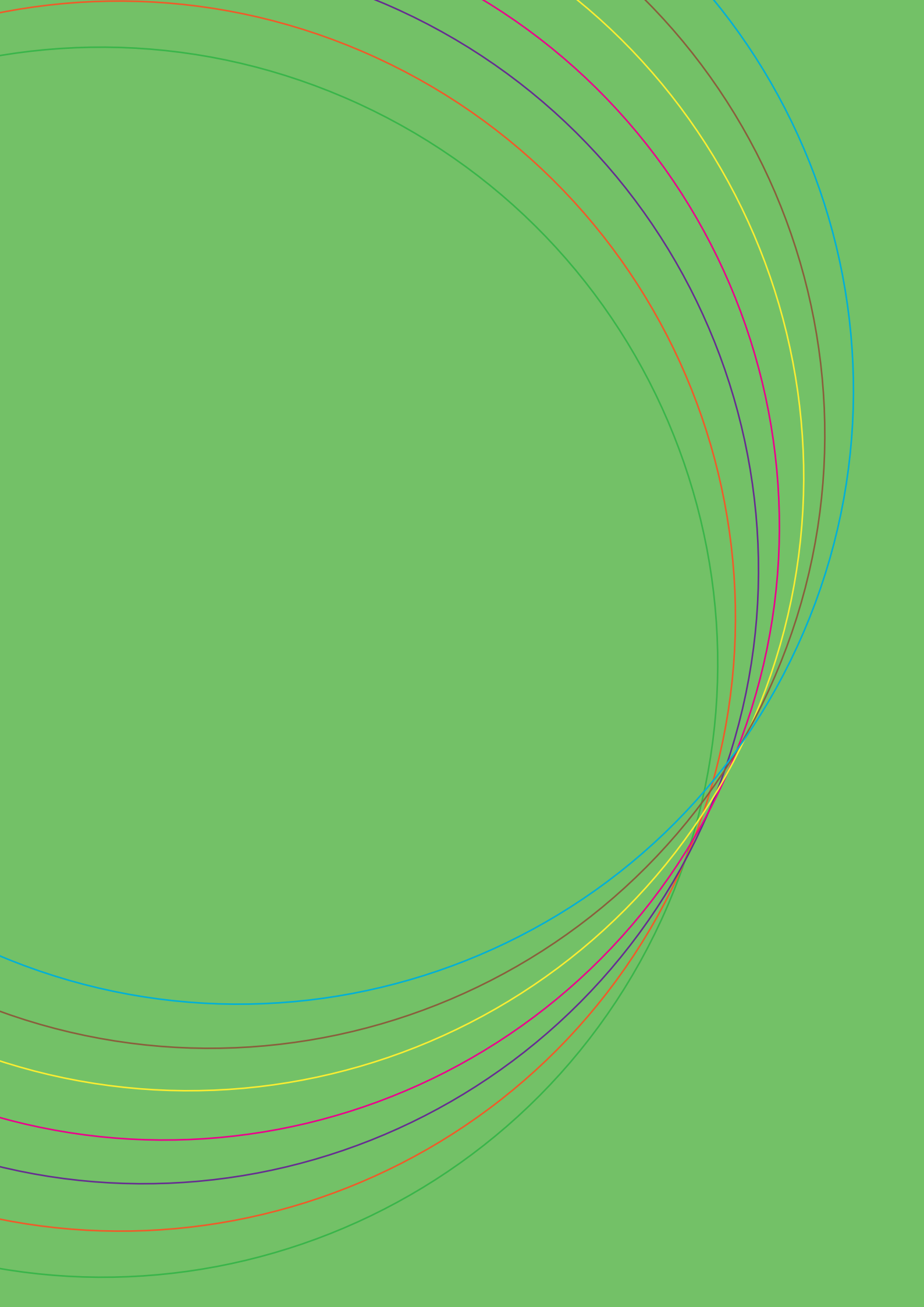




Occupational
Therapists
Board of
Queensland



**annual
report**
2009-10



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Copies of this annual report are publicly available at:
www.occuptherapyboard.qld.gov.au/publications.htm

And at no cost by contacting the Office as follows:

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Foreword

The Hon Paul Lucas MP
Deputy Premier and Minister for Health
Parliament House
BRISBANE QLD 4000

Dear Deputy Premier

I have pleasure in submitting the Annual Report and Financial Statements of the Occupational Therapists Board of Queensland for the year ended 30 June 2010.

I certify that this Annual Report complies with the prescribed requirements of the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2009, and the detailed requirements set out in the Annual Report Requirements for Queensland Government Agencies.

A checklist outlining the annual reporting requirements can be found at www.healthregboards.qld.gov.au/publications.

My appreciation is extended to all members of the Board and its committees for their efforts during the year.

The Board also records its appreciation for the administrative and operational support provided by the staff of the Office of Health Practitioner Registration Boards in assisting the Board to fulfill its statutory functions and obligations.



A handwritten signature in blue ink that reads "Jim Carmichael".

Jim Carmichael
Chairperson



Constitution, goals and functions

Constitution

The Occupational Therapists Board of Queensland is constituted under section 9 of the *Occupational Therapists Registration Act 2001* ("the Registration Act") as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999* ("the Professional Standards Act") and the *Financial Accountability Act 2009*.

Goals

Consistent with section 7(1) of the Registration Act, the Board's primary goals are:

- to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way;
- to uphold standards of practice within the profession; and
- to maintain public confidence in the profession.

Functions

The Board is directly responsible for the administration of the Registration Act and the *Occupational Therapists Registration Regulation 2001*.

The Board's major functions are set out in section 11 of the Registration Act as follows:

- to assess applications for registration;
- to register persons who satisfy the requirements for registration;
- to monitor and assess whether registrants comply with any conditions of registration;
- to keep a register of, and records relating to, registrants;
- to promote high standards of practice of the profession by registrants;
- to develop or adopt programs for the continuing professional education of registrants and encourage their participation in the programs;
- to develop or adopt training programs in the practice of the profession that are relevant to a person's eligibility for registration;
- to confer and cooperate with interstate regulatory authorities;
- to confer and cooperate with entities engaged in the development of national policies about the regulation of the profession;
- to confer and cooperate with the following entities about the education of persons in the practice of the profession:
 - > educational institutions; and

- > entities responsible for accrediting courses or accrediting institutions to educate persons for the profession;
- to inform registrants and the public about the operation of the legislative scheme in its application to the profession;
- to examine and advise the Minister about the operation of the legislative scheme in its application to the profession;
- to monitor and enforce compliance with this Act;
- to undertake research, relevant to the legislative scheme, into the regulation of the profession;
- to collect and give to persons information about the practice of the profession by registrants; and
- to perform other functions given to the Board under the Registration Act or another Act.

In addition, the Board has a variety of functions under the Professional Standards Act. Those functions are listed under section 11 of that Act as follows:

- to receive complaints about its registrants and, if appropriate, refer the complaints to the Health Quality and Complaints Commissioner;
- to consult and cooperate with the Commissioner in investigating and disciplining its registrants and in relation to complaints about impaired registrants;
- to immediately suspend, or impose conditions on the registration of its registrants if the registrants pose a serious potential risk to the wellbeing of vulnerable persons;
- to conduct investigations, whether because of complaints or on its own initiative, about the conduct and practice of its registrants;
- to deal with disciplinary matters relating to its registrants that can be addressed satisfactorily through advising, cautioning and reprimanding;
- to bring disciplinary proceedings relating to its registrants before Panels or the Tribunal;
- to implement orders of Panels or the Tribunal relating to the Board's registrants;
- to establish health assessment committees to assess the health of registrants who may be impaired and make decisions about impaired registrants;
- to monitor its registrants' compliance with conditions imposed, or other disciplinary action taken, or undertakings entered into under this Act;
- to cancel or suspend, or impose conditions on its registrants' registration as a result of action taken under a foreign law;
- to consult and cooperate with other boards, foreign regulatory authorities and other relevant entities about the investigation and disciplining of its registrants and the management of its registrants who are impaired; and
- to exercise other functions given to the Board under the Act.



Membership of the Board

Membership of the Board during 2009-10 constituted the following members appointed in accordance with the membership categories specified in section 15 of the Registration Act.

Registrant members

Mr Jim Carmichael	B Occ Thy, Grad Dip Occ Hlth & Safety, M Hlth Sc [Chairperson]
Ms Trudi Epple	B Occ Thy, Grad Cert Mgt
Ms Struan Ferguson	B Occ Thy, B Sc, Grad Cert Mgt, GRAD Cert Hlth Sc
Ms Kerry Mallon	B Occ Thy, Grad Dip Occ Hlth & Safety, M App Sc
Dr Cathy McBryde	B Occ Thy (Hons), PhD
Mrs Angela Thynne	B Occ Thy (Hons)
Ms Judith Willey	B OccThy, Grad Cert Mgt [Deputy Chairperson]

Public members

Ms Laila Hakansson Ware	BA, Grad Dip Ed, Legal Practitioner
Mr Nigel Webb	JP (Qual), Dip Justice Admin

Lawyer

Mr Andrew Taylor	B Theol, LLB (Hons)
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The Board members' term of appointment is due to expire on 30 July 2012.

A brief outline of the professional background of each current Board member is given below.

Jim Carmichael is Senior Director, Service Delivery, Workplace Health and Safety Queensland. He has responsibility for the operational program that administers the *Workplace Health and Safety Act 1995* across Queensland. Jim has occupational therapy experience in industrial rehabilitation, ergonomics, occupational health and safety and risk management. He has been a Board member since April 1992, Deputy Chairperson since July 2001 and Chairperson since July 2004.

Trudi Epple has been the Director of Occupational Therapy for the Gold Coast Health Service District since January 2001. Her clinical involvement for this time has been with lymphoedema and vascular management. Prior to that, she has mostly worked in rehabilitation with a focus on strokes, head injuries, neurology and driving assessments. She has been a member of the Board since 31 July 2008.

Struan Ferguson is the District Director of Occupational Therapy for the Central Queensland Health Service District. Her areas of clinical interest are rehabilitation and aged care. Struan has been a Board member since July 2004.

Kerry Mallon runs a private practice in occupational rehabilitation, specialising in return to work and driving assessment and rehabilitation following traumatic injury

or neurological disease. Kerry has been a member of the Board since 31 July 2008.

