

**OCCUPATIONAL THERAPISTS' REGISTRATION BOARD
OF
WESTERN AUSTRALIA**

**ANNUAL REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2004

OCCUPATIONAL THERAPISTS' REGISTRATION BOARD
OF WESTERN AUSTRALIA

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2004

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 December 2004.

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

Six (6) ordinary meetings and one special meeting were held during the year. Attendees were as follows:

Ms. J Riches	6
Dr. R Chandler	7
Ms. T Burnett	7
Ms S Wojnar-Horton	6
Ms. H Freegard	7
Mr. L Farrow	6

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

The office of the Board is located at 6 Charles 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 2004	1213
New applications approved	92
Applications under Mutual Recognition	8
Restorations	68
Transfer from Temporary Register	<u>6</u>
	<u>174</u>
	1387
Deletions:	
Deaths	0
Non payment of Licence fees	67
Voluntary withdrawals	42
	<u>109</u>
Registered as at 31 December 2003	<u>1278</u>

(b) Temporary Registration

Total on Register as at 1st January 2003	3
New applications approved	<u>8</u>
	11
Transfer to General Registration	<u>6</u>
Registered as at 31 December 2004	<u>5</u>

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

The Board received one (1) new complaint this year and it was ongoing at 31st December 2004.

The Board completed its investigations into two (2) complaints against occupational therapists that had been initiated in 2003 and one (1) complaint initiated in 2001.

4. GENERAL

(a) Board Prize

The Occupational Therapists' Registration Board Prize for the Fourth Year Student with the highest academic record throughout the course at Curtin University of Technology for the Bachelor of Science (Occupational Therapy) degree for 2003 was awarded to Leanne Marie Potts.

(b) 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.

(c) National Council

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

The 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>

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 OT's to determine their eligibility for migration as an occupational therapist by checking that 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 OT's 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 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 OT 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 practice 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; and
- .. 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.

(d) Board Newsletter

The Board produced a Newsletter in December 2004, 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 practise, competence and conduct.

(e) Code of Conduct

A Code of Conduct is in place, to be utilised by Members of the Board.

(f) Website

The Board established 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

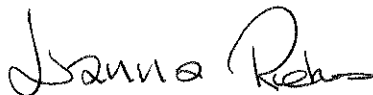
The Board made no expenditure in relation to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

(h) 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 program. The Registrar 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.



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 December 31st, 2004 and the result of the year 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 YEAR ENDED
31st DECEMBER 2004**



SHAKESPEARE PARTNERS
chartered accountants

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

**INDEPENDENT AUDITOR'S REPORT
TO THE OCCUPATIONAL THERAPISTS REGISTRATION BOARD
OF WESTERN AUSTRALIA**

Scope

We have audited the financial report of the Occupational Therapists Registration Board of Western Australia for the year ended 31 December 2004. The board is responsible for the preparation and presentation of the financial report and the information they contain and have determined that the accounting policies used are consistent with the financial reporting requirements of the Board's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Occupational Therapists Registration Board. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the Board.

The financial report has been prepared for distribution to the Board for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Board's constitution.

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 Board, or for any other purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide a reasonable level of assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the historic cost basis of accounting so as to present a view of the Board which is consistent with our understanding of its operations.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion the financial statements of the Occupational Therapists Registration Board of Western Australia present fairly the financial position as at 31 December 2004 and the results of its operations for the year then ended, in accordance with the basis of preparation outlined above.

We also certify that the Board complied with the provisions of the Occupational Therapists Registration Act 1980 as amended.

SHAKESPEARE PARTNERS
Chartered Accountants


SR THOMPSON - Partner

Dated : 18/8/05

Partners
A Shakespeare CA
S R Thompson CA
L A Meyerowitz CA

ABN 99 858 551 508

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**BALANCE SHEET
FOR THE YEAR ENDED 31ST DECEMBER 2004**

	31/12/04	31/12/03
	\$	\$
ACCUMULATED FUNDS		
Accumulated Funds - Beginning of Period	152,238	138,639
Excess of Income Over Expenditure	17,013	13,599
TOTAL ACCUMULATED FUNDS	<u>\$169,251</u>	<u>\$152,238</u>
Represented by:		
CURRENT ASSETS		
Cash Float	100	100
Other Debtors	-	4,500
GST Refund	1,167	3,216
Cash at Bank	20,502	6,812
Investment - Challenge Bank No 11-1325	130,126	123,626
Investment - Challenge Bank 60-3391	37,783	35,910
	<u>189,678</u>	<u>174,164</u>
TOTAL ASSETS	<u>189,678</u>	<u>174,164</u>
CURRENT LIABILITIES		
Fees Paid in Advance	8,400	12,400
Sundry Creditors & Accrued Charges	12,027	9,526
TOTAL LIABILITIES	<u>20,427</u>	<u>21,926</u>
NET ASSETS	<u>\$169,251</u>	<u>\$152,238</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 YEAR ENDED 31ST DECEMBER 2004**

	31/12/04	31/12/03
	\$	\$
INCOME		
Practising Fees	77,520	73,320
Registration Fees	6,180	4,980
Restoration Fees	3,950	2,900
Change of Name	380	410
Practice Audit Fees	900	700
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	88,930	82,310
EXPENDITURE		
Audit Fees	950	1,100
BPay Facility	1,875	2,000
Bank Charges	949	605
Board Members Fees	2,840	2,381
Board Prize	300	300
Catering	915	911
Conference Expenses	5,178	5,056
Eftpos Costs	790	506
Grants	6,712	10,000
Interest Paid	80	-
Legal Costs	2,000	638
COTRB Contribution	5,487	2,532
Postage, Printing & Stationery	10,045	7,576
Prior Period	-	293
Record Keeping Plan	1,800	-
Secretarial & Administration Costs	39,996	39,996
Small Plant	-	44
Website Annual Costs	475	518
Website Setup Costs	-	5,464
Telephone	1,262	1,027
	<hr/>	<hr/>
	81,654	80,947
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	7,276	1,363
OTHER INCOME		
Interest Received	9,374	7,628
Legal Fees Recovered	-	4,500
Sundry Income	363	108
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	9,737	12,236
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EXCESS OF INCOME OVER EXPENDITURE	\$17,013	\$13,599
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These accounts to be read in conjunction with the accountants report attached