



Celebrating 30 years 1989-2019

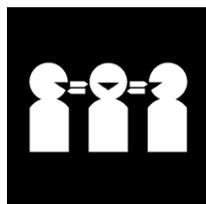
ANNUAL REPORT

2019-2020

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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).

An electronic copy of this report is available at www.brighterlives.org.au/about-us/publications/. Hard copies of the annual report are available by phoning the foundation on 07 4433 1337. Alternatively, you can request a copy by emailing brighterlives@health.qld.gov.au.



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Aboriginal and Torres Strait Islander people are advised that this publication may contain words, names and descriptions of people who have passed away.

Acknowledgement to Traditional Owners

Townsville Hospital Foundation acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nations Peoples and the Traditional Custodians of the lands and waters on which we live, work and play. We respect their continued connection to land and sea country, kin, and community. We pay our respects to Elders past, present and emerging and we value Aboriginal and Torres Strait Islander histories, culture and knowledge.

2 September 2020

The Honourable Steven Miles MP
Deputy Premier, Minister for Health and Minister for Ambulance Services
GPO Box 48
Brisbane QLD 4001

Dear Deputy Premier

I am pleased to submit for presentation to the Parliament the Annual Report 2019–2020 and financial statements for Townsville 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 can be found on pages 38-39 of this annual report.

Yours sincerely



Dr Matthew Bryant
Acting Chair

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From the Chair and Chief Executive

It is our honour to present the 2019-2020 Townsville Hospital Foundation annual report.

This past year has been a significant one for the foundation in terms of milestones and challenges.

Townsville Hospital Foundation celebrated its 30-year milestone in October 2019. City of Townsville Mayor Jenny Hill hosted a civic reception with very special guests including past board members and staff, long-serving volunteers and our very generous community supporters.

The evening made particular acknowledgement of volunteers Karen Inch, Susie Bayley, Lex Ramm, Diane Watkinson and Heather McGaw who between them have contributed 130 years of volunteering service.

The foundation is administered by a voluntary board of members and we have been very fortunate over the last 30 years to have had some loyal, hardworking members. We were excited to celebrate their exceptional service at our civic reception. The Honourable Stuart Durward joined as a member in 1991 and was appointed as chairperson from 1996 to 2013, Dr Vic Callanan was appointed in 1992 and held the deputy chairperson position until his retirement in 2015, and Fay Barker started in 2005 as a member and was appointed as chairperson from 2014 to 2017. These long-serving members were honoured for their loyal and distinguished service on the Townsville Hospital Foundation Board at the reception. Congratulations to all and thank you for your dedicated service to the foundation.

An additional celebration of our 30-year milestone was a Giant Teddy Bear Picnic held at Riverway in November.

The foundation experienced two key changes to personnel over this period:

- CEO Tanya Busoli joined the team on 18 November 2019 and
- Chair Associate Professor Anthony Leicht resigned from board effective 1 May 2020.

We would like to take this opportunity to acknowledge the significant contribution Associate Professor Leicht made to the charity, particularly in his period as Chair.

Anthony was appointed Chair in October 2017. Since that time the foundation and its supporters have contributed more than \$1.7 million to the Townsville Hospital and Health Service. Key achievements over this period include funding for equipment such as a paediatric burns laser and ten renal dialysis machines.

With Associate Professor Leicht at the helm the foundation has also benefitted from an internal restructure, strong support from local volunteers and a number of successful community fundraisers.

The impact of COVID-19 pandemic response and recovery has seen the foundation significantly refocus its services in the second half of the 2019-20 year.

We would like to acknowledge the engagement and efforts displayed by staff and volunteers in response to the COVID-19 pandemic and managing changes while maintaining high-quality services, focusing our energy on delivering outcomes for patients, visitors and staff.

The foundation has for many years received generous support from the community, particularly from events. Restrictions to events has seen the suspension of these activities which has in turn required the foundation to review its strategies and make changes accordingly. These changes are currently being implemented and we believe they will create a brighter future for the foundation and our community's contribution to supporting public health in north Queensland. We look forward to sharing this journey with you.

The foundation was also pleased to work with generous supporters and partners including Children's Hospital Foundation Queensland, Glencore Coal Assets, Gambling Community Benefit Fund, Queensland Community Foundation, Wilmar, Australasian Meat Industry Employees Union and employee members, Townsville Family Life, Queensland Police Service North Region, Lions Club of Castle Hill, Lions Club of Townsville Mt Stuart, Zonta Club of Townsville, Guns and Hoses Combined Emergency Services and many more. We would also like to acknowledge those individuals who fundraise on our behalf, and all the staff and patients of the Townsville Hospital and Health Service who inspire us and our community to give.

Thank you



Dr Matthew Bryant
Acting Chair



Ms Tanya Busoli
Chief Executive Officer

Message from Townsville Hospital and Health Board Chair Tony Mooney AM

I am delighted to contribute to the Townsville Hospital Foundation Annual Report 2019-2020. While the past few months have been tumultuous, it is timely to reflect on the achievements and milestones of our foundation over the past year.

As well as my role as Chair of the Townsville Hospital and Health Board, I am also a member of the Townsville Hospital Foundation Board. It's a privilege to wear both hats and not only does it give me a bird's eye view of the wonderful work of the foundation, it also affords me an opportunity to see where, and how, our health service can meaningfully partner with the foundation for the benefit of our patients, consumers, families, and communities.

