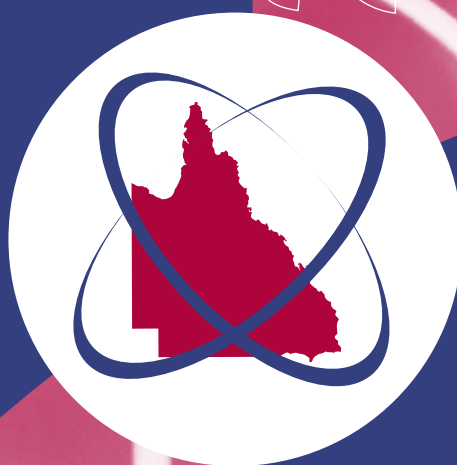


MEDICAL RADIATION  
TECHNOLOGISTS  
BOARD OF QUEENSLAND



2004-2005

ANNUAL REPORT

ANNUAL  
REPORT  
2004-05

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## FOREWORD

The Hon Stephen Robertson MP  
Minister for Health  
Parliament House  
BRISBANE QLD 4000

Dear Minister

I have pleasure in presenting the Annual Report of the Medical Radiation Technologists Board of Queensland for the year ended 30 June 2005.

My appreciation is extended to all members of the Board for their efforts during the reporting period.

The Board also records its appreciation for the administrative and operational support provided by the staff of the Office of Health Practitioner Registration Boards in assisting the Board to fulfil its statutory functions and obligations.

Wayne Nuss  
**Chairperson**

# 1. CONSTITUTION, GOALS AND FUNCTIONS

## 1.1 CONSTITUTION

The Medical Radiation Technologists Board of Queensland is constituted under section 9 of the *Medical Radiation Technologists Registration Act 2001* ("the Act") as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999* and the *Financial Administration and Audit Act 1977*.

## 1.2 GOALS

Consistent with section 7(1) of the Act, the Board's primary goals are:

- to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way; and
- to uphold standards of practice within the profession; and
- to maintain public confidence in the profession.

## 1.3 FUNCTIONS

The Board is directly responsible for the administration of the *Medical Radiation Technologists Registration Act 2001* and the *Medical Radiation Technologists Registration Regulation 2002* (as amended from time to time).

The Board's major functions are set out in section 11 of the Act as follows:

- to assess applications for registration;
- to register persons who satisfy the requirements for registration;
- to monitor and assess whether registrants comply with any conditions of registration;

- to keep a register of, and records relating to, registrants;
- to promote high standards of practice of the professions by registrants;
- to develop or adopt programs for the continuing professional education of registrants, and encourage their participation in the programs;
- to develop or adopt training programs in the practice of the professions that are relevant to a person's eligibility for registration;
- to confer and cooperate with interstate regulatory authorities;
- to confer and cooperate with entities engaged in the development of national policies about the regulation of the professions;
- to confer and cooperate with the following entities about the education of persons in the practice of the professions-
  - > educational institutions
  - > entities responsible for accrediting courses, or accrediting institutions to educate persons for the professions;
- to inform registrants and the public about the operation of the legislative scheme in its application to the professions;
- to examine, and advise the Minister about, the operation of the legislative scheme in its application to the professions;
- to monitor, and enforce, compliance with this Act;
- to undertake research, relevant to the legislative scheme, into the regulation of the professions; and
- to collect, and give to persons, information about the practice of the professions by registrants.

## 2. MEMBERSHIP OF THE BOARD

Membership of the Board during 2004-05 comprised the following members appointed in accordance with the membership categories specified in Section 15 of the Act:

### (a) Registrant Members

John Andersen  
Ass Dip (Medical Radiography)  
RMIT, Dip App Sc (Medical Imaging  
Technology), Grad Cert Mgnt, MIR

*Carolyn Astill*  
MIR

Jennie Baxter  
Ass Dip App Sc (Therapeutic  
Radiography), Grad Cert Mgnt, MIR

Catherine McHenry  
B App Sc (NMT), Grad Cert Mgnt

Wayne Nuss  
Dip App Sc, Grad Dip Mgnt, FIR  
**[Chairperson]**

Amy O'Rourke  
B App Sc (Radiation Therapy), MIR  
(appointed 2.09.04)

Martin Quinn  
Ass Dip (Diagnostic Radiography),  
MIR (appointed 10.09.04)

Pamela Rowntree  
Dip App Sc (Diagnostic  
Radiography), Grad Dip Ed, FIR  
**[Deputy Chairperson]**

### (b) Public Members

Myrtle Green  
OAM, Cert Club Admin, JP (Qual)

Isabelle Vallin-Thorpe  
Grad Cert Mgnt (Marketing)

### (c) One Lawyer

Darryl Cox  
BA, LLB

During the reporting period, the number of permanent Board members was expanded from 9 to 10 with the appointment of Mr Quinn on 10 September 2004.

Two Board members were on leave of absence during the year: Ms Vallin-Thorpe from 20 May 2004 to 19 May 2005; and Ms Astill for 12 months from 5 July 2004. Ms O'Rourke was appointed on 2 September 2004 to fill the remaining period of Ms Astill's temporary vacancy. In June 2005 the Board approved a 3 month extension of Ms Astill's leave of absence.

During the reporting period the Executive Officer provided new Board members with induction training on a range of matters about their role and the legislative scheme. Such training is a responsibility of the Executive Officer under section 12(2)(d) of the *Health Practitioner Registration Boards (Administration) Act 1999*.

The Board members' current term of appointment expires on 10 April 2006.

### 3. MEETINGS OF THE BOARD

During 2004-05 the Board held 10 Ordinary Board Meetings. In addition, selected Board members and industry representatives participated in 7 meetings of the Board's Supervised Practice Program Advisory Committee.

Attendance by Board members at these Board and Advisory Committee meetings is shown in the following table.

#### No. of Meetings Attended

Board Member	Board Meetings	Advisory Committee Meetings
J Andersen	9	7
C Astill*	-	-
J Baxter	10	7
D Cox	7	-
M Green	8	-
C McHenry	10	6
W Nuss	10	7
A O'Rourke	7	-
M Quinn	7	-
P Rowntree	6	-
I Vallin-Thorpe*	-	-

\*on leave of absence

Some Board members also undertook special assignment activities on occasions to address particular Board issues.

## 4. THE REGISTER

Pursuant to section 11(d) of the Act, the Board maintains a Register of Medical Radiation Technologists, with separate registration for Medical Imaging Technologists (Radiographers), Nuclear Medicine Technologists and Radiation Therapists.

As at 30 June 2005 there were 1,942 registered Medical Radiation Technologists representing a net increase of 114 (approximately 5%) over the June 2004 figure. The 1,942 registrants comprised 1,598 Medical Imaging Technologists, 90 Nuclear Medicine Technologists and 254 Radiation Therapists.

