	468,005	630,031
Provisions	10	37,864	11,644
<b>TOTAL CURRENT LIABILITIES</b>		<b>505,869</b>	<b>641,675</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	10	19,806	10,588
<b>TOTAL NON CURRENT LIABILITIES</b>		<b>19,806</b>	<b>10,588</b>
<b>TOTAL LIABILITIES</b>		<b>525,675</b>	<b>652,263</b>
<b>NET ASSETS</b>		<b>1,530,310</b>	<b>1,144,929</b>
<b>EQUITY</b>			
Retained surplus	11	1,530,310	1,144,929
<b>TOTAL EQUITY</b>		<b>1,530,310</b>	<b>1,144,929</b>

The accompanying notes form part of these financial statements

**Statement of Changes in Equity**  
**For the year ended 30th June 2021**

	<b>Total</b>
	<b>\$</b>
<b>Balance at 1 July 2019</b>	866,448
Operating result from continuing operations	278,481
<b>Balance at 30 June 2020</b>	1,144,929
Operating result from continuing operations	385,381
<b>Balance at 30 June 2021</b>	<b>1,530,310</b>

The accompanying notes form part of these financial statements

**Statement of Cashflows**  
**For the year ended 30th June 2021**

	Note	<b>2021</b> <b>\$</b>	<b>2020</b> <b>\$</b>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Inflows</b>			
Receipts from car park operations		1,811,932	1,742,751
Donations and bequests received		112,637	74,711
Other receipts from operations		357,635	135,993
Interest received		1,246	3,958
GST input tax credits from ATO		95,939	120,275
GST collected from customers		205,980	199,022
<b>Outflows</b>			
Payments to supplier and employees		(1,978,634)	(1,285,729)
GST paid to suppliers		(109,437)	(115,355)
GST remitted to ATO		(186,602)	(206,971)
Net cash provided by / (used in) operating activities	14(b)	<u>310,696</u>	<u>668,655</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
<b>Inflows</b>			
Proceeds from disposal of assets		0	0
<b>Outflows</b>			
Payment for property, plant and equipment		(11,016)	(28,453)
Payments for investments		0	0
net cash provided by / (used in) investing activities		<u>(11,016)</u>	<u>(28,453)</u>
Net increase / (decrease) in cash and cash equivalents		299,680	640,202
Cash and cash equivalents at the beginning of the financial year		<u>1,456,722</u>	<u>816,520</u>
<b>Cash and cash equivalents at the end of the financial year</b>	<b>14(a)</b>	<b><u><u>1,756,402</u></u></b>	<b><u><u>1,456,722</u></u></b>

The accompanying notes form part of these financial statements

## **Notes to the Financial Statements For the year ended 30th June 2021**

### **OBJECTIVES AND PRINCIPAL ACTIVITIES OF THE FOUNDATION**

The principal objective of the Ipswich Hospital Foundation is to provide funding and resources for the support of the West Moreton Direct Health Services. The Foundation also conducts community activities to encourage a healthier lifestyle and a fitter community. Funding of the Foundation is through the operation of car parks and from donations, bequests, and gifts from the community.

### **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Statement of Compliance**

The financial statements are for the entity Ipswich Hospital Foundation as an individual entity, incorporate and domiciled in Australia. Ipswich Hospital Foundation is a statutory body established by the Hospitals Foundations Act 2018 and a charitable organisation registered with the Australian Charities and Not-for-profits Commission.

The Foundation has prepared these financial statements in compliance with the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2019. The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards- Reduced Disclosure Requirements and Interpretations and the requirements of the Australian Charities and Not-for-profits Commission Act 2012 and Australian Charities and Not-for-profits Commission Regulation 2013. The Foundation as a statutory body has also complied with, where relevant, the Queensland Treasury Minimum Reporting Requirements, and other authoritative announcements.

With respect to compliance with Australian Accounting Standards, the Foundation has applied those requirements applicable to not-for-profit entities. The financial statements have been prepared on an accrual's basis (except for the statement of cash flows which is prepared on a cash basis).

Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

Amounts included in the financial statements are in Australian dollars and are rounded to the nearest dollar.

#### **(a) Income Tax**

No provision for income tax has been raised as the foundation is exempt from income tax under division 50 of the Income Tax Assessment Act 1997.

#### **(b) Financial Instruments**

##### **Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the foundation becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the foundation commits itself to either purchase or sell the asset (i.e., trade date accounting is adopted).

#### **(c) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities between 3 months and 12 months and bank overdrafts.

#### **(d) Revenue**

Grant revenue is recognised in the statement of comprehensive when the foundation obtains control of the grant, and it is

## Notes to the Financial Statements For the year ended 30th June 2021

probable that the economic benefits gained from the grant will flow to the Foundation and the amount of the grant can be measured reliably. When grant revenue is received whereby the Foundation incurs an obligation to deliver economic value directly back to the contributor, this is considered as reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

The Foundation receives non-reciprocal contributes of assets from the government and other parties for zero or a nominal value. These assets are recognised at a fair value on the date of acquisition in the statement of comprehensive income.

Donations and bequests are recognised as revenue and received.

Revenue from the rendering of a service including car park revenue is recognised upon the delivery of the service to the customers (which occurs at the point of customer payment upon exiting the car park).

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of goods and services tax (GST).

### (e) Goods and Services Tax (GST)

Revenues, expenses, and assets are recognised net of the amount GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

### (f) Receivables

Trade debtors are recognised at the nominal amounts due at the time of the sale or service delivery. Settlement of these amounts is required within 30 days from invoice date. The collectability of receivables is assessed periodically with provision being made for impairment. All known bad debts were written-off as of 30 June.

### (g) Payables

Trade creditors are recognised upon receipt of the goods or services 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.

### Income in advance - Carpark customer holding account balances

The committee decided to adopt for the year ended 30 June 2020 and onwards the accounting policy of recognising as income in advance in the current liabilities the amounts in relation to the balances available in the car park customer holding accounts. The decision is made based on the fact that the Foundation increased during the 2019 financial year the compulsory top-up limit of customer accounts from \$10 to \$25 as part of its broad review of the car park service conditions and terms.

Amounts totaling \$248,563 (2020: \$224,220) are recognised as of 30 June 2021 as income in advance pursuant to the accounting policy.

## **Notes to the Financial Statements For the year ended 30 June 2021**

### **(h) Provisions**

Provisions are recognised when the Foundation has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### **(i) Issuance of Financial Statements**

The financial statements are authorized for issue by the board at the date of signing the Management Certificate by the Chairperson and Deputy Chairperson.

### **(j) Comparative Figures**

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### **(k) Accounting Estimates and Judgements**

The Committee Members evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both external, obtained both externally and within the Foundation.

### **Key judgments**

#### *Employee benefits:*

For the purpose of measurement, AASB 119: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. The Foundation expects most employees will take their annual leave entitlements within 24 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave entitlements.

**Notes to the Financial Statements  
For the year ended 30th June 2021**

<b>NOTE 2: EMPLOYEE EXPENSES</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Employee Benefits</b>		
Wages and salaries	662,701	625,066
Employee superannuation contribution	61,650	40,374
<b>Employee Related Expenses</b>		
Worker's compensation premium	4,756	3,604
<b>Total Employee Expenses</b>	<u>729,107</u>	<u>669,044</u>
<b>Number of employees at year end (full time equivalent)</b>	<u>10.24</u>	<u>8.5</u>

Key management personnel include those positions that had the authority and responsibility for planning, directing, and controlling the activities of the Foundation. The remuneration and other terms of employment for key executive management personnel are specified in employment contracts. The contract provides for the provision of short-term employment benefits, post-employment benefits and other benefits.

The Chief Executive Officer (CEO) was appointed in June 2019 and commenced responsibilities on 15 July 2019. The position of CEO is responsible for the efficient, effective, and economic administration of the Foundation. A performance bonus of 10% of the Total Annual Rate of Remuneration is payable after approval by Board.

