

**OCCUPATIONAL THERAPY BOARD
OF SOUTH AUSTRALIA**

**ANNUAL REPORT YEAR ENDED
30 JUNE 2007**

**OCCUPATIONAL THERAPY BOARD
OF SOUTH AUSTRALIA**

21 September 2007

The Hon John Hill, MP
Minister for Health
GPO Box 2555
ADELAIDE SA 5001

Dear Minister

RE: ANNUAL REPORT YEAR ENDED 30 JUNE 2007

The Occupational Therapy Board of South Australia hereby submits its report upon the administration of the Occupational Therapy Practice Act 2005, for the twelve months ended 30 June 2007.

Yours sincerely



**Brenton Kortman
CHAIRPERSON**

Encl.

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1 CHARTER

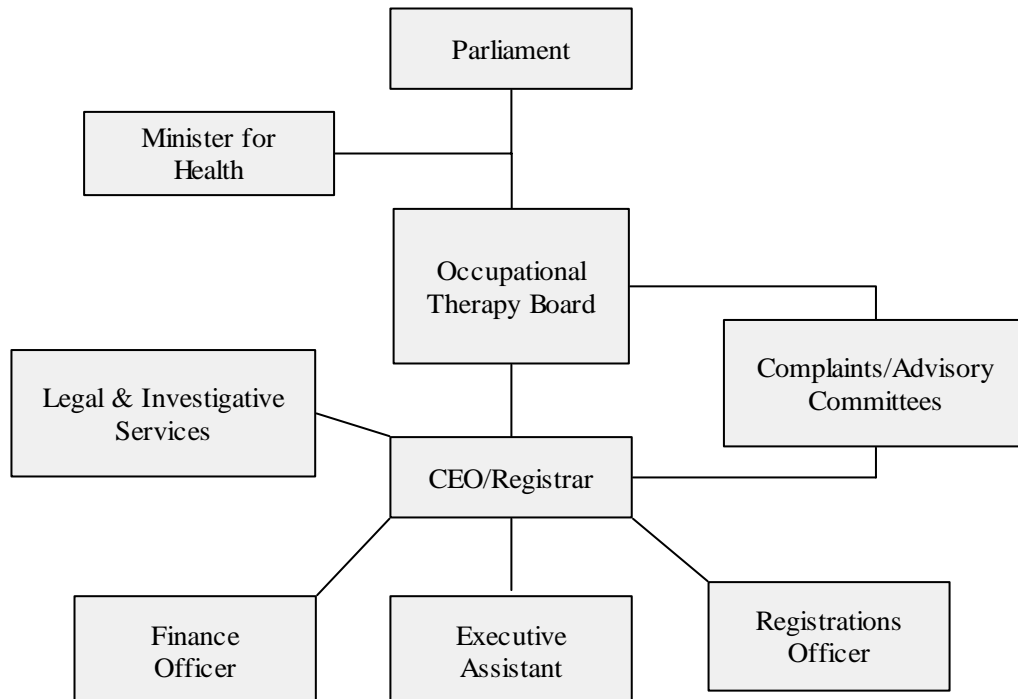
The Occupational Therapists Registration Board of South Australia was established by the *Occupational Therapists Act 1974* which was proclaimed on 1 June 1976.

The Occupational Therapy Board of South Australia (the Board) was established under the *Occupational Therapy Practice Act 2005* (the Act) which was proclaimed on 31 August 2006 and repealed the *Occupational Therapists Act 1974*.

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 and occupational therapy students, the regulation of the provision of occupational therapy for the purpose of maintaining high standards of competence and conduct by those who provide it, and for other purposes.

2 STRUCTURE



3 FUNCTIONS OF THE BOARD

The Board is responsible for the protection of the health and safety of the public through the following functions as set out in Section 14 of the Act:

- (1) The functions of the Board are as follows:*
- (a) to oversee the practice of occupational therapy in the public interest;*
 - (b) to approve, after consultation with authorities considered appropriate by the Board, courses of education or training that provide qualifications for registration under this Act;*
 - (c) to determine, after consultation with authorities considered appropriate by the Board, the requirements necessary for registration under this Act;*
 - (d) to establish and maintain the registers contemplated by this Act;*
 - (e) to prepare or endorse, subject to the approval of the Minister, codes of conduct or professional standards for registered persons, or codes of conduct for occupational therapy service providers;*
 - (f) to prepare or endorse guidelines on continuing occupational therapy education for occupational therapists;*
 - (g) to establish administrative processes for handling complaints received against registered persons, occupational therapy services providers or persons who occupy positions of authority in corporate or trustee occupational therapy services providers (which may include processes under which the registered person, provider or person who occupies the position voluntarily enters into an undertaking);*
 - (h) to provide advice to the Minister as the Board considers appropriate;*
 - (i) to carry out other functions assigned to the Board by or under this Act, or by the Minister.*
- (2) The Board must perform its functions under this Act with the object of protecting the health and safety of the public by achieving and maintaining high professional standards both of competence and conduct in the provision of occupational therapy in this State.'*

4 BOARD MEMBERSHIP

In accordance with Section 6 of the Act, the Board consists of nine members appointed by the Governor. As at 30 June 2007 the Board comprised the following persons:

(a) ***Four occupational therapists elected in accordance with the Election Regulations by registered occupational therapists -***

Brenton John Kortman – B App Sc (OT), M Hlth Sc (OT)

(Presiding Member/Chairperson)

First Appointed: 7 April 1994

Expiry Date: 30 August 2009

Kevin Michael Duffy – B App Sc (OT)

(Deputy Presiding Member/Chairperson)

First Appointed: 29 July 1999

Expiry Date: 30 August 2009

Anne Louise Morgan – B App Sc (OT)

First Appointed: 13 September 2001

Expiry Date: 30 August 2009

Nandkishore Vasudeo Nandoskar – B App Sc (OT), M Sc (OT)

First Appointed: 31 August 2006

Expiry Date: 30 August 2009

(b) ***An occupational therapist who gives instruction in occupational therapy at a university in South Australia selected from a panel of three persons nominated by the Council of the University of South Australia-***

[..Vacant..]

(c) ***A legal practitioner nominated by the Minister -***

Margaret Bonesmo – LLB, Grad Dip Leg Prac

First Appointed: 31 August 2006

Expiry Date: 30 August 2008

(d) ***A registered member of a health profession other than that of occupational therapy nominated by the Minister-***

Lesley Rae Shorne – BA, BMBS, Grad Dip Pub Hlth, MHA, Grad Dip Forensic Med

First Appointed: 31 August 2006

Expiry Date: 30 August 2008

(e) ***Two persons nominated by the Minister who are not eligible for appointment under a preceding provision -***

Samantha Jane Battams – BA, BA (Hons), Grad Cert Hlth (Hlth Serv Mgmt)

First Appointed: 31 August 2006

Expiry Date: 30 August 2008

Jill Hadley – B Ed, Grad Dip Ed, MBA

First Appointed: 31 August 2006

Expiry Date: 30 August 2008

The election of four members to the Occupational Therapy Board of South Australia was conducted by the State Electoral Office, South Australia on 19 July 2006. A total of four nominations were received from registered occupational therapists and accepted for the four available positions.

Therefore no election was necessary and the following persons were **elected to the Board**:

Kevin DUFFY
 Nandu NANDOSKAR
 Anne MORGAN
 Brenton KORTMAN

Appointments to the Board were made on 31 August 2006.