Registrant numbers within each registration category as at 30 June 2005 are shown below.

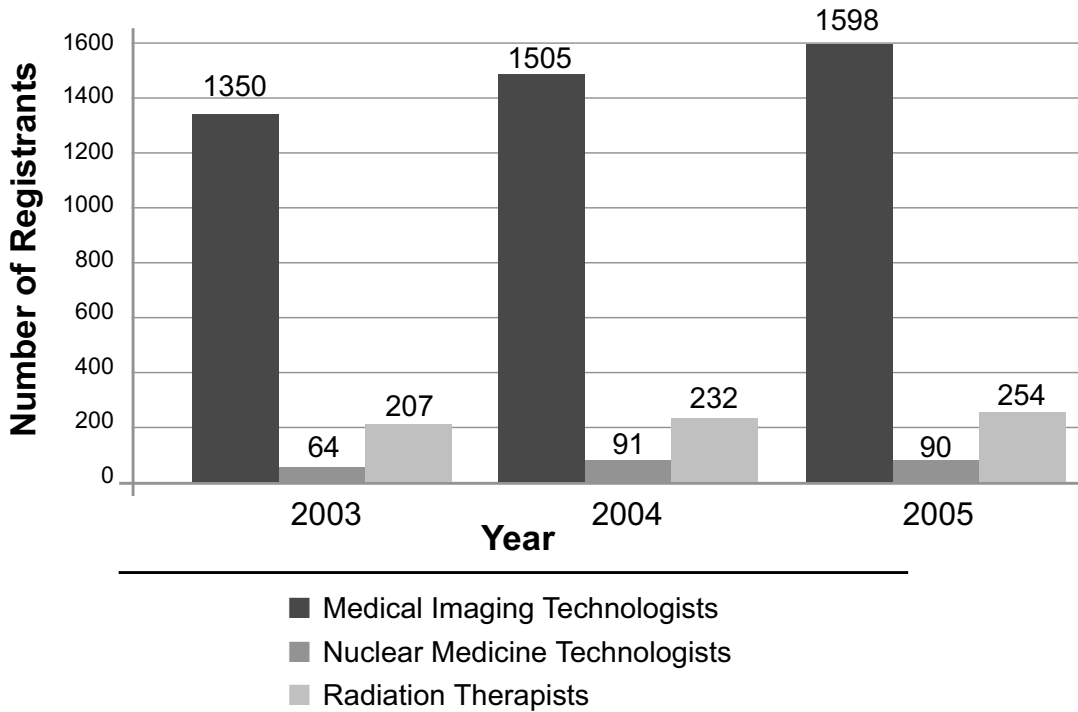
Radiation Therapists) were processed by the Board.

Of the 229 new registrations, 34 (approximately 15%) were processed under mutual recognition. Of the 34 mutual recognition registrants, 29 (25 Medical Imaging Technologists, 1 Nuclear Medicine Technologist and 3 Radiation Therapists) lodged a registration notice pursuant to the provisions of the *Mutual Recognition (Queensland) Act 1992* on the basis of holding current registration in the profession in another Australian State or Territory; while 5 Medical Imaging Technologists lodged a registration notice pursuant to the provisions of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* on the basis of holding current registration in the profession in New Zealand.

General Registrants		General Registrants with Probationary Conditions	Provisional General Registrants with Probationary Conditions	Provisional General Registrants	Special Purpose Registrants	Total Registrants
Medical Imaging Technologists	1,521	62	9	5	1	1598
Nuclear Medicine Technologists	83	5	2	0	0	90
Radiation Therapists	230	22	2	0	0	254
Total	1,834	89	13	5	1	1,942

These registration numbers are net figures as at 30 June 2005. The net change in registrant numbers over the year is the product of significant numbers of additions to and deletions from the Register. During the 2004-05 year, 66 former registrants (50 Medical Imaging Technologists, 8 Nuclear Medicine Technologists and 8 Radiation Therapists) were restored to the Register and 229 new registrations (for 181 Medical Imaging Technologists, 12 Nuclear Medicine Technologists and 36

The following bar chart illustrates the change in the number of registrants at 30 June each year since the commencement of registration in 2003.



An analysis of the registration database as at 30 June 2005 provides the following information.

**Age Groupings of Queensland Registrants**

The age distribution of the three professions is shown in the following table:

	Medical Imaging Technologists	Nuclear Medicine Technologists	Radiation Therapists
Under 25 years	10%	20%	13%
25 - 34 years	32%	41%	41%
35 - 44 years	23%	19%	27%
45 - 54 years	24%	13%	15%
55 years and over	11%	7%	4%
Total	100%	100%	100%

### ***Gender Groupings of Queensland Registrants***

- 37% of Medical Imaging Technologists were male; 63% were female.
- 39% of Nuclear Medicine Technologists were male; 61% were female.
- 28% of Radiation Therapists were male; 72% were female.

### ***Geographical Distribution of Queensland Registrants***

The following table shows the geographical distribution of registrants.

	Medical Imaging Technologists	Nuclear Medicine Technologists	Radiation Therapists
Within Brisbane	40%	54%	61%
Elsewhere in South East Queensland	35%	32%	26%
Total within South East Queensland (postcodes 4000 to 4571)	75%	86%	87%
Elsewhere in Queensland	19%	11%	10%
Outside of Queensland	6%	3%	3%
Total	100%	100%	100%

The geographical statistics are based on an analysis of postcodes of the addresses of the registrants as shown on the Register. In some cases the Register address differs from the practice address of a registrant. Registrants with addresses outside of Queensland have chosen to retain Queensland registration even though, in most cases, they do not currently practise their profession in Queensland.

## 5. ADMINISTRATIVE STRUCTURE

Administrative and operational support for the Board's day to day operations is provided by the Office of Health Practitioner Registration Boards under a Service Agreement between the Board and the Office.

The Board is one of 13 Queensland Health Practitioner Registration Boards receiving such support from the Office which is constituted under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office has a permanent staff establishment of 63.2 full-time equivalent positions plus a variable number of temporary positions.

Members of the staff of the Office with primary responsibilities for the administrative tasks of the Board as at 30 June 2005 were:

Executive Officer	Mr J O'Dempsey
Deputy Registrar	Mr G Connell
Assistant Registrar	Mr D Watson
Administrative Officer	Mrs B Johnston

The Assistant Registrar and Administrative Officers are assigned the task of handling and managing the day to day administrative affairs of the Board (and other Health Practitioner Registration Boards) under the direction of the Executive Officer and Deputy Registrar.