We celebrated the foundation's 30th birthday in 2019-20 with a gigantic Teddy Bears Picnic, headlined by our own Bandi Bear, and a civic reception hosted by the Townsville City Council. Over three decades, our dedicated charity has raised millions to support those in our region and across northern Australia who use our services. This has included new equipment – dialysis machines, blood monitors, videoconferencing and playground equipment – and those countless little extras – blanket warmers, care packages, wall murals – that make all the difference to the hospital experience.

So many people's lives have been touched and enriched by the work of the foundation and that is a wonderful legacy. But the work is not over. In 2019-20, the foundation and the Hospital and Health Service joined forces to gain support to build a dedicated paediatric space in the Townsville University Hospital's emergency department (ED). Almost 1,000 children present each month to our ED and we knew we needed to do more to ensure they were cared for in a space that was child-friendly, soothing, welcoming, and, importantly, insulated from what can be a very challenging environment in a big, busy hospital. We were delighted with the recent announcement by the Deputy Premier that this project will be fully funded with the build to commence shortly.

Next year, we will celebrate a new-look foundation, 'Brighter Lives', after undertaking a creative process in 2019-20, to re-refresh our brand. After 30 years, the time was right for a makeover and there is great excitement about our new look.

I would like to sincerely thank and acknowledge former Chair Associate Professor Anthony Leicht for his stewardship of the foundation over the past three years and, especially, for his advocacy of social support for our patients including sponsoring the Delta Dogs, organising rides on army aircraft for unwell children and ensuring a focus on bringing the community into the service through music and art. I would also like to sincerely thank Dr Matt Bryant who stepped so willingly and ably into the role while the recruitment process for a new Chair was underway.

Finally, I would like to thank our Chief Executive Tanya Busoli and her team, our army of yellow-shirted volunteers who do such great work throughout the year, and our donors and partners for their generosity and commitment.

I look forward to 2020-2021 with great anticipation and optimism for what, together, we can achieve.

Mr Tony Mooney AM
Chair
Townsville Hospital and Health Board

About us

The Townsville Hospital Foundation was established in 1989 as a statutory agency which operates in accordance with the *Hospital Foundations Act 2018* and is administered by a voluntary board. Board members are appointed by the Governor in Council on recommendation of the Minister and serve terms ranging from one to five years.

As a charity, Townsville Hospital Foundation is also registered with the Australian Charities and Not-for-profits Commission.

Townsville Hospital Foundation is the charity partner of the Townsville Hospital and Health Service and works to support world class health and well-being in North Queensland, partnering with community stakeholders to support activities, raise funds and promote volunteerism.

All funds raised are attributed to making a difference to the patient, visitor, family and staff experience across the North Queensland community. The Townsville Hospital Foundation provides the extras to compliment the Queensland Government's delivery of healthcare within our Hospital and Health Service region.

Townsville Hospital Foundation is headquartered at Townsville University Hospital, one of the largest non-metropolitan hospitals in Australia. It is the referral hospital for the Hospital and Health Service in the region and is the specialist tertiary referral hospital for North Queensland, providing a comprehensive range of medical, surgical, emergency, obstetric, paediatric, mental health, critical care, specialist outpatient and clinical support services.

The Townsville Hospital and Health Service serves a regional population of more than 250,000 and employs a workforce of around 6500 dedicated staff, all of whom take pride in providing the best possible care to thousands of patients across the region.

Townsville Hospital Foundation has a generous group of around 140 volunteers that assist patients and families primarily at Townsville University Hospital. This includes operating the courtesy buggies, staffing information services and a gift shop, and providing support in wards and clinical areas. Volunteers perform in accordance with a prescribed Code of Conduct and undertake performance reviews annually to ensure that our services complement the requirements and performance standards of the Hospital and Health Service.

The work of Townsville Hospital Foundation is only possible because of the generous support of our community partners, sponsors and donors who embrace our work and donate generously. We are very grateful for the generosity of the individuals, businesses and community groups that support us throughout the year to make a real difference in the healthcare of Townsville and surrounding areas.

The Townsville Hospital Foundation is very proud that 100 per cent of all funds raised benefit our local community.

Vision, Purpose, Values

Vision To be the charity of choice supporting world class health and well-being in North Queensland.

Mission To partner with community stakeholders to support and resource health and well-being outcomes in our region.

Guiding values

Inspiration We are motivated to engage with the community, be creative and achieve tangible results.

Compassion We are empathetic, sensitive and responsive to the experiences and needs of the community we support.

Integrity We act honestly and in the best interest of our community.

Excellence We are committed to delivering high standards of service.

Respect We value all stakeholders and work together to meet our objectives.

Queensland Government objectives for the community

The foundation supports the Queensland Government's *Our Future State: Advancing Queensland's Priorities* objectives for the community to Keep Queenslanders healthy and Give all our children a great start within our region by engaging with the community to raise funds that support additional services, equipment and training and research resources for Queensland hospital and health service staff and sites for best practice healthcare.

The activities and objectives of the foundation align with the *My health, Queensland's future: Advancing health 2026* vision to:

- 1) promote healthy behaviours and well-being
- 2) deliver quality and safe healthcare to Queenslanders, regardless of location and
- 3) support evidence-based activities and research for better practice and care.

