

Osteopaths Registration Board of Western Australia



Registrar's Delegate
K. I. BRADBURY

OSTEOPATHS' REGISTRATION BOARD OF WESTERN AUSTRALIA

ANNUAL REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2009

Osteopaths Registration Board of Western Australia



Registrar's Delegate
K. I. BRADBURY

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2009

The Osteopaths Registration Board was established under the provisions of the Osteopaths Act 1997 to provide for the training, qualifications and registration of persons as osteopaths and the practice of osteopathy and other matters incidental to those purposes. The Osteopaths Act 2005 was proclaimed on 22 May 2007, and became operational on 30 May 2007.

1. STRUCTURE OF THE BOARD

Section 6 of the Osteopaths Act 1997 provided for the Board to consist of six (6) members and the following is a list of the members of the Board as at 30 June 2008 (expiry dates are included in brackets):

Ms L Campbell-Tovey (26 March 2010)
Legal practitioner appointed by the Minister for Health

Ms A Heyes (26 March 2010)
Registered osteopath appointed by the Minister for Health

Ms I McGavock (26 September 2008)
Registered osteopath appointed by the Minister for Health

Mr M Yaksich (13 October 2011)
Registered osteopath appointed by the Minister for Health

Ms M Drake (26 March 2010)
Consumer representative appointed by the Minister for Health

The terms of two Board members (Ms I McGavock and Mr M Yaksich) expired on 26 September 2008.

Following the appointment of new Board members by the Minister for Health, as at 20 January 2009, the Board comprised:

Ms L Campbell-Tovey (26 March 2010)
Legal practitioner appointed by the Minister for Health

Ms A Heyes (26 March 2010)
Registered osteopath appointed by the Minister for Health

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P.O. BOX 959, South Perth WA, 6951 Suite 7, Level 2, 23 Richardson Street, South Perth WA 6151

Email: osteopaths@kbradbury.com.au

Mr G Potter (13 October 2011)
Registered osteopath appointed by the Minister for Health

Mr M Yaksich (13 October 2011)
Registered osteopath appointed by the Minister for Health

Ms M Drake (26 March 2010)
Consumer representative appointed by the Minister for Health

Following the appointment of the new Board members, the Board positions were vacated and nominations called. Ms L Campbell-Tovey and Ms M Darke were elected unopposed as presiding member and deputy presiding member respectively.

2. MEETINGS HELD

The Board held three Board meetings and one special meeting during the year.

The following is a table of the attendance of the Board members:

<u>Board Member</u>	<u>Meetings attended</u>
Ms L Campbell-Tovey	3
Mr M C Yaksich	4
Ms I McGavock	0
Ms A J Heyes	4
Ms M Drake	4
Mr G Potter	3

The Registrar of the Board is Opal Point Holdings Pty Ltd. The Registrar's Delegate is Mr Kim Bradbury.

The office of the Board is located at:

Suite 7 Level 2
23 Richardson Street
South Perth WA 6151

The hours of business are 8.30 am to 5.00 pm Monday to Friday.

Telephone number (08) 9368 2611
Facsimile (08) 9368 2677
Email osteopaths@kbradbury.com.au
Website www.osteorbwa.com.au

3. REGISTER

(a) General Register

Registered at 30 June 2008		41
Plus: New applications approved	7	
Restorations	<u>0</u>	<u>7</u>
		48
Less: Voluntary Withdrawal	3	
Removal Due to Non-Payment	<u>1</u>	<u>4</u>
Registered at 30 June 2009		<u>44</u>

4. FORMAL COMPLAINTS, PROSECUTIONS AND BOARD INQUIRIES

No complaints were received, and no prosecutions commenced during the year ended 30 June 2009.

5. POLICIES

(a) Use of the Title "Dr"

The Board continued to adopt the following policy:

It is false, misleading and/or deceptive to the public for an osteopath to advertise an osteopathic qualification that they do not hold.

Registered osteopaths can only advertise that they hold recognised qualifications in osteopathy that are registered with the Board.

Only those osteopaths who hold a recognised Doctorate in Osteopathy are entitled to use the title "Doctor" or "Dr".

Osteopaths can only refer to qualifications actually held or to the title "Osteopath".

Osteopaths holding a doctorate in a field other than osteopathy should clearly specify the respective field that entitles them to use the title "Dr".