A number of other staff of the Office support the Board by providing services in such areas as human resource management, financial management, information technology, counter enquiries, records management and general administration. The Office also has staff available to assist the Board, if required, in the investigation of complaints about Medical Radiation Technologists and the health assessment and management of

impaired practitioners.

Further information regarding the interrelationship between the Board and the Office is provided in the Annual Report of the Office.

## 6. ACCESS

The Office of the Board is located at Level 19, Forestry House, 160 Mary Street, Brisbane, Queensland 4000.

Correspondence to the Board should be addressed to:

The Executive Officer

Medical Radiation Technologists Board  
of Queensland  
GPO Box 2438  
BRISBANE QLD 4001

Board communication links are:

Telephone: (07) 3225 2517

Facsimile: (07) 3225 2527

E-mail: [mrt@healthregboards.qld.gov.au](mailto:mrt@healthregboards.qld.gov.au)

Website: [www.mrtboard.qld.gov.au](http://www.mrtboard.qld.gov.au)

Copies of this Annual Report and the Annual Report of the Office are accessible to members of the public at the abovementioned address and also on the Websites of the Board and Office respectively.

## 7. REVIEW OF ACTIVITIES AND OPERATIONS

### Registration Act

There were no amendments to the *Medical Radiation Technologists Registration Act 2001* during 2004-05.

### Registration Regulation

There were no amendments to the *Medical Radiation Technologists Registration Regulation 2002* during 2004-05.

## **Complaints, Investigations, Disciplinary Proceedings, Health Assessments and Undertakings**

### ***Complaints under the Medical Radiation Technologists Registration Act 2001***

During 2004-05 the Board received two complaints under the *Medical Radiation Technologists Registration Act 2001* and at the close of the reporting year these matters still remained in assessment.

Accordingly no Board funds were spent during 2004-05 on investigations or inspections under Part 5 of the *Medical Radiation Technologists Registration Act 2001*.

### ***Complaints, Investigations and Disciplinary Proceedings under the Health Practitioners (Professional Standards) Act 1999***

The following summary information is provided, as required by section 264(1) of the *Health Practitioners (Professional Standards) Act 1999* ("Professional Standards Act") regarding complaints, investigations and disciplinary proceedings under the Professional Standards Act during 2004-05.

- The Board received one complaint. That complaint, which related to a registrant's competency, was still under assessment at the close of the reporting period. The Board did not receive any complaints on referral from the Health Rights Commissioner.
- The Board did not refer any complaints to the Health Rights Commissioner.
- No investigations were conducted by the Board and none were carried over from the previous reporting period.
- The Board did not start or finish any disciplinary proceedings under Part

6 of the Professional Standards Act. There were also no disciplinary proceedings carried over from the previous year or in process at the close of the reporting year.

- No Board funds were spent on investigations.

### ***Health Assessments***

The Board did not arrange during 2004-05 for any health assessments of registrants under the Professional Standards Act. Accordingly the Board did not spend any funds on health assessments in the reporting year.

### ***Undertakings by Registrants***

During 2004-05 the Board did not enter into any undertakings with registrants under sections 118(1)(c)(iv), 165(2)(b), 276(2)(a) or 299(2)(c) of the Professional Standards Act, about their professional conduct or practice.

### ***Ministerial Authorisations***

During the reporting year, the Board did not receive from the Minister for Health any authorisations under section 392 of the Professional Standards Act, for a person performing functions under that Act to disclose information acquired in the performance of those functions, about another person's affairs.

### ***Ministerial Directions***

Section 37(1)(a) of the *Medical Radiation Technologists Registration Act 2001* and section 13(5) of the Professional Standards Act require the Board to include in its Annual Report, copies of all written Ministerial Directions given in the public interest to the Board during the financial year. The Board did not receive any such directions from the Minister during the reporting period.

## Recency of Practice

During the reporting period the Board began the process of determining what recency of practice requirements should apply to the profession when renewing registration. This decision is in line with the Board's statutory obligation to:

- (a) protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way; and
- (b) uphold the standards of practice in the profession; and
- (c) maintain public confidence in the profession.

In February 2005 the Board released its 'Recency of Practice Discussion Paper', which marked the first stage in the consultation process. Recency of practice, when defined through this consultation process, will be directly linked to the annual renewal of registration. This is because the *Medical Radiation Technologists Registration Act 2001* requires the Board, when deciding an application for renewal of registration, to have regard to the extent to which the applicant has satisfied "recency of practice requirements" that have been prescribed under a regulation.

The closing date for receipt of submissions on the discussion paper was 29 April 2005. By the end of the reporting period the submissions received were being collated and analysed to inform the policy-making process. At the completion of that stage, the Board intends to prepare a draft recency of practice policy. That draft policy will be the subject of a second consultation round for consideration and comment by stakeholders who lodged submissions in the first consultation round. Upon finalization of the policy, the Board will seek the approval of the Governor in Council for "recency of practice

requirements" to be prescribed within the *Medical Radiation Technologists Registration Regulation 2002*.

## Supervised Practice Program

The Board operates a Supervised Practice Program pursuant to Section 61 of the *Medical Radiation Technologists Registration Act 2001* and Part 3 of the Regulation.

The aim of the Program is to provide probationary registrants with the experience, knowledge and conduct standards required for the practice of the professions. The Board requires all new graduates of prescribed tertiary courses in the professions to undertake the Program. Upon commencement, such persons are granted general registration with probationary conditions. They must then complete the equivalent of 48 continuous weeks under the program before becoming eligible for general registration without probationary conditions.

As at 30 June 2005 there were 102 registrants with probationary conditions on the Program. They comprised 71 Medical Imaging Technologists, 7 Nuclear Medicine Technologists and 24 Radiation Therapists.

The Board manages the program through its Supervised Practice Program Committee (SPPC) and an Industry Liaison Committee whose primary focus is to review the Program.

During the reporting year the role of the SPPC was expanded to also include the accreditation of professional practice settings. Previously the Board had relied upon practice accreditations issued by the Australian Institute of Radiography (for Medical Imaging Technology and Radiation Therapy) and the Australian Society of Nuclear Medicine (Nuclear Medicine Technology).

Under the Board's accreditation process, accreditation is for a four year period. Professional Practice Settings are required to give the Board specified details of their practices and to sign a declaration that they will provide a probationary registrant with the requisite policies, procedures, experience and supervision to successfully complete the Supervised Practice Program. In addition, Professional Practice Settings may be subject to a telephone audit or site audit by the SPPC.

The process for the conduct of telephone audits and site audits of Professional Practice Settings was developed and implemented by the SPPC during the reporting year. The SPPC aims to complete audits for all Queensland centres with Professional Practice Settings within four years.