Cathy McBryde operates a private occupational therapy practice in paediatrics, her area of special interest. She has been a Board member since July 2001.

Andrew Taylor is a solicitor in private practice. Andrew is interested in legal issues that affect health practitioners, especially in the areas of regulation and legal risk management. Andrew has been a Board Member since July 2004.

Angela Thynne runs a private practice specialising in scar and oedema management, working mainly in burns and trauma. Angela has been a Board member since July 2004.

Laila Hakansson Ware is a lawyer and is also a member of the Pharmacy Board of Australia. Laila has been a Board member since July 2001.

Nigel Webb is a person with a disability of cerebral palsy-spastic quadriplegia who has received occupational therapy services since his early childhood. Nigel is self-employed, working in both the Australian and Queensland governments' disability services quality systems. He regularly interacts with people with disability, their families and a wide range of service providers. Nigel has been a Board member since July 2004.

Judith Willey is a lead clinician in occupational therapy paediatrics at Mackay Base Hospital. Judith has extensive occupational therapy experience with both the public and private sectors and with community-based organisations. Judith has been a Board member since May 1998 and Deputy Chairperson since July 2004.

Board and committee meetings

Regular ordinary meetings of the Board are convened on the second Thursday of each month at 5.00 pm in a boardroom at the Office of Health Practitioner Registration Boards.

In addition, Board Advisory Committees comprising selected Board members are established for specific tasks and held as required.

During 2009-10, the Board held 12 ordinary Board meetings and 15 committee meetings. Attendance by Board members at these meetings was as follows:

Member	Ordinary Board	Committee
J Carmichael	10	10
T Epple	12	12
S Ferguson	11	11
K Mallon	9	6
C McBryde	12	11
A Taylor	7	2
A Thynne	10	5
L Hakansson Ware	12	12
N Webb	12	12
J Willey	12	11

All Board members are members of the Registrations Committee.

The Research Grants Committee is comprised of Ms Judith Willey, Dr Cathy McBryde, Ms Angela Thynne with the Chairperson, Mr Jim Carmichael as an *ex-officio* member.

In addition to ordinary meetings, the Board also arranged on occasions for selected Board members to undertake special assignment activities to address particular issues.

The Register

The Board maintains a Register of occupational therapists pursuant to section 11(d) of the Registration Act.

Due to the introduction of most health professions into the national registration and accreditation scheme, the Office underwent significant restructuring at the end of the 2009-10 year, and hence it was not possible to provide registrant numbers at the usual 30 June time. Figures shown here are instead as at 21 June 2010.

At this date, the Register of occupational therapists contained a total of 2,720 names, representing a net increase of 173 (approximately 7%) over the 30 June 2009 figure. The 2,720 registrants comprised 2,713 general registrants, five provisional general registrants and two short-term registrants.

The net increase in registrant numbers is the product of significant numbers of additions to and deletions from the Register.

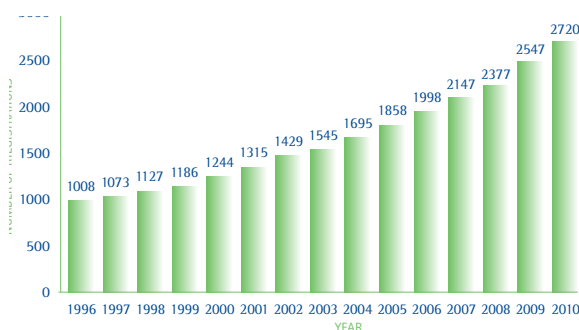
During 2009-10, 252 new registrations were processed by the Board.

These figures represent a 'snap shot' in time as at 21 June, and hence do not include restorations to the register for the period 1 July 2010 to 30 September 2010, nor registrants who surrender or do not renew their registration, or those who otherwise have their registration cancelled after 30 June. The Register, available to the public at www.healthregboards.qld.gov.au contains current registration data.

Of the 252 new registrants, 32 (approximately 12.5%) were processed under mutual recognition legislation. Of these 32 mutual recognition registrants, 16 lodged registration notices pursuant to the provisions of the *Mutual Recognition (Queensland) Act 1992* on the basis of holding current registration as an occupational therapist in another Australian State or Territory, while 16 persons lodged registration notices pursuant to the provisions of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* on the basis of holding current registration as an occupational therapist in New Zealand.

The following bar chart illustrates the significant growth since 1996 in the number of registered occupational therapists (at 30 June for all years except this reporting year).

Registered occupational therapists



An analysis of the registration database as at 21 June 2010 provides the following information.

Gender

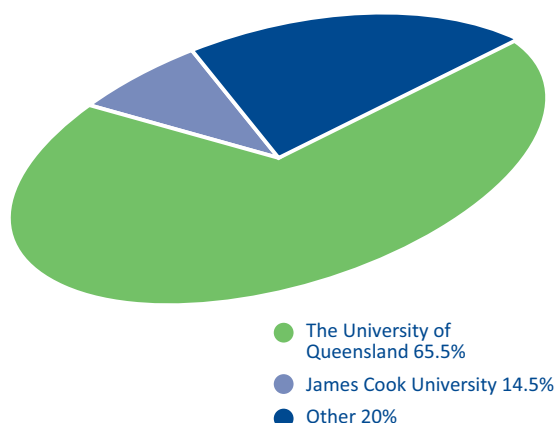
- 7% of registrants were male; and
- 93% of registrants were female.

Age groupings

Age grouping	% of registrants
Under 25 years	9.0
25 – 34 years	43.0
35 – 44 years	25.5
45 – 54 years	15.5
55 years and over	7.0
Total	100%

Educational institution from which initial occupational therapy qualification obtained

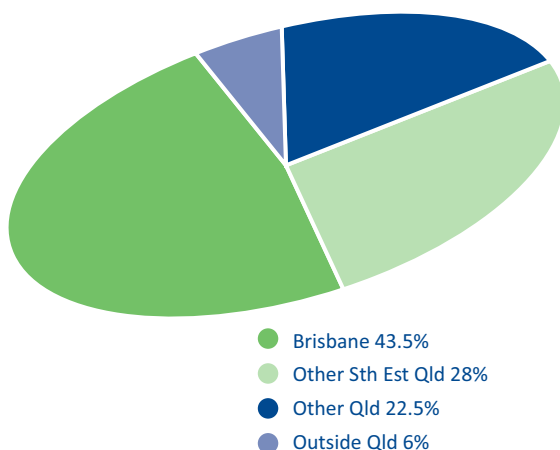
- 65.5% of Queensland registrants obtained their initial occupational therapy qualification from the University of Queensland;
- 14.5% from the James Cook University; and
- 20% from other educational institutions.



Geographical distribution

- 71.5% of registrants gave their addresses on the Register as within south east Queensland (postcodes 4000 to 4399 and 4500 to 4581), comprising 43.5% within Brisbane and 28% elsewhere in south east Queensland;

- 22.5% of registrants had Queensland addresses outside south east Queensland; and
- 6% of registrants had addresses outside Queensland.



The geographical statistics are based on an analysis of postcode addresses of the registrants as shown on the Register. In some cases, the Register address differs from the practice address of a registrant. Registrants with addresses outside Queensland have chosen to retain Queensland registration, even though, in most cases, they do not currently practise their profession in Queensland.

Administrative structure

Administrative and operational support for the Board's day to day operations is provided by the Office of Health Practitioner Registration Boards under a service agreement between the Board and the Office. The Board is one of 12 health practitioner registration Boards receiving such support from the Office, which is constituted under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office has a permanent staff establishment of 50.6 full-time equivalent positions (as at 30 June 2010) and a variable number of temporary positions.

Members of the staff of the Office with primary responsibilities for the administrative tasks of the Board as at 30 June 2010 were:

Executive Officer	Mr Michael Demy-Geroe
Principal Co-ordinator	Mr Peter Collie
Registration Assessment Officer	Ms Hildred Fua

The Principal Co-ordinator is assigned the task of handling and managing the day to day administrative affairs of the Board (and other health practitioner registration Boards) under the direction of the Executive Officer and Directors of Board Support and Advice and Registrations Services.

Other Office staff support the Board with services in human resource management, financial management, information technology, counter enquiries, records management, investigation of complaints about

registrants, health assessment and monitoring of impaired practitioners and general administrative assistance.

Further information regarding the interrelationship between the Board and the Office is provided in the Office annual report.

Access

The Office of the Board is located at:

Level 19, 179 Turbot Street
Brisbane
QLD 4000

Correspondence to the Board should be addressed to:

The Executive Officer
Occupational Therapists Board of Queensland
GPO Box 2438
BRISBANE QLD 4001

Board communication links are:

Telephone: (07) 3225 2509

Facsimile: (07) 3225 2527

E-mail: occupationaltherapy@healthregboards.qld.gov.au

Website: www.occuptherapyboard.qld.gov.au

Copies of this annual report and the annual report of the Office are accessible to members of the public at the Office and on the websites of the Board and Office.

Review of activities and operations

Registration Act

The Registration Act was amended during 2009-10 by:

- *Financial Accountability Act 2009* No. 9 ss 1, 2(2), 136 sch 1, which replaced references to the *Financial Administration and Audit Act 1977* with the *Financial Accountability Act 2009*;
- *Queensland Civil and Administrative Tribunal (Jurisdiction Provisions) Amendment Act 2009* No. 24 ss 1–2, ch 7 pt 1, which inserted provisions for the new Queensland Civil and Administrative Tribunal which replaced the previous Health Practitioners Tribunal;
- *Health and Other Legislation Amendment Act 2009* No. 44 ss 1, 2(3), pt 2, which:
 - > extended the maximum period of provisional general registration to 12 months;
 - > inserted provisions so that if the board failed to make a decision on an application to review the imposition of conditions on general registration, the conditions are taken to be confirmed rather than removed; and

- > inserted extensive provisions allowing for the cancellation of general registration where information or a document given was, or became, materially false, or where the registrant ceases to have, or does not have, the qualifications necessary for registration.

Registration Regulation

The *Occupational Therapists Registration Regulation 2001* was amended during 2009-10 by:

- *Health Legislation Amendment Regulation (No. 1) 2010* SL No. 73 pts 1, 6, which inserted into Schedule 1 (Qualifications for general registration) "Bachelor of Occupational Therapy, University of Newcastle" and "Master of Occupational Therapy, Curtin University of Technology"; and
- *Health Legislation Amendment Regulation (No. 2) 2010* SL No. 74 pts 1, 7, which increased fees payable under the Registration Act in line with movements in the Consumer Price Index - details of the fees now applicable are provided in the "Fees" section of this report.

