

**OCCUPATIONAL THERAPISTS REGISTRATION BOARD  
OF SOUTH AUSTRALIA**

**ANNUAL REPORT YEAR ENDED**

**30 JUNE 2003**

**OCCUPATIONAL THERAPISTS REGISTRATION BOARD  
OF SOUTH AUSTRALIA**

The Hon Lea Stevens, MP  
Minister for Health, Minister Assisting the Premier in Social Inclusion  
GPO Box 2555  
ADELAIDE SA 5001

Dear Minister

**RE: ANNUAL REPORT YEAR ENDED 30 JUNE 2003**

The Occupational Therapists Registration Board of South Australia hereby submits its report upon the administration of the Occupational Therapists Act, 1974, for the twelve months ended 30 June 2003.

Yours sincerely



**Robyn Croydon  
CHAIRPERSON**

Encl.

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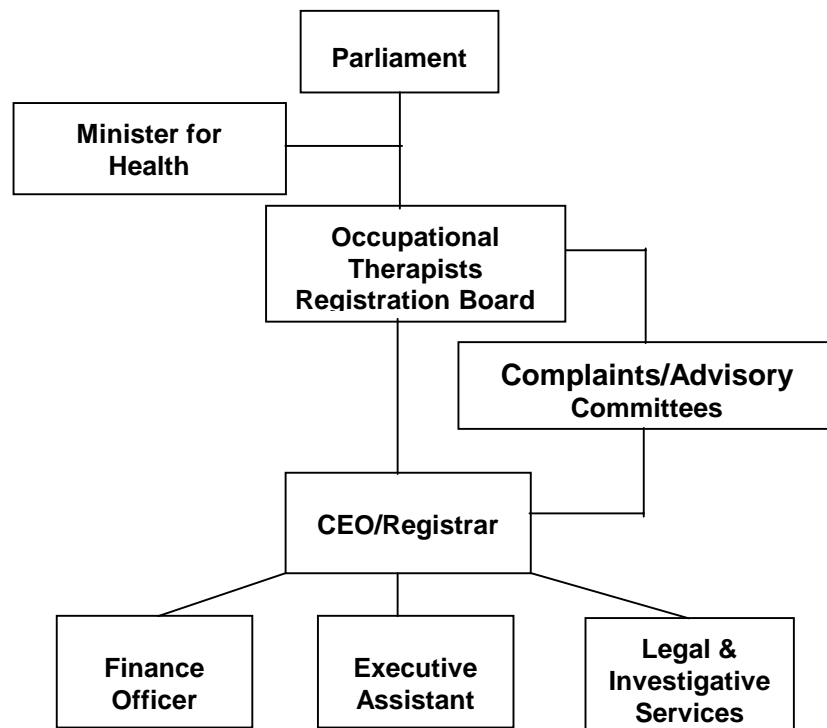
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## 1 CHARTER

***The Occupational Therapists Registration Board of South Australia (the Board) was established by the Occupational Therapists Act 1974, (the Act), which was proclaimed on 1 June 1976.*** The Act was amended by the Occupational Therapists Act Amendment Act, 1987; No 26 of 1987 which came into operation on 2 July 1987. The Board is a body corporate and must exercise the powers, authorities, duties and functions imposed on it by the Act.

The Board is the Statutory Authority in South Australia responsible to Parliament for the administration of the Act, which provides for the registration of occupational therapists, the regulation of the practice of occupational therapy and for other purposes.

## 2 STRUCTURE



## 3 FUNCTIONS OF THE BOARD

***The Board is responsible for the protection of the interests of the public by:***

- (a) the registration and professional discipline of occupational therapists;
- (b) exercising a general oversight over the standards of occupational therapy practice;
- (c) monitoring the standards of courses of instruction and training available to –
  - (i) those seeking registration as occupational therapists; and

- (ii) registered occupational therapists seeking to maintain and improve their skills in the practice of occupational therapy

and consulting with educational authorities in relation to the establishment, maintenance and improvement of such courses;

- (d) the investigation and prosecution of summary offences under the Act; and
- (e) exercising the other functions assigned to it by or under the Act.

The Board exercises its functions under the Act with a view to achieving and maintaining high professional standards of competence and conduct in the practice of occupational therapy.

## 4 BOARD MEMBERSHIP

In accordance with Section 5 of the Act, the Board consists of seven members appointed by the Governor. As at 30 June 2003 the Board comprised of the following persons:

- (a) ***A presiding officer who is a legal practitioner nominated by the Minister for Health -***

Robyn Lesley CROYDON LLB  
Appointed 8 January 1998

- (b) ***A medical practitioner nominated by the Minister for Health -***

Peter Lazarus ANASTASSIADIS MB BS, MRCP (UK), FRACP, FAFRM, Dip Pub Hlth  
Appointed 3 December 1998

- (c) ***A registered occupational therapist nominated by the Minister for Health -***

Anne Louise MORGAN B App Sc (OT)  
Appointed 13 September 2001

- (d) ***A registered occupational therapist nominated by the Council of the University of South Australia -***

Susan Elizabeth GILBERT-HUNT Dip COT (UK) 1976  
Appointed 29 July 2002

- (e) ***Two registered occupational therapists nominated by the Australian Association of Occupational Therapists, South Australia Inc -***

Kevin Michael DUFFY B App Sc (OT)  
Appointed 29 July 1999

Brenton John KORTMAN B App Sc (OT), M Hlth Sc (OT)  
Appointed 7 April 1994

- (f) ***A person nominated by the Minister for Health who is neither a legal practitioner, a medical practitioner nor an occupational therapist -***

Louisa Michelle O'GRADY BA, Grad Dip App Fin  
Appointed 29 July 1999

On 25 July 2002 all Board members were reappointed for a further term of office of three (3) years with the exception of Ms V M Steer who was replaced by Ms S E Gilbert-Hunt.

