

**OCCUPATIONAL THERAPISTS REGISTRATION BOARD
OF SOUTH AUSTRALIA**

**ANNUAL REPORT YEAR ENDED
30 JUNE 2004**

**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 2004

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 2004.

Yours sincerely



**Robyn Croydon
CHAIRPERSON**

Encl.

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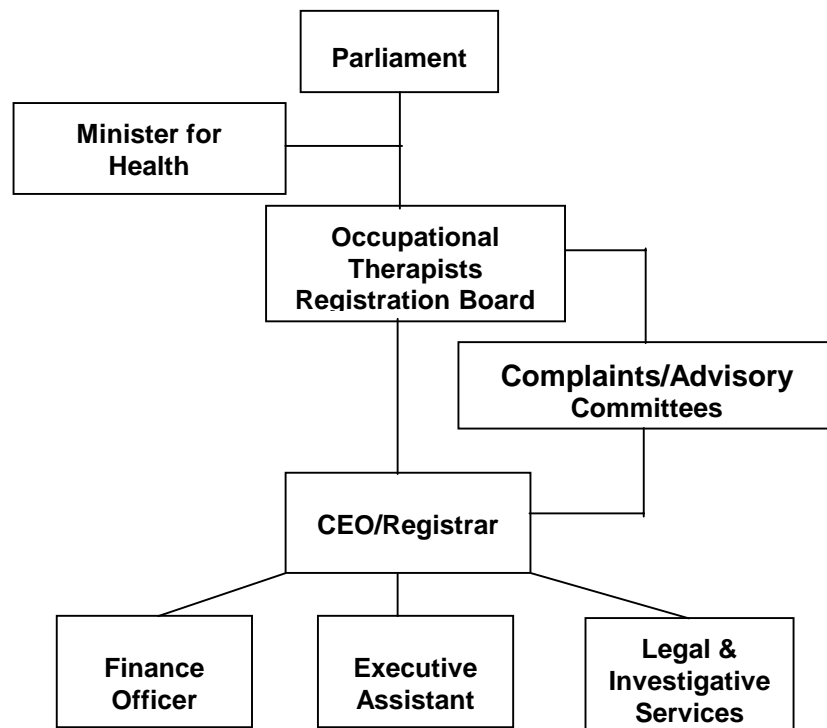
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1 CHARTER

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 / STRATEGIC PLAN

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.

The Board has adopted a Strategic Plan for the twenty-first century. The Plan contains the following strategies:

Profile of the Board

Strengthen the Board's profile and its relationship with the community and the profession so that they:

- (a) are appropriately consulted and informed;
 (b) understand and value the Board's role and function; and
 (c) value the profession as one which provides safe and competent health services.

Governance for Effective Outcomes and Business Continuity

- Analyse the Board's governance structure and implement change as necessary.
- Implement annual risk analysis to foster business continuity planning.
- Develop and implement an effective financial management plan.

Quality in Customer Service and Communication

Improve access to, and delivery of, Board services with systems that deploy appropriate, effective and innovative information technologies with a particular focus on:

- (a) registration services;
 (b) complaint handling processes; and
 (c) communication with the community and the profession.

Quality in Professional Standards, Competence for Practice and Education Programs

Develop and implement standards for the regulation of the profession with a specific focus on:

- (a) code of professional conduct and practice;
 (b) continuing education; and
 (c) ongoing competence.

Role and Scope of Practice

Clarify the changing role of occupational therapists and the scope of their practice in the context of the changing health care environment.

Strategic Alliances

Identify industry alliances required to progress the achievement of this plan, particularly in relation to the collaborative development of regulatory standards.

Quality in Complaints Handling

Continually improve the complaints handling policies and procedures to ensure:

- (a) fairness and equity;
- (b) open and efficient communication; and
- (c) matters are dealt with in a timely manner.

Quality in Registration Processes

Continually review the registration process to ensure:

- (a) fairness and equity;
- (b) open and efficient communication; and
- (c) matters are dealt with in a timely manner.