Ms Gilbert-Hunt resigned from her position as Board member effective 30 June 2007 and the Board is currently seeking nominations from the Council of the University of South Australia for a new member. These nominations will be forwarded to the Minister for Health for appointment of the Board member by the Governor.

The Board wishes to express its sincere appreciation and thanks to the following retiring members for their highly valued contribution and service to the Board over many years:

Robyn Croydon (legal practitioner) 8 January 1998 to 30 August 2006 (8½ years)

Peter Anastassiadis (medical practitioner) 3 December 1998 to 30 August 2006 (7½ years)

Susan Gilbert-Hunt (occupational therapist) 29 July 2002 to 30 June 2007 (5 years)

Ruth Smiles (consumer representative) 29 July 2005 to 30 August 2006 (1 year)

Members of the Board are appointed for a term of office not exceeding 3 years, but are eligible for re-appointment upon the expiration of their term of office. However, a member of the Board may not hold office for consecutive terms that exceed 9 years in total (since the proclamation of the new legislation).

5 BOARD & COMMITTEE MEETINGS

Board Meetings

Attendance at Board meetings during the 2006/2007 year was as follows:

Mr B Kortman (Chairperson)	10
Mr K Duffy (Deputy Chair)	9
Ms A Morgan	10
Ms S Gilbert-Hunt	8
Mr N Nandoskar	8
Dr L Shorne	8
Ms M Bonesmo	7
Ms J Hadley	7
Ms S Battams	6
Ms R Croydon	2
Dr P Anastassiadis	1
Ms R Smiles	1

Committee Meetings

Attendance at meetings of the *Ongoing Competency Review Committee* during the 2006/2007 year were as follows:

Mr B Kortman (Committee Chair)	(occupational therapy member - Board)	1
Dr L Shorne	(medical representative - Board)	1
Ms A Berndt	(University of South Australia)	1
Ms J McInnes	(University of South Australia)	1
Ms C Murray	(OT AUSTRALIA SA)	1
Mr B Whitford	(OT AUSTRALIA SA)	1
Mr P Martin (Registrar/CEO)	(committee convener)	1

The Committee is continuing to meet.

The Board formed a *Registration Committee* comprising two Board members (on a rotating basis) to consider applications for registration in the week prior to the Board meeting. This was due to the increased volume of applications being received under the new Act (including student registration). This Committee met on five (5) occasions during the year to consider applications for registration and issues relating to the registration process, and attendance was as follows:

Mr B Kortman	3
Ms A Morgan	2
Mr K Duffy	1
Mr N Nandoskar	1

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 practitioners. The Committee is chosen by the Board on a case by case basis.

Other Meetings

The Chairperson 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 Brisbane, Queensland on 13 and 14 October 2006.

The Chairperson met with the Chairpersons of the Chiropractic & Osteopathy, Psychological and Podiatry Boards on 11 December 2006 to discuss matters of mutual interest and concern.

Regular meetings are held between the Registrars of the South Australian Health Registration Boards.

6 ADMINISTRATION

Pursuant to Section 12 of the Act the following person has been appointed by the Board -

- ❖ Peter John Martin, JP Registrar/Chief Executive Officer

The Registrar and the following staff are employed by the Chiropractic & Osteopathy Board of South Australia with their services (and other administrative services) being outsourced to the Board under an agreed annual cost-sharing arrangement. The Board's share of these costs was 16% for the 2006/2007 financial year:

- ❖ Jennifer Vincent, JP Office Manager/Executive Assistant
- ❖ Liz Girolamo Finance Officer
- ❖ Angela Wicks Registrations Officer

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

- Process applications for registration and provide information on eligibility for registration.
- Maintain up to date registers and documentation (six (6) active and lapsed registers are kept).
- Provide an annual registration renewal service.
- Ensure the efficient and effective use of the Board's physical, financial and human resources.
- Initiate and develop the Board's registration, discipline, educational, professional and communication policies and procedures.
- Investigate complaints of unprofessional conduct, incompetence or fitness to practice.
- Investigate complaints regarding breaches of the Act.
- Convene Board and Committee meetings, formal inquiries and national conferences 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 12.30pm to 1.30pm.

The Crown Solicitor provides the Board with legal services. Investigators from the Attorney-General's Department and Quark & Associates provide the Board with investigative services.

The Registrar is empowered under the Act to exercise various regulatory, disciplinary and other statutory functions. He is also the Chief Executive Officer of the Office formed by the Chiropractic & Osteopathy Board of South Australia, South Australian Psychological Board, Occupational Therapy Board of South Australia and Podiatry Board of South Australia.

7 WEBSITE

The Board has established a comprehensive website at the address 'www.otrb.sboards.com.au'.

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

The Registers kept by the Board (occupational therapists, occupational therapy students, occupational therapy service providers – both current and lapsed) are available on the website with an advanced search engine and updating facility. A search can be done by name, postcode or language selection. Employment addresses and phone numbers are published where registrants have given their approval.

The website also features a '*What's New*' section which is used to keep the profession advised of matters of interest and is updated approximately monthly to ensure that the information is current and relevant. There is also an archive of '*What's New*' items which is accessible from the home page.

From March 2006 advice of updates to the '*What's New*' section of the website (usually monthly) are being sent by email to:

- registered persons who have provided the Board with an email address;
- all Occupational Therapy Registration Boards in Australia and New Zealand;
- non-professional Board members;
- relevant professional Associations;
- University of South Australia
- Registrars of the other health professional Boards in South Australia.

8 REGISTRATION FEES

As at 30 June 2007 the fees under the new legislation were fixed by the Board as follows:

Application for Registration

Register of Occupational Therapists	100
BUT for new graduates (within 6 months of conferral date of degree)	50

(plus Annual Practice Fee – see below)

Application for Reinstatement of Registration

Register of Occupational Therapists	100
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Annual Practice Fee (registration year 1 July to 30 June – due 31 May)

(a) Register of Occupational Therapists	180
(b) Non-practising fee (non-practising declaration <i>MUST</i> be made to the Board)	100

For practitioners applying for registration for the first time or applying for reinstatement of registration, ***the annual practice fee is also payable*** and will vary depending on the month the application is lodged. The annual practice fee is refundable if the application is refused or withdrawn.

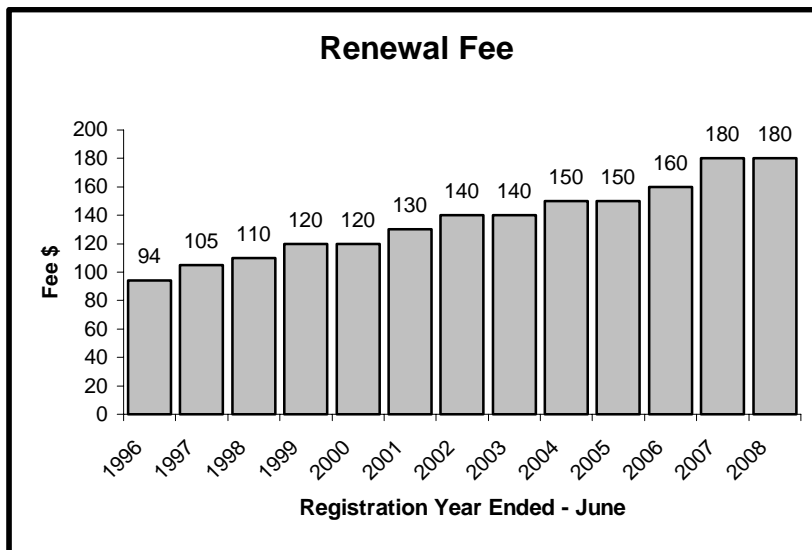
Application lodged:	July to September	180
	October to December	140
	January to March	100
	April to June	60

Temporary Registration for a period up to 2 months (locum) (in addition to application fee)	50
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The above registration fees do not apply to occupational therapy students during their course of study.

