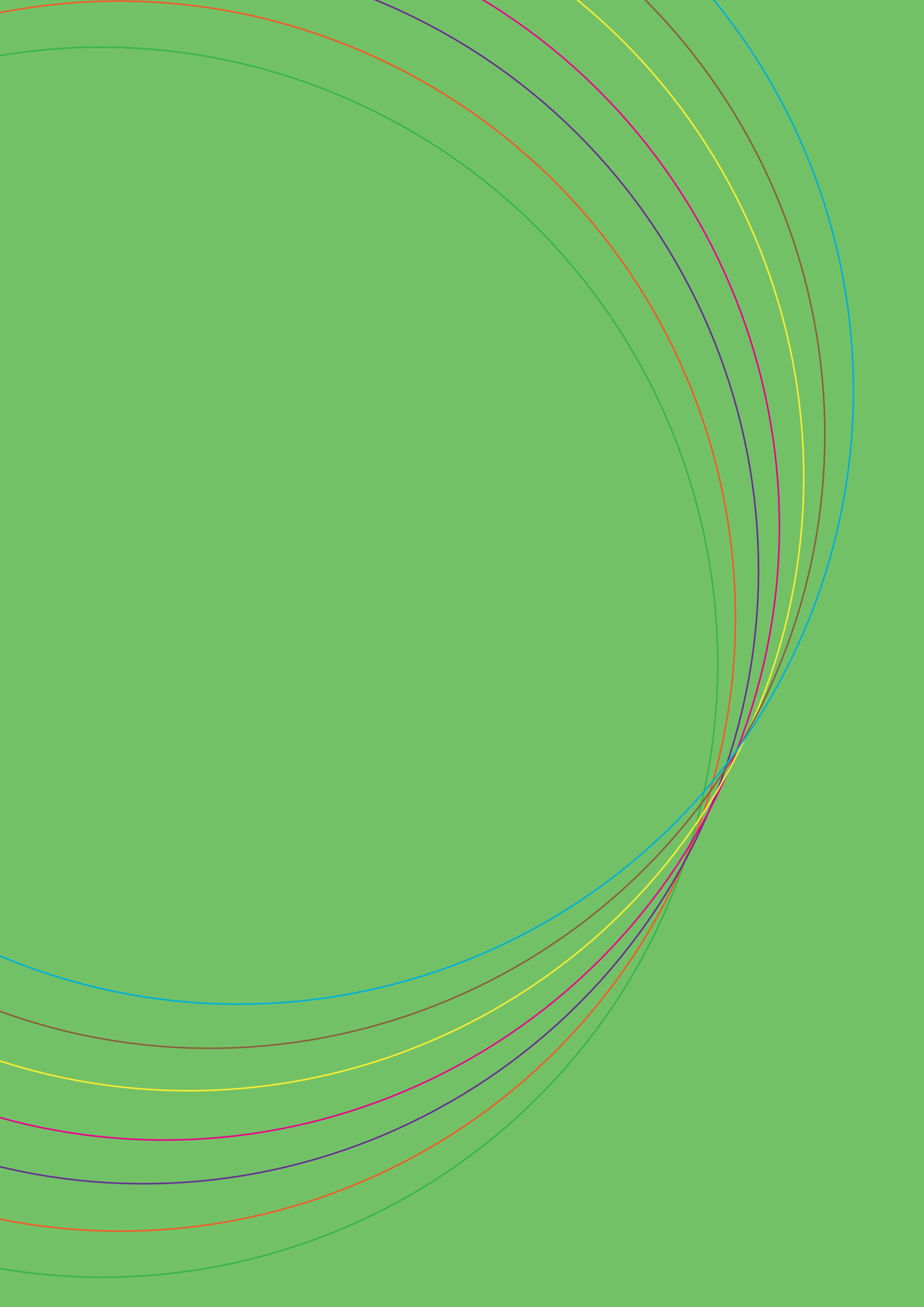




Occupational
Therapists
Board of
Queensland



**annual
report**
2010-11



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Public availability of annual report

Copies of this annual report are publicly available at www.healthregboards.qld.gov.au and at no cost by contacting the Office as follows:

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Executive Support Officer

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The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on (07) 3225 2509 and we will arrange an interpreter to effectively communicate the report to you.



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Glossary

AHPRA	Australian Health Practitioner Regulation Agency
AHWMC	Australian Health Workforce Ministerial Council
Board	Occupational Therapists Board of Queensland
CPI	Consumer Price Index
IP Act	<i>Information Privacy Act 2009</i>
National Board	Occupational Therapists Board of Australia
NRAS or National Scheme	National Registration and Accreditation Scheme
Office	Office of Health Practitioner Registration Boards
OTAL	Occupational Therapy Australia Limited
OTC	Occupational Therapy Council
PID Act	<i>Public Interest Disclosure Act 2010</i>
Professional Standards Act	<i>Health Practitioners (Professional Standards) Act 1999</i>
PSC	Public Service Commission
QOTFC	Queensland Occupational Therapy Fieldwork Collaborative
QPS	Queensland Police Service
Registration Act	<i>Occupational Therapists Registration Act 2001</i>
Registration Regulation	<i>Occupational Therapists Registration Regulation 2002</i>
RTI Act	<i>Right to Information Act 2009</i>
WPA Act	<i>Whistleblowers Protection Act 1994</i>



Foreword – letter of compliance

The Hon Geoff Wilson MP
Minister for Health
Parliament House
BRISBANE QLD 4000

29 July 2011

Dear Minister

I am pleased to present the Annual Report and Financial Statement of the Occupational Therapists Board of Queensland for the year ended 30 June 2011.

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 by accessing www.occuptherapyboard.qld.gov.au/publications.htm

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 fulfil its statutory functions and obligations.