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 2004 the Board comprised 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

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
Ms L O'Grady	10
Dr P Anastassiadis	9
Mr K Duffy	9
Mr B Kortman	9
Ms A Morgan	9
Ms S Gilbert-Hunt	7

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 Darwin, Northern Territory on 3 and 4 October 2003.

The Chairperson met with the Chairpersons of the Chiropractors and Psychological Boards on 1 October 2003 and 7 April 2004 to discuss matters of mutual interest and concern.

Regular meetings are now being held between the Board and OT AUSTRALIA SA and between the Registrars of the South Australian Health Registration Boards.

A joint Committee comprising representatives from the Board and OT AUSTRALIA SA met on six (6) occasions to undertake a detailed review of the Board's professional conduct guidelines and to seek input from key stakeholders.

The membership of the Committee comprised:

Ms R Croydon	Ms S Hartshorne
Mr K Duffy	Ms S Cates
Ms A Morgan	Ms K Ramsay
Mr P Martin (Convener)	

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, JP	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. The Occupational Therapists Board's share of these costs was 20% 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. Investigators from Quark & Associates and the Government Investigations Unit provide 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.otrb.sboards.com.au".

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.

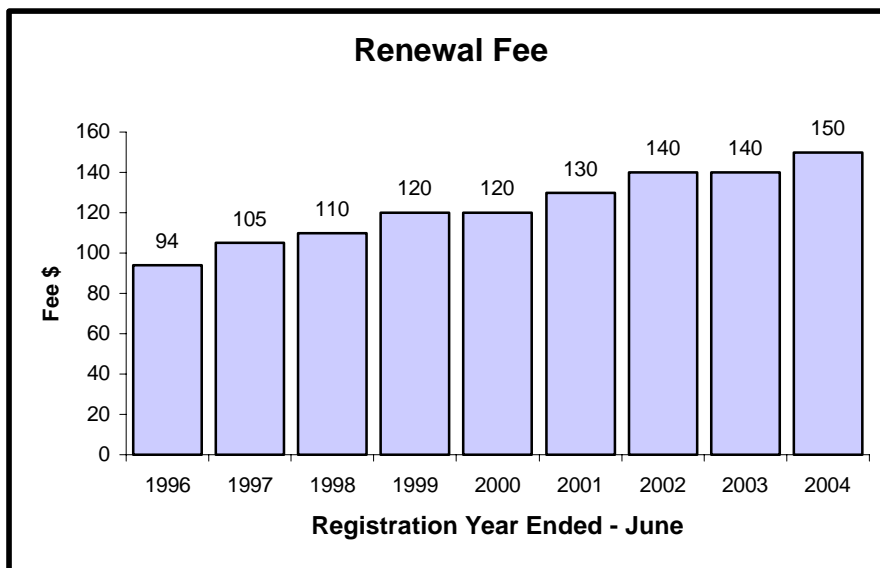
8 REGISTRATION FEES

As at 30 June 2004 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.

The following bar chart shows the increase in the annual renewal fee since 1996.



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>	\$
Active Register (<i>names & qualifications only – no contact details</i>)	\$40
Inspection of Active Register and/or Copy of Extract from Active Register	\$10
Duplicate Certificate of Registration	\$20
Letter of Good Standing	\$20
Letter of Current Registration	\$10
Annual Report	\$20 + GST
Guidelines on Standards of Professional Conduct & Disciplinary Procedures	\$5 + GST
Guidelines on Registration	\$5 + GST
FOI Information Statement	\$5 + GST
New or Additional Qualification on Register	\$10 (each)
Postal Address Labels (<i>Approved by Board for professional, educational or research reasons</i>)	30c (each) + GST
Photocopying	50c (per page) + 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

Number currently registered (1 July 2004)			705
Comprising:			
Full registration		702	
Limited registration		3	<u>705</u>
Females	91%	640	
Males	9%	<u>65</u>	<u>705</u>
Number residing in South Australia			648
Comprising:			
Employed		576	
Not Employed		72	
Number presently Interstate			16
Number presently Overseas			<u>41</u>
			<u>705</u>