Strategic direction

This report marks the end of the second year of a four-year plan (2018-2022), with the plan reviewed and updated in April 2019. The foundation's objectives within this plan are to:

- grow an innovative and responsive charity
- develop a range of revenue streams to achieve vision, and
- support health and well-being services for an enriched experience.

Opportunities and challenges

Following the monsoonal trough of the previous financial year Townsville Hospital Foundation began this period operating within a community focused on recovery. The recovery period was brief, with the 2019-20 year marked by significant bushfires in many states which drew philanthropic support and the COVID-19 pandemic.

The impact of COVID-19 pandemic response and recovery has seen the foundation significantly refocus its services in the second half of the 2019-20 year. This included suspension of the majority of our volunteer team and review and redirection of revenue raising activities.

The foundation's role of chief executive officer remained vacant from July until mid-November. The role of Chair of the Board was vacated in April 2020 with the Deputy Chair acting in this role.

Governance

Our Board

Dr Matthew Bryant
FANZCA, FFPMANZCA,
FRACGP, FACRRM,
Grad Dip Rural GP,
MBBS

Acting Chair

Appointed 12 February
2016, current term 14
December 2018 to 30
September 2022

Matt is the Director of the North Queensland Persistent Pain Management Service – a team of 35 people working across Townsville, Cairns, Mackay and Mount Isa. He is a previous Chair and current Member of the Faculty of Pain Medicine Queensland Regional Committee and is a Senior Lecturer at James Cook University. Prior to completing his Pain Medicine and Anaesthesia training, he worked as a Rural GP in Indigenous communities in Queensland and the Northern Territory. His research interests include telehealth and pain management for Aboriginal and Torres Strait Islander people.

Kate Smith
BCom, FCA, DipFinPlan

Board Member

Appointed 27 January
2017, current term 14
December 2018 to 30
September 2022

Kate, a proud local of Townsville, is a Fellow Chartered Accountant with over 20 years of experience providing expert tax and business advice for businesses operating in a range of industries throughout Queensland. Working with North Queensland based firm PVW Partners, Kate has a strong background in advising on various technical business topics, leading teams, building sound governance and best practice in both large and small organisations.

Kate earned her Bachelor of Commerce at James Cook University. She is a holder of a Certificate of Public Practice and Fellow of Chartered Accountants Australia and New Zealand, has a Diploma of Financial Planning and is a Registered Tax Agent.

Julie Watson
BA, BSW

Board Member

Appointed 25 July 2014,
current term 20 October
2017 to 30 September
2020

Julie is the Director of Social Work at Townsville University Hospital. She has worked primarily in the areas of health, disability and project management throughout her career. She has a strong interest in rural and remote health, workforce planning and professional development for Allied Health Professionals. Working for Queensland Health for the majority of her career she has been involved in a range of projects including telehealth projects and the redevelopment of the Townsville University Hospital. She was responsible for facilitating consumer input and community engagement throughout these projects. Julie is a strong advocate for community and consumer input in the health setting.

Craig Burkhardt
B Bus

Board Member

Appointed 14 December
2018, current term 14
December 2018 to 30
September 2020

Craig has over 20 years of experience working with small to large family enterprises and is the Branch Manager for Rabobank Australia, Townsville and Ayr providing financial services to primary producers in Northern and Western Queensland. Having spent most of his life living in regional Queensland he is aware of the challenges that face health services and is looking forward to expanding the Townsville Hospital Foundation's support into smaller centres.

Craig has a Bachelor of Business from Central Queensland University and a Graduate Diploma in Applied Finance and Investment.

David Patton
BA/LLB

Board Member

Appointed 11 September
2015, current term 12
December 2019 to 30
September 2024

David is a partner at wilson/ryan/grose Lawyers where he commenced employment in 1998. He was admitted as a solicitor in 2000 and is now the partner in charge of the firm's property workgroup. David has extensive experience in property and commercial transactions.

David has been a member of the foundation's Board since 2015. His oldest daughter was born at Townsville University Hospital, where she spent nearly 5 months receiving additional care. During that time David and his family observed and benefited from the efforts of the foundation and its volunteers. Becoming a member of the Board was an easy decision for David when the opportunity arose.

Meetings

The foundation Board Meetings are held monthly and according to business requirements.

The Board considers the full range of business associated with the foundation and, as required, matters of operational or financial risk. Eleven board meetings were held during the year.

	Eligible to attend	Attended
Associate Professor Anthony Leicht	9	9
Dr Matthew Bryant	11	10
Tony Mooney AM	11	10
Kate Smith	11	10
Julie Watson	11	10
Craig Burkhardt	11	11
David Patton	11	10

Executive management

Tanya Busoli

B.Bus (Comn)

Chief Executive Officer; full time role appointed 18 November 2019

The Chief Executive Officer (CEO) Tanya Busoli is responsible for implementing strategies to achieve the objectives of the strategic plan and provides a monthly report on activities and financial report to the Board. The CEO is supported by a dedicated team comprising a Volunteer Coordinator and Office Manager.

Queensland Public Service ethics

The Townsville Hospital Foundation operates in line and complies with the Townsville Hospital and Health Services Code of Conduct which aligns with the *Public Sector Ethics Act 1994* ethics principles:

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

All foundation staff are required to attend mandatory Townsville Hospital and Health Services (THHS) orientation which encompasses the following training:

- THHS Code of Conduct and your obligations
- Five step ethical decision making model
- Queensland Health zero tolerance to violence
- Equity and diversity
- *Public Sector Ethics Act 1994* ethical obligations

The foundation is committed to upholding the values and standards set out in the Code of Conduct and all representatives of the foundation have an obligation to comply with the code.