The Remuneration details of the CEO are provided below:

**Key Management Personnel and Remuneration**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Short term employee benefits	146,997	133,386
Employee Bonus	14,155	0
Superannuation benefits	15,309	12,672
	<u>176,461</u>	<u>146,058</u>

**Notes to the Financial Statements  
For the year ended 30th June 2021**

<b>NOTE 3: SUPPLIES AND SERVICES</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Advertising and marketing	15,647	20,775
Events and fundraising	14,356	73,015
Carpark operating expenses	582,789	577,774
	<u>612,792</u>	<u>671,564</u>

**NOTE 4: OTHER EXPENSES**

Auditor remuneration	12,000	12,492
Office rent	36,000	36,000
Other office administration and operation costs	163,104	111,586
	<u>211,104</u>	<u>160,078</u>

**NOTE 5: CASH AND CASH EQUIVALENTS**

Cash on hand	2,982	2,778
Cash at bank	1,067,926	754,140
Queensland Treasury Corporation cash fund	65,198	64,787
CBA growth fund	742,000	742,000
Less: funds held on trust	<u>(121,704)</u>	<u>(106,983)</u>
	<u>1,756,402</u>	<u>1,456,722</u>

CBA growth fund includes restricted cash related to the ARAFMI scholarship of \$190,433 (2020: \$221,995)

**NOTE 6: TRADE AND OTHER RECEIVABLES**

Current

Trade receivables	43,343	3,115
	<u>43,343</u>	<u>3,115</u>

The current trade receivables with an overdue period over 30 days are \$7,399 (2020:\$115). This amount overdue is not a material exposure and collection is via monthly collection procedures.

**NOTE 7: OTHER ASSETS**

Current

Prepayments	28,739	8,910
Deposits	0	25,233
	<u>28,739</u>	<u>34,143</u>



## Notes to the Financial Statements For the year ended 30th June 2021

### NOTE 8: PROPERTY, PLANT & EQUIPMENT

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than the estimated recoverable amount and impairment losses are recognized in the statement of comprehensive income. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(c) for details of impairment).

Subsequent costs are included in the assets carrying amount or recognised as a separate asset, as appropriate, only when it is probably that future economic benefits associated with the item will follow to the Foundation and cost of the item can be measured reliably. All other repairs and maintenance are recognized as expenses in the statement of comprehensive income in the financial period in which they are incurred.

#### Depreciation

The depreciable amount of all fixed assets except car park system is depreciated on a diminishing value basis over the assets useful life to the entity commencing from the time the asset is available for use.

The depreciation rates used for each class of depreciable assets are:

<b>Class of Fixed Asset</b>	<b>Depreciation Rates</b>	<b>Depreciation Basis</b>
Motor Vehicles	22.5%	Diminishing Value
<b>Computer and Electronic Equipment</b>	10-40%	Diminishing Value
<b>Car Park System</b>	20%	Straight Line

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

The Foundation requires all capital purchases costing \$2,000 or more to be recognised as assets.

#### Impairment of Non-Current Assets

At the end of each reporting period, the Foundation reviews the carrying amounts of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value costs to sell and value in use, is compared to the assets carrying amount. Any excess of the assets carrying amount over its recoverable amount is recognised in the statement of comprehensive income.

