



**ANNUAL REPORT
AND FINANCIAL STATEMENTS**

**FOR ELEVEN MONTHS FROM
1 AUGUST 2007 TO 30 JUNE 2008**



ANNUAL REPORT

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1. BOARD

Structure

Following proclamation of the Occupational Therapists' Registration Act 2005 on 1 August 2007, Section 6 of the Act provides for the Board to consist of eight (8) members appointed by the Minister. The following is the list of members of the Board, and the terms under which they were appointed.

One medical practitioner nominated for appointment by the Minister	Dr R Chandler
Five persons nominated for appointment by the Minister who are registered occupational therapists with the Occupational Therapists' Registration Board of WA	Mrs T Burnett Ms J Riches (Presiding Member) Ms H Freegard Mr L Farrow Ms S Wojnar-Horton
One person who has knowledge of and experience in representing the interests of consumers	Ms A Banks
One legal practitioner	Mr M Piu

Board Meetings

Six (6) ordinary meetings and one (1) special meeting were held during the eleven-month period. Attendees were as follows:

Ms J Riches	7
Dr R Chandler	4
Ms T Burnett	7
Ms S Wojnar-Horton	5
Ms H Freegard	6
Mr L Farrow	7
Mr M Piu	7
Ms A Banks	4*

The Registrar of the Board is Mr. K.I. Bradbury.

*Ms Banks resigned from her position on the Board in April 2008.

The office of the Board is located at Suite 7, Level 3, 23 Richardson Street, SOUTH PERTH. The hours of business are 8.30 am to 5.00 pm Monday to Friday and the following are the contact details:

Telephone number	(08) 9368 2655
Facsimile number	(08) 9368 2677
Email	enquiries@otbwa.com.au

2. REGISTER

Registration of Occupational Therapists

(a) General Registration

Total on Register as at 1 August 2007		1542
New applications approved	111	
Applications under Mutual Recognition	12	
Restorations	23	
Transfer from Temporary Register	<u>9</u>	
		<u>155</u>
		1697
Deletions:		
Deaths		
Non payment of Licence fees	25	
Voluntary withdrawals	<u>97</u>	
		<u>122</u>
Registered as at 30 June 2008		<u>1575</u>

(b) Temporary Registration

Total on Register as at 1 August 2008	14	
New applications approved	<u>14</u>	
		28
Removals		
Transfer to General Registration		<u>9</u>
Registered as at 30 June 2008		<u>19</u>

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

No complaints were received by the Board during this eleven-month period.

4. GENERAL

(a) Board Prize

The 2008 Occupational Therapists' Registration Board Prize for the Dux of the Bachelor of Science (Occupational Therapy) degree at Curtin University of Technology for the academic year of 2007 was awarded to Ms Lucy Ledger.

(b) Policies

In April 2008 the Board adopted the following policies:

- Professional Indemnity Insurance – as of 1 April 2008 it became a requirement of registration and re-registration for practising occupational therapists to have cover of no less than \$5 million.
- Recency of Practice
- Competence to Practise
- Return to Practise Guidelines

(c) Education and Research Fellowship

The Board established an Annual Education and Research Fellowship during 1995. The objective of the Fellowship is to promote the furtherance of education and research in occupational therapy. Control of the Fellowship grant would be retained by the Board and funding limited to Western Australian resident and registered Occupational Therapists.

No applications for education and research grants were received.

(d) Attendance at Conferences and/or Seminars

Ms Riches and the Registrar attended the annual meetings for the Overseas Qualification Assessment Committee (OQAC), Trans-Tasman Conference of Occupational Therapists Registration Boards (TTCOTRB) and Council of Occupational Therapists Registration Boards (Australia and New Zealand) (COTRB) held in Adelaide in October 2007.

(e) Complaints Assessment Committee

In September 2007, pursuant to Section 50 of the Act, a Complaints Assessment Committee was established. The members were appointed to this committee:

Mr L Farrow (Chairperson)

Mr M Piu

Ms A Banks

Following the resignation of Ms Banks in April 2008, the vacancy was taken up by Ms H Freegard.

This committee was formed to prepare a Complaints Handling Process document for use by other practitioners and the public in the event of a complaint brought against

a practitioner. As at 30 June 2008 this document was in a final draft form pending advice from other authorities involved in the complaint process.

The committee was also charged with investigating the nature of complaints, and providing recommended action to the Registration Board. As at 30 June 2008, the committee was assessing two complaints.

(f) Impairment Review Committee

In September 2007, pursuant to Section 51 of the Act, an Impairment Review Committee was established, comprising:

Dr R Chandler (Chairperson)
Ms H Freegard
Ms S Wojnar-Horton

This committee was formed for the purpose of preparing an Impairment Policy in accordance with the Act, and as at 30 June 2008 the document was in a draft format.

The committee would also be required to assess any impairment issues brought to the Board's attention, and as at 30 June 2008 no reports had been received in this regard.

(g) Registration Committee

In September 2007, pursuant to Section 15 of the Act, a Registration Committee was established, comprising:

Ms J Riches (Chairperson)
Ms T Burnett
Ms H Freegard
Mr K Bradbury

Since its formation, the committee has met on six occasions. The functions of the committee have included:

- drafting and recommending new Board policies;
- reviewing and recommending amendments to current policies;
- amending registration forms;
- drafting a Code of Practice;
- overseeing applicants undertaking COTRB practice audits;
- overseeing applicants undertaking return to practice audits.