Human Rights

Townsville Hospital Foundation respects, protects and promotes human rights in our decision-making and actions. Policies and procedures related to volunteer management, staff and complaints have been reviewed to ensure compliance with the Act. Staff and volunteers have been made aware of their obligations under the Act and the process for managing a human rights complaint. Information related to the Act and complaints is included in the volunteer handbook and shared with new staff members. The foundation is committed to building a human rights culture and will continue to evaluate our compatibility with the Act in regular reviews of policies and procedures.

No human rights complaints were received by the foundation in the reporting period.

Organisational structure and workforce profile

As at 30 June 2020, Townsville Hospital Foundation employed 2.9 full-time equivalent (FTE) staff, comprising a CEO (1 FTE) (commenced 18 November 2019), Volunteer Co-ordinator (1 FTE) and Office Manager (0.9FTE). There were no permanent separations in the reporting period.

Strategic workforce planning and performance

Staff at Townsville Hospital Foundation are proud of their contribution towards making a difference across Townsville Hospital and Health Service. Through their work they help to provide vital funding for medical equipment, research, patient and visitor care facilities, funding contribution towards education and training which is available for distribution in areas identified throughout the hospital.

The foundation is an equal opportunity employer. Staff vacancies are advertised on Seek either directly or via a contracted employment agency. Staff participate in training at induction and with annual training as required.

Staff embody the values of the foundation: inspiration, compassion, integrity, excellence and respect and work hard to achieve the foundation's vision and strategic objectives.

The foundation offers its three employees flexible hours where possible. This could comprise changes to standard working hours including start and finish times and the flexibility to work part-time as well as time off in lieu where staff work outside of normal hours.

Staff participate in regular team meetings to discuss activities, workload and issues and annual operational planning meetings to reflect on the previous year's performance and the following year's activities.

The CEO participates in an annual performance review with the Board Chair, and staff participate in annual performance reviews with the CEO.

In response to the COVID-19 pandemic, the foundation deferred, cancelled or suspended a range of activities. In particular all in-person fundraising events and activities were cancelled or postponed, and most volunteers were temporarily suspended from duty. Work from home arrangements are usually permitted on an ad hoc basis depending on the nature of work and this was extended during the pandemic response period.

Early retirement, redundancy and retrenchment

No redundancy, early retirement or retrenchment packages were paid during the period.

Risk management

The board has considered that adequate mechanisms are currently in place to oversee the operations of the foundation. The board considers annually the optional requirement to establish a formalised audit committee with no such committee operating during the reporting period. The board considers monthly the operations and accounts of the foundation, and reviews detailed reports for all transactions in a 12-month period.

Information systems and recordkeeping

The foundation complies with the provisions of the Public Records Act 2002, Information Standard 40: Record Keeping and Information and Standard 31: Retention and Disposal of Public Records.

External scrutiny

There have been no external agency reviews or audits conducted on the foundation during the reporting period, apart from the financial audit which is disclosed in the attached statutory accounts for 2019-20.

Performance

The impact of COVID-19 pandemic response and recovery has seen the foundation significantly refocus its services in the second half of the 2019-20 year. Many of the foundation's key performance indicators were based on in-person activities which have historically been the main focus of the foundation's work in fundraising and volunteerism.

The impact of COVID-19 resulted in reduced volunteer services but once again our generous team of volunteers made a significant contribution to patients, visitors and staff, with 183 people contributing a total of 19,430 volunteer hours. As per Volunteering Queensland's guidance, the rate of \$43.02 per hour is used to assess direct value of volunteering. In 2019-20 this figure equates to \$835,919, however for our patients, visitors and staff, this contribution is priceless. Other key performance indicators related to volunteers were not achieved as the majority of volunteer activities were suspended from March.

Key performance indicators related to community activities, the foundation's activities in the community, and stakeholder relationships were unable to be met as associated in-person activities were cancelled. However, many activities had taken place up to the beginning of the pandemic response, including:

- a Teddy Bear's Picnic and a Civic Ceremony celebrated the foundation's 30-year anniversary,
- volunteer-led fundraising activities such as sausage sizzles and a bake sale,
- the foundation's annual Townsville Book Fair which raised more than \$11,000,
- the foundation was named charity beneficiary of Beach Rugby Australia's inaugural Northern Australian Championships,
- many third-party fundraisers supported the foundation prior to the COVID-19 pandemic including Guns and Hoses Combined Emergency Services and the Townsville Police District Christmas Charity Ball.

Key performance indicators related to increasing revenue sources and income were not achieved due to impact of COVID-19 pandemic as planned activities were face-to-face events. Alternative strategies were developed and are being implemented in the first half of FY2021.

Key performance indicators related to increasing interactions with Aboriginal and Torres Strait Islander communities was unable to be determined as baseline data was not measured for the previous year. As supporting Aboriginal and Torres Strait Islander health initiatives is a priority of the foundation, the funding application process was amended to gather information about the potential impact of funding for these communities. This data will be available for FY2021.