Complaints under the Registration Act

The Board received two new complaints during 2009-10 which were dealt with under the Registration Act.

- One of these complaints related to an occupational therapist having practised without current registration and the Board issued a warning to the registrant for breach of the Registration Act ; and
- The other complaint related to a registrant practising before first obtaining registration. After considering the registrant's submission, the Board resolved to remind the registrant of the requirements of the Registration Act.

One complaint relating to advertising by a non-registrant carried over from 2008-09 was referred to the Department of Transport.

Complaints under the Professional Standards Act

The following tables and supporting information provide summary information in relation to the Board's handling of complaints, investigations, disciplinary proceedings and health assessments under the Professional Standards Act during 2009-10.

The Board received five new complaints under the Professional Standards Act in 2009-10. This data includes complaints as well as other information received, as the Board can determine to investigate a matter on the basis of information received which is not in the form of a complaint.

- Two complaints related to allegations of inaccuracies in reports provided by the registrants. In both cases, the Board decided not to take any further action on the complaints.
- One complaint related to an allegation of inadequate treatment by a registrant. The Board decided not to

take any further action on the complaint.

- One complaint related to a registrant having practised unregistered for a significant period of time. The Board resolved to take disciplinary proceedings against the registrant by correspondence.
- A complaint against a registrant in relation to allegations of unprofessional service was investigated. The Board found that the registrant was impaired and entered into an undertaking with the registrant in relation to future supervised practice.

One complaint was carried over from 2008-09. The complaint related to an allegation that the registrant had produced an unprofessional report. The Board did not take any further action in respect of the complaint.

All new complaints are assessed to determine whether the complaint appears to provide a ground for disciplinary action and, if so, whether the complaint should be first investigated.

The following table outlines the number of investigations conducted during 2009-10.

Investigations conducted	Number
Investigations open at 1 July 2009	2
Investigations commenced in 2009-10	1
Investigations completed in 2009-10	3
Ongoing investigations	0
Total costs	\$1746.44

The following table reports the primary issue identified in each complaint that gave rise to an investigation commenced in 2009-10.

Nature of investigations commenced	Number
Breach of confidentiality	1
Incompetence	2
Inappropriate behaviour	1
Unsatisfactory professional performance	2

Three investigations were completed during 2009-10.

One investigation completed during 2009-10 related to an allegation that a registrant was incompetent in the use of equipment and management of client care. After considering the investigation report, the Board concluded that there was no ground for disciplinary action and took no further action.

Another investigation completed during 2009-10 related to an allegation that a registrant had provided unprofessional and inappropriate services at a hospital. After considering the investigation report, the Board concluded that a disciplinary matter existed and resolved to take proceedings against the registrant before the Queensland Civil and Administrative Tribunal.

The third investigation completed in 2009-10 found that the registrant was impaired and an undertaking was entered into with the registrant about their practice.



The following table outlines the number of disciplinary proceedings conducted during 2009-10.

	Board	PCRP	QCAT	Total
Disciplinary proceedings on going at commencement of reporting year	0	0	2	2
Disciplinary proceedings commenced during the reporting year	1	0	0	1
Disciplinary proceedings closed in reporting year	0	0	0	0
Disciplinary proceedings on going	1	0	2	3

Type of proceeding	Board	QCAT	Total
Disciplinary proceedings ongoing at 1 July 2009	0	2	2
Disciplinary proceedings commenced in 2009-10	1	0	1
Disciplinary proceedings completed in 2009-10	0	0	0
Disciplinary proceedings ongoing at 30 June 2010	1	2	3

The Board did not conduct or spend funds on health assessments of registrants under Part 5 of the Professional Standards Act during 2009-10.

The Board entered into one undertaking with a registrant about their professional conduct or practice under section 118(1)(c)(iv) of the Professional Standards Act during the reporting year, but did not enter into any undertakings with any registrant under sections 276(2)(a) or 299(2)(c) of the Act.

Health assessments and management of impaired registrants

The Board's Health Assessment and Monitoring (HAM) program manages impaired registrants, in accordance with Part 7 of the Professional Standards Act.

Where a registrant suffers from a medical condition that may adversely affect their ability to safely and competently practise the profession, the Board may arrange for a health assessment by an appropriately qualified medical practitioner.

The Board may also require a new applicant seeking registration to undergo a health assessment under the Registration Act to ensure a known health condition does not compromise their practice.

During 2009-10, the Board conducted two health assessments under the Professional Standards Act. No assessments were required under the Registration Act.

During 2009-10, no costs were incurred by the Board for health assessments conducted under section 271 of the Professional Standards Act or section 46(1)(d) of the Registration Act.

Many registrants enter into undertakings following a health assessment which will allow the Board to monitor their health and ensure that their medical condition does not affect their professional performance. It is usual for a registrant to be monitored for two to four years.

The Board may monitor such conditions as mental illness and substance abuse and has established monitoring tools such as supervised practice and a urine drug screening program to ensure that its impaired registrants deliver health care in a professional, safe and competent way.

During 2009-10, no registrants required monitoring by the Board.

Occasionally the Board's Health Assessment and Monitoring program will conduct investigations on behalf of the Board where the ground for the investigation is possible impairment.

No registrants required investigation on impairment grounds during the reporting period.

If a registrant fails to cooperate during a health assessment or the registrant and the Board can not agree on what undertakings are required to allow the Board to monitor the registrant's health, the Board may establish a health assessment committee.

The committee's function is to assess the registrant's health, make a finding as to whether the registrant is impaired and make recommendations to the Board. If the registrant is found impaired by the Committee it may impose conditions on the registrant.

The Board did not establish a health assessment committee during 2009-10.

Ministerial authorisations

During 2009-10, the Board did not receive from the Minister for Health any authorisations under section 392 of the Professional Standards Act or section 196 of the Registration Act for a person performing functions under those Acts to disclose information acquired in the performance of those functions about another person's affairs.



Ministerial directions

Section 37(1)(a) of the Registration Act and section 13(5) of the Professional Standards Act require the Board to include in its annual report copies of all written Ministerial directions given in the public interest to the Board during the financial year. The Board did not receive any directions during 2009-10.

Legislative compliance

Queensland Health's *Legislative Compliance Policy and Implementation Standard* requires a statement in an annual report by a legislation Custodian concerning the Board's compliance with the Registration Act and Professional Standards Act.

To the best of the knowledge of the Custodian, during the course of the last financial year there have been no breaches by the Board of either the Registration Act or Professional Standards Act.

Criminal history checking

Mandatory criminal history checking of all new applications made under the Registration Act was commenced on 1 July 2009. The following statistics report on the outcomes of this scheme from 1 July 2009 to 20 May 2010.

	Occupational Therapists Board	Average across 12 Boards
Applications received	293	245
Applications checked	245	169
Positive criminal history identified	5	4.5
Conditions imposed	0	< 1
Undertakings imposed	0	< 1
Applications refused	0	< 1
Applications pending (further information required)	0	< 1
Additional processing time (days) due to external checking - positive	n/a	10
Additional processing time (days) due to external checking - negative	3	2

The results from criminal history checking across all Boards returned a wide variety of offence types. It is important to note that some of these offences were charges only. Offence types include:

- drunk and disorderly, drink driving, public nuisance;
- assault;
- grievous bodily harm;
- drug possession / related drug offences;
- theft;
- fraud;
- burglary; and
- shoplifting.

In assessing criminal history, the Board was able to request further information or explanation as necessary. No applications were refused or conditions / undertakings imposed solely on the basis of criminal history.

The criminal history checking process was reviewed after six months of operation and an additional separation / checking mechanism was implemented. This has helped to ensure files are not released from the criminal history section inadvertently or incorrectly, and do not become confused with files at other stages of registration processing.

Council of Australian Governments: National registration and accreditation

The *Health Practitioner Regulation National Law Act 2009* passed through the Queensland Parliament and received Assent on 3 November 2009. Subsequently the *Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010* received Assent on 21 April 2010. This Act provides for consequential, administrative and transitional amendments to the various pieces of legislation associated with the existing regulatory scheme. With the passage of this final piece of Queensland legislation, the process of transferring responsibility for administering ten health professions to the National Registration and Accreditation Scheme for the health professions is well advanced, and will take effect from 1 July 2010. Regulation of the partially-regulated occupational therapy profession will, however, not transition to the national scheme in this first round.

The Australian Health Workforce Ministerial Council had previously considered the inclusion of partially regulated professions against the criteria set out in the Intergovernmental Agreement governing the scheme. At that time, Ministers had agreed to the inclusion of Aboriginal and Torres Strait Islander health workers, Chinese medicine practitioners and medical radiation technologists from 1 July 2012.

After further considering the evidence against the criteria, Ministers decided at their meeting on 27 August 2009 also to include occupational therapists in the scheme from the same date.

Policy and Procedure: Supervision for registrants returning to practice

In August 2009, the Board introduced a new policy to support registrants with supervisory conditions under section 57(1) of the Registration Act.



The Board requires that an applicant returning to practice after an absence of greater than five years undertakes a period of supervised practice.

Affected registrants must practise primarily under supervision of a registered occupational therapist. The registrant must submit a supervised practice agreement for the approval of the Board, outlining the proposed supervisor and location of the supervised practice.

There are three levels of supervision that must be completed before the conditions can be removed.

The new policy also provides guidance to supervisors.

Board member Angela Thynne is the Subject Matter Expert providing support for affected registrants and supervisors.

As at 30 April 2010, this new framework has been successfully applied for seven registrants returning to practice. These and future eligible registrants will continue to undertake the program

Board workshops with registrants

The Board hosted five breakfast workshops with registrants during 2009-10. The purpose of the breakfast workshops was to provide registrants with:

- an overview of the Board and the legislation and the National Registration and Accreditation Scheme;
- discussion on possible scenarios aimed at highlighting various aspects of the Board's *Guidelines for Professional Conduct and Practice*; and
- information about the Board's new *Policy and Procedure: Supervision for registrants returning to practice*.

The Brisbane workshop was held on 14 September 2009; Ms Judith Trevan-Hawke was the MC and 74 occupational therapists attended.

The Townsville workshop was held on 30 October 2010; Ms Judy Rabbitt was the MC and 22 occupational therapists attended.