Another function of the committee has been to recommend what action, if any, should be taken against occupational therapists practising whilst unregistered. As at 30 June 2008 two practitioners had been served with a prosecution notice for practising whilst unregistered, and outcomes were pending at this date.

(h) Areas of Specialties Committee

In September 2007, pursuant to Section 15 of the Act, an Areas of Specialties Committee was established, and comprised:

Ms T Burnett (Chairperson)
Ms S Wojnar-Horton
Mr L Farrow
Mr K Bradbury

This committee engaged the services of Curtin University of Technology to prepare a definition of occupational therapy and provide recommendations regarding specialist registration including lists and examples of specialty titles, and a methodology by which the Board can register specialties.

(i) Prosecutions

The Board initiated prosecution proceedings against two occupational therapists for practising whilst unregistered.

As at 30 June 2008, the outcome of these actions was pending.

(j) National Council

The Board continues to participate in the administration of a National Council of Occupational Therapy Registration Boards (NCOTRB).

The Council of Occupational Therapists Registration Board (COTRB) is the body responsible for assessing occupational therapy qualifications for recognition in Australia. The Council is located at:

PO Box 229
TORRENSVILLE PLAZA SA 5031
Telephone: (08) 8443 9375
Facsimile: (08) 8443 9550
Email: cotrb@sboards.com.au
Website: <http://www/cotrb.com>

Further information relating to the functions of COTRB can be found at its website above.

The Overseas Qualifications Assessment Committee (OQAC) of COTRB is responsible for the administration of the assessment procedures, and liaises with registration boards, OT Australia and others as required.

The OQAC and COTRB assess overseas occupational therapists to determine their eligibility for migration as an occupational therapist by checking they are recognised as an occupational therapist in their country of origin or education, and that their professional education is of a standard that would adequately prepare them for practice in Australia.

Overseas educated occupational therapists whose qualifications have been assessed as suitable to apply for migration will be recognised by COTRB as eligible to apply for registration in relevant states of Australia and/or membership of OT Australia. Their registration will be conditional on their agreement to undertake a practice audit during their first year of employment or self-employment as an occupational

therapist in Australia, and granting of full registration will be conditional upon successful completion of such a practice audit.

The Board will be actively involved in overseeing the practice audits of overseas qualified occupational therapists wishing to practise in Western Australia. During the period 1 August 2007 to 30 June 2008 there were 21 occupational therapists undertaking supervised practice audits in Western Australia.

The following minimum criteria applies:

- Have completed a WFOT approved tertiary level education program leading to an award in occupational therapy that is equivalent to an Australian Bachelor degree.
- Are registered, licensed or otherwise officially recognised and in good standing as an occupational therapist in the country in which they were educated or practised.
- Have English as a first language, or have satisfactorily passed occupational English testing.

Specific details of the examination process and schedule of fees can be obtained from COTRB direct.

The presiding member of the Occupational Therapists' Registration Board of Western Australia was also the chair of COTRB and OQAC during the 2007/2008 period.

(k) Board Newsletter

The Board produced a Newsletter in June 2007, and this was distributed to all registered occupational therapists and major employers of occupational therapists. The Board intends to use future newsletters to inform members of the profession of important developments concerning standards of practice, competency and conduct.

(l) Website

The Board maintains a website, located at www.otbwa.com.au where details of registration requirements, policies, application forms and general information are provided.

(m) Section 175ZE of the Electoral Act 1907

The Board made no expenditure in relation to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

(n) State Records Commission

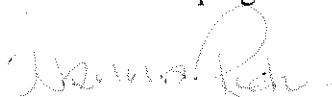
The Board met all requirements of the State Records Commission in 2007/2008 period.

(o) Record-Keeping Plan

In accordance with the State Records Act 2000, the Board is required to report its compliance with the Act.

Record management training is provided to new employees of the Registrar as part of their induction programme. The Registrar conducts employee information sessions on an ad hoc basis to ensure all employees are aware of their roles and responsibilities in regards to their compliance with the Board's Record-Keeping Plan.

The efficiency and effectiveness of the Board's record-keeping system has been evaluated, and is to be evaluated no less than every five years. The training programme is reviewed as required.



Ms J Riches
CHAIRPERSON

STATEMENT OF PRINCIPAL ACCOUNTING OFFICER

To the best of my knowledge and belief, the attached accounts give a true and fair view of the state of affairs of THE OCCUPATIONAL THERAPISTS' REGISTRATION BOARD OF WESTERN AUSTRALIA at 30 June 2008 and the result of eleven months ended on that date.



K I Bradbury F.C.A., B. Bus.
PRINCIPAL ACCOUNTING OFFICER
PERTH WA

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
30 JUNE 2008**



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INDEPENDENT AUDITOR'S REPORT

To the members of the Occupational Therapists Registration Board of Western Australia

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of the Occupational Therapists Registration Board of Western Australia, which comprises the balance sheet as at 30 June 2008, the income statement, for the period then ended, and other explanatory notes.

Members Responsibility for the Financial Report

The members of the Occupational Therapists Registration Board of Western Australia are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the requirements of the Occupational Therapists Act 2005 and are appropriate to meet the needs of members. The members' responsibility also includes establishing and maintaining internal controls 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. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with the 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 involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of 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 members, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purposes of fulfilling the financial reporting under the Occupational Therapists Act 2005. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