Financial provision for training, research and services exceeded goal of 5 per cent increase, with an increase of more than 37 per cent. In 2019-20 Townsville Hospital Foundation funded \$888,027 in equipment and services. This was made possible thanks to the generous support of our community and partners.

Funding disbursed in support of our strategic objectives

Ayr Health Service

- \$18,313 for CTG wireless system and installation

Charters Towers Health Service

- \$3,515 for multipurpose chair

Joyce Palmer Health Service

- \$7,550 for treadmill

Kirwan Health Campus

- \$3,550 for Cleveland Youth Centre for murals, a television and wall bracket for dental room
- \$6,053 for Josephine Sailor Adolescent Inpatient Unit and Day Service for fitness equipment

Parklands Aged Care

- \$6,350 for Paro Robot Seal

Townsville University Hospital

- Birth Centre: \$328 for five Allcare Tens leads, five Tens machines, two toasters, and a jug
- Cardiac Department: \$81,391 for Paceart Optima System
- Children's Ward: \$334,859 for television for iChill room, burns camp, Christmas decorations, Juiced box services, Chester Chest and television, playground, sterilising tray and inserts for Endoeye, five Foxtel boxes, toys, two bronchovideoscopes, and visual art wall panels
- Diabetes and Endocrine Clinic: \$10,256 for diabetes camp
- Emergency Department: \$650 for patient provisions
- Maternity Ward: \$33,954 for craft provisions for patients, Kanmed Baby Warming System, ottoman, re-upholster daybed, armchair and cushions, and two bilimeters
- Medical Ward 5: \$500 for memory lane café
- Neonatal Intensive Care Unit: \$68,916 for cot name supplies, in memoriam gifts, lockers, refurbishment (stage 1)
- Oncology Ward: \$1,547 for clothes dryer for patients, Samsung tablet
- Paediatric Intensive Care Unit: \$65,681 for endoscope
- Palliative Care Unit: \$4,263 for ten-year event, two iPads and SIM cards, and volunteer provisions
- Rehabilitation Unit: \$11 for craft supplies
- Renal Unit: \$232,000 for renal dialysis machines and blood monitors
- Adult Acute Mental Health Inpatient Unit: \$1,980 for garden upgrade
- Social Work Department: \$3,326 for patient provisions
- Women's and Children's Allied Health: \$2,840 for interview room furniture

Financial summary

The impact of COVID-19 resulted in reduced revenues however the foundation continued its strong commitment, with \$888,027 contributed to our local health service, with total spending over receipts showing a net loss of \$590,572. This commitment was possible due to retained and specific purpose income from previous years.

Income was achieved through conducting key events, fundraising, donations, commercial enterprises, grants and interest on investments, thanks to the generosity of our many supporters.

The foundation maintained a strong financial position throughout the reporting period and was able to pay its debts as and when they were due.

As at 30 June 2020 the foundation's net assets totalled \$3,279,375.

Comparison with previous period

The table below shows a comparison of actual results for the financial year compared with previous financial period results:

	2019-20	2018-19	2017-18
Total income	\$778,280	\$1,142,273	\$1,249,819
Total expenses	\$1,368,852	\$896,232	\$1,008,201
Total comprehensive income	(\$590,572)	\$246,041	\$241,618
Net assets	\$3,279,375	\$3,869,947	\$3,625,888

The full financial statements for the 2019-20 reporting period are provided from page 20 - 33 of this annual report.

TOWNSVILLE HOSPITAL FOUNDATION

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

TOWNSVILLE HOSPITAL FOUNDATION

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
Revenue			
Grants received	2(a)	183,364	180,000
Fundraising and events	2(a)	167,190	293,207
Restricted income	2(b)	277,679	522,772
Donations received	2(b)	52,016	58,861
Interest received	2(b)	62,785	84,297
Other income	2(b)	35,246	3,136
Total revenue from continuing operations		778,280	1,142,273
Expenses			
Auditor remuneration	4	(14,988)	(8,850)
Employee benefits expense	3	(262,023)	(248,402)
Depreciation and amortisation expenses		(4,374)	(5,374)
Donated plant and equipment		(771,526)	(420,231)
Supplies and services	5	(315,941)	(213,375)
Total expenses from continuing operations		(1,368,852)	(896,232)
Operating results for the year		(590,572)	246,041

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2020

	Note	2020 \$	2019 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	3,319,532	3,885,600
Trade and other receivables	7	10,011	-
Inventories	8	3,730	1,711
Other assets	9	2,711	24,810
TOTAL CURRENT ASSETS		<u>3,335,984</u>	<u>3,912,121</u>
NON-CURRENT ASSETS			
Property, plant and equipment	10	1,110	5,484
TOTAL NON-CURRENT ASSETS		<u>1,110</u>	<u>5,484</u>
TOTAL ASSETS		<u><u>3,337,094</u></u>	<u><u>3,917,605</u></u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	11	35,427	44,942
Borrowings	12	2	256
Provisions	13	22,290	2,460
TOTAL CURRENT LIABILITIES		<u>57,719</u>	<u>47,658</u>
TOTAL LIABILITIES		<u>57,719</u>	<u>47,658</u>
NET ASSETS		<u><u>3,279,375</u></u>	<u><u>3,869,947</u></u>
EQUITY			
Retained surplus		3,279,375	3,869,947
TOTAL EQUITY		<u><u>3,279,375</u></u>	<u><u>3,869,947</u></u>

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	Retained Surplus \$
Balance at 1 July 2018	3,625,888
Comprehensive income for the year	246,041
Repayment of restricted funds	<u>(1,982)</u>
Balance at 30 June 2019	<u><u>3,869,947</u></u>
Balance at 1 July 2019	3,869,947
Comprehensive income for the year	(590,572)
Repayment of restricted funds	<u>(0)</u>
Balance at 30 June 2020	<u><u>3,279,375</u></u>

Included in the retained surplus are certain amounts raised which are unspent at year end and for which expenditure is restricted for specific purposes.