Ms Gilbert-Hunt was nominated by the Council of the University of SA, Mr Kortman was nominated by OT Australia and Ms Morgan was nominated by the Minister for Health.

The Board wishes to express its appreciation and thanks to Ms Steer for her highly valued contribution and service to the Board.

Members of the Board are appointed for a term of office not exceeding three years but are eligible for reappointment upon the expiration of their term of office.

***The term of office of the present members of the Board expires on 28 July 2005.***

## 5 BOARD & COMMITTEE MEETINGS

The Board met on ten (10) occasions during the year to conduct regular business.

***Attendances at Board meetings were as follows:***

Ms R Croydon (Chairperson)	8
Mr K Duffy	10
Mr B Kortman	10
Ms A Morgan	10
Ms L O'Grady	9
Dr P Anastassiadis	7
Ms S Gilbert-Hunt	6

The ***Complaints Committee*** comprising the Registrar and one or more Board members met when the need arose to consider the substance and progress of complaints and to offer, when necessary, appropriate counselling to therapists.

Mr B Kortman and the Registrar represented the Board at both the Trans Tasman Conference of Occupational Therapists Registration Boards (***TTCOTRB***) and the Council of Occupational Therapists Registration Boards (Aust & NZ) [***COTRB***] held in Adelaide, South Australia on 15 and 16 November 2002.

On 19 August 2002 the Chairperson and Registrar met with other Health Registration Boards to discuss the proposed Health and Community Services Complaints Bill. The Chairperson and Registrar also met with the Minister for Health on 1 October 2003 to discuss the provisions of the Bill.

On 22 July 2002 and 5 August 2002 the Chairperson and Registrar met with representatives of the Department of Human Services and Parliamentary Counsel to discuss amendments to the legislation.

The Chairperson met with the Chairpersons of the Chiropractors and Psychological Boards and the Council of Occupational Therapists Registration Boards (Australia and New Zealand) Inc (COTRB) on 2 October 2002 and 16 June 2003 to discuss matters of mutual interest and concern.

## 6 ADMINISTRATION

*Pursuant to Section 9 of the Act the following staff are employed by the Board -*

❖	Peter John Martin, JP	Registrar/Chief Executive Officer
❖	Jennifer Vincent	Secretary/Executive Assistant
❖	Liz Spagnoletti	Finance Officer

No officer or employee of the Board is a Public Service employee.

Salaries, accommodation outgoings and most other administrative costs were shared among the Chiropractors and Psychological Registration Boards and the Council of Occupational Therapists Registration Boards (Australia and New Zealand) Inc (COTRB). The Occupational Therapists Board's share of these costs was 17% in an agreed cost sharing arrangement.

The staff are responsible to the Board for providing the following services:

- Assess and provide information on eligibility for registration.
- Maintain up to date registers and documentation.
- Provide an annual registration renewal service.
- Ensure the efficient and effective use of the Board's physical, financial and human resources.
- Develop the Board's registration, education and communication policies.
- Investigate complaints of unprofessional conduct, incompetence or incapacity.
- Investigate complaints regarding breaches of the Act.
- Convene formal inquiries and hearings as needed.
- Liaise and communicate with the public, profession, government and non-government agencies.

Office hours are Monday to Friday, 9.00am to 5.00pm, closed 12.30 to 1.30pm.

The Crown Solicitor provides the Board with legal services and Quark & Associates provides the Board with investigative services.

The Registrar is empowered under the Act to conduct necessary investigations.

## 7 WEB SITE

The Board has established a comprehensive web site at the address "[www.regauth.com/otrb](http://www.regauth.com/otrb)".

The Act and Regulations, application forms, annual report and the Board's publications can be downloaded from this site.

The Register of Occupational Therapists has been placed on the web site with an advanced search engine and updating facility. A search can be done by name, postcode or language selection. Employment addresses, phone numbers and emails are published where occupational therapists have given their approval.

## 8 REGISTRATION FEES

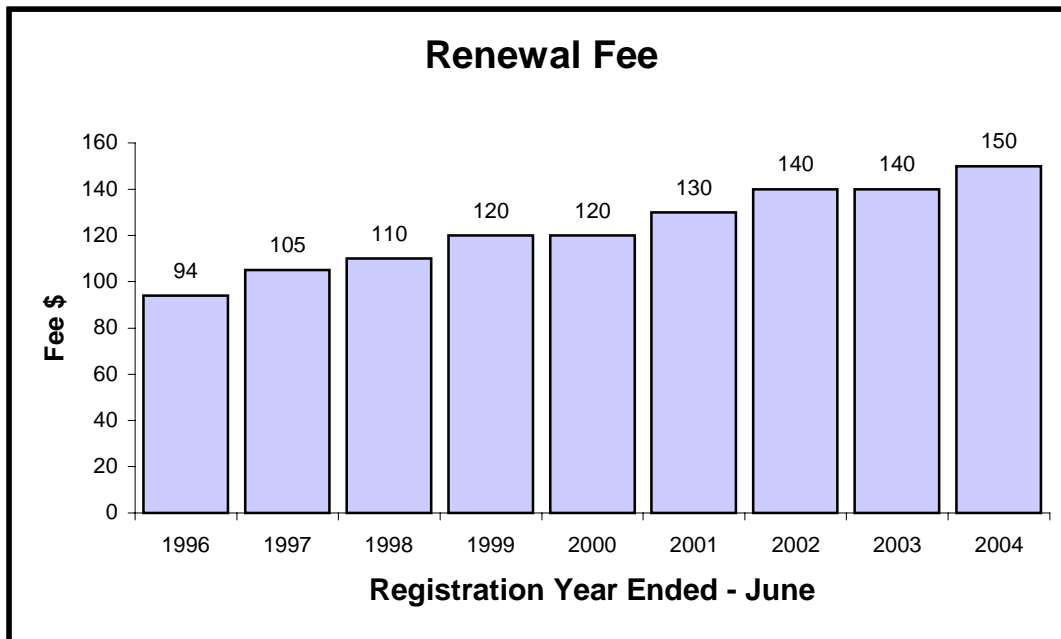
As at 30 June 2003 the fees were as follows:

1. Application for registration (including issue of certificate of registration)
  - (a) if the application is made in respect of the applicant's first year (or part year) of practice immediately following graduation and is made:
    - (i) between 1 July and 31 December (inclusive)..... \$100
    - (ii) between 1 January and 30 June (inclusive) ..... \$50
  - (b) in any other case, if the application is made:
    - (i) between 1 July and 31 December (inclusive) in any year ..... \$200
    - (ii) between 1 January and 30 June (inclusive) in any year..... \$100
2. Application for renewal of registration ..... \$150

Registration fees are non-refundable and GST exempt.