(b) Age Cohorts every 5 years by Gender

Age Group	Male	Female	Total
Under 25	9	101	110
25 to 29	17	143	160
30 to 34	16	127	143
35 to 39	7	77	84
40 to 44	7	68	75
45 to 49	4	61	65
50 to 54	5	37	42
55 to 59	0	23	23
60 to 64	0	1	1
65 to 69	0	1	1
70 and over	0	1	1
TOTAL	65	640	705
Average Age	33.4	34.6	34.5

(c) Registration Movement in 2003/2004

Number registered as at 1 July 2003	665
New registrations (1127-1198)	72
Re-registrations	16
Registrations lapsed - non-payment of fees etc	<u>-48</u>
Number registered as at 1 July 2004	705

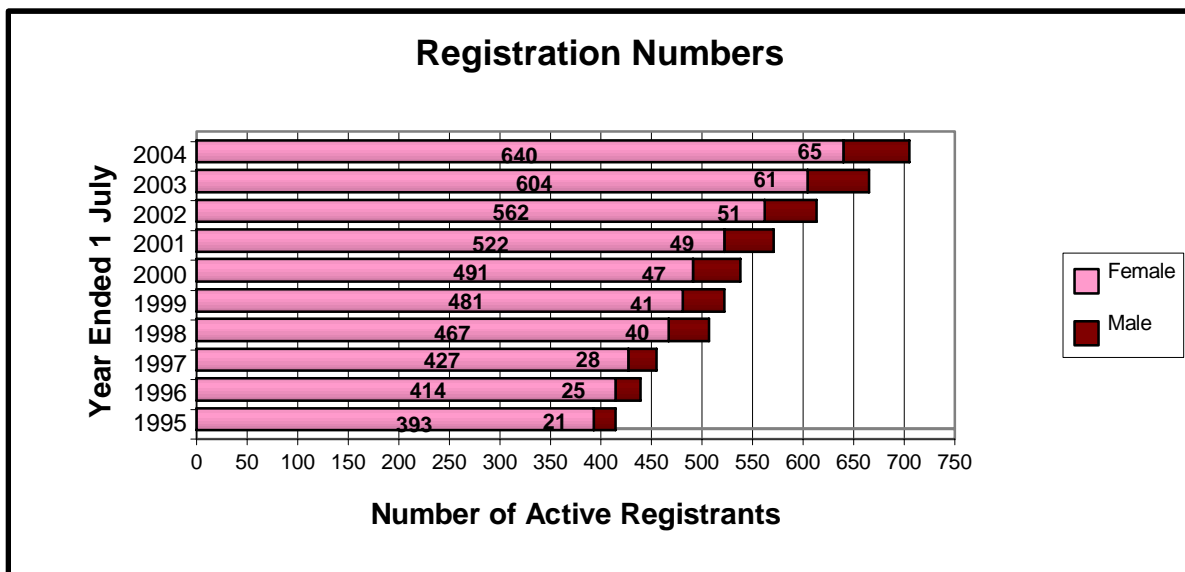
(d) *New and Re-Registrations in 2003/2004 (by Country of Training, Legislation & Gender)*

COUNTRY	Applied Under						Total		Grand Total
	Act		MR		TTMR		M	F	
	M	F	M	F	M	F	M	F	
Australia	8	68	2	2	0	0	10	70	80
Netherlands	0	1	0	0	0	0	0	1	1
New Zealand	0	0	0	0	0	3	0	3	3
U.K.	1	2	0	0	0	0	1	2	3
U.S.A.	0	1	0	0	0	0	0	1	1
TOTAL	9	72	2	2	0	3	11	77	88

(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	1 July 2004	705

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 1198 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 considering recommendations from a joint Working Party with OT Australia (SA) to review these guidelines.

❖ ***Guidelines on Registration***

Revised September 2003 (includes Guidelines on Supervision)

❖ ***Consumer Information***

April 2001

❖ ***Guidelines regarding Complaints against Registered Occupational Therapists***

Revised June 2004

❖ ***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.otrb.sboards.com.au). Only the latest Annual Report will be available.

13 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 Registrar is 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 2004.

14 COMPLAINTS

(a) *Against Registered Occupational Therapists*

The Board is pleased to report that no complaints were received during the year.