At 30 June 2020 funds recorded for specific purposes, e.g specific hospital wards or departments, etc. equals \$2,327,751.

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2020

	2020	2019
	\$	\$
Cash flows from operating activities		
Receipts from customers	717,067	1,086,549
Insurance proceeds	-	3,136
Payments to suppliers and employees	(1,365,379)	(881,414)
Net cash provided by operating activities	<u>(648,312)</u>	<u>208,271</u>
Cash flows from investing activities		
Interest on term deposits	<u>82,244</u>	<u>84,297</u>
Net cash provided by investing activities	<u>82,244</u>	<u>84,297</u>
Net increase/ (decrease) in cash held	(566,068)	292,568
Cash and cash equivalents at beginning of financial year	<u>3,885,600</u>	<u>3,593,032</u>
Cash and cash equivalents at end of financial year	<u><u>3,319,532</u></u>	<u><u>3,885,600</u></u>

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

The financial statements cover Townsville Hospital Foundation as an individual entity. The Townsville Hospital Foundation is a not for profit entity, registered and domiciled in Australia.

The principal activities of the Foundation for the year ended 30 June 2020 were to acquire, manage and apply property and income to the continuing objectives within the associated Townsville Hospital and Health Service in respect of the health and well being of people, provision of facilities for improved health outcomes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The general purpose financial statements have been prepared in accordance with the Australian Accounting Standards - Reduced Disclosure Requirements, the Australian Charities and Not For Profits Commission Act 2012, Financial Accountability Act 2009 and the Financial and Performance Management Standard 2019.

The financial report has been prepared on the going concern basis.

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

There were no material misstatements of comparative information. Comparatives have been reclassified where appropriate for consistency with current year classifications.

The financial statements, except for cash flow statement which has been prepared on a cash basis, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar and are included in Australian dollars.

(a) Inventories

Inventories are measured at the lower of cost and net realisable value.

(b) Depreciation

The depreciable amount of all fixed assets, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use.

(c) Income tax

The Foundation is a State body as defined under the Income Tax Assessment Act 1936 and is exempt from the Commonwealth taxation, except for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

(d) Trade and Other Receivables

Trade and other receivables include amounts due from customers for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(e) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the nominal amounts expected to be paid when the liability is settled, plus any related on-costs. Both annual leave and long service leave are recognised within the provisions liability. The employee benefit liability are classified as current when there is a legal right to pay out the benefits.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

(f) 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 are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(g) 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 of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the statement of financial position.

(h) Revenue and Other Income

Revenue from contracts with customers is measured at the fair value of the consideration received or receivable taking into account any trade discounts and volume rebates allowed on an accrual basis, with reference to the stage of completion of the transactions at the end of the reporting period in accordance with AASB 15. This applies to grants which are reciprocal in nature, commercial enterprise (being gift shops and newspaper trolley sales), and events income and other restricted amounts which are subject to performance obligations.

Donations arising from transactions which are non-reciprocal in nature are recognised as revenue on receipt of funding in accordance with AASB 1058.

In accordance with AASB 15, income from grants, commercial enterprises, events and other restricted income has been recognised with reference to the stage of completion of the transactions at the end of the reporting period.

Interest revenue is recognised when received

All revenue is stated net of the amount of goods and services tax

Commercial income is brought to account upon receipt from sale of goods from retail operations.

(i) Trade and Other Payables

Trade and other payables represent the liabilities for goods and services received by the Foundation that remain unpaid at the end of the reporting period. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability and measured at the agreed purchase or contract price.

(j) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

(k) Rounding of Amounts

Amounts in the financial statements have been rounded off to the nearest dollar.

(l) Property, plant and equipment

Items of plant are carried at cost and depreciated on a straight line basis.

The useful lives used for each class of asset are as follows:

- Motor vehicles 10 years
- Plant and equipment 5 years

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

(m) New and revised accounting standards

First time mandatory application of Australian Accounting Standards and Interpretations

Three new accounting standards were applied for the first time in 2019-20:

- AASB 15 Revenue from Contracts with Customers
- AASB 1058 Income of Not-for-Profit Entities
- AASB 16 Leases

Comparative figures for 2019 financial year have not been restated on adoption of these three standards.

AASB 15 Revenue from Contracts with Customers

AASB 15 establishes a new five-step model for recognising revenue from contracts with customers, which includes all revenue items disclosed in Note 2(a). The Foundation is now required to identify performance obligations in its contracts with customers and recognise revenue as or when the performance obligations are satisfied. Overall, there was no transitional impact from adopting AASB 15.

AASB 1058 Income of Not-for-Profit Entities

AASB 1058 applies to the foundation's grants and contributions that are not contracts with customers, being all revenue items disclosed in Note 2(b). This represents transactions where Revenue for these grants and contributions continues to be recognised upfront on receipt of the funding, consistent with prior year accounting treatment. The Foundation did not have any specific purpose capital grants. Overall, there was no transitional impact from adopting AASB 1058.