(b) Examination for Applicants applying for Skilled Migration Assessment and/or Registration

The Board continued to adopt the following policy to assess overseas qualified osteopaths seeking registration:

1. A written application including the completion of a case history section.
2. A multiple choice questionnaire, and
3. A viva voce and clinical skills assessment.

Following the assessment procedure, the Board may:

- (i) grant unconditional registration, or
- (ii) grant conditional registration for a nominated period, so that the applicant can undergo supervised practise with a registered osteopath approved by the Board, with detailed reports and assessments being provided to the Board, or
- (iii) decline to register the applicant.

If conditional registration is granted and the Board receives satisfactory reports/assessments from the supervising osteopath, the Board may grant unconditional registration at the expiration of the period of conditional registration.

(c) Practice Names

The Board continued to adopt the following policy:

An osteopath's practice name must:

1. Include the word "osteopath, osteopathic, osteopathy" or similar.
2. Not be misleading or deceptive or likely to mislead or deceive.
3. Not be vulgar or sensational such as would be likely to adversely affect the standing of the osteopathic profession.
4. Not be linked to a product, and
5. Not make the osteopath appear to have osteopathy qualifications they do not hold.

(d) Occupational Liability Insurance

The Board continued to adopt the following policy:

In accordance with the provisions of Section 27 of the Osteopaths Act 1997, all registered osteopaths are required to hold a minimum \$10,000,000.00 occupational liability insurance for their performance of osteopathy in Western Australia.

(e) Public Liability Insurance

The Board continued to maintain the public liability insurance facility for the purpose of conducting skills assessment examinations.

(f) Medical Certificates

The Board adopted the following policy regarding the provision of medical certificates:

Medical certificates are used for many different purposes, such as:

- evidence of illness or injury;
- compassionate leave;
- family or maternity/paternity leave;
- compensation claim;
- health and welfare benefit entitlements.

Osteopaths must be aware that employers are required to accept certificates issued by osteopaths as evidence of illness or injury. Where a medical certificate is required for a purpose other than as proof of leave from work, a certificate issued by an osteopath may not be sufficient.

In such cases, the person seeking a medical certificate should be made aware of this situation, and be guided to seek advice from the person or organisation requiring the certificate as to whether or not a medical certificate issued by an osteopath is sufficient.

Statement

Osteopaths should not issue medical certificates for themselves or members of their immediate family comprising:

- *A spouse¹, child², parent, grandparent, grandchild or sibling of the person.*
- *A child, parent, grandparent, grandchild or sibling of a spouse of the person.*

¹ *"Spouse" includes a former spouse, a de facto spouse, a former de facto spouse.*
² *"Child" includes any adopted child, a stepchild, an ex-nuptial child or an adult child.*

6. WEBSITE

The Board's website at www.osteorbwa.com.au contains:

- a document entitled "Consulting a Registered Osteopath -- a Consumer's Guide?"
- information pertinent to the assessment process for overseas practitioners;
- registration documents;
- fees and charges;
- a search facility to confirm the registration status of osteopaths.

7. STATE ADMINISTRATIVE TRIBUNAL

The State Administrative Tribunal legislation became effective from 1 January 2005 and as a result, the Board is no longer required to hear disciplinary matters.

8. EXAMINATION SUBCOMMITTEE

The Board's Examination Subcommittee assesses applicants for skilled migration and registration purposes. As at 1 July 2009 members of the subcommittee were as follows:

Ms I McGavock
Ms A Heyes
Mr M Yaksich
Ms E Cumming
Mr G Potter

9. SKILLS ASSESSMENTS

The Board has accepted the responsibility for assessing foreign osteopaths who need to have their skills assessed for migration purposes. This function is conducted on behalf of the Commonwealth Department of Immigration and Multicultural Affairs.

During the year to 30 June 2009, four assessments were conducted, and following successful completion of the Board's assessment for registration purposes of an osteopath with an overseas qualification, three Certificates of Osteopathy were awarded.

10. CONFERENCES

Ms A Heyes represented the Board at the The Australian Conference of Osteopaths' Registration Board (ACORB) held in New Zealand in September 2008.