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

The Board is pleased to report that no complaints were received during the year.

15 INQUIRIES

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

16 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.

17 LEGISLATION REVIEWS

(a) **Health and Community Services Complaints Act 2004**

This Act was assented to by Parliament on 8 July 2004. The Office of the Health & Community Services Complaints Commissioner should be established by the middle of next year.

The Board looks forward to working closely with the Commissioner in the management of complaints against registered practitioners.

(b) Occupational Therapy Practice Bill 2004

It is anticipated that this Bill will be released shortly for public comment before being introduced into Parliament.

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.

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

The Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc. ("COTRB" or "the Council") was established in 1996 in Queensland for the consideration of matters of joint or common concern or interest to the Occupational Therapists Registration Boards in Australia and New Zealand.

The Council became an incorporated body on 21 January 2000.

The Council comprises Members nominated by the Nominating Bodies, these bodies being the Occupational Therapists Registration Board of South Australia, Occupational Therapists Registration Board of Western Australia, Occupational Therapists Board of Queensland, Occupational Therapists Registration Board of the Northern Territory and the New Zealand Occupational Therapy Board.

The primary objects of the Council are to identify matters relevant to statutory occupational therapist regulation, to undertake assessments of overseas qualified occupational therapists for skilled migration (Australia only) and consistent with the registration requirements of the Australian and New Zealand regulatory authorities. The objects also include to foster cooperation, consult with and provide advice to Government bodies, professional and other organisations and national and international occupational therapy regulatory authorities.

Mr Brenton Kortman is the Chairperson of the Council and Mr Peter Martin the Executive Officer.

The COTRB AGM and Operational meetings were held in Darwin, Northern Territory on 3 and 4 October 2003 and the next annual meetings are planned to be held in Wellington, New Zealand on 1 and 2 October 2004.

The Board contributed an amount of \$1,601.60 to the Council for the 2003/2004 year, based on \$2.20/registrant.

More detailed information about the Council and the assessment of overseas qualifications is available from the Council's web site at www.cotrb.saboard.com.au.

19 TRANS TASMAN CONFERENCE OF OCCUPATIONAL THERAPISTS REGISTRATION BOARDS (TTCOTRB)

The Trans Tasman Conference of Occupational Therapists Registration Boards (TTCOTRB) was held in Darwin, Northern Territory on 3 October 2003 with representation from all State and Territory Registration Boards and New Zealand. Mr B Kortman and the Registrar represented the Board at this Conference.

Some of the major issues discussed were:

- Reporting of Disciplinary Actions
- Use of Titles/Memberships
- Temporary/Conditional Registration
- Occupational Physiotherapy
- Trans Tasman Mutual Recognition
- Reviews of Legislation
- Ongoing Competency

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 Wellington, New Zealand on 1 October 2004.

20 ASSESSMENT OF OVERSEAS QUALIFICATIONS

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.

The Council has formed the Overseas Qualifications Assessment Committee (OQAC) to manage the executive functions associated with the assessment process.

The process involves two Stages:

- a) Stage I – Desk Top Audit
- b) Stage II – Practice Audit

The Desk Top Audit is an assessment of a person's occupational therapy qualifications, good standing in their own country and English language ability.

The Practice Audit is a demonstration of competency under an approved supervision plan over a six month period whilst in Australia.

The Council provides the Board with assessment results and statistics on a regular basis.