The Cairns workshop was held on 5 March 2010; Ms Patricia Bjerregaard was the MC and 21 occupational therapists attended.

The Rockhampton workshop was held on 30 April 2010; Mr Peter Bothams was the MC and 31 occupational therapists and seven students attended.

The Toowoomba workshop was held on 21 May 2010; Ms Moira Boyle was the MC and 16 occupational therapists attended.

Occupational Therapy Council (Australia and New Zealand)

In February 2010, the Council of Occupational Therapists Registration Boards (Australia and New Zealand) [COTRB] was reconstituted as the Occupational Therapy Council (Australia and New Zealand) Inc (OTC).

The Occupational Therapists Board is an active member of the OTC and provides annual financial support for its operations. During 2009-10, the Board contributed \$6,136.74 to the OTC.

One of the OTC's primary responsibilities is to assess the qualifications of overseas-trained occupational therapists. Where the OTC determines that the qualification of an overseas-trained occupational therapist is acceptable for migration purposes, the Board is responsible for monitoring the registrant's practice for a limited period, usually equivalent to six months full-time.

During 2009-10, Board Chair Jim Carmichael, as the OTC Chairperson, participated in regular OTC meetings. In addition, during 2009-10:

- Mr Carmichael and Board members Laila Hakansson Ware and Andrew Taylor were the Board's representatives on the OTC Appeals Panels; and
- Mr Carmichael and Board member Angela Thynne were the Board's representatives on the OTC Marketing Committee.

Mr Carmichael, Board member Judith Willey and Principal Coordinator Peter Collie represented the Board at the following COTRB meetings held in Napier, New Zealand on 13 and 14 August 2009:

- Overseas Qualifications Assessment Committee meeting;
- Trans-Tasman Conference of Occupational Therapists Registration Boards meeting;
- COTRB Annual General Meeting;
- COTRB operational meeting; and
- meeting with OT AUSTRALIA.

Matters considered at the Trans-Tasman Conference were:

- reports from each Board;
- National Registration and Accreditation Scheme;
- *Health Practitioners Competence Assurance Act 2003* (NZ);
- Trans-Tasman mutual recognition; and
- ongoing professional development.

Matters considered at the COTRB operational meeting were:

- finances;
- National Registration and Accreditation Scheme;
- accreditation of courses;
- marketing committee;
- competency standards; and
- New Zealand overseas assessment process.

New graduates welcome

The Board co-hosted, with OT AUSTRALIA Qld, the new graduates welcomes on 29 October 2009 in Townsville (for James Cook University graduates) and on 20 November 2009 in Brisbane (for University of Queensland graduates). The Board's representatives in:

Townsville were Board Chair Jim Carmichael and Board members Judith Willey, Trudi Eppe, Struan Ferguson, Kerry Mallon, Andrew Taylor, Angela Thynne and Nigel Webb; and

Brisbane were Board Chair Jim Carmichael and Board members Judith Willey, Trudi Eppe, Struan Ferguson,



Kerry Mallon, Cathy McBryde, Angela Thynne and Nigel Webb.

Mr Carmichael addressed the attendees on behalf of the Board.

At the Brisbane welcome, Mr Carmichael presented the Board's research grants awards to Brisbane recipients.

Meetings with representatives of OT AUSTRALIA (Qld)

The members of the Board met with representatives of OT AUSTRALIA Qld Board of Management on three occasions (on 9 October 2009, 12 February 2010 and 14 May 2010) during the year to address issues of mutual interest, with particular reference to:

- continuing professional development;
- national registration update;
- OT AUSTRALIA single entity update;
- State Conference update;
- welcome to the profession functions;
- supervision policy;
- recency of practice;
- South Australian Coroner's Report - Inquest Arthur John Hutton - vertical bedpoles (bedsticks); and
- registrants' conduct on social networking web sites.

Queensland Occupational Therapy Fieldwork Collaborative

The Board continues its support for the Queensland Occupational Therapy Fieldwork Collaborative (QOTFC) which is an unincorporated consortium comprising representatives of the University of Queensland, James Cook University, OT AUSTRALIA, Queensland Health, the private sector, the Commonwealth Rehabilitation Service and the Board.

The aim of the Fieldwork Collaborative is to foster collaboration among key stakeholders in relation to opportunities and education for occupational therapy students in fieldwork placements.

The Board remains committed to the QOTFC and will continue its financial contribution by sponsorship of the QOTFC newsletter.

Board representation at other forums

The Board contributed to other forums during 2009-10 as follows:

- in July 2009, Board members Struan Ferguson and Judith Willey attended a forum for discussion of the exposure draft of the legislation for the National Registration and Accreditation Scheme;
- in October 2009, Board member Judith Willey addressed James Cook University fourth year occupational therapy students regarding the role of the Board and the responsibilities of registered occupational therapists;

- in October 2009, Board member Kerry Mallon addressed University of Queensland fourth year occupational therapy students regarding the role of the Board and the responsibilities of registered occupational therapists; and
- in February 2010, Board member Cathy McBryde addressed University of Queensland Master of Occupational Therapy Studies students regarding the role of the Board and the responsibilities of registered occupational therapists.

Grants, projects and conference partnership

Consistent with the Board's commitment to promoting and monitoring a high standard of occupational therapy practice in Queensland, Board grants were provided during 2009-10.

Research grants in 2009 were awarded to:

- Dr Jennifer Fleming, Ms Julia Schmidt (Experienced Researcher Grant) for the project *RCT of feedback on occupational performance to improve self-awareness in clients with brain injury* - the amount awarded was \$19,979;
- Dr Jill Ashburner, Associate Professor Sylvia Rodger, Associate Professor Jenny Ziviani (Experienced Researcher Grant) for the project *Developing an integrated professional development program: evidence-based occupational therapy for people with autism spectrum disorders* - the amount awarded was \$20,000;
- Mrs Catherine Peters, Ms Michelle Currin, Ms Anthea Rogers, Ms Sara Tyson, Ms Tracey Comans, Associate Professor Sandy Brauer (Novice Researcher Grant) for the project *Effectiveness of an enhanced multidisciplinary community based group program for Parkinson's disease* - the amount awarded was \$12,400;
- Mrs Kylie Bower, Dr Louise Gustafsson, Dr Tammy Hoffman (Novice Researcher Grant) for the project *Teaching people to self-manage the ongoing recovery of their stroke-affected arm: Evaluation of a resource to help occupational therapists, clients and their carers* - the amount awarded was \$15,000; and
- Ms Karen Pomfrett, Ms Bronwyn Tanner (Novice Researcher Grant) for the project *Home environment intervention strategies to facilitate ageing-in-place for people with dementia* - the amount awarded was \$6,346.

The Board appreciates the assistance of external assessors Zephania Tyack and Margaret Cook.

A grant of \$6,500 was awarded for conference partnership for OT AUSTRALIA Qld's 10th State Conference on 20 to 22 November 2009 in Brisbane.

A grant of \$2,318 was awarded to co-host, with OT AUSTRALIA Qld, the new graduates 2009 welcomes in Townsville and Brisbane.



At the end of 2009-10, the position of grants, projects and conference partnership that were approved by the Board in previous reporting years was as follows:

- a grant of up to \$78,650.00 (\$19,662.50 per quarter during the term) was paid for the project by OT AUSTRALIA Qld for a statewide continuing professional development (CPD) program including the employment of a CPD Manager to manage the development and roll out of a statewide CPD program;
- OT Evidence Based Information Project (OT Seeker database) - the Board has approved a grant to promote occupational therapy evidence-based practice to an organisation with a demonstrated track record in disseminating occupational therapy evidence-based information and an amount of \$27,500 was paid during 2009-10;
- a project undertaken for the Board by Mr David Waugh to examine *Supervision models for use with occupational therapists* assisted the Board in its development of the new *Policy and Procedure: Supervision for registrants returning to practice*; and
- a project undertaken for the Board by Ms Judith Trevan-Hawke to assess the feasibility of a re-entry program(s) to assist potential registrants re-entering the occupational therapy profession after a period of absence and enable the Board to determine competency to practice assisted the Board in its development of the new *Policy and Procedure: Supervision for registrants returning to practice*.

Conference partner for OT AUSTRALIA Qld

The Board was a conference partner for OT AUSTRALIA Qld's 10th State Conference on 21 and 22 November 2009 at the Brisbane Convention and Exhibition Centre Southbank, Brisbane. Board Chair Jim Carmichael and Board members Cathy McBryde and Judith Willey represented the Board at the Conference and Mr Carmichael addressed the Conference delegates at the official opening.

Newsletters

During 2009-10, the Board distributed a newsletter to inform registrants of Board activities and issues relevant to the profession. Topics covered included:

- national registration update;
- on-line renewal and restoration works well;
- release of information in custody disputes;
- Board welcomes new graduates;
- Board meets with registrants;
- Ministerial Council update;
- registration data;
- professional standards data;
- reminder – Board recognises CPD program; and
- Qld Health supports allied health re-entrants.

In May 2010, the Board distributed a *Registration Renewal Information Bulletin* to inform registrants of issues relevant to the profession. Major topics dealt within the Bulletin were:

- renew online, on time;
- supervised practice policy; and
- OT goes national in 2012.

Office submissions

During 2009-10, the Board considered submissions from the Office of Health Practitioner Registration Boards regarding policy options and other matters as follows:

- on-line renewal and e-mail population update;
- criminal history checking – guidelines and Queensland Police Service process;
- *Criminal History Screening Bill: Consultation Paper*; and
- transitional Office of Health Practitioner Registration Boards.

Australian Health Ministers' Advisory Council stakeholder forum

The *Health Practitioner Regulation National Law Act 2009* passed through the Queensland Parliament and received Assent on 3 November 2009. Subsequently the *Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010* received Assent on 21 April 2010. This Act provides for consequential, administrative and transitional amendments to the various pieces of legislation associated with the existing regulatory scheme. With the passage of this final piece of Queensland legislation the process of transferring responsibility for administering ten health professions to the National Registration and Accreditation Scheme for the Health Professions is well advanced, and will take effect from 1 July 2010. Regulation of the partially regulated Occupational Therapy profession will however not transition to the national scheme in this first round.

The Australian Health Workforce Ministerial Council had previously considered the inclusion of partially regulated professions against the criteria set out in the Intergovernmental Agreement governing the scheme. At that time Ministers had agreed to the inclusion of Aboriginal and Torres Strait Islander health workers, Chinese medicine practitioners and medical radiation practitioners from 1 July 2012. After further considering the evidence against the criteria, Ministers decided at their meeting on 27 August 2009 also to include Occupational Therapists in the scheme from the same date.