11. AMENDMENT TO REGULATIONS

By notification in the Government Gazette dated 23 June 2009, Regulation 4 was amended to include the following qualifications suitable for registration in Western Australia:

- Bachelor of Applied Science (Osteopathic Studies) – University of Western Sydney
- Master of Osteopathy – University of Western Sydney

10. RECORD-KEEPING PLAN

The Board established a record-keeping plan that complied with the provisions of State Records Act 2000.

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's Delegate as part of their induction program. The Registrar's Delegate conducts employee information sessions on an ad hoc basis to ensure that 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, and the training program is reviewed as required.

11 SECTION 175ZE of the ELECTORAL ACT 1907

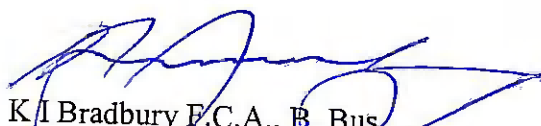
The Board made no expenditure in relation to advertising agencies, market research organizations, polling organizations, direct mail organizations and media advertising organizations.

L. Tovey

Lisa Campbell-Tovey
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 OSTEOPATHS' REGISTRATION BOARD OF WESTERN AUSTRALIA at 30 June 2009 and the result of the year ended on that date.


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

OSTEOPATHS REGISTRATION BOARD OF WESTERN AUSTRALIA

**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 Osteopaths 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 Osteopaths Registration Board of Western Australia, which comprises the balance sheet as at 30 June 2009, the income statement, for the year then ended, and other explanatory notes.

Members Responsibility for the Financial Report

The members of the Osteopaths 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 *Osteopaths 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 it is 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 member. 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 *Osteopaths 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 Osteopaths Registration Board of Western Australia as of 30 June 2009 and of its financial performance for the year 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

OSTEOPATHS REGISTRATION BOARD OF WESTERN AUSTRALIA

BALANCE SHEET FOR THE PERIOD ENDED 30 JUNE 2009

	30/06/09 \$	30/06/08 \$
ACCUMULATED FUNDS		
Accumulated Funds - Beginning of Year	52,877	54,171
Excess of Expenditure over Income	6,744	1,294
TOTAL ACCUMULATED FUNDS	<u>\$46,133</u>	<u>\$52,877</u>
Represented by:		
CURRENT ASSETS		
GST Account	(1,137)	(283)
Cash at Bank	16,056	28,709
ANZ Investment Account	24,130	22,474
ANZ Investment Account No 2	8,274	7,713
ANZ Term Deposit - 9651 73477	22,806	21,260
	<u>70,129</u>	<u>79,873</u>
TOTAL ASSETS	<u>70,129</u>	<u>79,873</u>
CURRENT LIABILITIES		
Fees Paid in Advance	21,500	21,150
Trade Creditors	2,496	5,846
TOTAL LIABILITIES	<u>23,996</u>	<u>26,996</u>
NET ASSETS	<u>\$46,133</u>	<u>\$52,877</u>

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

OSTEOPATHS REGISTRATION BOARD OF WESTERN AUSTRALIA

PROFIT AND LOSS STATEMENT FOR THE PERIOD ENDED 30 JUNE 2009

	30/06/09 \$	30/06/08 \$
INCOME		
Certificate of Goodstanding	45	-
Conditional Registration	150	350
Application Fees	1,050	600
Registration Fees - Full Year	21,000	22,500
Registration Fees - Half Year	1,500	500
Interest	3,763	3,069
Legal Costs Recovery	-	1,007
Examination Fees	5,000	11,000
Fines Recovery	-	250
	<u>32,508</u>	<u>39,276</u>
EXPENDITURE		
Administration Costs	15,000	17,500
Audit Fees	950	500
Bad Debts Written Off	-	5,745
Bank Charges	163	132
Conference Expenses	2,796	1,079
Board Member's Fees	9,330	10,760
Committee Members Fees	1,650	900
Catering	91	273
Examination Fee	1,500	-
General Expenses	-	279
Insurance	866	-
Legal Costs	-	410
Postage	222	-
Printing & Stationery	392	1,955
Web Site Expenses	4,661	359
Website Annual Expenses	900	-
Telephone	731	678
	<u>39,252</u>	<u>40,570</u>
EXCESS OF EXPENDITURE OVER INCOME	<u>\$6,744</u>	<u>\$1,294</u>

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