The SPPC conducted audits during 2004-05 in Mount Isa, Cairns, Rockhampton, Mackay, Townsville, Hervey Bay, Maryborough, Sunshine Coast, Caboolture, Brisbane and the Gold Coast. Most of these audits found that the Professional Practice Settings complied with legislative and Board requirements and provided an adequate learning environment for the probationary registrant. Where this was not the case, a conditional approval was issued. Such practices must meet the approval conditions or face withdrawal of the Board's approval for the conduct of the Supervised Practice Program within that Professional Practice Setting.

In March 2005 the SPPC prepared and distributed to probationary registrants and approved practice settings, an information bulletin on the Supervised Practice Program. Major topics covered were: registration; progress and final reports; competencies; and policies and definitions.

Late in the reporting period the Board appointed an independent Committee to review the Monash University's Master of Radiation Therapy course. The aim of the review is to assist the Board in determining whether the course content and clinical placement component provide practice in the profession at a level sufficient for the Board to exempt course graduates from undertaking the Supervised Practice Program.

### **General Registration on Conditions**

In addition to the 102 registrants with Probationary Conditions (under the Supervised Practice Program), as at 30 June 2005 there were 13 registrants for whom the Board had granted General Registration on Conditions.

Of these 13 conditional registrants:

- 4 had supervisory conditions. These are persons who had been out of the workforce in excess of 5 years. In 1 case the Board required the conditional registrant to undertake further academic studies followed by 6 months of supervised practice. The other 3 conditional registrants were required by the Board to undertake a 4 week resumption of professional practice program followed by 6 months of supervised practice.
- 2 had practice restricted to the place of practice.
- 7 had practice restricted to the practise of mammography in the mammography retraining program conducted by Queensland Health. This 12 month program is for radiographers being retrained in mammography after an absence from the profession.

## Board Support for Queensland Medical Radiation Technology Students

As at the close of the reporting year, there were no academic courses being offered in Queensland for the study of nuclear medicine technology; and the Queensland University of Technology (QUT) was the only tertiary academic institution currently providing Queensland courses in radiation therapy and radiography.

During the reporting year the Board commenced two initiatives in support of students undertaking the QUT courses in radiation therapy and radiography.

Firstly, as a tangible example of the Board's commitment to excellence in the practice of medical radiation technology in Queensland, the Board commenced consideration in May 2005 of a proposal for the Board to sponsor student academic awards and prizes. The Board plans to make the initial funds available for this proposal to commence with the 2006 academic year.

Secondly, the Board resolved to host a breakfast in November 2005 for new medical radiation technology graduates, at which the Board will provide information packs and presentations regarding the regulation of the professions and the Board's role.

## Newsletter

In December 2004 the Board distributed a Newsletter to inform registrants of Board activities and issues relevant to the professions. Topics covered in the Newsletter were:

- Introduction from the Chairperson
- Changes in Board Membership
- Annual Report
- Supervised Practice Program
- Accreditation of Practices

- General Registration on Conditions
- Strategic Plan
- Fees
- Refunds
- Recency of Practice

## Office Submissions

During 2004-05 the Board considered submissions from the Executive Officer, Office of Health Practitioner Registration Boards, regarding policy options on the following topics:

- Recency of Practice
- Results of Corporate Governance Self-Assessment
- Printing Budget
- Application for Registration
- Code of Practice and Recent Court of Appeal Decision
- Update on Recency of Practice and Amendment to the Professional Standards Act
- New Registrant Information Pack
- Overseas Travel Requirements
- Policy: Breaches of the Registration Acts by Registrants
- Registration Review Project: Change Proposal
- Entertainment & Hospitality Expenses Policy and Guidelines

## Code of Conduct of the Board

Under section 23 of the *Public Sector Ethics Act 1994*, every public sector entity is required to ensure that each Annual Report of the entity includes a statement giving details of action taken during the reporting period to comply with various provisions in the Act pertaining to the entity's Code of Conduct.

The Board's Code of Conduct applies to its Board members. It covers a range of issues including ethical obligations, professional conduct, accountability

and protection of privacy. The Board’s administrative procedures and management practices have proper regard to the Code and the ethics obligations of public officials as set out in the Act.

In accordance with the provisions of the Act, copies of the Code of Conduct:

- have been provided to all Board members;
- have been made available to all staff;
- are available upon request to interested persons free of charge; and
- have been placed on display at the Office of the Board [between 9 am and 4 pm, Monday to Friday] for inspection free of charge by interested persons.

**Fees**

The Board’s activities are funded mostly through fees payable by registrants in relation to registration. Such fees are exempt from the Goods and Services Tax (GST) under the provisions of Division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*.

As at 30 June 2005, the fees were prescribed under the *Medical Radiation Technologists Registration Regulation 2002* as follows:

	Fee Type	Amount (\$)
1	Application fee for general registration or special purpose registration	100.00
2	Registration fee for general registration or special purpose registration -	
	(a) for a period of registration of not more than 3 months	55.00
	(b) for a period of registration of more than 3 months but not more than 6 months	110.00

	(c) for a period of registration of more than 6 months but not more than 1 year	220.00
3	Restoration fee	295.00
4	Application for review of conditions	100.00
5	Replacement of certificate of registration	25.00
6	Certified copy of certificate of registration	25.00
7	Copy of the register or part of it - for each page	0.50

These fees have remained unchanged since their introduction in May 2002.

**Consultancies**

Section 95(1)(eb) of the *Financial Management Standard 1997* requires every public sector agency to include in its Annual Report, information about the agency’s expenditure on consultancies.

During 2004-05 the Board did not engage any consultants and consequently had no expenditure on consultancies for the year.

**Privacy of Information held by the Board**

In fulfilling its functions under the Act, the Board collects “personal information” about applicants for registration, Board members, vendors etc. The information includes names, addresses and other details relevant to the Board’s functions.

The Board is committed to ensuring that all such “personal information” held in its records is treated with respect and due confidentiality. The Board will not knowingly disclose any “personal information” unlawfully.

The Board complies with Information Standard 42, which applies to “personal information” held by Queensland public sector agencies. This Information Standard was approved by the Queensland State Government in 2001. The Standard - which reflects

information privacy principles contained in the Commonwealth Government's *Privacy Act 1998* - defines "personal information" as:

"Information or an opinion (including information or an opinion forming part of a database), whether true or not, whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion."

Consistent with the Standard, the Board, in conjunction with other Health Practitioner Registration Boards and the Office of Health Practitioner Registration Boards, has adopted a Privacy and Security Policy, which:

- lists the legislation administered by the Board;
- explains why the Board collects and stores "personal information";
- identifies staffing positions that have access to "personal information";
- describes the processes for access to, and amendment of, "personal information" held by the Board; and
- outlines the Board's implementation timetable for ensuring that it has met all of the requirements of Information Standard 42.