Service agreement

During 2009-10, the Board continued to receive services under its service agreement with the Office of Health Practitioner Registration Boards. Under the agreement, the Office will provide administrative and operational support for the Board until 30 June 2010. A new service agreement extending until 31 July 2012 has been endorsed by the Board.



Strategic plan

During 2009-10, the Board, in accordance with its current strategic plan for 2007-11, contributed to a national submission for inclusion in the upcoming national registration scheme. These activities are set out in detail in the "Council of Australian Governments: National registration and accreditation" section above.

Overseas travel

During 2009-10, the following overseas travel was undertaken at a total cost of \$7409.83:

Person and position	Reason for travel, destination and dates of travel	Expenditure type	Amount
Jim Carmichael – Chair	Annual meeting of TTCOTRB and COTRB, Napier, New Zealand, 12/8/09 – 15/08/09	Airfares	\$1776.76
		Accommodation	\$418.29
		Meals	\$59.00
		Travel Insurance	\$143.00
		Incidentals	\$105.00
Judith Willey – Deputy Chair	Annual meeting of TTCOTRB and COTRB, Napier, New Zealand, 12/8/09 – 15/08/09	Airfares	\$1776.76
		Accommodation	\$418.29
		Meals	\$16.99
		Travel Insurance	\$128.00
		Incidentals	\$105.00
Peter Collie – Principal Coordinator	Annual meeting of TTCOTRB and COTRB, Napier, New Zealand, 12/8/09 – 15/08/09	Airfares	\$1777.01
		Accommodation	\$418.28
		Travel Insurance	\$267.45
TOTAL			\$7409.83

Consultancies

The Board did not engage any consultants during 2009-10 and consequently had no expenditure on consultancies.

Fees

The Board's activities are funded mostly through fees payable by registrants in relation to registration. Such fees are exempt from the Goods and Services Tax (GST) under the provisions of Division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*.

As at 30 June 2010, the fees prescribed under the *Occupational Therapists Registration Regulation 2001* were as follows:

Fee type		Amount (\$)
1	Application fee for general registration or special purpose registration: (a) for less than 5 weeks (b) for more than 5 weeks	nil 154.00
2	Registration fee for general registration or special purpose registration: (a) for a period of registration of not more than 5 weeks (b) for a period of registration of more than 5 weeks but not more than 3 months (c) for a period of registration of more than 3 months but not more than 6 months (d) for a period of registration of more than 6 months but not more than 1 year	nil 57.00 115.00 229.00
3	Restoration fee	304.00
4	Application for review of conditions	129.00
5	Replacement of certificate of registration	32.00
6	Certified copy of certificate of registration	32.00
7	Copy of the register or part of it - for each page	0.55

Board Code of Conduct

Under the *Public Sector Ethics Act 1994*, the Board is responsible for establishing a code of conduct for Board members to set the standard of conduct fundamental to good public administration. The Board's *Code of Conduct* is published on the Board's website and all new members are given training in the *Code* during their induction to the Board.

Statement of Reasons: Judicial Review Act 1991

Under section 32 of the *Judicial Review Act 1991*, a person who is aggrieved by an administrative decision is entitled to request from the decision maker a written Statement of Reasons in relation to the decision. The Board did not receive any such requests during 2009-10.

Right to Information

The *Right to Information Act 2009* (RTI Act) gives the community a right to apply for access to documents held by government agencies, including the Occupational Therapists Board of Queensland. The *Information Privacy Act 2009* (IP Act) is related to the RTI Act as it also allows individuals to apply for access or amendment to documents, but only if the documents contain their own personal information. These acts replaced the *Freedom of Information Act 1992* (FOI Act) as at 1 July 2009.

No applications for access to documents under the FOI Act were carried over from 2008-09.

During 2009-10, the Board received no applications under the RTI Act and no applications under the IP Act for access to documents. There were no applications for amendment of personal information.



Section 201 of the RTI Act and section 18 of the FOI Act require the Board to publish a Statement of Affairs annually, setting out a range of information about the Board, including details of the categories of documents it holds and the arrangements for obtaining access to such documents. That Statement is provided as a supplement at the end of this report.

Privacy of information held by the Board

During 2009-10, the Queensland Government introduced the *Information Privacy Act 2009* (IP Act) which includes Information Privacy Principles (IPPs) and these are listed in Schedule 3 of the IP Act. A copy of the IP Act 2009 can be accessed at www.legislation.qld.gov.au.

The Office of Health Practitioner Registration Boards is committed to ensuring that all personal information held is managed with integrity and in accordance with the 11 IPPs and to ensuring that all such "personal information" held in its records is treated with respect and confidentiality. The Office will not knowingly disclose any "personal information" unlawfully. The Office's *Privacy Plan* outlines the types of personal information collected and stored by the Office.

The *Privacy Plan* applies to the collection, management and use of personal information. The IP Act defines "personal information" as "information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained".

Examples of personal information include a person's name, address, date of birth or phone number. The IP Act covers information held in paper or electronic records and may extend to body samples or biometric data.

Also listed in the *Privacy Plan* are:

- the legislation administered by the Board;
- types of personal information held by the Office of Health Practitioner Registration Boards (example client-related records, employee records, financial management systems information);
- registers managed by the Office;
- contractual arrangements with external bodies;
- how long each type of record is kept;
- accessing and amending personal information; and
- complaint and review procedures.

A copy of the Office's *Privacy Plan* can be obtained by:

- writing to the Manager (Records Management), Office of Health Practitioner Registration Boards, GPO Box 2438, Brisbane Q 4001; or
- accessing the Board's website at www.healthregboards.qld.gov.au.

Information Privacy Principles (IPPs)

The Information Privacy Principles set out in the IP Act covers collection, storage, use, and disclosure of personal information.

Many of the Principles only require "reasonable" steps to be taken having regard to the circumstances. Factors

which will determine the "reasonableness" of steps to be taken will include the sensitivity of the information, the possible uses of the information, the context in which it was obtained, the financial and practicable effects of strategies for compliance, and the continued ability of the business unit to perform its legitimate functions.

The full text of the IPPs is set out in the IP Act and the *Privacy Plan*.

Annual report supplement: Statement of affairs and publication scheme

Introduction

It is a requirement under section 201 of the *Right to Information Act 2009* and section 18 of the *Freedom of Information Act 1992* that an agency must publish, at intervals of not more than one year, an up to date statement of the affairs of the agency. In accordance with that section, this supplement contains information not already included elsewhere in this annual report that the Board is required to publish every year about its affairs.

The effect of the Board's functions on members of the public

During 2009-10, the registration and disciplinary functions of the Board reduced risks to public health and safety by:

- ensuring only appropriately qualified and fit persons were registered; and
- requiring that proper professional standards were maintained by its registrants.

Documents held by the Office and the Board during 2009-10 included:

- client-related records;
- employee records;
- information systems records (i.e. databases - financial, EDRMS, public registers); and
- other administrative records relating to the management of the Office.

The Board's publication scheme during 2009-10 included:

- policies and guidelines:
 - > *Code of Conduct for Board members;*
 - > *Guidelines for professional conduct and practice;*
 - > *Guidelines for registrants supervising occupational therapy support staff;*
 - > *Guidelines for supervised practice (for other than health reasons);*
 - > *Policy and guidelines for the supervision of overseas trained occupational therapists on temporary (12 month) visas;*
 - > *Registration of occupational therapists working in positions not identified as "occupational therapist";*
 - > *Policy and procedure Supervision registrants returning to practice;*
 - > *Supervised practice information sheet;*
 - > *Supervised practice agreement;*
 - > *Supervised practice report for levels 1 and 2; and*
 - > *Supervised practice report for levels 2 and 3;*



- Application policies:
 - > *'Certificates of Registration Status' and*
 - > *'English language proficiency'*
 - > *Incomplete applications;*
 - > *Proof of identity;*
 - > *Reference requirements;*
 - > *Translation of documents;* and
 - > *Witnessing and certifying documents;*
- Criminal history checking:
 - > *Criminal history checking overview;*
 - > *Criminal history checking – Applicant policy;* and
 - > *Criminal history checking – Board policy;*
- Management documents:
 - > Strategic Plan 2007-11;
- Board newsletters: December 2001 to December 2009; and
- annual reports: 2000-01 to 2008-09.

Literature available

The following publications are available for inspection and copies may be obtained free of charge:

- current annual report of the Board (including statement of affairs); and
- current bulletins and circulars published by the Board.

The current policy documents of the Board are available for inspection on the Internet and copies may be downloaded (see publication scheme for references).

It should be noted, however, that pursuant to section 20(2) of the *Right to Information Act 2009* the Board may delete exempt matter from a copy of any policy document.

The Board does not have any literature available to the public for which a regular subscription is payable or by way of free mailing lists.

Arrangements to obtain access to documents held by a Board

Free of charge documents

These documents may be obtained by written request to the Board. Alternatively, these documents can be inspected at the address of the Office of Health Practitioner Registration Boards at the address shown under "Access" earlier in this report.

If inspection is sought, advance notice must be given so as to arrange a suitable time for the inspection.

Policy documents

Copies of the Board's policy documents may be inspected and/or obtained by either a written or telephone request, or by accessing the Board's website.

Other documents

The accessibility of other documents held by the Board is subject to the privacy principles. However, the *Right to Information Act 2009* and the *Information Privacy Act 2009* give the community a right of access to documents held by government agencies.

Further details about making an application under the RTI and IP Acts are available on the office's website www.healthregboards.qld.gov.au. Enquiries can be directed to the Office at the address shown under "Access" earlier in this report.

Summary of financial performance

The Board funded its activities from its retained surplus funds within an operational budget which showed a surplus at the end of the reporting period.

The Board's funding is fully sourced from monies received from its registrants, and it receives no funding from elsewhere. The funds are primarily expended on administrative costs such as salaries and accommodation expenses, and also significantly, legal expenses and other costs associated with the boards' professional standards maintenance function. Additionally, the board has established a research grants program consistent with its legislative functions.

Registration fees have been benchmarked at a level adequate to meet the Board's obligations under the legislative scheme for health practitioner regulation. The fees are reviewed and adjusted annually in line with CPI movement. CPI increases of registration fees were approved in April 2010.