On 17 April 2003 the Regulations were amended to provide for a \$10 increase in the renewal fee and a \$50 increase in the full year application fee.

*The following bar chart shows the increase in the annual renewal fee since 1995.*



**Registration fees are increased when necessary to cover increases in operating expenditure.**

Significant funds should also be kept in reserve for leave purposes and unexpected legal and investigative expenditure.

It is a policy of the Government that the Board be financially self-supporting.

## 9 ADMINISTRATIVE FEES

*The Board has approved the following schedule of administrative fees:*

<i>(GST Exempt unless indicated)</i>	\$
Inspection of Register and/or Copy of Extract from Register	20
Copy of Register	40
Duplicate Certificate of Registration	20
Letter of Good Standing	20
Letter of Current Registration	10
New or Additional Qualification on Register (each)	10
Annual Report	20 + GST
Guidelines on Professional Conduct & Disciplinary Procedures	5 + GST
Guidelines on Registration	5 + GST
Freedom of Information Statement	5 + GST
Postal Address Labels (each & requires Board approval)	30c + GST
Photocopying (per page)	50c + GST

These fees do not apply to any application for registration or renewal of registration.

## 10 GOODS & SERVICES TAX (GST)

In accordance with Determination 2000 made under Section 81-5 of A New Tax System (Goods & Services Tax) Act 1999, the following fees of the Board are exempt -

- Registration and renewal fee
- Entering new qualifications on the Register
- Duplicate Registration Certificate
- Preparation of Statements verifying registration
- Inspection of Register and extracts from Register

Fees charged which are not GST exempt include photocopying, Board publications and postal address labels.

## 11 REGISTRATION STATISTICS

### (a) Register of Occupational Therapists

<b>Number currently registered (1 July 2003)</b>			<b><u>665</u></b>
Comprising:			
Full registration		662	
Limited registration		3	<u>665</u>
Females	91%	604	
Males	9%	<u>61</u>	<u>665</u>
Number residing in South Australia			616
Comprising: Employed			541
Not Employed			75
Number presently Interstate			20
Number presently Overseas			<u>29</u>
			<u>665</u>

### (b) Age Cohorts every 5 years by Gender

Age Group	Male	Female	Total
Under 25	9	75	84
25 to 29	15	140	155
30 to 34	15	119	134
35 to 39	8	78	86
40 to 44	5	70	75
45 to 49	4	61	65
50 to 54	5	33	38
55 to 59	0	24	24
60 to 64	0	2	2
65 to 69	0	1	1
70 and over	0	1	1
<b>TOTAL</b>	<b>61</b>	<b>604</b>	<b>665</b>
<b>Average Age</b>	<b>33.7</b>	<b>35.3</b>	<b>35.1</b>

### (c) Registration Movement in 2002/2003

Number registered as at 1 July 2002	613
New registrations (1057-1126)	70
Re-registrations	23
Registrations lapsed - non-payment of fees etc	<u>-41</u>
<b>Number registered as at 1 July 2003</b>	<b>665</b>

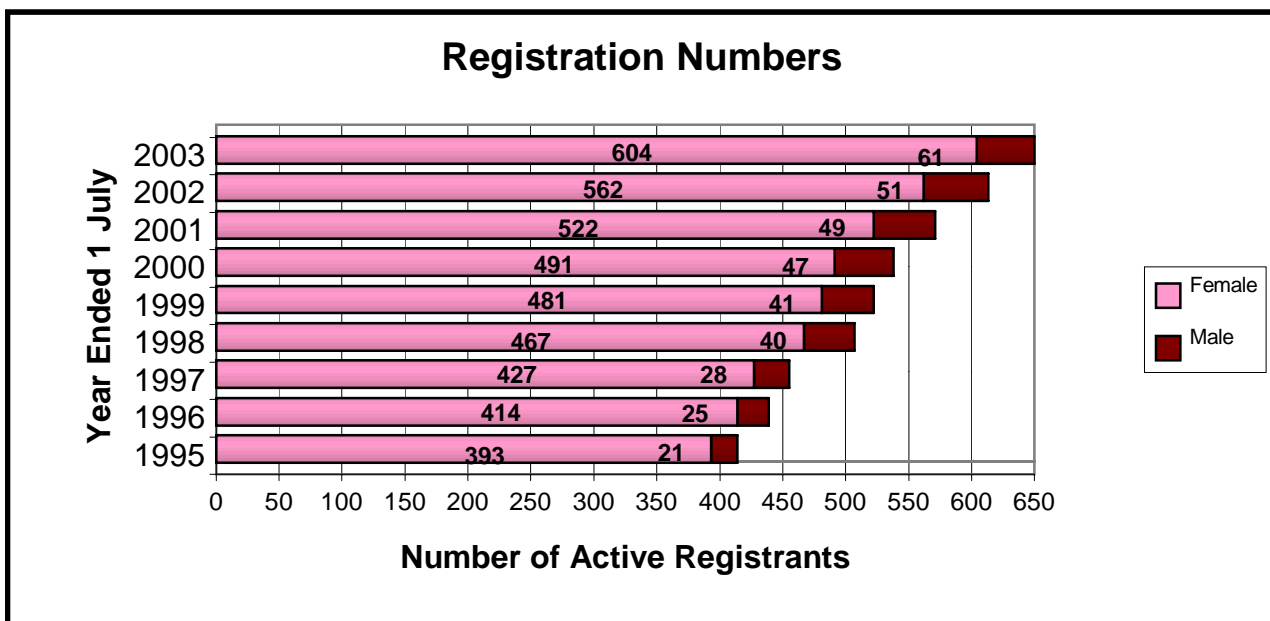
(d) *New and Re-Registrations in 2002/2003 (by Country of Training, Legislation & Gender)*