All fees are non-refundable and GST exempt unless otherwise indicated.

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:

(GST exempt unless indicated)	\$
Active Registers (<i>student & general</i>) - each	40
Inspection of Active Registers - each	10
Copy of Extract from Active Registers - each	10
Duplicate Certificate of Registration	20
Certificate of Good Standing / Verification of Registration	20
New or Additional Qualifications on Register - each	10
Inspection of Record of Occupational Therapy Services Provider	10
Postal address labels (<i>Approved by Board for professional, educational or research reasons</i>)	30c/label + 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 and postal address labels.

11 REGISTRATION STATISTICS

(a) *Register of Occupational Therapists*

Number currently registered (1 July 2007) **858**

Comprising:

Full registration		723	
Temporary		1	
Provisional		3	
Limited		5	
Non-practising		126	858
Males	10%	89	
Females	90%	769	858
Number residing in South Australia		804	
Number presently Interstate		23	
Number presently Overseas		31	858

(b) *Register of Occupational Therapy Students*

Number currently registered (1 July 2007) **319**

Comprising:

Full registration		315	
Provisional		4	319
Males	11%	34	
Females	89%	285	319
Number residing in South Australia		317	
Number presently Interstate		2	
Number presently Overseas		0	319

(c) Age Cohorts every 5 years by Gender**Occupational Therapists:**

Age Group	Male	Female	Total
Under 25	7	110	117
25 to 29	22	171	193
30 to 34	25	132	157
35 to 39	10	114	123
40 to 44	11	71	81
45 to 49	4	75	79
50 to 54	9	57	66
55 to 59	1	25	26
60 and over	0	14	14
Total	89	769	858
Average Age	35.0	35.5	35.4

Students:

Age Group	Male	Female	Total
Under 25	21	234	255
25 to 29	7	21	28
30 to 34	3	5	8
35 to 39	1	8	9
40 to 44	1	8	9
45 to 49	1	3	4
50 to 54	0	5	5
55 to 59	0	1	1
Total	34	285	319
Average Age	25.0	23.1	23.3

(d) Registration Movement in 2006/2007**Register of Occupational Therapists**

Number registered as at 1 July 2006	788
New registrations (1354 - 1464)	111
Re-registrations	17
Registrations lapsed - non payment of fees etc	-26
- requested to lapse	-32
Number registered as at 1 July 2007	858

Register of Occupational Therapy Students (*under new Act*)

Number registered as at 1 July 2007	319
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(e) *New and Re-Registrations in 2006/2007 (by Country of Training, Legislation & Gender)*

Register of Occupational Therapists

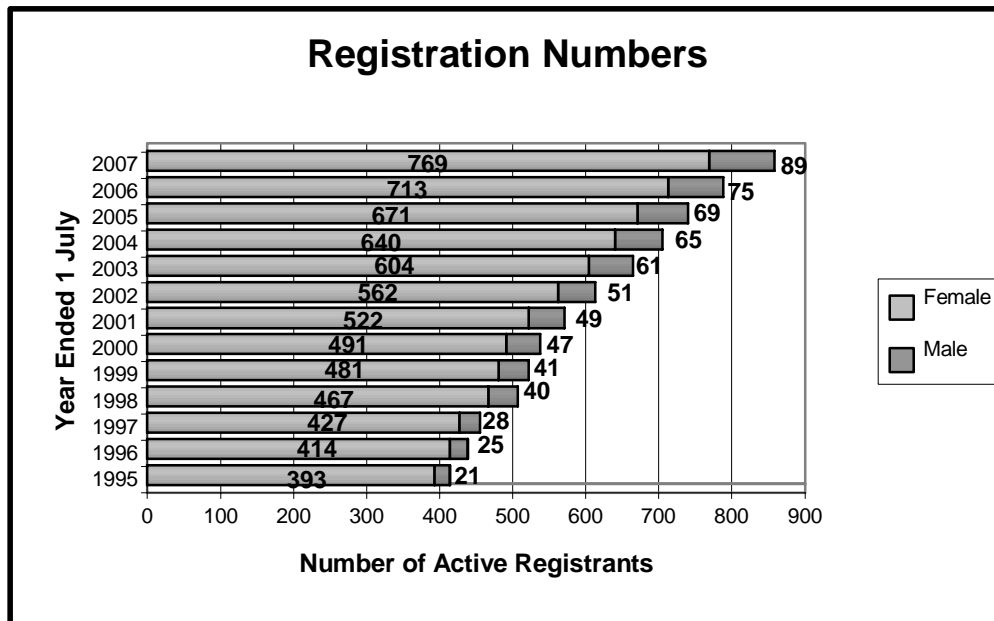
COUNTRY	Applied Under						Total		Grand Total
	Act		MR		TTMR		M	F	
	M	F	M	F	M	F	M	F	
Australia	19	95	0	6	0	0	19	101	120
Belgium	0	1	0	0	0	0	0	1	1
New Zealand	0	1	0	0	0	1	0	2	2
U.K.	0	3	0	2	0	0	0	5	5
TOTAL	19	100	0	8	0	1	19	109	128

(f) *Registration Numbers Since Commencement of Act*

Register of Occupational Therapists

1 July 1977	79	1 July 1993	383
1 July 1978	91	1 July 1994	391
1 July 1979	101	1 July 1995	414
1 July 1980	122	1 July 1996	439
1 July 1981	140	1 July 1997	455
1 July 1982	157	1 July 1998	507
1 July 1983	175	1 July 1999	522
1 July 1984	198	1 July 2000	538
1 July 1985	226	1 July 2001	571
1 July 1986	247	1 July 2002	613
1 July 1987	273	1 July 2003	665
1 July 1988	289	1 July 2004	705
1 July 1989	299	1 July 2005	710
1 July 1990	309	1 July 2006	788
1 July 1991	351	1 July 2007	858
1 July 1992	361		

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 1464 occupational therapists have been initially registered.

12 OCCUPATIONAL THERAPY SERVICE PROVIDERS

Under the *Occupational Therapy Practice Act 2005*, an occupational therapy service provider is defined as:

‘a person (not being an occupational therapist) who provides occupational therapy through the instrumentality of an occupational therapist or occupational therapy student but does not include an exempt provider.’

An exempt provider is defined as:

- (a) *a recognised hospital, incorporated health centre or private hospital within the meaning of the South Australian Health Commission Act 1976; or*
- (b) *any other person declared by the regulations to be an exempt provider for the purposes of this Act,’*

Section 32 of the Act requires that service providers must give the Board the following information which the Board must retain and keep available for inspection (on payment of the prescribed fee) by any person attending at the office of the Board during business hours:

- the provider's full name and business address (or in the case of a corporation the registered address); and
- the address of the premises at which the provider provides occupational therapy; and
- the full names and nominated contact addresses of the occupational therapists through which occupational therapy is provided; and
- in the case of a corporate or trustee service provider, the full names and addresses of all persons who occupy a position of authority in the provider.