The Board conducts its operational activities in a manner calculated to minimize its costs and risks in relation to its liabilities and contingent liabilities. The internal auditors have reported their satisfaction that the current internal controls and systems are acceptable for the size and nature of the Board's operations and that there is a high level of compliance with Board internal controls, policies, procedures and statutory requirements.

External scrutiny

The Queensland Audit Office advised that there were no significant issues arising from their audit. The Boards were not subject to any reports of any parliamentary committees, the Crime and Misconduct Committee, the Queensland Ombudsman or the Coroner.

Towards Q2

The Board contributed to the Government's Q2 aim: *Healthy Queensland – Making Queenslanders Australia's healthiest people* by having included in their legislative goals the protection of the public by ensuring health care is delivered in a professional, safe and competent way, upholding standards of practice within the professions, and maintaining public confidence in the professions.

Whistleblowers Protection Act 1994

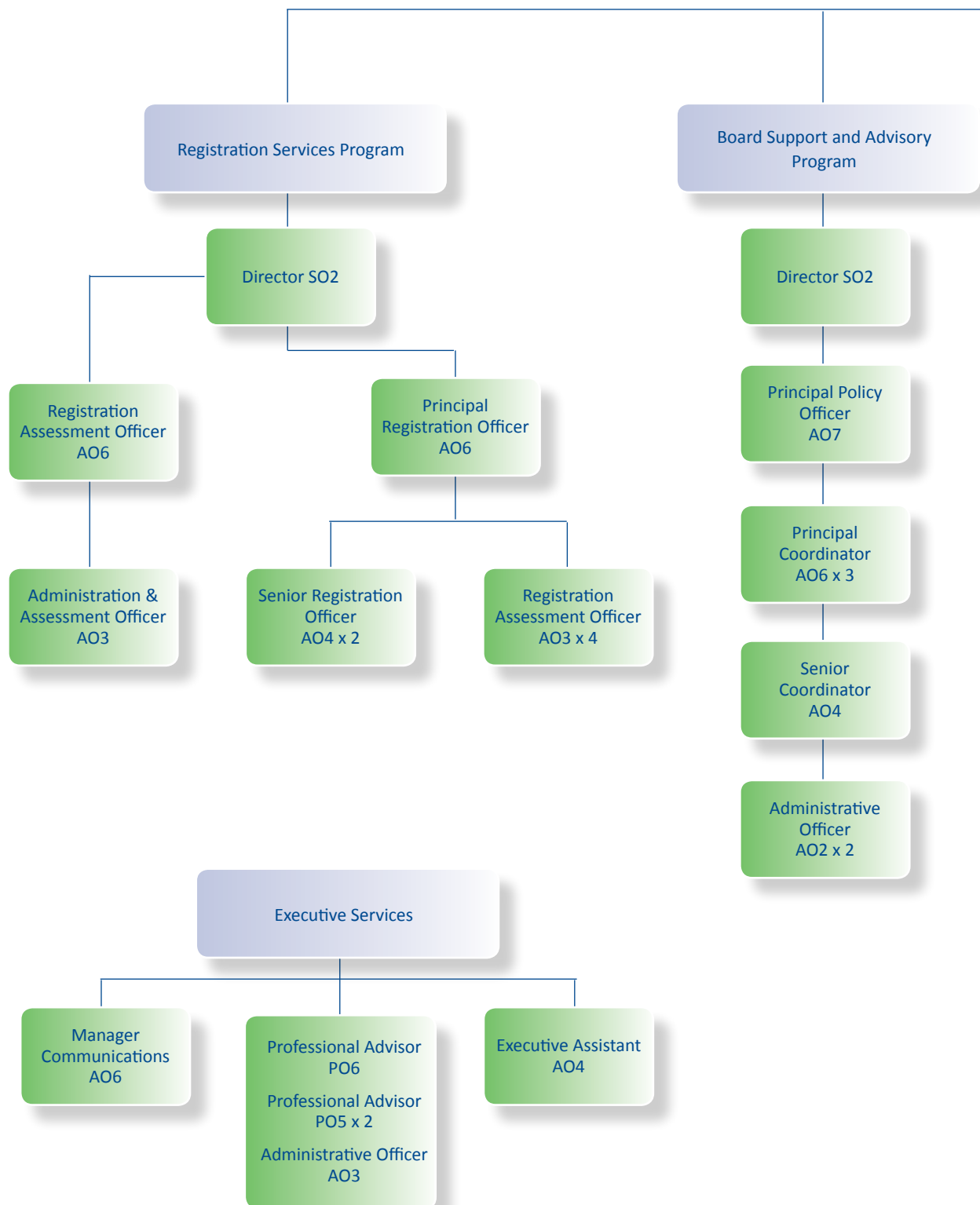
No public interest disclosures were received by the Board during the reporting year.

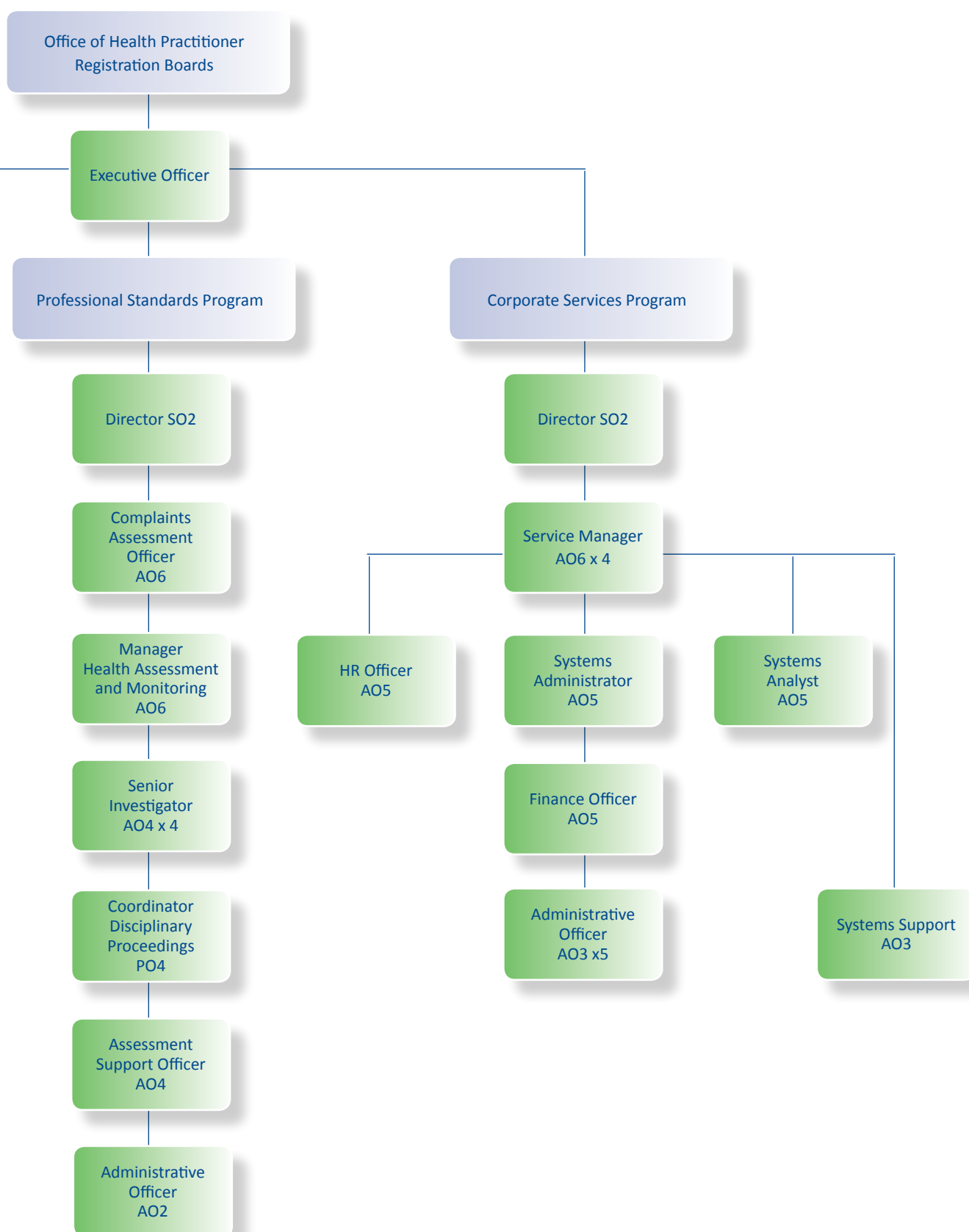
Governance - human resources

All members of the Board are appointed by the Governor-in-Council, and the Board does not employ any staff directly. All administrative, record keeping, information systems and financial services of the Board are provided by the Office under a service agreement.



Organisational chart







Financial report for the year ended 30 June 2010

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of Queensland**

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THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
INCOME FROM CONTINUING OPERATIONS			
Registration and other fees	2	688,010	651,491
Interest revenue		104,456	124,809
Grant income		-	25,298
Other revenue		2,357	9,514
Total income from continuing operations		794,823	811,112
EXPENSES FROM CONTINUING OPERATIONS			
Administration expenses	3	203,963	155,093
Service agreement expenditure	4	186,912	166,500
Grants - Seminars and education		5,603	4,783
Grants - Other		168,451	48,026
Queensland Health - Surplus employee payment		30,257	-
Total expenses from continuing operations		595,186	374,402
Operating results from continuing operations		199,637	436,710
Other comprehensive incomes		-	-
Total Comprehensive Income		199,637	436,710



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2010

	NOTE	2010 \$	2009 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	2,872,550	2,666,374
Trade and other receivables	6	3,069	19,455
Other current assets	7	547	1,103
TOTAL CURRENT ASSETS		<u>2,876,166</u>	<u>2,686,932</u>
TOTAL ASSETS		<u>2,876,166</u>	<u>2,686,932</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	<u>130</u>	<u>10,533</u>
TOTAL CURRENT LIABILITIES		<u>130</u>	<u>10,533</u>
TOTAL LIABILITIES		<u>130</u>	<u>10,533</u>
NET ASSETS		<u>2,876,036</u>	<u>2,676,399</u>
EQUITY			
Accumulated surplus		<u>2,876,036</u>	<u>2,676,399</u>
TOTAL EQUITY		<u>2,876,036</u>	<u>2,676,399</u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
ACCUMULATED SURPLUS		
Balance at the beginning of the year	2,676,399	2,239,689
<i>Operating Result from Continuing Operations</i>	<u>199,637</u>	<u>436,710</u>
Balance at the end of the year	<u><u>2,876,036</u></u>	<u><u>2,676,399</u></u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Inflows:</i>			
Registration and other fee receipts		708,027	694,690
Interest received		104,456	124,809
GST input tax credits from ATO		45,691	28,130
		<u>858,174</u>	<u>847,629</u>
<i>Outflows:</i>			
Supplies and services		<u>(651,998)</u>	<u>(589,814)</u>
		<u>(651,998)</u>	<u>(589,814)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	13	<u>206,176</u>	<u>257,815</u>
Net increase / (decrease) in cash held		206,176	257,815
Cash at the beginning of the year		<u>2,666,374</u>	<u>2,408,559</u>
CASH AT THE END OF THE YEAR	14	<u><u>2,872,550</u></u>	<u><u>2,666,374</u></u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

OBJECTIVES OF THE BOARD

The Occupational Therapists Board of Queensland is constituted under Section 9 of the *Occupational Therapists Registration Act 2001* as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999*, the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*.