COUNTRY	Applied Under						Total		Grand Total
	Act		MR		TTMR		M	F	
	M	F	M	F	M	F	M	F	
Australia	13	70	0	5	0	0	13	75	88
New Zealand	1	0	0	0	0	0	1	0	1
South Africa	0	1	0	0	0	1	0	2	2
U.K.	0	0	0	0	0	2	0	2	2
<b>TOTAL</b>	<b>14</b>	<b>71</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>14</b>	<b>79</b>	<b>93</b>

(e) *Current Registration Numbers Since Commencement of Act*

1 July 1977	79	1 July 1991	351
1 July 1978	91	1 July 1992	361
1 July 1979	101	1 July 1993	383
1 July 1980	122	1 July 1994	391
1 July 1981	140	1 July 1995	414
1 July 1982	157	1 July 1996	439
1 July 1983	175	1 July 1997	455
1 July 1984	198	1 July 1998	507
1 July 1985	226	1 July 1999	522
1 July 1986	247	1 July 2000	538
1 July 1987	273	1 July 2001	571
1 July 1988	289	1 July 2002	613
1 July 1989	299	1 July 2003	665
1 July 1990	309		

The following area chart shows the number of males and females and the total number of active registrants since 1995.



**Note:** Since the Act was proclaimed in June 1976, a total of 1126 occupational therapists have been initially registered.

## 12 PUBLICATIONS

The Board has produced the following publications for the information of occupational therapists and members of the public.

- ❖ ***Guidelines on Standards of Professional Conduct & Disciplinary Procedures***  
Revised March 1995

The Board is in the process of forming a joint Working Party with OT Australia (SA) to review these guidelines.

- ❖ ***Guidelines on Registration***  
Revised March 2003 (includes Guidelines on Supervision)

- ❖ ***Consumer Information***  
April 2001

- ❖ ***Guidelines regarding Complaints against Registered Occupational Therapists***  
February 1998

- ❖ ***Newsletters***  
Since 2001

- ❖ ***FOI Information Statement - 2003***

- ❖ ***Annual Report***  
1985 to current

The above documentation is available for viewing or downloading from the Board's web site ([www.regauth.com/otrb](http://www.regauth.com/otrb)). Only the latest Annual Report will be available.

## 13 "ACCREDITED OCCUPATIONAL THERAPIST"

In September 2002 the following notice was forwarded to the profession in South Australia.

" In the April 2002 edition of the Board's newsletter it was indicated that the Board does not permit registered occupational therapists using the letters / abbreviation "Acc OT" after their name.

The Board viewed the use of such letters as misleading and as such may be interpreted as unprofessional conduct. The Board's position has always been clear and consistent in this matter as repeatedly communicated to OT Australia National since 1998.

The Board supports the concept of ongoing education and supports the Government's position of introducing legislation to ensure that therapists maintain a high level of competency in their practice.

Following discussion with OT Australia National the Board will allow accredited occupational therapists in South Australia to use the following wording provided that all the wording appears in the same typeface and continues on the same line –

"Occupational Therapist Accredited by OT Australia (Acc OT)".

The Board has no objection to accredited occupational therapists in this State using amended stationery in accordance with the above.

**The Board has also accepted changes to the logo prepared by OT Australia National – the logo will now contain the words “Acc OT – Occupational Therapist Accredited by OT AUSTRALIA”.**

With respect to claims made in the “Accredited OT” brochure produced by OT Australia National, the Board wishes to make the following comments.

The Board is the Statutory Authority in this State responsible to Parliament to protect the health and safety of the public by providing for the registration of occupational therapists. Registration plays a vital role in ensuring that appropriate standards of occupational therapy practice are achieved and maintained.

The requirement that a registrant be of good character or a fit and proper person is aimed at ensuring that the consumer will be treated honestly and fairly; and that the therapist will be competent in his/her practice and will behave ethically. Where the standard of practice or conduct falls short of an acceptable level the Board has the statutory power to take appropriate disciplinary or remedial action.

Only occupational therapists who are registered in this State are able to use the title or practise as an occupational therapist.

The fact that an occupational therapist chooses not to undertake the accreditation process does not make that therapist any less qualified or competent.

Claims to the contrary are incorrect and misleading.”

## 14 FREEDOM OF INFORMATION

The Board has published an Information Statement as required by Section 9 of the Freedom of Information Act 1991. The Information Statement contains advice on:

- structure and functions
- effect of functions on members of the public
- public participation in policy formulation
- kinds of documents held
- access arrangements and procedures

The Statement is available from the offices of the Board or can be downloaded from the Board's web site.

Application and processing fees are in accordance with the Freedom of Information Act (Fees & Charges) Regulations 1991.

The Board approved the appointment of the Registrar as an accredited FOI Officer under the provisions of the Freedom of Information Act 1991.

***No enquiries or applications under the Freedom of Information Act for access to documents in the possession of the Board were made during the year ended 30 June 2003.***

## 15 COMPLAINTS

### (a) *Against Registered Occupational Therapists*

No complaints were received during the year.

### (b) *Against Unregistered Persons (Including Prosecutions)*

Three (3) complaints were received during the year and are summarised as follows:

- (i) A complaint was received against a person (previously prosecuted for offences under the Act) alleging a breach of Section 20 of the Act (ie. holding out as an occupational therapist whilst not registered). A complaint and Summons was issued against the person in the Magistrates Court.