This information must be provided:

- within 60 days of the commencement of the Act for those who were providers immediately before commencement of the Act;
- in any other case, within 60 days of becoming a provider.

If there is a change to any of the details held by the Board (ie. change of employees, change of address etc.) this must be advised to the Board in writing within 30 days of the change.

The Act also provides for 'corporate or trustee service providers' and these providers must also provide information to the Board regarding all persons in a position of authority. Existing occupational therapy companies will most likely fall under these definitions.

Failure to comply with any of these requirements is an offence under the Act, liable to a maximum penalty of \$10,000.

In accordance with the above requirements the Board now retains a list of service providers which is also available to the public via the 'Search' facility on the Board's website.

As at 30 June 2007 the Board holds details for 33 Occupational Therapy Service Providers.

13 PUBLICATIONS

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

- ❖ ***Code of Professional Conduct & Practice***
Revised August 2004 (under review)
- ❖ ***Guidelines on Registration***
Revised February 2007
- ❖ ***Guidelines on Supervision***
Revised September 2006
- ❖ ***Consumer Information***
September 2006
- ❖ ***Complaint Guidelines – Unprofessional Conduct***
Revised November 2004 (under review)
- ❖ ***Newsletters and Notices to the Profession***
Since 1999
- ❖ ***FOI Information Statement - 2006***
- ❖ ***Annual Report***
1985 to current
- ❖ ***Policy re: Assistants in Occupational Therapy Practice***
Adopted July 2006
- ❖ ***Annual Report Recording - Complaints***
Adopted October 2000
- ❖ ***Release of Postal Address Labels***
Adopted November 2003
- ❖ ***Registration of Occupational Therapists Working in Positions Not Identified as ‘Occupational Therapist’***
Adopted April 2006
- ❖ ***English Language Proficiency***
Adopted May 2006
- ❖ ***Entry of Additional Qualifications on the Register***
Adopted February 2007

The above documentation is available for viewing or downloading from the Board's website (www.otrb.saboard.com.au). Only Annual Reports from 2001 onwards will be available online.

14 CODE OF PROFESSIONAL CONDUCT & PRACTICE

In November 2006 the Board revised its Code of Professional Conduct & Practice in accordance with the requirements of the new legislation. An initial draft was circulated to the profession and written submissions were sought. Comments were received from the Health & Community Services Complaints Commissioner, the Health Consumers Alliance and OT AUSTRALIA SA.

Appropriate amendments were made to the draft Code and this was then forwarded to the Minister for Health (on 29 March 2007) for approval, in accordance with Section 14(1)(e) of the Act.

Practitioners are expected to comply with the Code as a breach may lead to a complaint of unprofessional conduct. The Code is not exhaustive - any dereliction of professional duty and/or responsibility may give rise to an allegation of unprofessional conduct.

15 ONGOING COMPETENCY / CONTINUING EDUCATION

Under the new Act, one of the functions of the Board is to prepare or endorse guidelines on continuing education for registrants. The Board must ensure that all registrants are competent and safe to practice and provide high quality health care to the public.

In order to fulfil this requirement the Board drafted an Ongoing Competency Model for Maintaining Registration and then formed a Review Committee to review this document. The Committee has met on one (1) occasion in June and was comprised as follows:

Two representatives	OT AUSTRALIA SA
Two representatives	University of South Australia
Two representatives	Board Members
Convener	Registrar of the Board

The review process is ongoing.

16 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 website.

Application and processing fees are in accordance with the *Freedom of Information Act (Fees & Charges) Regulations 2003*.

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 2007.

17 COMPLAINTS

(a) *Against Registered Occupational Therapists*

During the year two (2) complaints against registered occupational therapists were dealt with by the Complaints Committee and reported to the Board.

The complaints are **summarised** as follows:

Unprofessional Conduct (one (1) complaint)

<u>Allegation</u>	<u>Result of Investigation</u>
Upon application for renewal of registration, occupational therapist advised of investigation undertaken and formal reprimand issued by workplace with regard to complaint regarding an assessment prepared for a client.	Board noted reprimand by employer and plan in place to modify therapist's behaviour. No further action.

Incompetence (one (1) complaint)

<u>Allegation</u>	<u>Result of Investigation</u>
Complaint received from employer regarding occupational therapist's competence to practice.	No grounds for disciplinary or remedial action. File closed.

(b) *Against Unregistered Persons (Including Prosecutions)*Breach of Sections 33 and 35 of the Act – Holding Out As A Registered Person And Use of Prohibited Titles/Descriptions

<u>Allegation</u>	<u>Result of Investigation</u>
Unregistered person practising as an occupational therapist and using the title ' <i>occupational therapist</i> '.	Still under investigation.

(c) *Health & Community Services Complaints Commissioner*

During the year the Board forwarded to the Commissioner a summary of all complaints it received against registered occupational therapists detailing the name of the complainant, the therapist and the content of the complaint.

No complaints were referred by the Commissioner to the Board during this period.

18 INQUIRIES

The Board is pleased to report that no formal disciplinary proceedings against registered occupational therapists, occupational therapy students, or service providers were instituted during the year.

19 INVESTIGATION PROCESS

Should a member of the public or profession wish to complain about the conduct or practice of a registered practitioner or a service provider, the appropriate channel is to the Board.

The Board has authority to investigate the professional conduct and fitness to practise of registered practitioners and service providers and to impose sanctions where necessary.

The Complaints Committee of the Board comprising the Registrar and one or more Board members or members of the profession appointed by the Board, conducts preliminary enquiries. Upon completion of the investigation (by the Committee and/or the Board's investigators) and legal advice from the Crown Solicitors Office the Registrar may lay a formal complaint before the Board for an inquiry to be held into the conduct of the practitioner or service provider. An expert witness may also be asked to give an opinion on the conduct of the practitioner or service provider, or breach of the Act. It should also be noted that at any time an aggrieved person also has the right to lay a complaint directly before the Board.

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 documentation will soon be published (Investigation Process, Information Sheet for Notifiers, and Notification of Complaint Form) and available from the offices of the Board or from the Board's website.

20 CRIMINAL HISTORY RECORD CHECKS

Under the new legislation:

- all applicants for registration (including students) must be fit and proper persons;
- there will be cause for disciplinary action (besides unprofessional conduct) should a registrant for any reason no longer be a fit and proper person to be registered.

Given these additional requirements and the recent Parliamentary Review Committee's inquiry into the Medical Board and the Nurses Board, criminal history checks will be carried out by the Board on all new applicants and current registrants.

Although the Board cannot compel a person to give consent for the Board to undertake a criminal history check, it can require a National Police Certificate as part of the information to be provided on application for registration and renewal. The Board now provides all applicants with the option of signing a consent for the Board to obtain a criminal history record check or providing a Police Certificate.

The Board has been liaising with CrimTrac (a Commonwealth Government Agency) to arrange accreditation for criminal history checks to be conducted by that Agency on behalf of the Board. A signed contract is now in place and final arrangements are being made with regard to computer software etc. Once the system is in place the Board will conduct checks via CrimTrac on all applicants who have obtained initial or renewal of registration since the new Act was proclaimed and provided a signed consent form.