**Notes to the Financial Statements  
For the year ended 30th June 2021**

<b>NOTE 8: PROPERTY PLANT AND EQUIPMENT</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<u>Plant and Equipment</u>		
Motor vehicles - at cost	46,991	46,991
Accumulated depreciation	(39,888)	(37,294)
	<u>7,103</u>	<u>9,697</u>
Computer and electronic equipment - at cost	126,673	115,858
Accumulated depreciation	(101,255)	(89,589)
Accumulated impairment	0	0
	<u>25,418</u>	<u>26,269</u>
Carpark system - at cost	362,401	362,401
Accumulated depreciation	(167,421)	(95,155)
	<u>194,980</u>	<u>267,246</u>
Plant and equipment	<u>227,501</u>	<u>303,212</u>
Total property, plant and equipment	<u><u>227,501</u></u>	<u><u>303,212</u></u>

<b>2020</b>	<b>Balance at beginning of the year</b>	<b>Additions / Revaluations</b>	<b>Disposal</b>	<b>Impairment Expense</b>	<b>Depreciation Expense</b>	<b>Carrying amount at year end</b>
Motor vehicles	10,600	1,818	0	0	(2,721)	9,697
Computer & electronic equipment	46,446	17,915	(27,759)	0	(10,333)	26,269
Carpark system	331,007	8,720	0	0	(72,481)	267,246
Total	<u>388,053</u>	<u>28,453</u>	<u>(27,759)</u>	<u>0</u>	<u>(85,535)</u>	<u>303,212</u>

<b>2021</b>	<b>Balance at beginning of the year</b>	<b>Additions / Revaluations</b>	<b>Disposal</b>	<b>Impairment Expense</b>	<b>Depreciation Expense</b>	<b>Carrying amount at year end</b>
Motor vehicles	9,697	0	0	0	(2,594)	7,103
Computer & electronic equipment	26,269	10,814	0	0	(11,665)	25,418
Carpark system	267,246	0	0	0	(72,266)	194,980
Total	<u>303,212</u>	<u>10,814</u>	<u>0</u>	<u>0</u>	<u>(86,525)</u>	<u>227,501</u>

**Notes to the Financial Statements  
For the year ended 30th June 2021**

<b>NOTE 9: TRADE AND OTHER PAYABLES</b>	<b>2021</b>	<b>2020</b>
	<u>\$</u>	<u>\$</u>
<u>Unsecured liabilities</u>		
Trade payables	59,386	293,075
Income in advance	261,029	234,421
Employee benefits	0	34,487
Sundry creditors and accruals	116,518	66,202
GST payable	31,072	1,846
	<u>468,005</u>	<u>630,031</u>

**NOTE 10: PROVISIONS**

Balance at 1 July	22,232	45,400
Additional provisions raised during the year	47,299	0
Amounts used	(11,864)	(23,168)
Balance at 30 June	57,667	22,232
<u>Analysis of provisions</u>		
Current - provisions	37,864	11,644
Non-current - provisions	19,803	10,588
	57,667	22,232

**NOTE 10: PROVISIONS**

**Short-term employee provisions**

Provision is made for the Foundations obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages and salaries. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

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

**Other long-term employee provisions**

Provision is made for employees' long service leave and annual leave entitlement not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in the statement of comprehensive income as a part of employee benefits expense.

The Foundations obligations for long term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the foundation does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Notes to the Financial Statements  
For the year ended 30th June 2021**

**NOTE 11: RETAINED SURPLUS - ENDOWMENT FUND**

The Retained Surplus includes restricted cash related to the ARAFMI scholarship.

**NOTE 12: CONTINGENT LIABILITIES**

These are no known contingent liabilities and/or assets against the Foundation that have not been disclosed elsewhere throughout this report.

**NOTE 13: RELATED PARTY TRANSACTIONS**

The members of the committee of the Ipswich Hospital Foundation at any time during or since the end of the financial year are as follows:

G Mackenzie; L Carter; G Chemello; M Cook; K Freeman; V Johnson; B McGregor; S Scheinpflug;  
L Wedmaier; K Basford, J Cain

The Foundation Members have not directly or indirectly received or are due to receive remuneration from the foundation or any related party in connection with the management of the foundation. In particular, no Foundation members have derived any benefits, directly from the West Moreton Hospital & Health Service (WMHHS), which has been receiving funding from the Foundation.

The Foundation receives donations from entities of which a KMP is a board member. These donations are received at arm's length.

