

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

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2005**

OCCUPATIONAL THERAPISTS' REGISTRATION BOARD  
OF WESTERN AUSTRALIA

**ANNUAL REPORT**

FOR THE YEAR ENDED 31 DECEMBER 2005

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 2005.

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 were held during the year. Attendees were as follows:

Ms. J Riches	6
Dr. R Chandler	6
Ms. T Burnett	6
Ms S Wojnar-Horton	6
Ms. H Freegard	5
Mr. L Farrow	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:

Telephone number (08) 9368 2655  
 Facsimile number (08) 9368 2677  
 E-mail [enquiries@otbwa.com.au](mailto:enquiries@otbwa.com.au)

2. REGISTER

REGISTRATION OF OCCUPATIONAL THERAPISTS

(a) General Registration

Total on Register as at 1st January 2005		1278
New applications approved	122	
Applications under Mutual Recognition	4	
Restorations	44	
Transfer from Temporary Register	<u>6</u>	
		<u>176</u>
		1454
Deletions:		
Deaths	0	
Non payment of Licence fees	30	
Voluntary withdrawals	<u>61</u>	
		<u>91</u>
Registered as at 31 December 2005		<u><u>1363</u></u>

(b) Temporary Registration

Total on Register as at 1st January 2005		5
New applications approved	<u>9</u>	
		15
Removals		
Transfer to General Registration	<u>5</u>	
Registered as at 31 December 2005		<u><u>9</u></u>

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

The Board received one (1) new complaint this year and completed its investigations into one (1) complaint against an occupational therapist that had been initialled in 2004. In both instances, the Board determined that there had not been any breach of the Act that would warrant further action being taken.

#### 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 2004 was awarded to Michelle Van Graan.

(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.

A new classification was added in 2005, with additional funds being made available for systematic reviews.

(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@saboard.com.au](mailto:cotrb@saboard.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.

The Board hosted the annual meetings of COTRB held in Perth during October 2005.

(d) Board Newsletter

The Board produced a Newsletter in December 2005, 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](http://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) State Records Commission

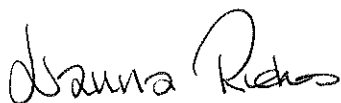
The Board met all requirements of the State Records Commission in 2005.

(i) 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, 2005 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 WA**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31st DECEMBER 2005**



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**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 2005. 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 2005 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 : 24/1/06

**OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.**

**BALANCE SHEET  
FOR THE YEAR ENDED 31ST DECEMBER 2005**

	31/12/05	31/12/04
	\$	\$
<b>ACCUMULATED FUNDS</b>		
Accumulated Funds - Beginning of Period	169,251	152,238
Excess of Income Over Expenditure	15,303	17,013
<b>TOTAL ACCUMULATED FUNDS</b>	<u>\$184,554</u>	<u>\$169,251</u>
Represented by:		
<b>CURRENT ASSETS</b>		
Cash Float	100	100
GST Refund	2,300	1,167
Cash at Bank	1,774	20,502
Challenge Bank Investment	61,641	-
Investment - Challenge Bank No 11-1325	136,915	130,126
Investment - Challenge Bank 60-3391	-	37,783
	<u>202,730</u>	<u>189,678</u>
<b>TOTAL ASSETS</b>	<u>202,730</u>	<u>189,678</u>
<b>CURRENT LIABILITIES</b>		
Fees Paid in Advance	8,280	8,400
Sundry Creditors & Accrued Charges	9,896	12,027
<b>TOTAL LIABILITIES</b>	<u>18,176</u>	<u>20,427</u>
<b>NET ASSETS</b>	<u>\$184,554</u>	<u>\$169,251</u>

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2005

	31/12/05	31/12/04
	\$	\$
<b>INCOME</b>		
Practising Fees	83,340	77,520
Registration Fees	7,860	6,180
Restoration Fees	2,070	3,950
Change of Name	240	-380
Practice Audit Fees	900	900
	<hr/>	<hr/>
	94,410	88,930
<b>EXPENDITURE</b>		
Allowances	1,520	-
Audit Fees	-	950
BPay Facility	-	1,875
Bank Charges	811	949
Board Members Fees	2,272	2,840
Board Prize	300	300
Catering	232	915
Conference Expenses	5,049	5,178
Eftpos Costs	910	790
Grants	18,165	6,712
Interest Paid	21	80
Legal Costs	2,981	2,000
COTRB Contribution	3,262	5,487
Postage, Printing & Stationery	5,411	10,045
Record Keeping Plan	1,458	1,800
Secretarial & Administration Costs	47,718	39,996
Website Annual Costs	1,575	475
Website Setup Costs	392	-
Telephone	1,574	1,262
	<hr/>	<hr/>
	93,651	81,654
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	759	7,276
<b>OTHER INCOME</b>		
Interest Received	9,975	9,374
Sundry Income	4,569	363
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	14,544	9,737
	<hr/>	<hr/>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>\$15,303</b>	<b>\$17,013</b>