ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR YEAR ENDED
30 JUNE 2012
ANNUAL REPORT
FOR YEAR ENDED 30 JUNE 2012

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 2011:

Five persons nominated for appointment by the Minister who are registered occupational therapists with the Occupational Therapists' Registration Board of WA

Ms J Riches (Presiding Member)
Mrs T Burnett
Ms H McDonald
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

Following the expiry of the term of Ms Riches, Ms McDonald, Mr Panetta and Mr Bradshaw, as members of the Board, the following is the list of the members of the Board, and the terms under which they were appointed by the Minister from 26 March 2012:

Five persons nominated for appointment by the Minister who are registered occupational therapists with the Occupational Therapists' Registration Board of WA

Ms J Riches (Presiding Member)
Mrs T Burnett
Ms H McDonald
Ms S Wojnar-Horton

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

Mr R Bradshaw

The appointment of a medical practitioner or legal practitioner had not been identified.

Board Meetings

Seven (7) ordinary meetings were held during the period to 30 June 2012. Attendees were as follows:
Ms J Riches  7
Ms T Burnett  7
Ms S Wojnar-Horton  6
Ms H McDonald  7
Mr E Panetta  2
Mr R Bradshaw  6

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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number</td>
<td>(08) 9368 2655</td>
</tr>
<tr>
<td>Facsimile number</td>
<td>(08) 9368 2677</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:enquiries@otbwa.com.au">enquiries@otbwa.com.au</a></td>
</tr>
</tbody>
</table>

2. **REGISTER**

**Registration of Occupational Therapists**

(a) **General Registration**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total on Register as at 1 July 2011</td>
<td>1855</td>
</tr>
<tr>
<td>New applications approved</td>
<td>205</td>
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<tr>
<td>Applications under Mutual Recognition</td>
<td>22</td>
</tr>
<tr>
<td>Restorations</td>
<td>54</td>
</tr>
<tr>
<td>Transfer from Temporary Register</td>
<td>5</td>
</tr>
</tbody>
</table>

Deletions:

<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 41</td>
<td>-</td>
</tr>
<tr>
<td>Non-payment of Licence fees</td>
<td>-</td>
</tr>
<tr>
<td>Voluntary withdrawals</td>
<td>33</td>
</tr>
</tbody>
</table>

Registered as at 30 June 2012  2018

(b) **Temporary Registration**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Total on Register as at 1 July 2011</td>
<td>14</td>
</tr>
<tr>
<td>New applications approved</td>
<td>28</td>
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</tbody>
</table>

Removals and Withdrawals:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removals</td>
<td>42</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>-</td>
</tr>
<tr>
<td>Voluntary withdrawal</td>
<td>-</td>
</tr>
</tbody>
</table>

Transfer to General Registration  5

Registered as at 30 June 2012  37
(c) Fee Structure

Following publication in the Government Gazette on 7 January 2011, the application, registration and renewal fees were increased to $174.00 and became effective from 10 January 2011. As at 30 June 2012 the fees remained unchanged.

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

Two complaints were received by the Board during the year to 30 June 2012. One was received from the Crime and Corruption Commission and was resolved by 30 June 2012. The other, received via the Ombudsman remained unresolved at 30 June 2012.

4. GENERAL

(a) Board Prize

The 2012 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 2011 was awarded to Ms Rhianna Laura Benson.

The 2012 Occupational Therapists’ Registration Board Prize for the Dux of the Bachelor of Science (Occupational Therapy) degree at Edith Cowan University Technology for the academic year of 2011 was awarded to Ms Robyn Earl.

(b) Board documentation

During the year to 30 June 2012, with the move to national registration on 1 July 2012, the Board did not amend or adopt any of its policies. Rather it provided feedback to the newly formed Occupational Therapy Board of Australia’s policies relating to:

- Definition of practice.
- Advertising guidelines.
- Code of conduct.
- Mandatory notifications.
- Supervision guidelines.

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.

During the year to 30 June 2012 the Board did not make available funds for any grants.
(d) Attendance at Conferences and/or Seminars

In September 2011, the Presiding Member and Registrar of the Board 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 Brisbane.

In April 2011, in preparation for the transition to the new national registration scheme, the Board, in conjunction with OT Australia WA, hosted an information session at Curtin University to allow practitioners an opportunity to obtain clarification regarding the requirements and standards of the new national Occupational Therapy Board of Australia. This function was attended by approximately 120 persons.

(e) Complaints Assessment Committee

At 1 July 2011, the Complaints Assessment Committee comprised:

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

In April 2012, the composition of the Complaints Assessment Committee changed as follows:

Mr R Bradshaw
Ms S Wojnar-Horton
Registrar

The committee is charged with investigating the nature of complaints, and providing recommended action to the Registration Board.

Following the commencement of an appeal in the State Administrative Tribunal (the Tribunal) the following orders were handed down to Mr A Shrivastava on 20 July 2011 as follows:

“1. The Tribunal accepts the undertaking of the practitioner that he will not either directly or indirectly, henceforth as from the date of this order:

1.1 practise occupational therapy; or
1.2 make any application to become registered as an occupational therapist.

