



ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR YEAR ENDED
30 JUNE 2009**



ANNUAL REPORT

FOR YEAR ENDED 30 JUNE 2009

1. BOARD

Structure

Following proclamation of the Occupational Therapists' Registration Act 2005 (the Act) 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 as at 1 July 2008:

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 legal practitioner

Mr M Piu

The terms of three Board members (Ms Riches, Ms Freegard and Mr Piu) expired on 31 January 2009.

In the interim period, Mrs T Burnett held the position of presiding member.

Following the appointment of new Board members by the Minister for Health, as at 8 April 2009, the Board comprised:

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 McDonald
Mr L Farrow
Ms S Wojnar-Horton

One legal practitioner

Mr E Panetta

One person who has knowledge of and
experience in representing the interests of
consumers

Mr R Bradshaw

The positions of presiding member and deputy presiding member were vacated, and nomination called. Ms Riches and Ms Burnett were elected unopposed to the positions respectively.

Board Meetings

Six (6) ordinary meetings and two (2) special meetings were held during the period to 30 June 2009. Attendees were as follows:

Ms J Riches	6
Dr R Chandler	4
Ms T Burnett	6
Ms S Wojnar-Horton	6
Ms H Freegard	5
Mr L Farrow	6
Mr M Piu	5
Mr E Panetta	2
Ms H McDonald	2
Mr R Bradshaw	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
Email	enquiries@otbwa.com.au

2. REGISTER

Registration of Occupational Therapists

(a) General Registration

Total on Register as at 1 July 2008		1575
New applications approved	126	
Applications under Mutual Recognition	7	
Restorations	82	
Transfer from Temporary Register	<u>23</u>	
		<u>238</u>
Deletions:		1813
Deaths		
Non payment of Licence fees	67	
Voluntary withdrawals	<u>52</u>	
		<u>119</u>
Registered as at 30 June 2009		<u>1694</u>

(b) Temporary Registration

Total on Register as at 1 July 2008	19	
New applications approved	<u>22</u>	41
Removals		
Withdrawals	1	
Voluntary withdrawal	<u>2</u>	
Transfer to General Registration	23	<u>26</u>
Registered as at 30 June 2009		<u>15</u>

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

No complaints were received by the Board during the year to 30 June 2009.

The Board became aware of criminal charges brought against a practitioner and obtained consent from the practitioner to abide by certain conditions pending the outcome of a trial. The case was ongoing as at 30 June 2009.

Following the commencement of an inquiry against a practitioner for breaches of sections 46(1)(b) and 46(2)(b) of the Occupational Therapists Act 2005, the charge was dismissed in the court.

4. GENERAL

(a) Board Prize

The 2009 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 2008 was awarded to Ms Marie Delane.

(b) Policies

In October 2008 the Board adopted the following policies:

- Return to Practise Plan Application
- Supervised Return to Practise Guidelines
- Registration of a Practice Name
- Criminal Record Screening
- Use of the Title "AccOT" or "Accredited OT"
- Additional Qualifications
- Recency of Practice

In December 2008 the Board adopted the following policies:

- Risk Management
- Overseas-trained Occupational Therapists
- Supervised Return to Practise Guidelines/Appeal Process

The Board also introduced a one-page information sheet entitled "Your Obligations to Maintain Registration in Western Australia" detailing Section 43 to 47 of the Act relating to a practitioner's responsibility to inform the Board of certain changes in circumstance. This information sheet is distributed with registration certificates.

All Board policies are accessible via the Board's website.

(c) Research and Systematic Review Grants

The objective of the provision of grants is to promote education and research in occupational therapy. Control of the grants is retained by the Board and funding limited to Western Australian residents and registered occupational therapists.

No applications for education and research grants were received in the year to 30 June 2009.

(d) Attendance at Conferences and/or Seminars

Ms Riches 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 Darwin in August 2008.

(e) Complaints Assessment Committee

At 1 July 2008, the Complaints Assessment Committee comprised:

Mr L Farrow (Chairperson)
Mr M Piu
Ms H Freegard

Following the appointment of new Board members and pursuant to Section 50 of the Act, a new committee was established, and as at 30 June 2009 comprised:

Mr L Farrow (Chairperson)
Mr E Panetta
Mr R Bradshaw
Ms S Wojnar-Horton
Registrar

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. This document is now complete, and is available through the Board's website.

The committee is also charged with investigating the nature of complaints, and providing recommended action to the Registration Board. As at 30 June 2009, there were no complaints being investigated.

(f) Impairment Review Committee

At 1 July 2008 the Impairment Review Committee comprised:

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

Following the appointment of new Board members and pursuant to Section 51 of the Act, a new committee was established, and as at 30 June 2009 comprised:

Dr R Chandler (Chairperson)
Ms S Wojnar-Horton
Mr E Panetta

This committee was formed for the purpose of preparing an Impairment Policy in accordance with the Act, and as at 30 June 2009 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 2009 no reports had been received in this regard.

(g) Registration Committee

At 1 July 2008 the Registration Committee comprised:

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

Following the appointment of new Board members and pursuant to Section 15 of the Act a new committee was established, and as at 30 June 2009 comprised:

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

During the year to 30 June 2009, the committee met on seven 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. During the year ended 30 June 2009 three practitioners had been served with a prosecution notice for practising whilst unregistered. The outcomes of these actions are detailed below.

The committee has been responsible for overseeing the practice audits of practitioners returning to the profession following an absence of five or more years. During the year to 30 June 2009 five occupational therapists were undertaking a six - month supervised return to practice audit in Western Australia.

