

## Annual report compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<ul style="list-style-type: none"> <li>■ A letter of compliance from the accountable officer or statutory body to the relevant Minister</li> </ul>	ARRs – section 8	p. 2
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>■ Table of contents</li> <li>■ Glossary</li> </ul>	ARRs – section 10.1	p. 3 p. 112
	<ul style="list-style-type: none"> <li>■ Public availability</li> </ul>	ARRs – section 10.2	inside cover
	<ul style="list-style-type: none"> <li>■ Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 10.3	inside cover
	<ul style="list-style-type: none"> <li>■ Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 10.4	inside cover
	<ul style="list-style-type: none"> <li>■ Information licensing</li> </ul>	Queensland Government Enterprise Architecture – Information licensing ARRs – section 10.5	inside cover
<b>General information</b>	<ul style="list-style-type: none"> <li>■ Introductory Information</li> <li>■ Agency role and main functions</li> <li>■ Operating environment</li> <li>■ Machinery of Government changes</li> </ul>	ARRs – section 11.1 ARRs – section 11.2 ARRs – section 11.3 ARRs – section 11.4	pp. 7–9 p. 10 pp. 11–13 p. 14
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>■ Government objectives for the community</li> <li>■ Other whole-of-government plans / specific initiatives</li> <li>■ Agency objectives and performance indicators</li> <li>■ Agency service areas, service standards and other measures</li> </ul>	ARRs – section 12.1 ARRs – section 12.2 ARRs – section 12.3 ARRs – section 12.4	p. 42 p. 43 pp. 44–55 pp. 56–57
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>■ Summary of financial performance</li> </ul>	ARRs – section 13.1	pp. 58–60
<b>Governance—management and structure</b>	<ul style="list-style-type: none"> <li>■ Organisational structure</li> <li>■ Executive management</li> <li>■ Related entities</li> <li>■ Boards and committees</li> <li>■ <i>Public Sector Ethics Act 1994</i></li> </ul>	ARRs – section 14.1 ARRs – section 14.2 ARRs – section 14.3 ARRs – section 14.4 Public Sector Ethics Act 1994 (section 23 and Schedule) ARRs – section 14.5	p. 16 pp. 18–25 n/a pp. 26–34 p. 35

<b>Governance—risk management and accountability</b>	■ Risk management	ARRs – section 15.1	p. 38
	■ External Scrutiny	ARRs – section 15.2	pp. 36–38
	■ Audit committee	ARRs – section 15.3	p. 27
	■ Internal Audit	ARRs – section 15.4	p. 39
	■ Public Sector Renewal Program	ARRs – section 15.5	p. 5
	■ Information systems and recordkeeping	ARRs – section 15.7	pp. 39–40
<b>Governance—human resources</b>	■ Workforce planning, attraction and retention and performance	ARRs – section 16.1	pp. 64–66
	■ Early retirement, redundancy and retrenchment	Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs – section 16.2	p. 66
	■ Voluntary Separation Program	ARRs – section 16.3	n/a
<b>Open Data</b>	■ Open Data	ARRs – section 17	p. 40
<b>Financial statements</b>	■ Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	p. 107
	■ Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	p. 108–109
	■ Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	pp. 105–106

## Glossary of acronyms

<b>ABF</b>	Activity Based Funding
<b>ACLS</b>	Annual Leave Central Scheme
<b>ACU</b>	Academic Clinical Unit
<b>AM</b>	Member of the Order of Australia
<b>AO</b>	Order of Australia
<b>AO</b>	Officer of the Order of Australia
<b>ATO</b>	Australian Tax Office
<b>BOOT</b>	Build-Own-Operate-Transfer
<b>BPA</b>	Best Practice Australia
<b>CITS</b>	Clinical Informatics and Technology Services
<b>COTA</b>	Council on the Ageing
<b>DOH</b>	Department of Health
<b>DSS</b>	Decision Support System
<b>FAMMIS</b>	Finance and Materials Management Information System
<b>FBT</b>	Fringe Benefits Tax
<b>FTE</b>	Full Time Equivalent
<b>GMSBML</b>	Greater Metro South Brisbane Medicare Local
<b>GP</b>	General Practitioner
<b>GST</b>	Goods and Services Tax
<b>HBCIS</b>	Hospital Based Corporate Information System
<b>HHBA</b>	Hospital and Health Boards Act 2011
<b>HHNA</b>	Health and Hospitals Network Act 2011
<b>HHS</b>	Hospital and Health Service
<b>HIMS</b>	Health Information Management Services
<b>HITH</b>	Hospital in the Home
<b>HREC</b>	Human Research Ethics Committee
<b>HSCE</b>	Health Service Chief Executive
<b>ICT</b>	Information, Communication and Technology
<b>ieMR</b>	Integrated Electronic Medical Record
<b>IHPA</b>	Independent Hospital Pricing Authority

<b>ILUA</b>	Indigenous Land Use Agreements
<b>ISO</b>	International Organisation for Standardisation
<b>LSLS</b>	Long Service Leave Scheme
<b>MOHRI</b>	Minimum Obligatory Human Resources Information
<b>MSH</b>	Metro South Health
<b>MSHCF</b>	Metro South Health Consultative Forum
<b>MSHNB</b>	Metro South Hospital and Health Board
<b>NDRRA</b>	National Disaster Relief and Recovery Arrangements
<b>NEAT</b>	National Emergency Access Target
<b>NEST</b>	National Elective Surgery Target
<b>OAM</b>	Medal of the Order of Australia
<b>PAH</b>	Princess Alexandra Hospital
<b>POST</b>	Patient Off Stretcher Time
<b>PPP</b>	Public Private Partnerships
<b>PUMP</b>	Pathology Utilisation Medical Program
<b>QAO</b>	Queensland Audit Office
<b>QAS</b>	Queensland Ambulance Service
<b>QEII</b>	Queen Elizabeth II Jubilee Hospital
<b>QGIF</b>	Queensland Government Insurance Fund
<b>QPS</b>	Queensland Police Service
<b>RAFT</b>	Recording All Facility Transport
<b>READI</b>	Rapid Emergency Admission to Destination Initiative
<b>RoPP</b>	Right of Private Practice
<b>SERTA</b>	Study, Education and Research Trust Account
<b>TRI</b>	Translational Research Institute
<b>UQ</b>	University of Queensland
<b>WAU</b>	Weighted Activity Unit
<b>WMOML</b>	West Moreton-Oxley Medicare Local
<b>YTD</b>	Year to Date