The principal objectives of the Board are to protect the public by ensuring health care is delivered by registered practitioners in a professional, safe and competent way, uphold standards of practice within the profession, and maintain public confidence in the profession.

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

The financial report is a general purpose financial report that has been prepared in accordance with the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2009* and Australian Accounting Standards (including Australian Interpretations).

The financial report has been prepared on a going concern basis, under the historical cost convention except where specifically stated. Unless specifically stated, the accounting policies adopted are consistent with those of the previous year.

The accounting policies set out below have been consistently applied to all years presented.

(b) Revenue recognition

Registration and other fees

Revenue from annual registration fees and other fees are recognised on receipt. Application fees and registration fees are levied in accordance with the *Occupational Therapists Registration Regulation 2001*. Under this legislation, the registration period finishes at 30 June each year. Registrants who do not renew their registration are removed from the Board's register.

Interest revenue

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

Grant revenue

Grants that are non-reciprocal in nature are recognised as revenue in the year in which the Board obtains control over them.

(c) Employee benefits

Employee benefits are recognised in the Office of Health Practitioner Registration Boards (OHPRB) financial statements. The Board receives all administrative and operational support from the OHPRB and pays for this support on a bi-annual basis. The Occupational Therapists Board of Queensland has no employees.

(d) Accommodation

The Board is located in premises rented by the OHPRB from the Department of Public Works. Accommodation costs are paid by the OHPRB and reimbursed by the Board through a service agreement.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(e) Cash and cash equivalents

For financial reporting purposes, cash includes all cash at bank, on hand and deposits at call with financial institutions.

(f) Trade and other receivables

Trade and other receivables are recognised at the amount due at the time of service delivery. The terms of trade are 60 days from the date of invoice. Collectability of debtors is reviewed on an ongoing basis. A provision for impairment is raised where doubt as to collection exists. Debts which are known to be uncollectable are written off.

(g) Acquisition of assets

All asset acquisitions are recorded at cost. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use. The carrying amounts of all non-current assets are reviewed at least annually and are not stated at amounts in excess of their recoverable amount.

(h) Trade and other payables

Trade and other payables are recognised as liabilities for goods and services provided to the Board prior to the end of the financial year and which are unpaid. The amounts are non-interest bearing, unsecured and are normally paid within 30 days of recognition.

(i) Taxation

The activities of the Board are exempt from Commonwealth taxation except for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). GST credits receivable from and GST payable to the Australian Taxation Office are recognised.

(j) Insurance

The Board has a WorkCover insurance policy for workers' compensation and Directors and Officers liability insurance for the Board Members.

(k) Goods and services tax

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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(l) Roundings and comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest dollar. Where required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(m) Judgements

The Board has made no estimates, assumptions or judgements which may cause material adjustments to the carrying amounts of assets and liabilities within the next reporting period.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(n) Issuance of financial statements

The financial statements are authorised for issue by the Chairperson and the Executive Officer at the date of signing the Management Certificate.

(o) Financial instruments

The Board does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the Board holds no financial assets classified at fair value through profit or loss. All other disclosures relating to the measurement and financial risk management of financial instruments held by the Board are included in Note 19.

	2010 \$	2009 \$
<u>NOTE 2 REGISTRATION & OTHER FEES</u>		
Annual registration fees	627,722	587,761
Restoration fees	16,092	18,496
Application fees	44,196	45,234
	<u>688,010</u>	<u>651,491</u>

NOTE 3 ADMINISTRATION EXPENSES

General operating expenses	68,852	57,583
Board members expenses	113,433	87,098
Conference expenses - Board	6,480	4,698
Conference expenses - Staff	3,582	88
Function costs	10,871	177
Health assessment expenses	700	3,425
Legal expenses	45	2,024
	<u>203,963</u>	<u>155,093</u>

NOTE 4 SERVICE AGREEMENT EXPENDITURE

Service agreement - Salaries	141,645	120,135
Service agreement - Non-salaries	45,267	46,365
	<u>186,912</u>	<u>166,500</u>

NOTE 5 CASH AND CASH EQUIVALENTS

Cash at bank and on hand	2,872,550	93,646
At call deposits	-	2,572,728
	<u>2,872,550</u>	<u>2,666,374</u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

<u>NOTE 6 TRADE AND OTHER RECEIVABLES</u>	2010 \$	2009 \$
Accrued interest	-	142
Other debtors	3,069	10,039
Receivable from OHPRB	-	9,274
	<u>3,069</u>	<u>19,455</u>

NOTE 7 OTHER CURRENT ASSETS

Prepayments	<u>547</u>	<u>1,103</u>
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NOTE 8 TRADE AND OTHER PAYABLES

Trade creditors	130	4,033
Payable to OHPRB	-	6,500
	<u>130</u>	<u>10,533</u>

NOTE 9 KEY MANAGEMENT PERSONNEL COMPENSATION

Names of Board Members who have held office during the financial year are:

James Carmichael	Andrew Taylor
Trudi Epple	Angela Thynne
Struan Ferguson	Laila Hakansson Ware
Kerry Mallon	Nigel Webb
Catherine McBryde	Judith Wiley

Remuneration of key management personnel for year ended 30 June 2010

Key management personnel comprise the members of the Board whom have authority and responsibility for planning, directing and controlling the activities of the Board. The remuneration paid to the Board Members are in the nature of short-term employee benefits and consist of meeting fees which are set by Governor in Council. In addition, Board Members may be reimbursed travel and accommodation costs incurred in the course of their duties as members of the Board.

Total short-term employee benefits paid, to all Board Members during the year was \$71,239 (2009: \$63,740). No other benefits were paid to or accrued by Board Members.

Transactions with Board Members as Registrants

The Board Members who are Registrants, paid registration fees to the Board which are within normal Registrants' relationships, on terms and conditions no more favourable than those which it is reasonable to expect would have been adopted if dealing with the Board Member at arm's length, in the same circumstances.

NOTE 10 COMMITMENTS

The Board had no commitments of a significant nature at 30 June 2010.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 11 CONTINGENT ASSETS

The contingent asset amount is based on estimates by the Board's legal advisers of what would be receivable if the Board, as plaintiff, were to be successful in matters before the Health Practitioners Tribunal and have the Board's costs reimbursed by the defendant. As at 30 June 2010, the Board had no potential contingent assets.

NOTE 12 CONTINGENT LIABILITIES

Part of the normal business of the Board involves engaging in legal proceedings which, if unsuccessful, may result in costs being awarded against the Board. The members of the Board believe there are no such matters which are likely to result in a liability of the Board.

NOTE 13 CASH FLOW INFORMATION

	2010 \$	2009 \$
Reconciliation of Net surplus / (deficit) to net cash provided by operating activities:		
Net surplus / (deficit)	199,637	436,710
Change in assets and liabilities		
(Increase) / Decrease in receivables	16,386	5,572
(Increase) / Decrease in prepayments	556	(308)
Increase / (Decrease) in payables	(10,403)	(184,159)
Net cash (used) / provided by operating activities	206,176	257,815

NOTE 14 RECONCILIATION OF CASH AND CASH EQUIVALENTS

For the purpose of the Statement of Cash Flows, the Board considers cash to include cash on hand and at Bank, and liquid investments. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

Cash at bank	2,872,550	93,646
At call deposits	-	2,572,728
	2,872,550	2,666,374

NOTE 15 RELATED PARTY TRANSACTIONS

The Board paid expenses related to a service agreement with OHPRB amounting to \$186,912 (2009: \$166,500).

NOTE 16 CORPORATE INFORMATION

Principal Place of Business and Registered Office until 30 June 2010:
Level 8, Forestry House, 160 Mary Street, BRISBANE QLD 4000

No of Employees: 2010: Nil (2009: Nil).



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 17 AUDITOR'S REMUNERATION

The auditor's remuneration is not directly paid by the Board. Remuneration is paid through a service level agreement with OHPRB (the service provider). For details of auditor's remuneration for the year ended 30 June 2010 refer to OHPRB's Financial Statements.

NOTE 18 NEW AND REVISED ACCOUNTING STANDARDS

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2010 reporting periods. The Board has decided against early adoption of these standards. The Board's assessment of the impact of these new standards and interpretations is set out below:

AASB 9 Financial Instruments and AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 (effective from 1 January 2013)

- Addresses the classification and measurement of financial assets and is likely to affect the accounting for financial assets. AASB 9 only permits the recognition of fair value gains and losses in other comprehensive income if they relate to equity investments that are not held for trading.

Revised AASB 124 Related Party Disclosures and AASB 2009-12 Amendments to Australian Accounting Standards (effective from 1 January 2011)

- The amendment removes the requirement for government-related entities to disclose details of all transactions with the government and other government-related entities and clarifies and simplifies the definition of a related party. The amendment must be applied retrospectively.

The revised standard(s) and amendments are not expected to have a significant impact on the Board.

All other Australian accounting standards and interpretations with future commencement dates are either not applicable to the Board or have no material impact on the Board.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 19 FINANCIAL INSTRUMENTS

The main risks arising from the Board's financial instruments are interest rate risk, credit risk and liquidity risk. The Board uses different methods to measure different types of risk to which it is exposed. These methods include sensitivity analysis in the case of interest rate risks and ageing analysis for credit risk. The Board reviews and approves policies for managing each of these risks to maintain a consistent level of quality across the Board which includes the minimisation of risk. The policies for managing each of the Board's risks are summarised below and remain unchanged from the prior year.