The Court found the Defendant guilty and made the following orders:

Conviction recorded

Fine	\$500.00
Prosecution's costs and Board's costs – total of	\$1,000.00
CIC levy	\$28.00
Court fees	\$84.50
Previous Order	<u>\$470.00</u>

Total fines and costs of	\$2,082.50
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The Defendant's appeal to the Supreme Court against the conviction and sentence was dismissed on 5 February 2003. Costs of \$150 were awarded against the Defendant.

- (ii) Two (2) other therapists who practised for short periods of time without registration were warned of the serious consequences of failing to renew registration and continuing to practise as an occupational therapist.

## 16 INQUIRIES

The Board is pleased to report that no formal disciplinary proceedings were instituted during the year.

## 17 COMPLAINT & INQUIRY PROCEDURES

Should a member of the public or profession wish to complain about the conduct or practice of a registered occupational therapist the appropriate channel is to the Board.

***The Board has the statutory responsibility to deal with complaints against occupational therapists and the power under the provisions of the act to impose appropriate penalties.***

The Complaints Committee of the Board comprising the Registrar and one or more Board members, investigate all complaints.

Upon completion of the investigation and legal advice from the Crown Solicitor's Office the Committee may lay a complaint before the Board or report to the Board on its findings.

The question of whether any particular course of conduct amounts to unprofessional conduct is a matter to be determined by the Board after considering the evidence in each individual case.

Comprehensive complaint guidelines have been published and are available from the offices of the Board or from the Board's web site.

## 18 LEGISLATION REVIEWS

### (a) Mutual Recognition [MR] / Trans Tasman Mutual Recognition [TTMR]

The Mutual Recognition Agreement (MRA) between all Australian States and Territories (commenced 1993) and the Trans Tasman Mutual Recognition Arrangement (TTMRA) between Australia and New Zealand (commenced 1998) are in the process of being reviewed by the Productivity Commission. The review will assess the efficiency and effectiveness of MRA and TTMRA and will explore the scope for improving their operation.

The Commission is required to present its final report to the Australian Treasurer by 8 October 2003 for subsequent presentation to Australian Heads of Government and New Zealand. The Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc. has recently made a written submission on behalf of the Australian Registration Boards.

### (b) Health and Community Services Complaints Bill

All the Health Registration Boards in South Australia met on 19 August 2002 to discuss the provisions of the Bill and make submissions to the Minister for Health. The Registration Boards also met with the Minister on 1 October 2002 to discuss their concerns. Most Boards agreed with the key tenant of the Bill but were concerned:

- (i) about the unnecessary duplication of processes between the Boards and the HCS Ombudsman and the costs involved;
- (ii) that the HCS Ombudsman can override the Boards' decision to investigate a complaint;
- (iii) that the Registration Boards and registered professions fund the office of the HCS Ombudsman when the majority of complaints may be against non-registered professions. The Ombudsman should be funded by the Government as he/she is acting solely in the interests of the public.

Following significant debate and many amendments the Bill was passed by the Lower House on 19 February 2003. The legislation is due to go to the Upper House for further debate.

**(c) Occupational Therapists Bill**

In July and August 2002 representatives of the Board met with representatives of Parliamentary Counsel and the Department of Human Services to discuss a draft Bill which had been prepared in line with modern registration legislation and following a review by the Competition Review Panel.

It is hoped that the Bill will be released shortly for public comment before being introduced into Parliament. At this stage however other Bills are being given priority.

The Bill has as its main focus (besides registration and professional discipline) the empowerment of the Board to regulate professional practice for the purpose of maintaining high standards of competence and conduct. Competency will be required to be demonstrated not only by initial registrants but by registered persons on a regular ongoing basis.

Rising consumer expectations, demographic and social changes, changing relationships between health workers, new technology, a greater focus on research and evidence based practice, and new therapeutics, allowing a greater capacity to treat a range of health problems, underpin the need for occupational therapists to maintain their competence.

The Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc. has formed an Ongoing Competency Committee to develop a draft model of ongoing competency for the use by State and Territory regulating authorities. It is anticipated that a draft model will be presented to COTRB by October 2003.

**19 COUNCIL OF OCCUPATIONAL THERAPISTS REGISTRATION BOARDS (AUSTRALIA AND NEW ZEALAND) INC [COTRB]**

The Council of Occupational Therapists Registration Boards (Australia and New Zealand) Inc (COTRB) is approved by the Australian government's National Office of Overseas Skills Recognition (NOOSR) and gazetted by the Minister of Immigration and Multicultural Affairs as the relevant assessing authority to provide assessment of qualifications of overseas educated (and Australian trained) occupational therapists for migration purposes and suitability to practise in Australia.

Mr Brenton Kortman is the Chairperson of the Council and the Overseas Qualifications Assessment Committee (OQAC) and Mr Peter Martin the Executive Officer.

***The COTRB and OQAC annual meetings were held in Adelaide, South Australia on 15 and 16 November 2002 and the next annual meetings are planned to be held in Darwin, Northern Territory on 3 and 4 October 2003.***

The Board contributed an amount of \$1,516 to the Council for the 2002/2003 year, based on \$2.20/registrant.

More detailed information about the Council and the assessment process is available from the Council's web site at ***www.cotrb.com***.

## 20 TRANS TASMAN CONFERENCE OF OCCUPATIONAL THERAPISTS REGISTRATION BOARDS (TTCOTRB)

The Trans Tasman Conference of Occupational Therapists Registration Boards (TTCOTRB) was held in Adelaide, South Australia on 15 November 2002 with representation from all State and Territory Registration Boards and New Zealand.

