

## Medical Radiation Technologists Board of Queensland

### Compliance checklist – annual report

FA ACT *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual Report Requirements for Queensland Government Agencies*

Summary of requirement	Basis for requirement	Annual report reference	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• <b>Table of contents</b></li> <li>• <b>Glossary</b></li> </ul>	ARRs – section 8.1	Contents page Page 1
	<ul style="list-style-type: none"> <li>• <b>Public availability</b></li> </ul>	ARRs – section 8.2	See contents page
	<ul style="list-style-type: none"> <li>• <b>Interpreter service statement</b></li> </ul>	<i>Queensland Government Language Services Policy</i>	See contents page
	<ul style="list-style-type: none"> <li>• <b>Copyright notice</b></li> </ul>	<i>Copyright Act 1968</i>	See contents page
<b>Letter of compliance</b>	<ul style="list-style-type: none"> <li>• <b>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</b></li> </ul>	ARRs – section 9	See Foreword page 3
<b>Introductory information</b>	<ul style="list-style-type: none"> <li>• <b>Agency role and main functions</b></li> </ul>	ARRs – section 10.3	See pages 5-7
	<ul style="list-style-type: none"> <li>• <b>Operating environment</b></li> </ul>	ARRs – section 10.3	See page 5
	<ul style="list-style-type: none"> <li>• <b>External scrutiny</b></li> </ul>	ARRs – section 10.3	See page 6
	<ul style="list-style-type: none"> <li>• <b>Machinery of government changes</b></li> </ul>	ARRs – section 10.3	N/A
	<ul style="list-style-type: none"> <li>• <b>Review of proposed forward operations</b></li> </ul>	ARRs – section 10.3	See pages 6-7
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>• <b>Government objectives for the community</b></li> </ul>	ARRs – section 11.2	See Towards Q2: page 7
	<ul style="list-style-type: none"> <li>• <b>Agency objectives and performance indicators</b></li> </ul>	ARRs – section 11.5	See pages 7-13
	<ul style="list-style-type: none"> <li>• <b>Agency outputs and output performance measures</b></li> </ul>	ARRs – section 11.6	See pages 7-13
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>• <b>Summary of financial performance</b></li> </ul>	ARRs – section 12.1	See page 13
	<ul style="list-style-type: none"> <li>• <b>Disclosure of budget v actual results</b></li> </ul>	ARRs – section 12.2	See pages 13-14
	<ul style="list-style-type: none"> <li>• <b>Chief Finance Officer (CFO) statement</b></li> </ul>	ARRs – section 12.3	N/A
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>• <b>Organisational structure</b></li> </ul>	ARRs – section 13.1	See pages 15-16
	<ul style="list-style-type: none"> <li>• <b>Executive management</b></li> </ul>	ARRs – section 13.2	N/A
	<ul style="list-style-type: none"> <li>• <b>Related entities</b></li> </ul>	ARRs – section 13.3	N/A
	<ul style="list-style-type: none"> <li>• <b>Schedule of statutory authorities or instrumentalities</b></li> </ul>	ARRs – section 13.4	N/A
	<ul style="list-style-type: none"> <li>• <b>Boards and committees</b></li> </ul>	ARRs – section 13.5	See pages 15-16

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> <li>• <b>Public Sector Ethics Act 1994</b> - implementation statement giving details of the action taken during the reporting period</li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	See Board Code of Conduct page 16
	<ul style="list-style-type: none"> <li>• <b>Whistleblowers Protection Act 1994</b> - public interest disclosures received</li> </ul>	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	See pages 16-17
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>• <b>Risk management</b></li> </ul>	ARRs – section 14.1	See page 17
	<ul style="list-style-type: none"> <li>• <b>Audit committee</b></li> </ul>	ARRs – section 14.2	See pages 17
	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b></li> </ul>	ARRs – section 14.3	See pages 17
Governance – human resources	<ul style="list-style-type: none"> <li>• <b>Workforce planning, attraction and retention</b></li> </ul>	ARRs – section 15.1	N/A (however see Human Resources pages 17-18)
	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	N/A (however see Human Resources pages 17-18)
	<ul style="list-style-type: none"> <li>• <b>Initiatives for women</b></li> </ul>	ARRs – section 15.1 and 15.3	N/A (however see Human Resources pages 17-18)
Governance – operations	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	ARRs – section 16.1	See page 18
	<ul style="list-style-type: none"> <li>• <b>Overseas travel</b></li> </ul>	ARRs – section 16.2	See page 18
	<ul style="list-style-type: none"> <li>• <b>Information systems and recordkeeping</b></li> </ul>	<i>Public Records Act 2002</i>	See page 18
	<ul style="list-style-type: none"> <li>• <b>Waste management</b></li> </ul>	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	N/A
Other prescribed requirements	<ul style="list-style-type: none"> <li>• <b>Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012)</b></li> </ul>	<i>Queensland Government Reconciliation Action Plan 2009-2012</i>	N/A
	<ul style="list-style-type: none"> <li>• <b>Shared services</b></li> </ul>	ARRs – section 17.1	N/A
	<ul style="list-style-type: none"> <li>• <b>Carbon emissions</b></li> </ul>	<i>Premier's Statement</i>	N/A
Optional information that may be reported	<ul style="list-style-type: none"> <li>• <b>Corrections to previous annual reports</b></li> </ul>	ARRs – section 18.2	N/A
	<ul style="list-style-type: none"> <li>• <b>Right to Information</b></li> </ul>	<i>Right to Information Act 2009</i>	See page 18
	<ul style="list-style-type: none"> <li>• <b>Information Privacy</b></li> </ul>	<i>Information Privacy Act 2009</i>	See page 18
	<ul style="list-style-type: none"> <li>• <b>Native title</b></li> </ul>	N/A	N/A
Financial statements	<ul style="list-style-type: none"> <li>• <b>Annual general purpose financial statements</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	See pages 21 onwards
	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	FA Act – section 62 FPMS – sections 42, 43 and 50	See pages 21 onwards

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FA Act – section 62 FPMS – section 50	See pages 21 onwards
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	See pages 21 onwards