The Board holds the following financial instruments:

	2010 \$	2009 \$
Financial assets		
Cash and cash equivalents	2,872,550	2,666,374
Trade and other receivables	3,069	19,455
	<u>2,875,619</u>	<u>2,685,829</u>
Financial liabilities		
Trade and other payables	<u>130</u>	<u>10,533</u>

Credit risk

Credit risk is the risk of financial loss to the Board if a member or counterparty to a financial instrument fails to meet its contractual obligations, and arises principally from the Board's receivables from Members.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets as summarised above.

Management has a credit policy in place and the exposure to credit risk is monitored on an ongoing basis. Credit evaluations are performed on all members requiring credit over a certain amount. The Board does not require collateral in respect of financial assets. Investments are allowed only in liquid securities and only with counterparties that have a credit rating equal to or better than an approved rating. There are no significant concentrations of credit risk within the Board.

The aging of the Board's trade receivables at the reporting date was:

	2010 \$ Gross	2009 \$ Gross
Not past due (current)	3,069	14,498
Past due (30 day aging)	-	111
Past due (31 - 60 day aging)	-	4,846
Past due (60+ day aging)	-	-
	<u>3,069</u>	<u>19,455</u>

Based on historic default rates, the Board believes that no impairment allowance is necessary in respect of receivables not past due or past due by up to 60 days. For those receivables outstanding more than 60 days each debtor has been individually analysed and a provision for impairment established accordingly as necessary.

THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 19 FINANCIAL INSTRUMENTS (CONTINUED)

Liquidity risk

Liquidity risk is the risk that the Board will not be able to meet its financial obligations as they fall due. Prudent liquidity risk management implies maintaining sufficient cash and marketable securities and the availability of funding through an adequate amount of committed credit facilities. Due to the dynamic nature of the underlying businesses, the Board aims to maintain flexibility in funding by keeping sufficient committed credit lines available to meet the Board's requirements.

The following are the contractual maturities of financial liabilities, including estimated interest payments and excluding the impact of netting agreements:

30 June 2010	Carrying amount \$	Contractual cash flows \$	Less than 1 year \$	1 - 5 years \$	Over 5 years \$
Non-derivative financial liabilities					
Trade and other payables	130	130	130	-	-
30 June 2009	Carrying amount \$	Contractual cash flows \$	Less than 1 year \$	1 - 5 years \$	Over 5 years \$
Non-derivative financial liabilities					
Trade and other payables	10,533	10,533	10,533	-	-

Market risk

(a) Foreign exchange risk

Foreign exchange risk arises when future commercial transactions and recognised assets and liabilities are denominated in a currency that is not the entity's functional currency. The Board is not exposed to foreign exchange risk.

(b) Interest rate risk

The Board manages its exposure to interest rate fluctuation by continuously monitoring its debt and interest cover ratio to ensure any significant movement would not have a material impact on the performance of the Board. The Board does not engage in any significant transactions which are of a speculative nature.

At the reporting date the interest rate profile of the Board's interest-bearing financial instruments was:

Board

	30 June 2010		30 June 2009	
	Effective interest rate	Balance \$	Effective interest rate	Balance \$
Variable rate instruments				
Cash assets	0.95%	2,872,550	3.42%	2,666,374

Interest rate sensitivity

The Board has quantified the impact on the 30 June 2010 and 30 June 2009 of a +/-50 basis points change in interest rates and determined that there would be no material impact on the surplus for those years.

Fair values

The carrying values of financial assets and liabilities are assumed to approximate their fair values due to their relatively short-term nature.

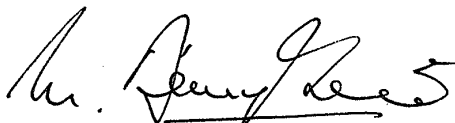


THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

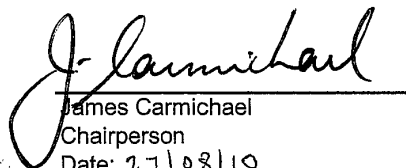
CERTIFICATE OF OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

This general purpose financial report has been prepared pursuant to section 62(1)(a) of the *Financial Accountability Act 2009* (the Act), the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- 1 (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Occupational Therapists Board of Queensland for the financial year ended 30 June 2010, and of the financial position of the Board at the end of the year.
- 2 In the Board's opinion, there are reasonable grounds to believe that the Occupational Therapist Board of Queensland will be able to pay its debts as and when they become due and payable.



Michael Demy-Geroe
Executive Officer
Date: 27/08/10



James Carmichael
Chairperson
Date: 27/08/10



INDEPENDENT AUDITOR'S REPORT

To the Occupational Therapists Board of Queensland

Report on the Financial Report

I have audited the accompanying financial report of the Occupational Therapists Board of Queensland which comprises the statement of financial position as at 30 June 2010, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and certificates given by the Executive Officer and the Chairperson.

The Board's Responsibility for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility 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

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. These auditing standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves 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 in 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, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can only be removed by Parliament.



The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Auditor's Opinion

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
 - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Occupational Therapists Board of Queensland for the financial year 1 July 2009 to 30 June 2010 and of the financial position as at the end of that year.



J F Welsh FCPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane

INDEPENDENT AUDITOR'S REPORT

To the Occupational Therapists Board of Queensland

Matters Relating to the Electronic Presentation of the Audited Financial Report

The auditor's report relates to the financial report of the Occupational Therapists Board of Queensland for the financial year ended 30 June 2010 included on the Occupational Therapists Board of Queensland's website. The Board is responsible for the integrity of the Occupational Therapists Board of Queensland's website. I have not been engaged to report on the integrity of the Occupational Therapists Board of Queensland's website. The auditor's report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report, available from the Occupational Therapists Board of Queensland, to confirm the information included in the audited financial report presented on this website.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

Report on the Financial Report

I have audited the accompanying financial report of the Occupational Therapists Board of Queensland which comprises the statement of financial position as at 30 June 2010, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and certificates given by the Executive Officer and the Chairperson.

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Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. These auditing standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.



An audit involves 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 in 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, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

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The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Auditor's Opinion

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
 - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the Occupational Therapists Board of Queensland for the financial year 1 July 2009 to 30 June 2010 and of the financial position as at the end of that year.

J F Welsh

J F Welsh FCPA
(as Delegate of the Auditor-General of Queensland)



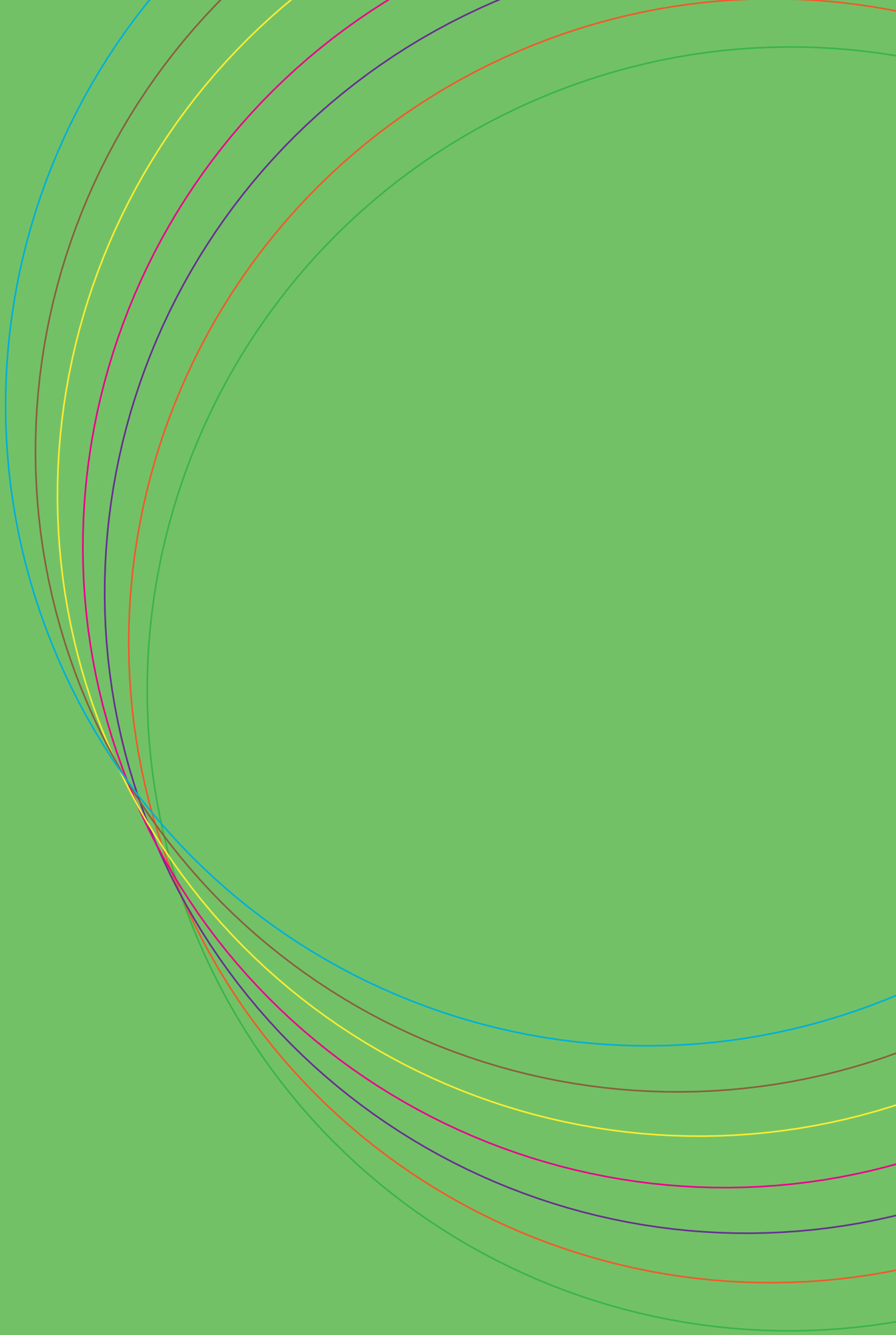
Queensland Audit Office
Brisbane

Notes



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