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

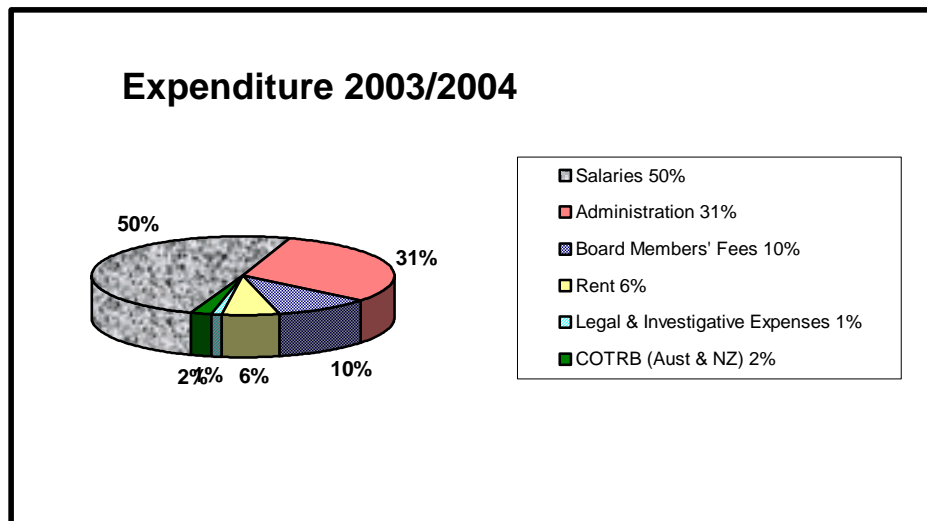
The Board recorded an operating surplus of \$52,294 for the 2003/2004 financial year and as at 30 June 2004 the Board had total equity of \$195,133.

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

The Board has adopted a Financial Management Plan which provides a framework for:

- (i) the financial management of the Board which is clear, transparent and meets statutory obligations;
- (ii) the management of risk by the systematic identification of opportunities and threats to resources and the development of strategies which maximise opportunities and minimise adverse effects.

The following pie chart shows the expenses of the Board during 2003/2004.



The accounts of the Board have been audited and the financial statements for the year ended 30 June 2004, 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 2004

	Note	2004 \$	2003 \$
REVENUES FROM ORDINARY ACTIVITIES			
Registration Fees	3	114,900	106,680
Interest		6,004	4,022
Miscellaneous		1,831	784
Costs Awarded		-	185
		<hr/>	<hr/>
Total Revenues from ordinary activities		122,735	111,671
		<hr/>	<hr/>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Benefits		34,895	32,585
Administrative Expenses	4	21,642	21,538
Board & Committee Member's Fees	5	7,204	8,383
Rent	6	4,440	4,440
Council OTRB (Aust & NZ)		1,602	1,516
Legal, Investigative & Inquiry Expenses	7	658	11,454
		<hr/>	<hr/>
Total Expenses from ordinary activities		70,441	79,916
		<hr/>	<hr/>
NET RESULT		52,294	31,755
		<hr/>	<hr/>
Total changes in equity other than those resulting from transactions with owners as owners		52,294	31,755
		<hr/> <hr/>	<hr/> <hr/>

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Investments	8	205,092	151,103
Prepayment		791	14
Cash at Bank and on Hand	8	740	1,972
Receivables		129	574
		<hr/>	<hr/>
Total Current Assets		206,752	153,663
		<hr/>	<hr/>
TOTAL ASSETS	9	206,752	153,663
CURRENT LIABILITIES			
Accounts Payable & Accruals		5,249	5,980
Employee Benefits - Annual Leave	10	3,128	2,421
		<hr/>	<hr/>
Total Current Liabilities		8,377	8,401
		<hr/>	<hr/>
NON-CURRENT LIABILITIES			
Employee Benefits - Long Service Leave	10	2,947	2,203
Accounts Payable & Accruals		295	220
		<hr/>	<hr/>
Total Non-Current Liabilities		3,242	2,423
		<hr/>	<hr/>
TOTAL LIABILITIES		11,619	10,824
		<hr/>	<hr/>
NET ASSETS		195,133	142,839
		<hr/> <hr/>	<hr/> <hr/>
EQUITY			
Accumulated Surplus		142,839	111,084
Current Year Surplus		52,294	31,755
		<hr/>	<hr/>
TOTAL EQUITY		195,133	142,839
		<hr/> <hr/>	<hr/> <hr/>

