



**ANNUAL REPORT
AND FINANCIAL STATEMENTS**

FOR SEVEN MONTHS ENDED 31 JULY 2007



ANNUAL REPORT

FOR SEVEN MONTHS TO 31 JULY 2007

1. BOARD

Structure

Section 7 of the Occupational Therapists' Registration Act provides for the Board to consist of six (6) members. The following is a list of members of the Board, and the terms under which they were appointed as at 31 July 2007.

One medical practitioner nominated for appointment by the Minister	Dr R Chandler
Three persons nominated for appointment by the Western Australian Association of Occupational Therapists	Mrs T Burnett Mr L Farrow Ms S Wojnar-Horton
One person nominated for appointment by the Council of Curtin University of Technology	Ms H Freegard
The permanent head or a person who is nominated by the Permanent Head	Ms J Riches (Chairperson)

Board Meetings

Three (e) meetings were held during the seven-month period. Attendees were as follows:

Ms J Riches	2
Dr R Chandler	3
Ms T Burnett	3
Ms S Wojnar-Horton	2
Ms H Freegard	3
Mr L Farrow	2

The Registrar of the Board is Mr K I Bradbury.

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
E-mail	enquiries@otbwa.com.au

2. REGISTER

Registration of Occupational Therapists

(a) General Registration

Total on Register as at 1st January 2007		1468
New applications approved	117	
Applications under Mutual Recognition	4	
Restorations	22	
Transfer from Temporary Register	<u>2</u>	
		<u>145</u>
		1613

Deletions:

Deaths		
Non-payment of licence fees	38	
Voluntary withdrawals	<u>33</u>	
		<u>71</u>

Registered as at 31 July 2007		1542
		=====

(b) Temporary Registration

Total on Register as at 1 January 2007	6	
New applications approved	<u>10</u>	
		<u>16</u>

Removals:

Transfer to General Registration		<u>2</u>
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Registered as at 31 July 2007		<u>14</u>
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3. FORMAL COMPLAINTS AND BOARD INQUIRIES

No complaints were received by the Board during this period.

4. GENERAL

(a) Board Prize

The 2007 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 2006 was awarded to Ms Gillian King.

(b) Education and Research Fellowship

The Board established an Annual Education and Research Fellowship during 1995. The objective of the Fellowship is to promote further education and research in

occupational therapy. Control of the Fellowship grant would be retained by the Board, and funding limited to Western Australian residents and registered occupational therapists.

The following grants were awarded in 2007:

- Mrs Alma Dender
An investigation of play and literacy for Western Australian indigenous children.
- Ms Marina Ciccarelli
Risk management of work-related stress: Insurers' perception and subsequent implications for the delivery of occupational therapy services in industry.
- Dr Catherine Elliott
The long term effects of botulinum toxin in children with cerebral palsy.

(c) 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 audit of overseas qualified occupational therapists wishing to practise in Western Australia. During the seven-month period of this report there were 11 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 therapist English testing.

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

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

(d) Board Newsletter

The Board produced a Newsletter in December 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.

(f) 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.

(g) 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.

(h) Prosecutions

Following prosecution proceedings commenced against Ms Malgorzata Wojcieski for practising whilst unregistered, Ms Wojcieski pleaded guilty to the offence and the Court made the following orders:

1. A plea of guilty be recorded.
2. A spent conviction be granted given that this was a first offence, and the accused had no prior record.
3. Costs were awarded to the Board in the sum of \$1,077.70.
4. Ms Wojcieski was ordered to pay a fine amounting to \$100.00.

(i) State Records Commission

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

(j) 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 31 July 2007 and the result for the seven 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
31 JULY 2007**



Offices
47 Outram Street
West Perth WA 6005

Postal Address
PO Box 1257
West Perth WA 6872

Telephone
(08) 9321 2111

Facsimile
(08) 9321 2050

Email
shakes@iinet.net.au

Website
www.shakes.com.au

ABN 99 858 551 508

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 31 July 2007, 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.

Independence

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

Auditor's Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of, the Occupational Therapists Registration Board of Western Australia as of 31 July 2007 and of its financial performance for the period then ended in accordance with the accounting policies described in the financial statements.

SHAKESPEARE PARTNERS
Chartered Accountants



Leigh-Anne Meyerowitz
Auditor Registration Number : 279757
16 March 2009

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**BALANCE SHEET
FOR THE PERIOD ENDED 31 JULY 2007**

	31/07/07	31/12/06
	\$	\$
ACCUMULATED FUNDS		
Accumulated Funds - Beginning of Period	206,019	184,554
Excess of Income Over Expenditure	27,766	21,465
TOTAL ACCUMULATED FUNDS	<u>\$233,785</u>	<u>\$206,019</u>
Represented by:		
CURRENT ASSETS		
Cash Float	100	100
Other Debtors	120	-
GST Refund	1,377	2,410
Cash at Bank	65,203	16,335
Challenge Bank Investment	65,019	65,019
Investment - Challenge Bank No 11-1325	150,481	143,247
	<u>282,300</u>	<u>227,111</u>
TOTAL ASSETS	<u>282,300</u>	<u>227,111</u>
CURRENT LIABILITIES		
Fees Paid in Advance	35,175	7,920
Sundry Creditors & Accrued Charges	13,340	13,172
TOTAL LIABILITIES	<u>48,515</u>	<u>21,092</u>
NET ASSETS	<u>\$233,785</u>	<u>\$206,019</u>

These accounts to be read in conjunction with the accountants report attached

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**PROFIT AND LOSS STATEMENT
FOR THE PERIOD ENDED 31 JULY 2007**

	31/07/07	31/12/06
	\$	\$
INCOME		
Practising Fees	9,120	90,300
Registration Fees	7,680	8,220
Restoration Fees	1,440	3,120
Change of Name	210	280
Practice Audit Fees	1,000	600
Renewals	49,485	-
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	68,935	102,520
EXPENDITURE		
Allowances	1,520	3,040
Audit Fees	1,200	-
Bank Charges	1,192	670
Board Members Fees	1,136	2,414
Consultancy Costs	4,409	-
Board Prize	300	300
Catering	154	1,142
Conference Expenses	145	6,588
Eftpos Costs	548	1,165
Grants	2,761	-
Legal Costs	1,347	4,576
COTRB Contribution	-	3,161
Postage	1,318	1,132
Postage, Printing & Stationery	3,319	9,170
Prior Period Expense	-	2,670
Printing & Stationery	-	2,804
Policy Development	-	1,811
Secretarial & Administration Costs	30,067	49,389
Website Annual Costs	150	656
Website Setup Costs	-	264
Telephone	825	1,328
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	50,391	92,280
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	18,544	10,240
OTHER INCOME		
Interest Received	8,111	10,271
Sundry Income	1,111	954
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	9,222	11,225
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EXCESS OF INCOME OVER EXPENDITURE	\$27,766	\$21,465
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These accounts to be read in conjunction with the accountants report attached