<b>NOTE 14: CASH FLOW INFORMATION</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
	<u>          </u>	<u>          </u>
(a) Reconciliation of cash		
Cash on hand	2,982	2,778
Cash at bank	1,067,926	754,140
Queensland Treasury Corporation cash fund	65,198	64,787
CBA Growth Fund	742,000	742,000
Less: money held in trust	<u>(121,704)</u>	<u>(106,983)</u>
	<u>1,756,402</u>	<u>1,456,722</u>
 (b) Reconciliation of cash flow operations with surpluses		
Surplus	385,381	278,481
Non cashflows in profit from ordinary activities		
Depreciation	86,727	85,535
Impairment	0	0
Loss / profit on asset disposal	0	27,759
Changes in assets and liabilities		
(Increase) / decrease in trade and other receivables	(34,824)	3,725
(Increase) / decrease in other assets	0	(1)
Increase / (decrease) in trade and other payables	(162,026)	281,335
Increase / (decrease) in provisions	<u>35,438</u>	<u>(8,179)</u>
	<u>310,696</u>	<u>668,655</u>

**Notes to the Financial Statements  
For the year ended 30th June 2021**

**NOTE 15: FINANCIAL INSTRUMENTS**

**(a) Categorisation of Financial Instruments**

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

		<b>2021</b>	<b>2020</b>
	Note	<u>\$</u>	<u>\$</u>
<b>Financial Assets</b>			
Cash and Cash Equivalents	5	1,756,402	1,456,722
Receivables	6	<u>43,343</u>	<u>3,115</u>
		<u>1,799,745</u>	<u>1,459,837</u>
<b>Financial Liabilities</b>			
Payables (excluding employee benefits)	9	<u>468,005</u>	<u>595,544</u>
		<u>468,005</u>	<u>595,544</u>

**NOTE 16: SHORT TERM LEASE**

The lease arrangement over the office at 1 Bell St, Ipswich has been on a month-to-month basis since its expiration in August 2019 with a monthly lease payment of \$3,000. The Foundation recognises the monthly lease payment in the Statement of Comprehensive Income as the monthly lease is paid.

**NOTE 17: CUSTODIAN ROLE - TRANSACTIONS AND BALANCES**

The Foundation holds funds for and manages a number of funds for established benefactors to further community health objectives. As the Foundation only performs a custodian role in respect of these transactions and balances, they are not recognised in the financial statements of the foundation but are disclosed in the notes for the information of users.

**NOTE 17: CUSTODIAN ROLE - TRANSACTIONS AND BALANCES**

	<b>2021</b>	<b>2020</b>
	<u>\$</u>	<u>\$</u>
<b>Trust revenue and expenses</b>		
Revenue	72,666	71,220
Expenses	57,872	92,198
<b>Trust assets</b>		
Cash and cash equivalents	121,704	106,983

**Notes to the Financial Statements  
For the year ended 30th June 2021**

**NOTE 18: EVENTS AFTER THE REPORTING PERIOD**

There have been no events after the reporting period that would materially influence the financial position, performance or stability of the Foundation except the following:

**COVID-19 Impact**

Ipswich Hospital Foundation's financial statements are expected to be impacted by the COVID-19 programs beyond 30 June 2021, although the actual impacts cannot be reliably estimated at the reporting date.

**NOTE 19: ORGANISATION DETAILS**

The principal place of business is:

Ipswich Hospital Foundation  
Shop 3, 1 Bell Street  
IPSWICH QLD 4305

## **For The Year Ended 30 June 2021 Management Certificate of Ipswich Hospital Foundation**

These general-purpose financial statements have been prepared pursuant to s.62(1) of the financial Accountability Act 2009 (the Act), section 43 of the financial and performance Management Standard 2009 and other prescribed requirements including the Australian Charities and Not-for-profits Commission Regulations 2013. In accordance with s.62(1)(b) of the Act we clarify that in our opinion:

- a) The prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b) The statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Foundation for the financial year ended June 2021 and of the financial position of the Foundation at the end of that year; and
- c) The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012 signed in accordance with subsection 60.15(2) of the Australian Charities Not-for-profits Regulation Act 2013.