A copy of the Privacy and Security Policy can be obtained by the following means:

- writing to the Manager (Information Services), Office of Health Practitioner Registration Boards, GPO Box 2438, Brisbane Qld 4001; or
- accessing the Board's website through the Internet at [www.healthregboards.qld.gov.au](http://www.healthregboards.qld.gov.au).

### **Freedom of Information**

During the reporting period the Board did not receive any applications under the *Freedom of Information Act 1992* ("FOI Act"), for access to documents

held by the Board.

Section 18 of the FOI Act requires the Board to publish a Statement of Affairs annually setting out a range of information about the Board including details of the categories of documents it holds and the arrangements for obtaining access to such documents. That Statement is provided as a supplement at the end of this Report.

### **Statement of Reasons: Judicial Review Act**

Under section 32 of the *Judicial Review Act 1991*, a person who is aggrieved by an administrative decision is entitled to request from the decision maker, a written Statement of Reasons in relation to the decision. During the reporting period the Board did not receive any requests for a Statement of Reasons.

### **Combined Meeting of the Chairpersons of the Health Practitioner Registration Boards**

During the year one combined meeting of the Chairpersons of the 13 Health Practitioner Registration Boards was held on 15 June 2005. The Minister for Health attended the meeting at the invitation of the Boards. Issues discussed were:

- Mutual Recognition Legislation
- Minimum Qualification for Registration
- Recognition of Different Specialist Areas of Expertise in Psychology
- Progress Toward Extending Therapeutic Authorities Under the *Health (Drugs and Poisons) Regulation 1996*
- Use of Psychometric Tests by Those Not Registered as Psychologists
- Bundaberg Hospital Commission of Inquiry
- Employer Responsibilities

- Recruitment and Appointment of Board Members
- Masters of Medical Radiation Technology
- Service Agreement Review

## 8. STATEMENT OF AFFAIRS SUPPLEMENT

### Introduction

It is a requirement under section 18 of the *Freedom of Information Act 1992* that an agency must publish at intervals of not more than 1 year, an up-to-date statement of the affairs of the agency. In accordance with that section, this Supplement contains information not already included elsewhere in this Annual Report, that the Board is required to publish every year about its affairs.

### The effect of the Board's functions on members of the public

The registration and disciplinary functions of the Board reduce risks to public health and safety by:

- ensuring only appropriately qualified and fit persons may be registered;
- requiring that proper professional standards are maintained by its registrants.

### Categories of documents held by the Board

The following categories of documents are held by the Board:

- Registrant Files
- Complaint Files
- Business Files containing documents relating to:
  - > registration matters
  - > inter-state and overseas registration Boards

- > professional associations
- > acquisition and maintenance of office furniture, equipment and supplies
- > staff development and training courses
- > Board insurances
- > staffing arrangements
- > statistics in relation to the profession
- > audit reports
- > records management
- > information technology
- > financial records
- > legislation, subordinate legislation and legislative review
- > service agreement between the Board and the Office of Health Practitioner Registration Boards

- Annual Reports of the Board (including Statement of Affairs)
- Codes of Conduct
- Policy Documents and Internal Procedures Manuals
- Delegations

Arrangements to obtain access to the above-mentioned documents are explained later in this Supplement.

### Literature available

The following publications are available for inspection and copies may be obtained free of charge:

- current Annual Report of the Board (incl Statement of Affairs);
- current Newsletters and Circulars published by the Board.

The following documents are available for inspection and copies may be purchased:

- current Policy Documents of the Board.

It should be noted however, that pursuant to section 19(2) of the *Freedom of Information Act 1992*, the Board may delete exempt matter from a copy of any policy document.

The Board does not have any literature available to the public for which a regular subscription is payable or by way of free mailing lists.

### **Arrangements to obtain access to documents held by the Board**

#### Free of Charge Documents

These documents may be obtained by written request to the Board. Alternatively, these documents can be inspected at the Office of Health Practitioner Registration Boards, 19th Floor, Forestry House, 160 Mary Street, Brisbane, Qld 4000.

If inspection is sought, advance notice must be given so that a suitable time can be arranged for the inspection.

#### Policy Documents

Copies of the Board's policy documents may be inspected and/or obtained by either a written or telephone request.

#### Other Documents

The accessibility of other documents held by the Board is subject to the provisions of the *Freedom of Information Act 1992* and the associated Board procedures set out below.

Under the *Freedom of Information Act 1992*, the general community may apply for access to, or request an amendment of, any non-public document held by the Board.

### **Freedom of Information Act 1992**

#### What is Freedom of Information?

The purpose of the *Freedom of*

*Information Act 1992* is set out in the "short title" to the Act as follows:

*An Act to require information concerning documents held by government to be made available to members of the community, to enable members of the community to obtain access to documents held by government and to enable members of the community to ensure that documents held by the government concerning their personal affairs are accurate, complete, up-to-date and not misleading, and for related purposes.*

By these means, government agencies are made more accountable for their actions.

#### How to make a Freedom of Information application

There are two types of application available to any person under the *Freedom of Information Act 1992*:

- an application for access to any document held by the Board.
- an application that a document held by the Board about the applicant's personal affairs should be amended, if it is inaccurate, incomplete, out-of-date or misleading.

#### Documents concerning an applicant's 'Personal Affairs'

There are no fees or charges payable by the applicant for this type of document.

To apply for access to 'personal affairs' document(s):

- the application must be in writing (e-mail is acceptable);
- the application should include the term Freedom of Information;
- the application must specify as clearly as possible the sort of documents requested;
- the application must include a contact address (a contact telephone/e-mail number would also be helpful);

- the application must be posted, faxed, or e-mailed to one of the contact addresses given below.

#### Documents concerning an applicant's 'Non-personal' affairs

The legislation requires the applicant to pay an initial application fee of \$34.40 and processing costs (\$5.10 per 15 minutes) for this type of document.

To apply for access to 'non-personal' document(s):

- the application must be in writing (e-mail is acceptable);
- the application should include the term Freedom of Information;
- the application must specify as clearly as possible the sort of documents requested;
- the application must include a contact address (a contact telephone/e-mail number would also be helpful);
- the application must include a cheque/money order for payment of the prescribed application fee;
- the application must be posted, faxed, or e-mailed to one of the contact addresses given below.

#### To Amend a Document

To apply for an amendment of a document:

- the application must be in writing (e-mail is acceptable);
- the application should include the term Freedom of Information;
- the application must specify exactly which document is to be amended and how;
- the application must include a contact address (a contact telephone/e-mail number would also be helpful);
- the application must be posted, faxed, or e-mailed to one of the contact addresses given below.