Strict codes of conduct and confidentiality will apply and CrimTrac staff will visit the offices of the Board to ensure that these are being abided by.

Offences will most likely be assessed using the following general guidelines:

- Child protection implications, age and vulnerability
- Relevance in a practice environment
- The gravity and nature of convictions
- Circumstances surrounding the offence(s), whether alcohol, drugs or a weapon was involved
- The harm to any victim including injury or loss
- Adverse impact on the profession
- Total criminal history
- Severity of sentence imposed
- Length of time since offence, any rehabilitation
- Age at time of offence(s), eg. adult or juvenile
- Evidence of the applicant's good character since offence committed
- Whether offence has been decriminalised
- Whether found guilty 'without conviction'
- Whether penalty restricted only to a fine
- Personal circumstances at the time of offending

21 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 Therapy 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 Occupational Therapy Board of New Zealand.

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.

Ms Joanna Riches (Western Australian Board) is the Chairperson of the Council and Mr Peter Martin the Executive Officer.

The COTRB AGM and Operational meetings were held in Brisbane on 13 and 14 October 2006 and the next annual meetings are planned to be held in Adelaide, South Australia on 12 and 13 October 2007.

The Board contributed an amount of \$1,786 to the Council for the 2006/2007 year, based on \$2.20/registrant.

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

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

The Trans Tasman Conference of Occupational Therapists Registration Boards (TTCOTRB) was held in Brisbane, Queensland on 13 October 2006 with representation from all State and Territory Registration Boards and New Zealand. The Chairperson and the Registrar represented the Board at this Conference.

Some of the major issues discussed were:

- Competence and Fitness to Practice
- Codes of Conduct
- Complaint and Investigation Processes
- Scope of Practice
- Publication of Board Decisions
- Assistants in Occupational Therapy Practice

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 Adelaide, South Australia on 12 October 2007.

23 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.

24 MUTUAL RECOGNITION (MR)/ TRANS TASMAN MUTUAL RECOGNITION (TTMR)

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, ie. 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.

It should be noted that pursuant to Section 33(1) of the *Mutual Recognition Act 1992* of the Commonwealth (adopted by the *Mutual Recognition (SA) Act 1993*) and Section 32 of the *Trans Tasman Mutual Recognition Act 1997*:

"If a person's registration in an occupation in a State (or New Zealand):

- (a) is cancelled or suspended; or*
- (b) is subject to a condition;*

on disciplinary grounds, or as a result of or in anticipation of criminal, civil or disciplinary proceedings, then the person's registration in the equivalent occupation in another State (or New Zealand) is affected in the same way."

Such suspension, cancellation or conditions will therefore be placed on the registration of a practitioner immediately upon notification from another State or New Zealand.

Pursuant to Section 33(2) of the *Mutual Recognition Act*, the Board may reinstate any cancelled or suspended registration, or waive any such condition if it thinks it appropriate in the circumstances.

A submission by a practitioner would need to be made to the Board and the practitioner may be granted a hearing. The power to waive is the exception rather than the general rule. The Board must put a high emphasis on the protection of the health & safety of the public - higher than the interests of the individual.

25 BOARD PRIZES

Each year the Board offers the following prizes to outstanding graduating occupational therapy students of the University of South Australia.

Occupational Therapy Board of South Australia – Ethical & Clinical Practice Prize

Awarded annually to a final year student in the Bachelor of Applied Science (Occupational Therapy) who has demonstrated the highest academic and practical performance in the courses relating to enabling occupation studies and occupational therapy field work practice over the 4 years of the degree course.

Prize: \$500 and Certificate

Occupational Therapy Board of South Australia – Ethical & Clinical Practice Prize

Awarded annually to a final year student in the Masters of Occupational Therapy (Graduate Entry) who has demonstrated the highest academic and practical performance in the courses relating to enabling occupation studies and occupational therapy field work practice over the 2 years of the degree course.

Prize: \$500 and Certificate

The Board congratulates the following recipients of the 2006 Board prizes:

- **Marlisa Cannan** - recipient of the *Occupational Therapy Board of South Australia Ethical & Clinical Practice Prize 2006* for the Bachelor of Applied Science (Occupational Therapy) from UniSA.
- **Ruth Catherine Semler** - recipient of the *Occupational Therapy Board of South Australia Ethical & Clinical Practice Prize 2006* for the Masters of Occupational Therapy (Graduate Entry) from UniSA.

26 NATIONAL REGISTRATION & ACCREDITATION SCHEME

On 14 July 2006 the Council of Australian Governments (COAG) released its response to the Productivity Commission's Report on Australia's Health Workforce.

COAG agreed to establish:

- a single National Registration Scheme for nine regulated health professions to facilitate workforce mobility, improve safety and quality, and reduce red tape; and
- a single National Accreditation Scheme for Education and Training to simplify and improve consistency of current arrangements.

The nine health professions concerned are Medicine, Nursing & Midwifery, Chiropractic, Osteopathy, Dental, Psychology, Pharmacy, Physiotherapy and Optometry. The inclusion of partially regulated professions, such as Occupational Therapy, will be determined during implementation of the National scheme against criteria agreed by a Ministerial Council comprising Commonwealth, State and Territory Health Ministers. Podiatry will be included without further assessment.

The Council of Occupational Therapists Registration Boards (Aust & NZ) Inc. (COTRB) and OT AUSTRALIA have joined together to put a case forward for National registration of occupational therapists, and this process is well underway.

To date consultation forums have been held by the COAG Health Working Group for national professional groups in Canberra on 28 September 2006, 4 December 2006 and 13 March 2007 which the Registrar attended.

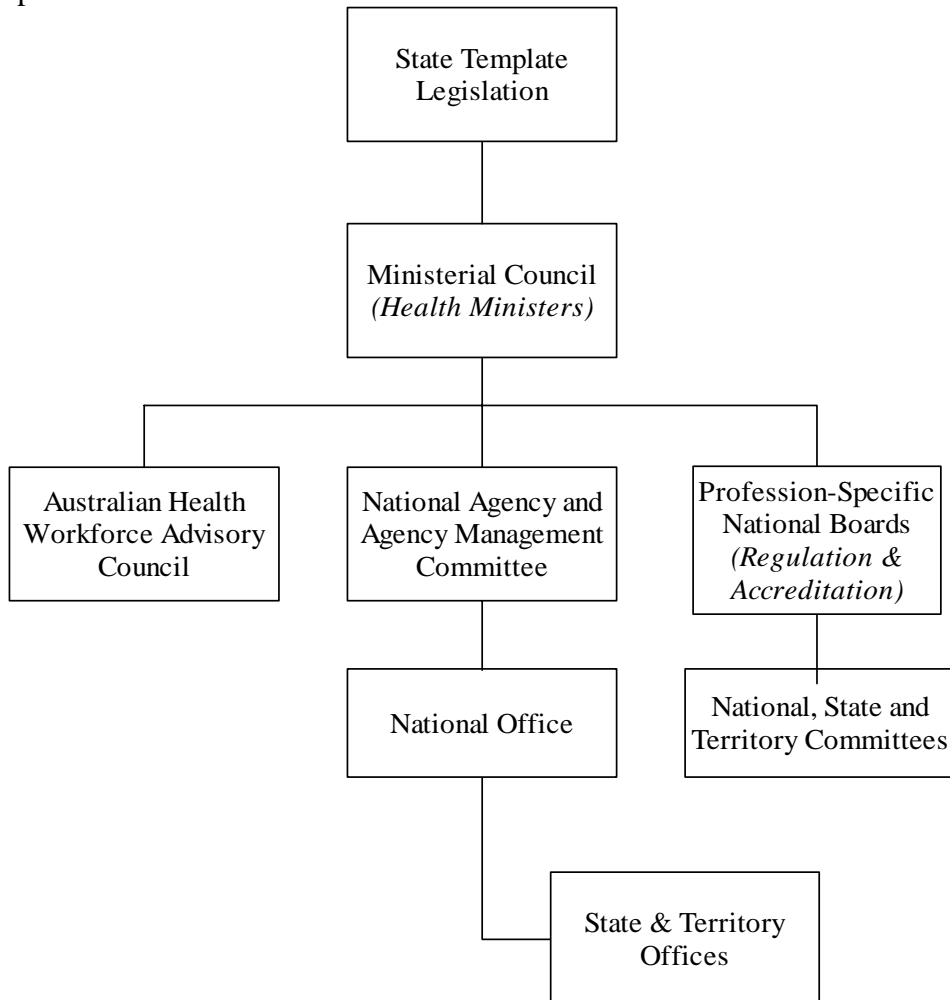
On 13 April 2007 COAG agreed on the arrangements for a new national system for registration and accreditation to be implemented by July 2008. Existing accreditation bodies are to continue to assess courses and international practitioners for the first three years.