2. By reason of the practitioner’s undertaking, and pursuant to section 79(1)(a) of the Act, the Tribunal declines to make any order of requirement under that subsection.

3. The practitioner shall pay the applicant’s costs in the agreed sum of $1,500.00."
During the year, the committee investigated one complaint which was resolved by 30 June 2012.

(f) Impairment Review Committee

At 1 July 2011 the Impairment Review Committee comprised:

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

In April 2012, the composition of the Impairment Review Committee changed as follows:

Mr R Bradshaw
Ms H McDonald
Dr R Chandler
Registrar

This committee was formed for the purpose of preparing an Impairment Policy in accordance with the Act, and as at 30 June 2010 the document was available on the Board’s website in a final format.

During the year to 30 June 2012, the Impairment Review Committee reviewed one issue relating to impairment. As at 30 June 2012, the matter remained unresolved.

(g) Registration Committee

At 1 July 2011 the Registration Committee comprised:

Ms J Riches (Chairperson)
Ms T Burnett
Ms S Wojnar-Horton
Mr K Bradbury
Ms J Fenton

During the year to 30 June 2012, the committee met on five occasions. The functions of the committee have included:

- amending registration forms;
- overseeing applicants undertaking OTC practice audits;
- overseeing applicants undertaking return to practice audits;
- overseeing applicants undertaking competency audits.

Following the renewal period to 30 June 2011, the Committee conducted a random audit of 5 per cent of registered practitioners requiring them to provide evidence of recency of practice, continuing professional development and professional indemnity insurance in accordance with Board policies.

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 2011 two practitioners had been served with a
prosecution notice for practising whilst unregistered. As at 30 June 2012, one
outcome had been resolved from a Board perspective (the applicant choosing to
appeal the Court’s decision regarding a spent conviction), and the second matter
remained ongoing as at 30 June 2012.

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 2012 two occupational therapists were undertaking a six-
month supervised return to practice audit in Western Australia.

(i) Prosecutions

During the year to 30 June 2011, Ms Sheryn Elizabeth Coaker was prosecuted by the
Board for breach of sections 83 and 86 of the Act. She received a global penalty of
$5,000 with costs amounting to $1,534.40.

(j) National Council

The Registrar continued as an administrator appointed by the National Council of
Occupational Therapy Registration Boards to ensure the practice audit processes and
standards for practitioners undertaking a period of supervised practice in Western
Australia were adhered to.

The Occupational Therapy Council (Australia and New Zealand) Inc (OTC) is the
body responsible for assessing occupational therapy qualifications for recognition in
Australia. Until December 2011 the Council was located at:

Suite 3, 154 Fullarton Road  Facsimile:  (08) 8333 1569
ROSE PARK SA 5067     Email:  admin@cotrb.com.au
Telephone:  (08) 8431 5079  Website:  www.cotrb.com.au

Following the death of the OTC’s executive officer in November 2011, and the
appointment of Mr Kim Bradbury as Executive Officer, the Council offices were
located from December 2011 at:

Level 2  Facsimile:  (08) 9368 2677
23 Richardson Street Email:  admin@cotrb.com.au
SOUTH PERTH WA 6151  Website:  www.cotrb.com.au

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

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

The OQAC and OTC assess overseas-trained occupational therapists to determine
their eligibility for migration as an occupational therapist; ensuring their professional
training and education as an occupational therapist is of a standard that would
adequately prepare them for practice in Australia.
Overseas-trained occupational therapists, whose qualifications have been assessed as suitable to apply for migration will be recognised by OTC 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 has been actively involved in overseeing the practice audits of overseas qualified occupational therapists wishing to practise in Western Australia. During the year to 30 June 2012, seven applicants had completed a practice audit, and awarded a Certificate of Practical Completion. Five of these had changed their registration status from conditional the full unconditional. Eight practitioners were in the process of undertaking an OTC practice audit as at 30 June 2012.

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 OTC direct.

(k) Board Newsletter

The Board produced a Newsletter in June 2012, and this was distributed to all registered occupational therapists and major employers of occupational therapists. The newsletter informed members of the profession of important developments concerning standards of practice, competency and conduct, and provided them with the progress towards the new national registration and accreditation scheme to take effect on 1 July 2012.

(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 2011/2012 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) Accreditation of Occupational Therapy Courses

The following programs had received accreditation from the Occupational Therapy Council (Australia and New Zealand) (OTC), and were accepted by the Board as entry level qualifications for registration purposes:

- Bachelor of Occupation Therapy – University of Sunshine Coast

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 2011.