#### Processing of Applications

An application is acknowledged in writing within 14 days of its receipt by this agency. The *Freedom of Information Act 1992* allows for a period of 45 days from the date of receipt to process an application (60 days if consultation with any third party or person is required in an access application only). Applicants will receive the Board's decision in writing, which will advise:

- the actual decision;
- the reasons for the decision; and
- how to appeal the decision (if so desired).

#### Freedom of Information contact addresses

Enquiries:

Mr John Posner  
Manager (Information Services)

Tel: 3234 1548 or

Fax: 3225 2527

E-mail: [foi@healthregboards.qld.gov.au](mailto:foi@healthregboards.qld.gov.au)

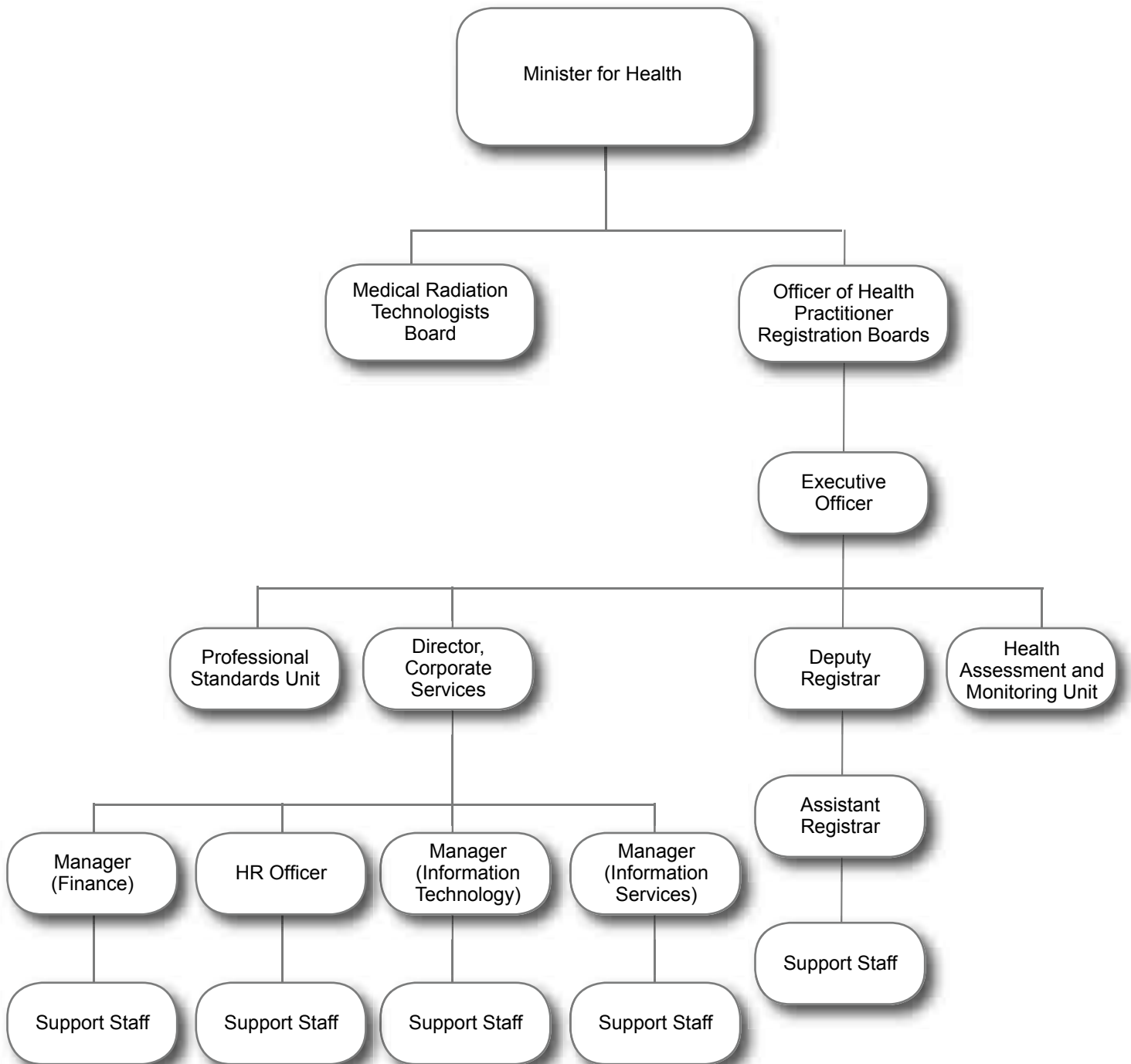
Applications:

Mr Jim O'Dempsey  
Executive Officer

Office of Health Practitioner Registration  
Boards

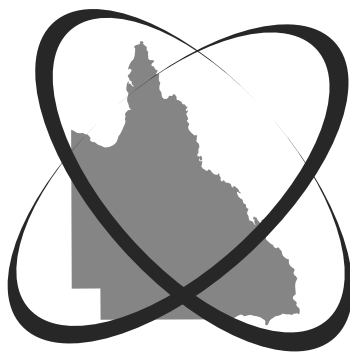
GPO Box 2438  
Brisbane Qld 4001

## Organisational Chart





**MEDICAL RADIATION  
TECHNOLOGISTS  
BOARD OF QUEENSLAND**



FINANCIAL REPORT

**GENERAL PURPOSE  
FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2005**

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## STATEMENT OF FINANCIAL PERFORMANCE

	NOTE	2005 \$	2004 \$
<b>Revenue from Ordinary Activities</b>			
Registration and Other Fees	2	469,040	459,945
Interest		43,367	31,202
Other Income		3,947	2,414
		<u>516,354</u>	<u>493,561</u>
<b>Expenses from Ordinary Activities</b>			
Administration Expense	3	81,944	102,121
Service Agreement Expenditure	4	218,182	208,763
		<u>300,126</u>	<u>310,884</u>
		<u>300,126</u>	<u>310,884</u>
<b>Net Result</b>		<u>216,228</u>	<u>182,677</u>

*The accompanying notes form part of these financial statements.*

## STATEMENT OF FINANCIAL POSITION

	NOTE	2005 \$	2004 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash Assets	5	994,316	785,030
Receivables	6	<u>17,099</u>	<u>12,284</u>
<b>TOTAL CURRENT ASSETS</b>		<u>1,011,415</u>	<u>797,314</u>
<b>TOTAL ASSETS</b>		<u>1,011,415</u>	<u>797,314</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Payables	7	<u>7,107</u>	<u>9,234</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>7,107</u>	<u>9,234</u>
<b>TOTAL LIABILITIES</b>		<u>7,107</u>	<u>9,234</u>
<b>NET ASSETS</b>		<u>1,004,308</u>	<u>788,080</u>
<b>EQUITY</b>			
Accumulated Surplus	8	<u>1,004,308</u>	<u>788,080</u>
<b>TOTAL EQUITY</b>		<u>1,004,308</u>	<u>788,080</u>