AASB 16 Leases

AASB 16 requires all leases to be accounted for on balance sheet as right-of-use assets and lease liabilities, except for short-term leases and leases of low value assets. The Foundation has no leases as at 30 June 2020, which is consistent with nil amounts disclosed as commitments in prior year.

Early adoption of Australian Accounting Standards and Interpretations

No accounting pronouncements were early adopted in the 2019-20 financial year.

Voluntary changes in accounting policy

No voluntary changes in accounting policies occurred during the 2019-20 financial year.

The accompanying notes form part of these financial statements.

**TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

	2020	2019
	\$	\$
2. REVENUE AND OTHER INCOME		
(a) REVENUE FROM CONTRACTS WITH CUSTOMERS		
Grants received	<u>183,364</u>	<u>180,000</u>
Commercial enterprises	119,084	136,961
Events income	31,189	114,941
Fundraising income	<u>16,917</u>	<u>41,305</u>
Total Fundraising and events income	<u>167,190</u>	<u>293,207</u>
(b) OTHER REVENUE		
Restricted events income	11,750	9,890
Restricted other income	<u>265,929</u>	<u>512,882</u>
Total restricted income	<u>277,679</u>	<u>522,772</u>
Donations received	<u>52,016</u>	<u>58,861</u>
Interest received	<u>62,785</u>	<u>84,297</u>
Other income	<u>35,246</u>	<u>3,136</u>

Restricted events income relates to revenue received for the annual Childrens Diabetes camp.

Restricted other income is made up of donations and grants which are received for a specific purpose.

3. EMPLOYEE BENEFIT EXPENSE

The totals of remuneration paid to the key personnel of Townsville Hospital Foundation during the year are as follows:-

Salaries and wages	221,181	227,969
Superannuation	21,012	21,641
Annual leave and long service leave provision	19,830	(1,208)
Total employee benefits	<u>262,023</u>	<u>248,402</u>

General Manager (ceased 2020)

Short term benefits	333	53,152
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Chief Executive Officer

Short term benefits	79,443	60,234
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Administration manager

Short term benefits	66,396	64,765
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Volunteer coordinator

Short term benefits	75,009	49,816
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Remuneration of the Board

Members of the Board did not receive remuneration from the Foundation for the 2020 year (2019 - Nil)

Positions and responsibilities:-

Chief Executive Officer is responsible for the overall management, daily functions and direction.

Administration manager is responsible for the efficient, effective economic management.

Volunteer coordinator is responsible for the training and management of the volunteers.

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

4. AUDITORS REMUNERATION

Auditors' remuneration	12,590	8,850
Other accounting services	2,398	-
	<u>14,988</u>	<u>8,850</u>

5. SUPPLIES AND SERVICES EXPENDITURE

Advertising and marketing	47,309	4,454
Bank charges	1,918	1,781
Commercial enterprises	65,333	75,308
Donations	3,513	2,153
Events expenses	37,693	43,657
Function expense - Awards	1,510	704
Fundraising expenses	9,918	11,292
Insurance	8,213	8,176
Motor vehicle expenses	943	1,995
Office expenses	4,606	10,786
Research expenses	112,988	24,811
Staff training and welfare	21,044	26,875
Sundry expenses	949	1,383
	<u>315,937</u>	<u>213,375</u>

6. CASH AND CASH EQUIVALENTS

Cash on hand	455	308
Cash at bank	963,077	779,014
Term deposits	2,356,000	3,106,278
	<u>3,319,532</u>	<u>3,885,600</u>

7. TRADE AND OTHER RECEIVABLES

CURRENT

Other receivables	<u>10,011</u>	<u>-</u>
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8. INVENTORIES

CURRENT

At cost:

Stock on hand	<u>3,730</u>	<u>1,711</u>
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9. OTHER ASSETS

CURRENT

Accrued income	<u>2,711</u>	<u>24,810</u>
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The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

	2020 \$	2019 \$
10. PROPERTY, PLANT AND EQUIPMENT		
Plant and equipment	6,390	6,390
Less accumulated depreciation	<u>(6,390)</u>	<u>(6,390)</u>
	<u>-</u>	<u>-</u>
Motor vehicles	43,725	43,725
Less accumulated depreciation	<u>(42,615)</u>	<u>(38,241)</u>
	<u>1,110</u>	<u>5,484</u>
Total property, plant and equipment	<u><u>1,110</u></u>	<u><u>5,484</u></u>
(a) Movements in carrying amounts		
Movement in the carrying amount for each class of plant and equipment between the beginning and the end of the current year		
Plant and equipment		
Year ended 30 June 2019		
Balance at the beginning of the year	-	
Depreciation expense	<u>-</u>	
Balance at the end of the year	<u><u>-</u></u>	
Motor vehicles		
Year ended 30 June 2019		
Balance at the beginning of the year	5,484	
Depreciation expense	<u>(4,374)</u>	
Balance at the end of the year	<u><u>1,110</u></u>	
11. TRADE AND OTHER PAYABLES		
CURRENT		
Other creditors	4,592	22,128
Accrued charges	12,101	10,000
Trade creditors	4,305	5,448
Goods and services tax	7,291	-
Superannuation payable	<u>7,138</u>	<u>7,366</u>
	<u><u>35,427</u></u>	<u><u>44,942</u></u>
12. BORROWINGS		
CURRENT		
QCCU - Credit card	<u><u>2</u></u>	<u><u>256</u></u>