PRINCIPAL ACCOUNTING OFFICER
PERTH WA
INDEPENDENT AUDITOR’S REPORT

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


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 2012, 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 2012 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
August 2012
The Members of the Board have determined that the Occupational Therapists Registration Board of W.A. is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The Board Members declare that:

1. The attached financial statements and notes present fairly the financial position as at 30 June 2012 and the performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
2. In the Board Members' opinion, there are reasonable grounds to believe that the Board will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Members of the Board and is signed for and on behalf of the Board Members by:

Presiding Member

Mrs Joanna Riches

Board Member

Ms Thelma Burnett

Dated this 30 day of June 2012
**BALANCE SHEET**
**AS AT 30 JUNE 2012**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
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</thead>
<tbody>
<tr>
<td><strong>ACCUMULATED FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Funds – Beginning of Period</td>
<td>55,876</td>
<td>50,561</td>
</tr>
<tr>
<td>Excess of Income Over Expenditure</td>
<td>239,601</td>
<td>5,315</td>
</tr>
<tr>
<td><strong>TOTAL ACCUMULATED FUNDS</strong></td>
<td>$295,477</td>
<td>$55,876</td>
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</table>

Represented by:

<table>
<thead>
<tr>
<th><strong>CURRENT ASSETS</strong></th>
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</tr>
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<tbody>
<tr>
<td>Cash Float</td>
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<td>Cash at Bank</td>
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<td>Investment – Westpac 24-0056</td>
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<td>53,341</td>
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<td>Other Debtors</td>
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<td>Deposit APHRA</td>
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<td>656,778</td>
<td>396,146</td>
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<th><strong>CURRENT LIABILITIES</strong></th>
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<tbody>
<tr>
<td>Fees Paid in Advance</td>
<td>357,918</td>
<td>323,988</td>
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<tr>
<td>Sundry Creditors &amp; Accrues Charges</td>
<td>3,383</td>
<td>16,282</td>
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<td><strong>TOTAL LIABILITIES</strong></td>
<td>361,301</td>
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<tr>
<th><strong>NET ASSETS</strong></th>
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<tbody>
<tr>
<td></td>
<td>$295,477</td>
<td>$55,876</td>
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## Profit and Loss Statement

**For the period ended 30 June 2012**

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practising Fees</td>
<td>$38,715</td>
<td>$19,842</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$44,196</td>
<td>$26,304</td>
</tr>
<tr>
<td>Restoration Fees</td>
<td>$6,102</td>
<td>$2,930</td>
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<tr>
<td>Change of Name</td>
<td>$665</td>
<td>$701</td>
</tr>
<tr>
<td>Practice Audit Fees</td>
<td>$1,100</td>
<td>$700</td>
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<tr>
<td>Renewal Fees</td>
<td>$325,206</td>
<td>$148,764</td>
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<tr>
<td>Certificate of Goodstanding</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>$416,675</td>
<td>$199,641</td>
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### Expenditure

<table>
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<tr>
<th>Description</th>
<th>2012</th>
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</thead>
<tbody>
<tr>
<td>Allowances</td>
<td>$1,740</td>
<td>$1,740</td>
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<tr>
<td>Audit Fees</td>
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<tr>
<td>Bank Charges</td>
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<td>Board Members Fees</td>
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<td>$1,000</td>
<td>$1,500</td>
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<tr>
<td>Catering</td>
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<tr>
<td>Conference Expenses</td>
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<tr>
<td>COTRB Conference Perth</td>
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<td>Eftpos Costs</td>
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<tr>
<td>General Expenses</td>
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<tr>
<td>Legal Costs</td>
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<tr>
<td>COTRB Contribution</td>
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<td>Postage</td>
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<td>Record Storage</td>
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<tr>
<td>Secretarial &amp; Administration Costs</td>
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<td>Website Annual Costs</td>
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<td>Website Setup Costs</td>
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<td>Telephone</td>
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<td><strong>Total Expenditure</strong></td>
<td>$193,624</td>
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### Other Income

<table>
<thead>
<tr>
<th>Description</th>
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<th>2011</th>
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</thead>
<tbody>
<tr>
<td>Copy of Registration</td>
<td>$25</td>
<td>$50</td>
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<tr>
<td>Duplicate Receipt</td>
<td>$71</td>
<td>$272</td>
</tr>
<tr>
<td>Interest Received</td>
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<tr>
<td>Legal Fees Recovered</td>
<td>$6,395</td>
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<tr>
<td>Sundry Income</td>
<td>$150</td>
<td>$309</td>
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<tr>
<td>Additional Qualifications</td>
<td>$57</td>
<td>$42</td>
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<tr>
<td><strong>Total Other Income</strong></td>
<td>$16,550</td>
<td>$6,400</td>
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</table>

### Excess of Income Over Expenditure

<table>
<thead>
<tr>
<th>Description</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excess of Income Over Expenditure</strong></td>
<td>$239,601</td>
<td>$5,315</td>
</tr>
</tbody>
</table>
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared for use by the Board. Members of the Board have determined that the Board is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

- AAS 5: Materiality
- AASB 1018: Statement of Financial Performance
- AAS 8: Events Occurring after Reporting Date

No other applicable Australian Accounting Standards, Urgent Issues Group Consensus Views of other applicable pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is also prepared on an accruals basis and is based on historic cost and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report.

**Income Tax**

The Board is not liable for income tax.

**Investments**

Investments are brought to account at cost. Interest is brought to account when received.

**Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of the asset or as part of an item of the expense.

GST is not receivable on fees prescribed by the Act and Regulations.