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF SOUTH AUSTRALIA

STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
Cash Flows from Operating Activities			
Inflows			
Registration Fees		114,900	106,680
Interest		6,004	4,022
Other Income		1,831	784
GST Received from Taxation Authority		1,722	1,793
GST Collected on Sales		66	44
Costs Awarded		-	185
		124,523	113,508
Outflows			
Salaries & Related Payments		32,679	33,467
Administrative Expenses		22,578	22,202
Board & Committee Member's Fees		7,153	8,452
Rent		4,440	4,440
Legal, Investigative & Inquiry Expenses		1,971	11,385
Council OT Registration Boards (Aust & NZ)		1,602	1,578
GST Paid on Purchases		1,296	2,161
GST Payments to Taxation Authority		47	36
		71,766	83,721
Net cash provided by Operating Activities	11	52,757	29,787
NET INCREASE IN CASH HELD		52,757	29,787
CASH AT 1 JULY		153,075	123,288
CASH AT 30 JUNE	8	205,832	153,075

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 and 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 2004, 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 4.5% 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 2004 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 4.5% pa calculated daily and paid monthly with funds available "at call".

Impact of adopting Australian Equivalents to International Financial Reporting Standards (IFRS)

In accordance with AASB 1047 "Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards" the Finance Officer has reviewed the IFRS and does not expect any key differences nor changes in the Board's accounting policies which are expected to arise on the adoption of Australian equivalents to IFRS.

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.

	2004	2003
	\$	\$
Renewal Fees	105,900	99,570
Initial Registrations	6,400	4,260
Re-registrations	2,600	2,850
	<u>114,900</u>	<u>106,680</u>

4 ADMINISTRATIVE EXPENSES

	2004	2003
	\$	\$
Computing & Office Equipment Services	4,658	3,367
Accommodation Outgoings	2,526	2,295
Audit Fees	2,450	2,600
Conferences	2,227	3,819
Insurance - Indemnity	1,978	1,710
Postage	1,657	1,506
Telephone	1,618	1,900
Bank Fees and Charges	1,380	1,372
Board & Committee Meeting Expenses	1,174	939
Printing	1,071	910
Sundries	488	788
Stationery	415	332
	<u>21,642</u>	<u>21,538</u>

5 REMUNERATION OF BOARD MEMBERS

The Board members for the 2003/2004 year were:

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

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

2004	2003
\$	\$
7,204	8,383

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

	2004	2003
\$0-\$9,999	7	7

6 RENT

Represents rent paid to the Chiropractors Board of South Australia.

7 LEGAL, INVESTIGATIVE & INQUIRY EXPENSES

	2004	2003
	\$	\$
Legal Services provided by Crown Solicitors Office	658	11,147
Investigative Services provided by Quark & Associates	-	222
Inquiry Expenses	-	85
	<u>658</u>	<u>11,454</u>

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:

	2004	2003
	\$	\$
Investments	205,092	151,103
Cash at bank and on hand	740	1,972
	<u>205,832</u>	<u>153,075</u>

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 expected future 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 2004. 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.

	2004		2003	
	\$	\$	\$	\$
Annual Leave				
Employee Benefits - current	3,128		2,421	
On-costs included in Accounts Payable - current	267		204	
		<u>3,395</u>	<u>2,625</u>	
Long Service Leave				
Employee Benefits - non-current	2,947		2,203	
On-costs included in Accounts Payable - non-current	295		220	
		<u>3,242</u>	<u>2,423</u>	
Aggregate employee benefit and related on-cost liabilities		<u>6,637</u>	<u>5,048</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

	2004	2003
	\$	\$
Net Result	52,294	31,755
Changes in Assets and Liabilities		
Increase (Decrease) in Employee Benefits - Long Service Leave	744	(1,384)
Increase in Employee Benefits - Annual Leave	707	540
Decrease (Increase) in Receivables	445	(361)
(Increase) Decrease in Prepayments	(777)	539
(Decrease) Increase in Accounts Payable & Accruals	(656)	(1,302)
	<u>52,757</u>	<u>29,787</u>
Net Cash Provided by Operating Activities	52,757	29,787

CERTIFICATION OF THE FINANCIAL REPORT

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 2004 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



P J MARTIN
CEO/REGISTRAR



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 2004. 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, the Registrar 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 2004, its financial performance and its cash flows for the year then ended.

8 October 2004

K I MacPHERSON
AUDITOR-GENERAL