We acknowledge responsibility under s.7 and s.11 of the Financial and Performance Management Standard 2019 for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.



**Geraldine Mackenzie**  
Chairperson



**Lana Carter**  
Deputy Chair

Dated this *26th* day of *August* 2021

## Independent auditors report



### INDEPENDENT AUDITOR'S REPORT

To the Board of Ipswich Hospital Foundation

#### Report on the audit of the financial report

##### Opinion

I have audited the accompanying financial report of Ipswich Hospital Foundation.

In my opinion, the financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2021, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019, the *Australian Charities and Not-for-profits Commission Act 2012*, the Australian Charities and Not-for-profits Commission Regulation 2013 and Australian Accounting Standards – Reduced Disclosure Requirements.

The financial report comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including summaries of significant accounting policies and other explanatory information, and the management certificate.

##### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the entity in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

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

##### Other information

Other information comprises financial and non-financial information (other than the audited financial report).

Those charged with governance are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

#### **Responsibilities of the entity for the financial report**

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019, the *Australian Charities and Not-for-profits Commission Act 2012*, the Australian Charities and Not-for-profits Commission Regulation 2013 and Australian Accounting Standards – Reduced Disclosure Requirements, and for such internal control as the Board determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Board is also responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the entity or to otherwise cease operations.

#### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. This is not done for the purpose of expressing an opinion on the effectiveness of the entity's internal controls, but allows me to express an opinion on compliance with prescribed requirements.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the entity.

- Conclude on the appropriateness of the entity's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### Report on other legal and regulatory requirements

#### Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2021:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

#### Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Financial Accountability Act 2009*, any other Act and the Financial and Performance Management Standard 2019. The applicable requirements include those for keeping financial records that correctly record and explain the entity's transactions and account balances to enable the preparation of a true and fair financial report.



Carolyn Dougherty  
as delegate of the Auditor-General

31 August 2021

Queensland Audit Office  
Brisbane

## **Glossary**

IHF	Ipswich Hospital Foundation
USQ	University of Southern Queensland
MoU	Memorandum of Understanding
UQ	University of Queensland
WMH	West Moreton Health
ARAFMI	Association of Relatives and Friends of the Mentally Ill
FTE	Full Time Equivalent
CBA	Commonwealth Bank of Australia
FMPM	Financial Management Practice Manual
PPH	Potentially Preventable Hospitalisations
BCAM	Breast Cancer Awareness Month
CEO	Chief Executive Officer

## Appendix 1 – compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7 iii
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1 iv 46
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2 i
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 i
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4 i
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5 i
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10 1-3
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community and whole-of-government plans/specific initiatives</li> </ul>	ARRs – section 11.1 3
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.2 18-23
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.3 18
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1 24
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1 14
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2 13
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3 16
	<ul style="list-style-type: none"> <li>Public Sector Ethics</li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 16
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	<i>Human Rights Act 2019</i> ARRs – section 13.5 17
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.6 17
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1 15
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2 15
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3 15
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 14.4 15
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.5 16
	<ul style="list-style-type: none"> <li>Information Security attestation</li> </ul>	ARRs – section 14.6 ii
	<ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> </ul>	ARRs – section 15.1 14

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	15
<b>Open Data</b>	<ul style="list-style-type: none"> <li>• <b>Statement advising publication of information</b></li> </ul>	ARRs – section 16	ii
	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"> <li>• <b>Overseas travel</b></li> </ul>	ARRs – section 33.2	15
	<ul style="list-style-type: none"> <li>• <b>Queensland Language Services Policy</b></li> </ul>	ARRs – section 33.3	15
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• <b>Certified Financial statements</b></li> </ul>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	25-42
	<ul style="list-style-type: none"> <li>• <b>Independent Auditor’s Report</b></li> </ul>	FAA – section 62 FPMS – section 46 ARRs – section 17.2	43-45

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*



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