*The accompanying notes form part of these financial statements.*

## STATEMENT OF CASH FLOWS

	NOTE	2005 Inflows (Outflows) \$	2004 Inflows (Outflows) \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<i>Receipts</i>			
Revenue from Operations		491,376	495,685
Interest Received		43,367	31,217
Other Revenue		3,947	2,414
GST Collected on Sales		1,053	1,633
		<u>539,743</u>	<u>530,949</u>
<i>Payments</i>			
Supplies and services		(302,587)	(310,166)
GST Paid on Purchases		(27,870)	(27,917)
		<u>(330,457)</u>	<u>(338,083)</u>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b>14</b>	<u>209,286</u>	<u>192,866</u>
Net Movement in Cash		209,286	192,866
Cash at the Beginning of the Financial Year		785,030	592,164
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	<b>15</b>	<u>994,316</u>	<u>785,030</u>

*The accompanying notes form part of these financial statements.*

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### OBJECTIVES OF THE BOARD

The Medical Radiation Technologists Board of Queensland is constituted under the provisions of Section 9 of the *Medical Radiation Technologists Registration Act 2001* as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Board (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999* and the *Financial Administration and Audit Act 1977*.

The principal objectives of the Board are to: protect the public by ensuring health care is delivered by registered practitioners in a professional, safe and competent way; uphold standards of practice within the profession; and maintain public confidence in the profession.

### NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of these financial statements are:

#### (a) Basis of Accounting

The financial report is a general purpose financial report that has been prepared in accordance with the *Financial Administration and Audit Act 1977*, *Financial Management Standard 1997*, Australian Accounting Standards, Statements of Accounting Concepts, Urgent Issues Group Abstracts and other prescribed requirements.

The financial report has been prepared on a going concern basis, under the historical cost convention except where specifically stated and an accrual basis of accounting has been adopted. The accounting policies adopted are consistent with those of the previous year.

#### (b) Revenue Recognition

Revenue from annual registration fees and other fees are recognised on receipt.

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

#### (c) Employee Benefits

Employee benefits are recognised in the Office of Health Practitioner Registration Boards (OHPRB) financial statements. The Board receives all administrative and operational support from the OHPRB and pays for that support in six monthly instalments under a service agreement with the OHPRB.

#### (d) Accommodation

The Board is located in premises rented by the OHPRB from the Department of Public Works. Accommodation costs are paid by the OHPRB and reimbursed by the Board through a service agreement.

#### (e) Cash

For financial reporting purposes, cash includes all cash at bank, on hand and deposits at call with financial institutions.

#### (f) Receivables

The terms of trade are 60 days from the date of invoice. Collectability of debtors is reviewed on an ongoing basis. A provision for doubtful debts is raised where doubt as to collection exists. Debts which are known to be uncollectable are written off.

---

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### NOTE 1 SIGNIFICANT ACCOUNTING POLICIES CONTINUED

#### (g) Payables

Trade Creditors represent liabilities for goods and services provided to the Board prior to the end of the financial year and which are unpaid. The amounts are non-interest bearing, unsecured and are normally paid within 30 days of recognition.

#### (h) Taxation

The activities of the Board are exempt from Commonwealth taxation except for Fringe Benefits Tax (FBT) and Goods and Services Tax ("GST"). As such, input tax credits receivable and GST payable from/to the Australian Taxation Office are recognised and accrued.

#### (i) Insurance

The Board has a WorkCover insurance policy for workers' compensation for Board members.

#### (j) Comparative Information

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

#### (k) Adoption of International Financial Reporting Standards

The Financial Reporting Council has determined that all entities preparing general purpose financial statements will apply the Australian Equivalents to International Financial Reporting Standards (IFRS) for reporting periods beginning on or after 1 January 2005. The Office on behalf of the Medical Radiation Technologists Board of Queensland established an IFRS Steering Committee and Work Group to assist in the implementation of the new reporting requirements. All Australian Equivalents to IFRS have been reviewed for implications for policies, procedures, systems and financial impacts arising from such changes. It is expected that there will be no material effect on the reported balances on the transition to Australian Equivalents to IFRS.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

	2005 \$	2004 \$
<b>NOTE 2 ANNUAL REGISTRATION &amp; OTHER FEES</b>		
Registration Fees	418,245	400,810
Restoration Fees	17,995	20,595
Application Fees	32,800	38,540
	<u>469,040</u>	<u>459,945</u>
<b>NOTE 3 ADMINISTRATION</b>		
General Operating Expenses	38,803	36,493
Board Member Expenses	39,544	38,302
Conference Expenses - Board	-	3,302
Conference Expenses - Staff	-	1,195
Function Costs	811	532
Investigation Expenses	-	2,404
Legal Expenses	2,786	19,893
	<u>81,944</u>	<u>102,121</u>
<b>NOTE 4 SERVICE AGREEMENT EXPENDITURE</b>		
Service Agreement - Salaries	162,813	149,862
Service Agreement - Non-Salaries	55,369	58,901
	<u>218,182</u>	<u>208,763</u>
<b>NOTE 5 CASH ASSETS</b>		
Cash at Bank	54,006	71,109
At Call Deposits	940,310	713,921
	<u>994,316</u>	<u>785,030</u>
<b>NOTE 6 RECEIVABLES</b>		
Accrued Interest	378	245
GST Receivable	-	1,250
Other Debtors	155	-
Prepayments	998	664
Receivable from OHPRB	15,568	10,125
	<u>17,099</u>	<u>12,284</u>

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

<b>NOTE 7 PAYABLES</b>	<b>2005</b> \$	<b>2004</b> \$
Trade Creditors	7,107	3,269
Amount Payable to OHPRB	-	5,965
	<u>7,107</u>	<u>9,234</u>

### **NOTE 8 ACCUMULATED FUNDS**

Balance at the Beginning of the Year	788,080	605,403
Net Result	<u>216,228</u>	<u>182,677</u>
Balance at the End of the Year	<u>1,004,308</u>	<u>788,080</u>

### **NOTE 9 REMUNERATION OF BOARD MEMBERS**

The number of Board Members of the Medical Radiation Technologists Board whose remuneration from the Board falls within the following bands:

	<b>2005</b>	<b>2004</b>
\$0 - \$999	1	-
\$1,000 - \$1,999	3	1
\$2,000 - \$2,999	2	4
\$3,000 - \$3,999	3	2
\$4,000 - \$4,999	1	1
\$5,000 - \$5,999	-	1

Total remuneration paid to all Board Members of the Medical Radiation Technologists Board during the year was \$24,597 (2004: \$30,237). The names of the Board Members who have held office during the financial year are:

John E Andersen	Wayne Nuss
Jennie M Baxter	Pamela A Rowntree
Thomas M Quinn (appointed 10.9.2004)	Isabelle M Vallin-Thorpe
Amy L O'Rourke (appointed 2.9.2004)	Myrtle Green
Darryl L Cox	Catherine M McHenry

### **Transactions with Board Members as Registrants**

The Board Members who are Registrants, paid registration fees to the Board which are within normal Registrants' relationships on terms and conditions no more favourable than those which it is reasonable to expect would have been adopted if dealing with the Board Member at arm's length in the same circumstances.