(h) Areas of Specialties Committee

Since the committee's inception in September 2007, and following receipt of the recommendations from Curtin University of Technology regarding a definition of occupational therapy and specialist registration including lists and examples of specialty titles, the Board invited representatives from Edith Cowan University, Curtin University and OT Australia (WA Branch) to form part of the Specialties Committee.

As at February 2009, the committee comprised:

Ms T Burnett (Chairperson)
Ms S Wojnar-Horton
Mr L Farrow
Assoc Prof J Millstead (Edith Cowan University)
Ms A Joosten (Curtin University)
Ms S Kevill (OT Australia)
Ms J Fenton

During the year to 30 June 2009, the committee met on three occasions.

(i) Prosecutions

The Board was successful in prosecuting the following practitioners:

- Ms L Jones - practising occupational therapy in contravention of Sections 83 and 86 of the Act. Penalty awarded by the court: \$1000.00 global penalty, \$1000.00 solicitors' costs; \$121.20 disbursements, totalling \$2121.20.
- Ms A Kennedy - practising occupational therapy in contravention of Sections 83 and 86 of the Act. Penalty awarded by the court: \$500.00 conditional release order, costs \$1200.00, totalling \$1700.00.
- Ms A Cloudsdale - practising occupational therapy in contravention of Sections 83 and 86 of the Act. Penalty awarded by the court: \$800.00 global penalty, costs \$1400.00, totalling \$2200.00.

As at 30 June 2009, one prosecution proceeding was pending.

(j) National Council

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

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 year to 30 June 2009 there were 16 occupational therapists undertaking supervised practice audits in Western Australia.

The following minimum criterion 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 2008/2009 period.

(k) Board Newsletter

The Board produced a Newsletter in June 2009, and this was distributed to all registered occupational therapists and major employers of occupational therapists. The newsletters 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 the 2008/2009 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.

(p) Amendment to Regulations

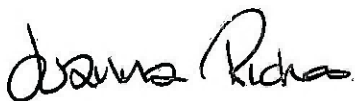
Following application to the Minister for Health to increase the fees applicable to registration in Western Australia in line with the Consumer Price Index, the new fees and charges were published in the Government Gazette dated 1 May 2009.

Following application to the Minister for Health to amend the Regulations to clarify some of the qualifications suitable for registration in Western Australia, the following amendments were published in the Government Gazette dated 23 June 2009:

Bachelor of Occupational Therapy
The University of Newcastle conferred 2005 onwards

Bachelor of Applied Science Occupational Therapy
South Australian Institute of Technology conferred 1979-1990


Bachelor of Applied Science Occupational Therapy
University of South Australia conferred 1991 onwards



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 2009 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 2009**



SHAKESPEARE PARTNERS
chartered accountants

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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 2009, 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 30 June 2009 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
15 December 2009

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

BALANCE SHEET
FOR THE PERIOD ENDED 30 JUNE 2009

	30/06/09	30/06/08
	\$	\$
ACCUMULATED FUNDS		
Accumulated Funds - Beginning of Period	140,566	233,785
Excess of Expenditure Over Income	78,891	93,219
TOTAL ACCUMULATED FUNDS	\$61,675	\$140,566
Represented by:		
CURRENT ASSETS		
Cash Float	100	100
Other Debtors	90	120
GST Refund	3,671	(492)
Cash at Bank	134,790	71,149
Challenge Bank Investment	-	68,985
Investment - Westpac 24-0056	81,262	157,543
	219,913	297,405
TOTAL ASSETS	219,913	297,405
CURRENT LIABILITIES		
Fees Paid in Advance	138,014	91,320
Sundry Creditors & Accrued Charges	20,224	65,519
TOTAL LIABILITIES	158,238	156,839
NET ASSETS	\$61,675	\$140,566

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 30 JUNE 2009**

	30/06/09	30/06/08
	\$	\$
INCOME		
Practising Fees	10,170	4,890
Registration Fees	10,812	9,060
Restoration Fees	2,582	1,130
Change of Name	775	915
Practice Audit Fees	1,100	1,300
Renewal Fees	92,100	80,655
Certificate of Goodstanding	710	-
	<hr/>	<hr/>
	118,249	97,950
 EXPENDITURE		
Allowances	2,390	3,040
Audit Fees	4,400	-
Bank Charges	715	849
Board Members Fees	11,310	9,020
Consultancy Costs	17,636	22,045
Board Prize	300	300
Catering	1,132	1,096
Conference Expenses	3,585	6,088
Eftpos Costs	1,648	1,626
Grants	5,000	10,000
Interest Paid	36	-
Legal Costs	18,536	4,673
COTRB Contribution	3,353	3,430
Postage	3,494	3,555
Postage, Printing & Stationery	7,037	12,492
Secretarial & Administration Costs	125,000	122,183
Website Annual Costs	903	818
Website Setup Costs	3,370	55
Telephone	1,689	1,438
	<hr/>	<hr/>
	211,534	202,708
	<hr/>	<hr/>
	(93,285)	(104,758)
 OTHER INCOME		
Copy of Registration	90	-
Duplicate Receipt	165	-
Interest Received	8,638	11,324
Legal Fees Recovered	5,110	-
Sundry Income	346	215
Additional qualifications	45	-
	<hr/>	<hr/>
	14,394	11,539
	<hr/>	<hr/>
EXCESS OF EXPENDITURE OVER INCOME	\$78,891	\$93,219
	<hr/>	<hr/>

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