Some of the major issues discussed were:

- Unregistered persons practising
- Consistent Approach to Registration
- Websites
- Sharing of Information
- Trans Tasman Mutual Recognition
- Reviews of Legislation
- Registerable Qualifications

South Australia prepares and maintains a resolution book of Conference motions and agreements from 1986.

*The next TTCOTRB meeting is planned to be held in Darwin, Northern Territory on 3 October 2003.*

## 21 MUTUAL RECOGNITION [MRI/ TRANS TASMAN MUTUAL RECOGNITION [TTMRI]

Under the provisions of the Mutual Recognition (SA) Act, 1993 and the Trans Tasman Mutual Recognition (SA) Act, 1999, a person who holds current registration and is in good standing in another participating jurisdiction of Australia or New Zealand is entitled to be registered to practise as an occupational therapist in South Australia upon making due application.

Mutual recognition applies between the States/Territories of Australia where registration exists, i.e. South Australia, Western Australia, Queensland and the Northern Territory.

TTMR applies between New Zealand and all the registered States/Territories above with the exception of Western Australia.

Applicants receive a certificate of deemed registration until the Board determines the application (which must be within one month of lodgement).

The Board grants substantive registration or registration under the Act on such conditions (if any) imposed by the first registering authority.

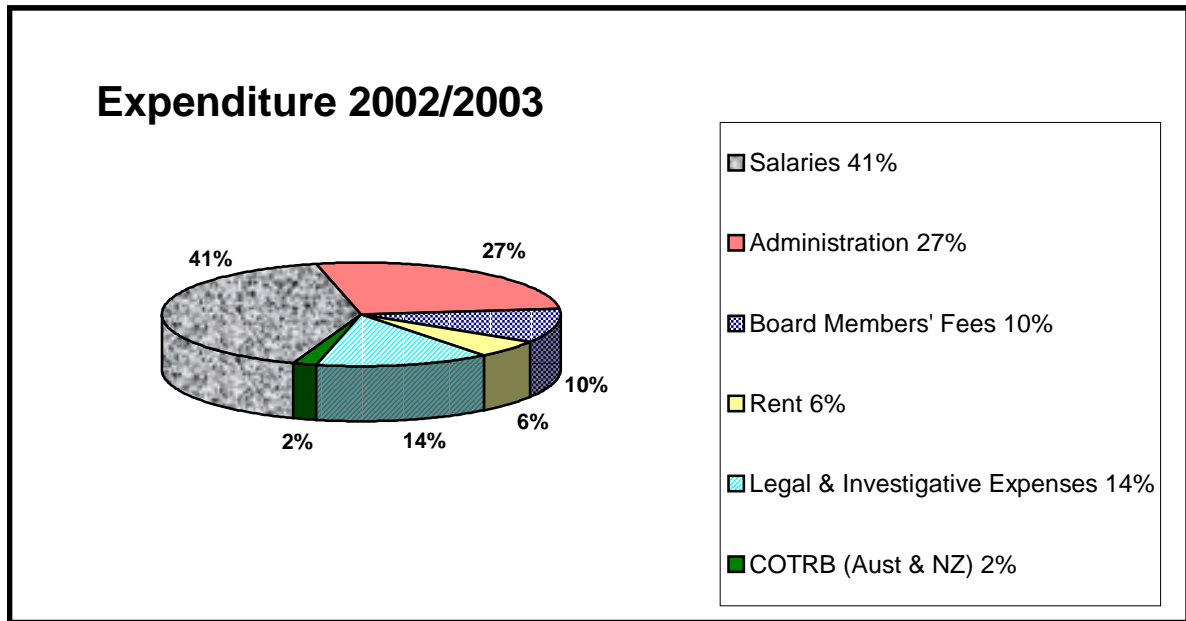
Substantive registration may be postponed or refused in cases where, for example, statements made in the application/notice are found to be materially false or misleading.

## 22 FINANCES

The Board recorded an operating surplus of \$31,755 for the 2002/2003 financial year and as at 30 June 2003 the Board had total equity of \$142,839.

The Board is not considered to be a "controlled entity" for the purposes of inclusion in the whole of Government reporting.

*The following pie chart shows the expenses of the Board during 2002/2003.*



The accounts of the Board have been audited and the financial statements for the year ended 30 June 2003, together with accompanying notes and the independent audit report of the Auditor-General appears as follows.

## OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

### STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Registration Fees	3	106,680	91,030
Interest		4,022	2,934
Miscellaneous		784	997
Costs Awarded		185	-
		<hr/>	<hr/>
<b>Total Revenues from ordinary activities</b>		<b>111,671</b>	<b>94,961</b>
		<hr/>	<hr/>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Benefits		32,585	30,591
Administrative Expenses	4	21,538	17,672
Legal, Investigative & Inquiry Expenses	5	11,454	7,123
Board & Committee Members Fees	6	8,383	8,530
Rent	7	4,440	4,236
Council OTRB (Aust & NZ)		1,516	1,382
		<hr/>	<hr/>
<b>Total Expenses from ordinary activities</b>		<b>79,916</b>	<b>69,534</b>
		<hr/>	<hr/>
<b>NET RESULT</b>		<b>31,755</b>	<b>25,427</b>
		<hr/>	<hr/>
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<b>31,755</b>	<b>25,427</b>
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# OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

		2003		2002	
	Note	\$	\$	\$	\$
<b>CURRENT ASSETS</b>					
Investments	8	151,103		122,591	
Cash at Bank and on Hand	8	1,972		697	
Receivables		574		213	
Prepayment		14		553	
<b>Total Current Assets</b>		<b>153,663</b>		<b>124,054</b>	
<b>TOTAL ASSETS</b>	9	<b>153,663</b>		<b>124,054</b>	
<b>CURRENT LIABILITIES</b>					
Accounts Payable & Accruals		5,980		7,143	
Employee Benefits - Annual Leave	10	2,421		1,881	
<b>Total Current Liabilities</b>		<b>8,401</b>		<b>9,024</b>	
<b>NON-CURRENT LIABILITIES</b>					
Employee Benefits - Long Service Leave	10	2,203		3,587	
Accounts Payable & Accruals		220		359	
<b>Total Non-Current Liabilities</b>		<b>2,423</b>		<b>3,946</b>	
<b>TOTAL LIABILITIES</b>		<b>10,824</b>		<b>12,970</b>	
<b>NET ASSETS</b>		<b>142,839</b>		<b>111,084</b>	
<b>EQUITY</b>					
Accumulated Surplus		111,084		85,657	
Current Year Surplus		31,755		25,427	
<b>TOTAL EQUITY</b>		<b>142,839</b>		<b>111,084</b>	

# OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

## STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
<b>Cash Flows from Operating Activities</b>			
<b>Inflows</b>			
Registration Fees		106,680	91,030
Interest		4,022	2,934
GST Received from Taxation Authority		1,793	1,450
Other Income		784	997
Costs Awarded		185	-
GST Collected on Sales		44	74
		<b>113,508</b>	<b>96,485</b>
<b>Outflows</b>			
Salaries & Related Payments		33,536	29,148
Administrative Expenses		22,202	15,904
Legal, Investigative & Inquiry Expenses		11,385	2,869
Board & Committee Members Fees		8,383	8,530
Rent		4,440	4,236
GST Paid on Purchases		2,161	1,066
Council OT Registration Boards (Aust & NZ)		1,578	1,320
GST Payments to Taxation Authority		36	113
		<b>83,721</b>	<b>63,186</b>
<b>Net cash provided by Operating Activities</b>	11	<b>29,787</b>	<b>33,299</b>
<b>NET INCREASE IN CASH HELD</b>		<b>29,787</b>	<b>33,299</b>
<b>CASH AT 1 JULY</b>		<b>123,288</b>	<b>89,989</b>
<b>CASH AT 30 JUNE</b>	8	<b>153,075</b>	<b>123,288</b>

# OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

## NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS

### 1 BOARD OBJECTIVES & FUNDING

The Board exercises its functions under the Occupational Therapists Act 1974 with a view to achieving and maintaining professional standards of competence and conduct in the practise of occupational therapy.

The Board's principal source of funds consists of monies paid by registered occupational therapists as registration renewal fees.

### 2 STATEMENT OF ACCOUNTING POLICIES

The Financial Statements are a general purpose financial report and have been prepared in accordance with Statements of Accounting Concepts, appropriate Accounting Standards, applicable Urgent Issues Group Consensus Views, and in accordance with the Treasurer's Instructions issued pursuant to the Public Finance & Audit Act 1987.

The accounts have been prepared on the basis of historical cost and do not take into account changing money values or, except where stated, current valuation of non-current assets.

The accounting policies have been consistently applied unless otherwise stated.

Accounting policies for "Registration Fees" and "Employee Benefits" appear under those headings

#### **Financial Instruments**

The Board's accounting policies, including the terms and conditions of each class of financial asset and financial liability recognised at 30 June 2003, are as follows:

#### *Financial Assets*

Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.

Cash comprises cash on hand and at the bank and deposits at call. Cash is recorded at nominal amounts. Interest on cash is credited to revenue as it accrues.

Receivables are recognised at the nominal amounts due less provision for bad or doubtful debts.

Credit terms, other than those specified in contractual agreements, are net 14 days.

#### *Financial Liabilities*

Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be measured.

Payables are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. With the exception of employee on-costs, payables are normally settled within 30 days. It is policy to effect early payment where a discount can be achieved.

#### *Interest Rate Risk*

The Board's only exposure to interest rate risk relates to cash and investments. The variable interest rate on cash deposits is 0.10% p.a. and investments 4.15% p.a.

*Credit Risk*

The Board does not have any significant credit risk exposure to any single debtor.

The carrying amount of financial assets recorded in the Financial Statements, net of provisions for doubtful debts, represent the Board's maximum exposure to credit risk.

*Net Fair Value*

The carrying amounts of financial assets and financial liabilities recorded in the Financial Statements represent their respective net fair values.

**Good and Services Tax**

In accordance with the requirements of UIG Abstract 31 "Accounting for the Goods and Services Tax (GST)", revenue, expenses and assets are recognised net of the amount of GST except that:

- The amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense;
- Receivables and payables are stated with the amount of GST included.

The net GST receivable from the Australian Taxation Office has been recognised as a receivable in the Statement of Financial Position.

The Chiropractors Board of South Australia prepares a Business Activity Statement on behalf of the Occupational Therapists Registration Board of South Australia under the grouping provisions of the GST legislation.

**Investments**

A significant amount of monies are kept in reserve for unexpected legal and inquiry costs. As at 30 June 2003 there was no evidence that such payments would be required to be met by the Board. This investment comprises a Portfolio Cash Management account earning interest at 4.15% pa calculated daily and paid monthly with funds available "at call".

**3 REGISTRATION FEES**

As registration fees apply to the registration year, and as no liability arises to refund fees paid in the event of loss or surrender of registration, fees are recognised as income in the year that they are received.

	2003	2002
	\$	\$
Renewal Fees	99,570	85,120
Initial Registrations	4,260	4,260
Re-registrations	2,850	1,650
	<hr/>	<hr/>
	106,680	91,030
	<hr/> <hr/>	<hr/> <hr/>

**4 ADMINISTRATIVE EXPENSES**

	2003	2002
	\$	\$
Conferences	3,819	2,205
Computing & Office Equipment Services	3,367	2,612
Audit Fees	2,600	2,000
Accommodation Outgoings	2,295	2,117
Telephone	1,900	1,441
Insurance - Indemnity	1,710	1,481
Postage	1,506	957
Bank Fees and Charges	1,372	1,150
Board & Committee Meeting Expenses	939	1,275
Printing	910	812
Sundries	788	1,362
Stationery	332	260
	<hr/>	<hr/>
	21,538	17,672
	<hr/> <hr/>	<hr/> <hr/>

## 5 LEGAL, INVESTIGATIVE & INQUIRY EXPENSES

	2003	2002
	\$	\$
Legal Services provided by Crown Solicitors Office	11,147	4,071
Investigative Services provided by Quark & Associates	222	3,052
Inquiry Expenses	85	-
	<hr/>	<hr/>
	11,454	7,123
	<hr/> <hr/>	<hr/> <hr/>

## 6 REMUNERATION OF BOARD MEMBERS

The Board members for the 2002/2003 year were:

R L Croydon  
P L Anastassiadis  
K M Duffy  
B J Kortman  
L M O'Grady  
A L Morgan  
S E Gilbert-Hunt \*  
V M Steer ~

\* New Board member appointed by the Governor effective from 29 July 2002.