### **NOTE 10 COMMITMENTS**

The Board had no commitments of a significant nature at 30 June 2005.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### NOTE 11 CONTINGENT ASSETS/LIABILITIES

There were no contingent assets or liabilities as at 30 June 2005.

### NOTE 12 SEGMENT REPORTING

The Board is responsible for the registration of Medical Radiation Technologists in Queensland.

### NOTE 13 EVENTS OCCURRING AFTER REPORTING DATE

No event has occurred after reporting date that has significantly affected or may significantly affect the operation of the Board, the results of those operations, of the state of affairs of the Board in the financial years subsequent to 30 June 2005.

	2005 \$	2004 \$
<b><u>NOTE 14 CASH FLOW INFORMATION</u></b>		
Reconciliation of operating result to net cash provided by operating activities		
Net Result	216,228	182,677
Change in assets and liabilities		
(Increase)/Decrease in receivables	(4,481)	9,471
(Increase)/Decrease in prepayments	(334)	441
(Decrease)/Increase in payables	(2,127)	277
<b>Net Cash provided by operating activities</b>	<b><u>209,286</u></b>	<b><u>192,866</u></b>

### NOTE 15 RECONCILIATION OF CASH

For the purpose of the Statement of Cash flows, the Board considers cash to include Cash on Hand and at Bank, and liquid investments. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

Cash	54,006	71,109
Investments	<u>940,310</u>	<u>713,921</u>
	<u>994,316</u>	<u>785,030</u>

### NOTE 16 RELATED PARTY TRANSACTIONS

The Board paid expenses related to a service agreement with OHPRB amounting to \$218,182 (2004: \$208,763)

The Board received a distribution of interest received by OHPRB amounting to \$5,038 (2004: \$4,826).

### NOTE 17 CORPORATE INFORMATION

Principal Places of Business and Registered Office:  
Level 19, Forestry House, 160 Mary Street, BRISBANE QLD 4000

No of Employees:                      NIL

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### NOTE 18 - FINANCIAL INSTRUMENTS

#### (a) Interest Rate Risk

The exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

	Non Interest Bearing	Fixed Interest Rate Maturing			Floating Interest Rate	Total	Weighted Average Interest Rate
		1 Year or Less	Over 1 Year to 5 Years	More than 5 Years			
	\$	\$	\$	\$	\$	\$	
<b>Year 2005</b>							
<i>Financial Assets</i>							
Cash	-	-	-	-	994,316	994,316	5.70%
Receivables	16,101	-	-	-	-	16,101	
<b>Total Financial Assets</b>	<b>16,101</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>994,316</b>	<b>1,010,417</b>	
<i>Financial Liabilities</i>							
Payables	7,107	-	-	-	-	7,107	
<b>Total Financial Liabilities</b>	<b>7,107</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Financial Assets</b>	<b>8,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>994,316</b>	<b>1,003,310</b>	
<b>Year 2004</b>							
<i>Financial Assets</i>							
Cash	-	-	-	-	785,030	785,030	5.45%
Receivables	11,620	-	-	-	-	11,620	
<b>Total Financial Assets</b>	<b>11,620</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>785,030</b>	<b>796,650</b>	
<i>Financial Liabilities</i>							
Payables	9,234	-	-	-	-	9,234	
<b>Total Financial Liabilities</b>	<b>9,234</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,234</b>	
<b>Net Financial Assets</b>	<b>2,386</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>785,030</b>	<b>787,416</b>	

#### (b) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Statement of Financial Position. There are no known concentrations of credit risk.

#### (c) Net Fair Values of Financial Assets and Liabilities

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

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## CERTIFICATE OF MEDICAL RADIATION TECHNOLOGISTS BOARD OF QUEENSLAND

This general purpose financial report has been prepared pursuant to section 46F(1) of the *Financial Administration and Audit Act 1977* (the Act), and other prescribed requirements. In accordance with Section 46F(3) of the Act we certify 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 Medical Radiation Technologists Board of Queensland for the financial year ended 30 June 2005 and of the financial position of the Board at the end of that year.

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## INDEPENDENT AUDIT REPORT

### To the Medical Radiation Technologists Board of Queensland

#### Matters Relating to the Electronic Presentation of the Audited Financial Report

The audit report relates to the financial report of the Medical Radiation Technologists Board of Queensland for the financial year ended 30 June 2005 included on the Board's web site. The Board is responsible for the integrity of the web site. The audit report refers only to the financial report identified below and does not include a review of the integrity of this web site nor provide an opinion on any other information which may have been hyperlinked to/from the financial report. If users of the financial report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report, available from the Board, to confirm the information included in the audited financial report presented on this web site.

#### Scope

##### *The Financial Report*

The financial report of the Medical Radiation Technologists Board of Queensland consists of the statement of financial performance, statement of financial position, statement of cash flows, notes to and forming part of the financial report and certificates given by the Board and officer responsible for the financial administration of the Medical Radiation Technologists Board of Queensland, for the year ended 30 June 2005.

##### *The Board's Responsibility*

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

##### *Audit Approach*

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

Audit procedures included –

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

---

## INDEPENDENT AUDIT REPORT

### Independence

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

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

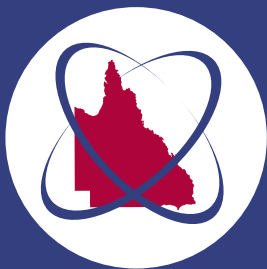
The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised.

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

### Audit Opinion

In accordance with s.46G of the *Financial Administration and Audit Act 1977* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
  - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Medical Radiation Technologists Board of Queensland for the financial year 1 July 2004 to 30 June 2005 and of the financial position as at the end of that year.



**MEDICAL RADIATION  
TECHNOLOGISTS  
BOARD OF QUEENSLAND**

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BRISBANE QLD 4000

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BRISBANE QLD 4001

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