In July/August 2007 approval of a national Inter-Governmental Agreement (IGA) is proposed to underpin each scheme. The IGA will set out the objectives, governance and scope as well as legislative, administrative and financial arrangements.

It is proposed that legislation will initially be drafted and proclaimed in Queensland and then templated across the other States and Territories.

The establishment costs will be jointly funded by the Commonwealth, States and Territories and both schemes are to be self-funding.

The proposed structure is:



As a result of this scheme coming into operation the Board may be dissolved and the Act repealed.

The Minister has advised that the Board should continue to meet its statutory obligations under the new legislation and its activities over the next 1-2 years should be considered in that context.

The Board must however take into consideration the resultant effect on its surplus funds and the redundancy of the Registrar and staff who have served the Board loyally for many years.

27 FINANCES

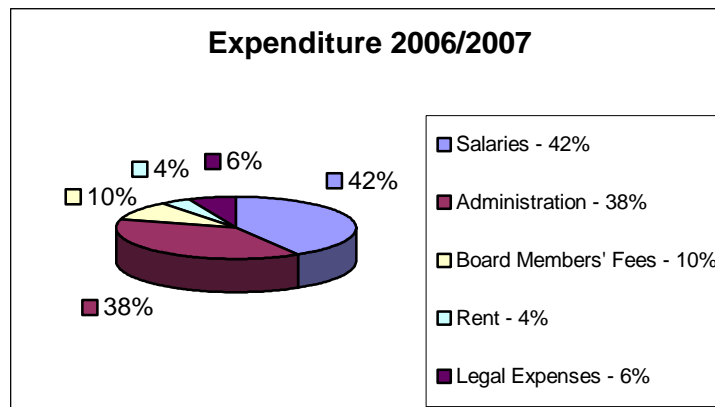
The Board recorded an operating surplus of \$70,992 for the 2006/2007 financial year and as at 30 June 2007 the Board had total equity of \$407,656.

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 2006/2007.



The accounts of the Board have been audited and the financial statements for the year ended 30 June 2007, together with accompanying notes and the independent audit report of Bentleys MRI Adelaide Pty Ltd, Chartered Accountants and Business Advisors, appears as follows.

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

CERTIFICATION OF THE FINANCIAL REPORT

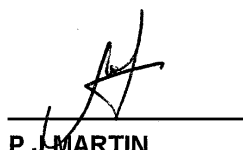
We certify that:

- the attached general purpose financial report for the Occupational Therapy Board of South Australia presents fairly, in accordance with the Treasurer's instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Australian accounting standards and other mandatory professional reporting requirements in Australia, the financial position of the Board as at 30 June 2007, the results of its operations and its cash flows for the year then ended;
- the attached financial statements are in accordance with the accounts and records of the Board and give an accurate indication of the financial transactions of the Board for the year then ended; and
- internal controls over the financial reporting have been effective throughout the reporting period and there are reasonable grounds to believe the Board will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Board members



B J KORTMAN
CHAIRPERSON



P J MARTIN
REGISTRAR/CEO



L M GIROLAMO
FINANCE OFFICER

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

INCOME STATEMENT

FOR YEAR ENDED 30 JUNE 2007

	Note	2007 \$	2006 \$
INCOME			
Registration Fees	3	164,920	151,370
Interest		18,411	11,895
Miscellaneous		1,963	932
		<hr/>	<hr/>
Total Income		185,294	164,197
		<hr/>	<hr/>
EXPENSES			
Staff Expense	4	47,444	40,230
Administrative Expenses	5	43,312	22,997
Board Member Remuneration	6	11,340	7,920
Legal, Investigative & Inquiry Expenses	7	7,286	555
Rent	8	4,920	4,920
		<hr/>	<hr/>
Total Expenses		114,302	76,622
		<hr/>	<hr/>
NET RESULT		70,992	87,575
		<hr/> <hr/>	<hr/> <hr/>

The above Statement should be read in conjunction with the accompanying notes.

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

BALANCE SHEET AS AT 30 JUNE 2007

	Note	2007 \$	2006 \$
CURRENT ASSETS			
Investments	9	421,402	347,906
Cash at Bank and on Hand	9	3,340	1,356
Receivables		857	165
Prepayment		700	2,914
Total Current Assets		426,299	352,341
TOTAL ASSETS	10	426,299	352,341
CURRENT LIABILITIES			
Payables		5,694	5,118
Staff Benefits - Annual Leave	11	4,807	3,785
Total Current Liabilities		10,501	8,903
NON-CURRENT LIABILITIES			
Staff Benefits - Long Service Leave	11	8,142	6,774
Total Non-Current Liabilities		8,142	6,774
TOTAL LIABILITIES		18,643	15,677
NET ASSETS		407,656	336,664
EQUITY			
Retained Earnings		407,656	336,664
TOTAL EQUITY		407,656	336,664

The above Statement should be read in conjunction with the accompanying notes.

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

STATEMENT OF CHANGES IN EQUITY

FOR YEAR ENDED 30 JUNE 2007

	RETAINED EARNINGS \$	TOTAL \$
Balance 1 July 2005	249,089	249,089
Net Result 2005/2006	87,575	87,575
	<hr/>	<hr/>
Balance 30 June 2006	336,664	336,664
Net Result 2006/2007	70,992	70,992
	<hr/>	<hr/>
Balance 30 June 2007	407,656	407,656
	<hr/>	<hr/>

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

CASH FLOW STATEMENT

FOR YEAR ENDED 30 JUNE 2007

	Note	2007 \$	2006 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Inflows			
Registration Fees		164,920	151,370
Interest		18,411	11,895
Other Income		1,963	932
GST Received from Taxation Authority		1,834	73
GST Collected on Sales		133	845
		<hr/>	<hr/>
Cash generated from operations		187,261	165,115
		<hr/>	<hr/>
Cash Outflows			
Staff Payments		43,784	39,187
Administrative Expenses		41,504	25,926
Board Member Remuneration		11,073	7,741
Legal, Investigative & Inquiry Expenses		7,841	-
Rent		4,920	4,920
GST Paid on Purchases		2,531	887
GST Payments to Taxation Authority		128	47
		<hr/>	<hr/>
Cash used in Operations		111,781	78,708
		<hr/>	<hr/>
Net cash provided by Operating Activities	13	75,480	86,407
		<hr/>	<hr/>
NET INCREASE IN CASH HELD		75,480	86,407
		<hr/>	<hr/>
CASH AT 1 JULY		349,262	262,855
		<hr/>	<hr/>
CASH AT 30 JUNE	9	424,742	349,262
		<hr/>	<hr/>

The above Statement should be read in conjunction with the accompanying notes.

OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

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OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 1 OBJECTIVES & FUNDING OF THE BOARD

The Board exercises its functions under the Occupational Therapy Practice Act 2005, with a view to achieving and maintaining high standards of competence and conduct by those who provide occupational therapy.

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The financial report is a general purpose financial report. The accounts have been prepared in accordance with applicable Australian accounting standards and Treasurer's instructions and accounting policy statements promulgated under the provision of the Public Finance and Audit Act 1987.

Statement of Compliance

Australian accounting standards include Australian equivalents to International Financial Reporting Standards. Except for the amendments to AASB 101 Presentation of Financial Statements, which has been early-adopted, Australian accounting standards and interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Board for the reporting period ending 30 June 2007. The Board has assessed the impact of the new and amended standards and interpretations and considers there will be no impact on the accounting policies or the financial report of the Board.

The Income Statement, Balance Sheet and Statement of Changes in Equity have been prepared on an accrual basis and are in accordance with historical cost convention.

The preparation of the financial report requires:

- a) the use of certain accounting estimates and requires management to exercise its judgement in the process of applying the accounting policies. The areas involving a higher degree of judgement or where assumptions and estimates are significant to the financial statements, these are outlined in the applicable notes; and
- b) compliance with accounting policy statements issued pursuant to section 41 of the Public Finance and Audit Act 1987, by authority of Treasurer's Instruction 19 Financial Reporting. In the interest of public accountability and transparency the accounting policy statements require disclosures with regard to expenses incurred as a result of engaging consultants and have been included in this financial report.

The financial report has been prepared based on a twelve month operating cycle and presented in Australian currency.

The Cash Flow Statement has been prepared on a cash basis.

Accounting policies for "Registration Fees" and "Staff Costs - Liabilities" appear under those headings.

(b) Administrative Arrangements

The Chiropractic & Osteopathy Board of South Australia provides administrative services to the Occupational Therapy Board of South Australia. The Chiropractic & Osteopathy Board of South Australia administers the payment of certain expenses incurred by the Board and recharges the Board as necessary, while other expenses are shared between a number of entities.

Salaries, accommodation outgoings and other administrative costs are shared between the entities according to the following percentages:

	From 1/07/2006	From 1/12/2004
Chiropractic & Osteopathy Board of South Australia	28%	27%
South Australian Psychological Board	46%	46%
Occupational Therapy Board of SA	16%	17%
Podiatry Board of South Australia	10%	10%

(c) Taxation

The Board is exempt from Income Tax.

Good and Services Tax

Income, expenses and assets are recognised net of the amount of GST except where the amount of GST incurred by the Board as a purchaser is not recoverable from the Australian Taxation Office. Receivables and payables are stated exclusive of GST.

The net GST receivable from the Australian Taxation Office has been recognised as a receivable in the Balance Sheet. The accounting method for GST is on a cash basis.

Registration fees are exempt from GST under section 81-5 of Goods & Services Tax Act 1999.

The Chiropractic & Osteopathy Board of South Australia prepares a Business Activity Statement on behalf of the Occupational Therapy Board of South Australia under the grouping provisions of the GST legislation.

(d) Income and Expenses

Income and expenses are recognised in the Income Statement when and only when it is probable that the flow of economic benefits to or from the entity can be reliably measured.

Income and expenses have been classified according to their nature in accordance with the Department of Treasury and Finance Accounting Policy Framework II General Purpose Financial Reporting Framework APS 3.5 and have not been offset unless required or permitted by a specific accounting standard.

Changes to Expense Accounts

Amounts included in the expense accounts for Administrative Expenses and Board Member Remuneration have altered and notes appear under those headings.

Where presentation or classification of expenses in the financial report have been amended, comparative amounts have been changed.

(e) 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 2007, 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 are recognised when a present obligation to another party is entered into and the amount of the liability can be measured.

Payables

Payables include creditors, accrued expenses and staff on-costs.

Creditors represent the amounts owing for goods and services received prior to the end of the reporting period that are unpaid at the end of the reporting period. Creditors include all unpaid invoices received relating to the normal operations of Board.

Accrued expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received.

All payables are measured at their nominal amount and are normally settled within 30 days from the date of the invoice or date the invoice is first received in accordance with Treasurer's Instruction 11 Payment of Creditor's Accounts.

Staff on-costs include superannuation contributions with respect to outstanding liabilities for salaries and wages, long service leave and annual leave.

Changes to Expense Accounts

All payments made to Board members are included in the Board Member Remuneration expense line and reported in total in the Income statement rather than in notes. This includes Board member attendance at conferences (2006 expensed as a Administrative Expenses and included in Conferences in note 5).

The comparative figures for these accounts have been altered.

(f) Financial Risk Management*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 0.01% p.a., investment at call 5.2% p.a. and term deposit 6.3% 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.

Insurance

The Board has arranged, through SA Government Captive Insurance Corporation (SAICORP), to insure all major risk of the Board. The excess payable under this arrangement for each claim is \$1,000.

(g) Investments

A significant amount of monies are kept in reserve for unexpected legal and inquiry costs. As at 30 June 2007 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 5.2% pa calculated daily and paid monthly with funds available "at call" and Term Deposit account earning interest at 6.3% pa calculated daily and added to principal at maturity (December 2007).

NOTE 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.

	2007	2006
	\$	\$
Annual Practice Fee	153,470	140,900
Application Fee (Initial Registration)	8,950	8,500
Re-instatement application Fee	<u>2,500</u>	<u>1,970</u>
	<u><u>164,920</u></u>	<u><u>151,370</u></u>

Schedule and structure of fees under the new legislation were fixed by the Board effective from Sept 2006. Application fees for initial registration and reinstatement fees reported separately from practice fee. Practice fee scaled on 3 monthly basis according to period of registration.

NOTE 4 STAFF EXPENSE

The Chiropractic & Osteopathy Board of SA takes responsibility for the employment of the Registrar and staff, and remuneration is re charged to the South Australian Psychological Board, Occupational Therapy Board of SA and Podiatry Board of SA under an agreed annual cost sharing arrangement. Refer note 2 - Administrative Arrangements.

	2007	2006
	\$	\$
Salaries and Wages	41,589	36,430
On-costs Superannuation	3,464	3,117
Long Service Leave	1,369	1,027
Annual Leave	<u>1,022</u>	<u>(344)</u>
Total staff expense	<u><u>47,444</u></u>	<u><u>40,230</u></u>

Board Members fees are listed separately refer Note 6.