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

	2020	2019
	\$	\$
13. PROVISIONS		
CURRENT		
Provision for long service leave	10,049	-
Provision for annual leave	12,241	2,460
	22,290	2,460
	22,290	2,460
	2020	
	\$	
Provision for long service leave:		
Opening balance at 1 July 2019	-	
Movement	10,049	
Balance at 30 June 2020	10,049	
	10,049	
	2020	
	\$	
Provision for annual leave:		
Opening balance at 1 July 2019	2,460	
Movement	9,781	
Balance at 30 June 2020	12,241	
	12,241	
	2020	2019
	\$	\$
Total Provisions		
Provision for employee benefits	22,290	2,460
	22,290	2,460
	22,290	2,460

14. RELATED PARTIES

Other related parties include close family of key management personnel and entities that are controlled or significantly influences by those key management personnel or their close family members.

No transactions occurred with related parties during the year.

15. COVID 19

We expect the impact of COVID-19 to affect the overall economic outlook on future fundraising results in the short term. Expenditure will be moderated in accordance with the decrease in fundraising revenue.

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

16. CONTINGENCIES

In the opinion of those charged with governance, the Foundation did not have any contingencies at 30 June 2020 (30 June 2019 none).

17. EVENTS AFTER THE REPORTING PERIOD

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Foundation, the results of those operations or the state of affairs of the Foundation in the future.

18. STATUTORY INFORMATION

The registered office and principal place of business of the Foundation is:
Townsville Hospital Foundation
100 Angus Smith Drive
Douglas Qld 4814

The accompanying notes form part of these financial statements.

TOWNSVILLE HOSPITAL FOUNDATION

MANAGEMENT CERTIFICATE

These General Purpose Financial Statements have been prepared pursuant to the Australian Charities and Not for profits Commission Act 2012, section 62(1)(a) of the Financial Accountability Act 2009 (the Act), section 39 of the Financial Performance Management Standard 2019 and other prescribed requirements in accordance with section 62(1)(b) of the Act we certify in our opinion:

- (a) the prescribed requirements for establishing and keeping accounts have been completed with in all material respects and
- (b) the financial statements and notes which comprise the statement of financial position as at 30 June 2020, the statement of profit or loss, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes presents fairly the Townsville Hospital Foundation's financial position as at 30 June 2020 and its performance for the year ended on that date in accordance with prescribed Australian Accounting Standards; and

we acknowledge responsibility under section 7 and section 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 system.

Chairperson 

Matthew Bryant

Board member 

Kate Smith

Dated: 1 September 2020

INDEPENDENT AUDITOR'S REPORT

To the Board of the Townsville Hospital Foundation

Report on the audit of the financial report

Qualified opinion

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

In my opinion, except for the effects of the matter described in the *Basis for Qualified Opinion* section of my report, the accompanying financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2020, 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 2020, the statement of profit or loss and other 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 qualified opinion

For 2019–20 Fundraising and Events income of \$167,190 (2018–19: 293,207) and Donations - cash \$52,016 (2018–19: 58,861) were significant sources of fundraising revenue of the Townsville Hospital Foundation. The comparatives for 2018-19, Fundraising and events income \$293,207 and Donations - cash \$58,861 were also significant sources of fundraising revenue.

Due to the inherent nature of these income streams, the Foundation has determined that it is impracticable to establish control over the collection of this income prior to entry into the Foundation's financial records. Accordingly, as the evidence available to me regarding revenue from these sources was limited, my audit procedures with respect to these income streams had to be restricted to the amounts recorded in the financial records.

I am therefore unable to express an opinion on the completeness of Fundraising and Events income and Donations - cash and whether all income from these sources received by the Foundation have been brought to account and recorded in the financial report.

The prior year's financial statements were qualified for the same reasons.

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.

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*, except for the possible effects of the matters described in basis for qualified opinion paragraphs above for the year ended 30 June 2020:

- 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.



C G Strickland
as delegate of the Auditor-General

2 September 2020

Queensland Audit Office
Brisbane

Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7 4
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 5 38
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3 2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4 2
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5 2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 9
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32 Not applicable
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 9
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 9-11,13
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1 10
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 Not applicable
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 10
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 Not applicable
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 19
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 15
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 14
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 Not applicable
	<ul style="list-style-type: none"> Public Sector Ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4 14
	<ul style="list-style-type: none"> Human Rights 	Human Rights Act 2019 ARRs – section 13.5 14
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 14

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	15
	• Audit committee	ARRs – section 14.2	15
	• Internal audit	ARRs – section 14.3	15
	• External scrutiny	ARRs – section 14.4	16
	• Information systems and recordkeeping	ARRs – section 14.5	16
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	15
	• Early retirement, redundancy and retrenchment	Directive No.04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	15
Open Data	• Statement advising publication of information	ARRs – section 16	2
	• Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	33
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	34

Glossary

ARRs	Annual report requirements for Queensland Government agencies
FAA	Financial Accountability Act 2009
FPMS	Financial and Performance Management Standard 2019
QGEA	Queensland Government Enterprise Architecture
THHS	Townsville Hospital and Health Service
TUH	Townsville University Hospital