~ Ceased to be member

The total amount paid or payable to members of the Board:

2003	2002
\$	\$
8,383	8,530

The number of members whose income from the Occupational Therapists Registration Board of South Australia falls within the following band was:

	2003	2002
\$0-\$9,999	7	7

## 7 RENT

Represents rent paid to the Chiropractors Board of South Australia.

## 8 RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand and deposits at call with banks. Cash held at 30 June as shown in the Statement of Cash Flows is reconciled to the relevant items in the Statement of Financial Position as follows:

	2003	2002
	\$	\$
Investments	151,103	122,591
Cash at bank and on hand	1,972	697
	<hr/>	<hr/>
	153,075	123,288
	<hr/> <hr/>	<hr/> <hr/>

## 9 NON-CURRENT ASSETS

The Occupational Therapists Registration Board of South Australia does not own any non-current assets. Monthly payments are made to the Chiropractors Board of South Australia for office accommodation, printing, computing, photocopying, and other services based on an approved recharging arrangement.

## 10 EMPLOYEE BENEFITS

### *Salaries, Wages and Annual Leave*

Liabilities for unpaid salaries and wages at the reporting date are based on current pay rates and employees' services to that date. The annual leave liability is based on expectant pay rates.

Liabilities for employment on-costs such as superannuation contributions have been included in Accounts Payables.

### *Long Service Leave*

Provision has been made for employee entitlements to long service leave at 30 June 2003. The provision has been calculated at nominal amounts based on current pay rates using a benchmark of seven years service using the shorthand estimation of long service leave liability in accordance with Accounting Standard AASB 1028 'Employee Benefits'

### *Sick Leave*

No liability for sick leave was recognised in the financial report as sick leave taken by employees is considered to be taken from the current year's accrual.

	2003		2002	
	\$	\$	\$	\$
<b>Annual Leave</b>				
Employee Benefits - current	2,421		1,881	
On-costs included in Accounts Payable - current	204		159	
			<u>2,625</u>	<u>2,040</u>
<b>Long Service Leave</b>				
Employee Benefits - non-current	2,203		3,587	
On-costs included in Accounts Payable - non-current	220		359	
			<u>2,423</u>	<u>3,946</u>
<b>Aggregate employee benefit and related on-cost liabilities</b>			<u><u>5,048</u></u>	<u><u>5,986</u></u>

These liabilities reflect the net liability after taking into account the employee benefits liability of the Chiropractors Board of South Australia, South Australian Psychological Board, and the Council of Occupational Therapists Registration Boards (Aust & NZ) Inc.

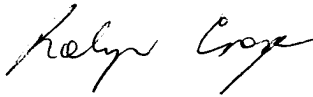
## 11 RECONCILIATION OF NET RESULT TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2003	2002
	\$	\$
<b>Net Result</b>	<b>31,755</b>	<b>25,427</b>
<b>Changes in Assets and Liabilities</b>		
(Decrease) Increase in Employee Benefits - Long Service Leave	(1,384)	584
(Decrease) Increase in Accounts Payable & Accruals	(1,302)	4,205
Increase in Employee Benefits - Annual Leave	540	471
Decrease in Prepayments	539	2,267
(Increase) Decrease in Receivables	(361)	345
	<u>29,787</u>	<u>33,299</u>
<b>Net Cash Provided by Operating Activities</b>	<b>29,787</b>	<b>33,299</b>

## CERTIFICATE BY THE CHAIRPERSON AND FINANCE OFFICER

To the best of our knowledge and belief:

- a. the foregoing Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, and notes thereto of the Occupational Therapists Registration Board of South Australia, present fairly, in accordance with Statements of Accounting Concepts, applicable Accounting Standards, Urgent Issues Group Consensus Views and the Public Finance and Audit Act 1987 as amended, the financial position of the Board as at 30 June 2003 and the result of its operations and its cash flows for the year then ended; and
- b. internal controls over financial reporting have been effective throughout the year.



**R L CROYDON**  
**CHAIRPERSON**



**L M SPAGNOLETTI**  
**FINANCE OFFICER**

## INDEPENDENT AUDIT REPORT

### TO THE CHAIRPERSON OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

#### SCOPE

As required by section 31 of the *Public Finance and Audit Act 1987* and section 10(4) of the *Occupational Therapists Act 1974*, I have audited the financial report of the Occupational Therapists Registration Board of South Australia for the financial year ended 30 June 2003. The financial report comprises:

- A Statement of Financial Performance;
- A Statement of Financial Position;
- A Statement of Cash Flows;
- Notes to and forming part of the Financial Statements;
- Certificate by the Chairperson and the Finance Officer.

The members of the Occupational Therapists Registration Board of South Australia are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Chairperson.

The audit has been conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing and Assurance Standards to provide reasonable assurance that the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the Occupational Therapists Registration Board of South Australia's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

#### AUDIT OPINION

In my opinion, the financial report presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Occupational Therapists Registration Board of South Australia as at 30 June 2003, its financial performance and its cash flows for the year then ended.



14 November 2003

**K I MacPHERSON**  
**AUDITOR-GENERAL**