NOTE 5 ADMINISTRATIVE EXPENSES

	2007	2006
	\$	\$
Printing	7,529	1,372
Postage	4,481	1,244
Register & Database Expenses - Paid to Computer Image P/L	3,635	57
Advertising	2,696	-
Computing & Office Equipment Services	2,668	2,495
Audit Fees ~	2,450	2,400
Bank Fees and Charges	2,439	2,037
Conferences	2,434	2,098
Election Costs	2,358	-
Accommodation Outgoings	2,270	2,225
Insurance - Indemnity	2,081	2,018
Telephone	2,009	1,771
Contribution / Membership Fees - COTRB & COAT *	1,886	1,770
Board & Committee Meeting Expenses	1,883	1,439
Sundries	1,133	711
Prize for Outstanding Student	1,000	1,000
Stationery	360	360
	<u>43,312</u>	<u>22,997</u>

~ Represents Audit fees payable to Bentleys MRI \$1,850 and 2006 fee paid to Auditor-General's Department \$3,000.

* Contributions paid to the Council of Occupational Therapists Registration Boards (Aust & NZ) Inc. \$1,786 (\$1,670) and the Council of Australasian Tribunals National \$100 (\$100).

NOTE 6A REMUNERATION OF BOARD MEMBERS

The Board members for the 2006/2007 year were:

- * P L Anastassiadis
- ~ S J Battams
- ~ M A Bonesmo
- * R L Croydon
- ~ K M Duffy
- ~ C J Hadley
- ~ S E Gilbert-Hunt
- ~ B J Kortman
- ~ A L Morgan
- ~ N V Nandoskar
- ~ L R Shorne
- * R Smiles

* Ceased to be member (3)

~ 9 Members under Act appointed by the Governor effective 31 August 2006 (7 members previously).

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

	2007	2006
	\$	\$
Board Sitting Fees and Committee Meetings	11,180	7,780
Conferences	<u>160</u>	<u>140</u>
	<u><u>11,340</u></u>	<u><u>7,920</u></u>

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

	2007	2006
\$1 - \$9,999	12	7

NOTE 6B RELATED PARTY TRANSACTIONS

The Board paid membership fees of \$1,786 (\$1,670) to the Council of Occupational Therapists Registration Boards (Aust & NZ) Inc (An organisation in which the Board has nominated B J Kortman to be a member).

NOTE 7 LEGAL, INVESTIGATIVE & INQUIRY EXPENSES

	2007	2006
	\$	\$
Legal Services provided by Crown Solicitors Office	3,859	555
Investigative Services by Quark & Associates	1,500	-
Legal Opinion provided by WJN Wells QC	1,250	-
Medical Report provided by Dr Peter Gilchrist Pty Ltd	<u>677</u>	<u>-</u>
	<u><u>7,286</u></u>	<u><u>555</u></u>

NOTE 8 RENT

Represents rent paid to the Chiropractic & Osteopathy Board of South Australia for operating from premises at 16 Norma Street MILE END SA 5031.

NOTE 9 RECONCILIATION OF CASH

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

	2007	2006
	\$	\$
Investment - Term Deposit	259,387	-
Investment - At call	162,015	347,906
Cash at bank	<u>3,340</u>	<u>1,356</u>
	<u><u>424,742</u></u>	<u><u>349,262</u></u>

NOTE 10 NON-CURRENT ASSETS

The Occupational Therapy Board of South Australia does not own any non-current assets. Monthly payments are made to the Chiropractic & Osteopathy Board of South Australia for office accommodation, printing, computing, photocopying, and other services based on an approved recharging arrangement. Refer Note 2 - Administrative Arrangements.

NOTE 11 STAFF BENEFITS - LIABILITIES

These benefits accrue for staff as a result of services provided up to the reporting date that remain unpaid. Long-term staff benefits are measured at present value and short-term staff benefits are measured at nominal amounts.

Sick Leave

No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by staff is estimated to be less than the annual entitlement of sick leave.

Long Service Leave

The liability for long service leave is recognised after staff have completed 7 years of service. The liability has been calculated at nominal amounts based on current pay rates using the shorthand estimation of long service leave liability.

	2007	2006
Current Aggregate Staff Benefits	\$	\$
Annual Leave Provision	4,426	3,481
Annual Leave On-costs	<u>381</u>	<u>304</u>
Total Current Aggregate Staff Benefits	<u>4,807</u>	<u>3,785</u>
Non-Current Aggregate Staff Benefits		
Long Service Leave	7,727	6,550
On-costs - non-current	<u>415</u>	<u>224</u>
Total Non-Current Aggregate Staff Benefits	<u>8,142</u>	<u>6,774</u>
Total Aggregate Staff Benefits Liabilities	<u><u>12,949</u></u>	<u><u>10,559</u></u>

These liabilities reflect the net liability after taking into account the staff benefits liability of the Chiropractic & Osteopathy Board of South Australia, South Australian Psychological Board and the Podiatry Board of South Australia.

NOTE 12 CONTINGENT LIABILITY

The Council of Australian Governments (COAG) has, in response to the Productivity Commission's Report on Australia's Health Workforce, agreed to establish a single National Registration and Accreditation Scheme to be fully operational by July 2008.

No liability has been recognised as the provision is contingent on the staff fulfilling their contractual agreements until their positions are made redundant.

It is estimated that staff redundancy payments of approximately \$58,000 may have to be made when the National Scheme becomes fully operational and prior to the Board being dissolved.

NOTE 13 RECONCILIATION OF NET RESULT TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2007	2006
	\$	\$
Net Result	70,992	87,575
Changes in Assets and Liabilities		
Decrease (Increase) in Prepayments	2,214	(2,801)
Increase in Staff Benefits	2,122	782
Increase in Payables	844	867
(Increase) in Receivables	<u>(692)</u>	<u>(16)</u>
Net Cash Provided by Operating Activities	<u>75,480</u>	<u>86,407</u>

CHARTERED
ACCOUNTANTS
& BUSINESS
ADVISORS

A MEMBER OF
MOORES ROWLAND
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INDEPENDENT AUDIT REPORT

TO THE CHAIRPERSON OF OCCUPATIONAL THERAPY BOARD OF SOUTH AUSTRALIA

Report on the Financial Report

We have audited the accompanying financial report of Occupational Therapy Board of South Australia, as required by section 31 of the Public Finance and Audit Act 1987. The financial report comprises the balance sheet as at 30 June 2007 and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the certification of the financial report by the Chairperson, the Registrar and the Finance Officer.

Board's Responsibility for the Financial Report

The board is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Treasurer's Instructions promulgated under the provisions of the Public Finance and Audit Act 1987. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Chartered Accountants

A member of Bentleys MRI, an association of independent accounting firms throughout Australia, and a member of Moores Rowland International, an association of independent accounting firms throughout the world. The firms practising as Bentleys MRI and Moores Rowland are independent. The member firms of these associations are affiliated only and not in partnership.

**Auditor's Opinion**

In our opinion, the financial report of Occupational Therapy Board of South Australia presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the Public Finance and Audit Act 1987, and Australian Accounting Standards (including the Australian Accounting Interpretations), the financial position of Occupational Therapy Board of South Australia as at 30 June 2007, and the results of its operations and its cash flows for the financial year then ended.

Bentleys MRI

BENTLEYS MRI ADELAIDE PARTNERSHIP

A handwritten signature in black ink, appearing to read 'D J Francis', is written over the printed name.

**D J FRANCIS
PARTNER**

Signed at Adelaide this 27th day of September, 2007