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

Jim Carmichael
Chairperson



Introductory information

Constitution

The Occupational Therapists Board of Queensland is constituted under section 9 of 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 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 Registration Regulation.

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.

The registration and disciplinary functions of the Board reduce the risk to public health and safety by:

- ensuring only appropriately qualified and fit persons may be registered as occupational therapists; and
- requiring that proper professional standards are maintained by registered occupational therapists.

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.

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 2010-11, the Board held 12 ordinary Board meetings and 18 committee meetings. Attendance by Board members at these meetings was as follows:

Member	Ordinary Board	Committee
J Carmichael	12	12
T Epple	11	11
S Ferguson	12	10
K Mallon	10	10
C McBryde	10	9
A Taylor	6	-
A Thynne	10	9
L Hakansson Ware	12	12
N Webb	11	9
J Willey	12	14

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

Various Board members also:

- addressed graduates and students from the University of Queensland, Southern Cross University and James Cook University;
- attended a Disabilities Services Queensland presentation;
- undertook a review of the Supervision Policy;
- held meetings with Occupational Therapy Australia Limited, the Occupational Therapy Council, and Occupational Therapy Australia; and
- the Board Chair, Mr Jim Carmichael attended three meetings regarding the National Registration and Accreditation Scheme in order to prepare for the transition to national registration in 2012.

Full details of the membership of the Board are set out below in *Governance – management and structure*, and further details of Board member activities are included in *Non-financial performance*.

Operating environment

As set out in detail in *Goals and Functions* above, the Board's primary responsibility is protection of the public by regulating the registration and professional conduct of the occupational therapy profession within Queensland.

Along with ensuring that registrants are appropriately qualified and fit to practice before being granted registration, the Board is also responsible for:

- investigating any complaints against practitioners, and instituting disciplinary action where necessary;
- ensuring unregistered people do not use any restricted titles of the profession, and instituting prosecution action where necessary; and
- conducting health assessments on applicants or registrants, and wherever possible, assisting registrants with health issues to manage and overcome these issues in a way that does not adversely place the public at risk.

In this way the Board fulfils its duties to protect the public, uphold standards of practice and maintain public confidence in the profession. Detailed information about these activities are given in sections below dealing with complaints and health assessments, as well as *Criminal history checking*.

The Board continued its preparations to transition into the National Scheme in 2012, (see *National registration and accreditation*) and is pleased to announce that the membership of the National Board has now been announced, allowing it to commence operation.

The Board is pleased to report that:

- the profession in Queensland continues to grow (see *The Register*);
- the Board continues to be soundly managed and maintained a sound financial position during 2010-11 (see *Financial performance*);
- the Board has continued its financial support to bring about improvements to the profession (see *Queensland Occupational Therapy Fieldwork Collaborative and Grants, projects and conference partnership*);
- the Board has continued its successful working relationship with other professional bodies, including the OTC and OT Australia; and
- the Office, which provides all administrative support to the Board, continues to do so in a professional and timely manner.

External scrutiny

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

Review of proposed forward operations

With the implementation of Phase 2 of the National Scheme from 1 July 2012, the Board will be abolished and the profession will move to national regulation.



As the role and function of the re-structured Office of Health Practitioner Registration Boards will terminate on 30 June 2012 when the approved transitional arrangements for the remaining Boards takes effect, forward operational objectives of the Board for 2011-2012 under the current administrative support structure have been reviewed in that context. In lieu of an annual Operational Plan the Office will focus its activities on supporting the Boards to:

- continue to influence the development and implementation of the National Registration and Accreditation Scheme;
- maintain quality functions under the legislation;
- prepare for the transition to the National Scheme for those Boards included in the scheme; and
- manage the transition to the future infrastructure for those Boards not included in the national scheme.

The Minister has requested that no new costs are to be incurred in the period leading into the full implementation of the national scheme. Therefore it is not intended that any significant strategic activity will be undertaken in regard to assets or information systems.

Non-financial performance

Towards Q2

The Board contributed to the Government's Q2 aim: *Healthy – 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.

The Register

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

As at 30 June 2011, the Register of occupational therapists contained a total of 2,914 names, representing a net increase of 194 (approximately 7%) over the 30 June 2010 figure. The 2,914 registrants comprised:

- 2,900 general registrants;
- seven provisional general registrants;
- one short-term registrant; and
- six special purpose registrants.

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

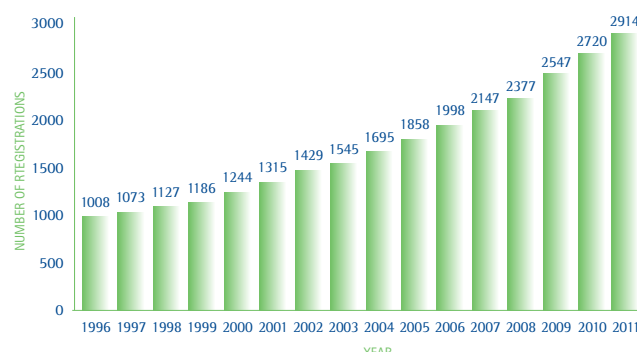
During 2010-11, 291 new registrations were processed by the Board. In addition 69 registrants restored their registration prior to 30 September 2010.

These figures represent a 'snap shot' in time as at 30 June 2011 and do not include changes that have occurred since 30 June 2011. The Register, available to the public at www.healthregboards.qld.gov.au contains current registration data.

Of the 291 new registrants, 29 (approximately 10%) were processed under mutual recognition legislation. Of these 17 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 12 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.

Registered occupational therapists



An analysis of the registration database as at 30 June 2011 provides the following information.

Gender

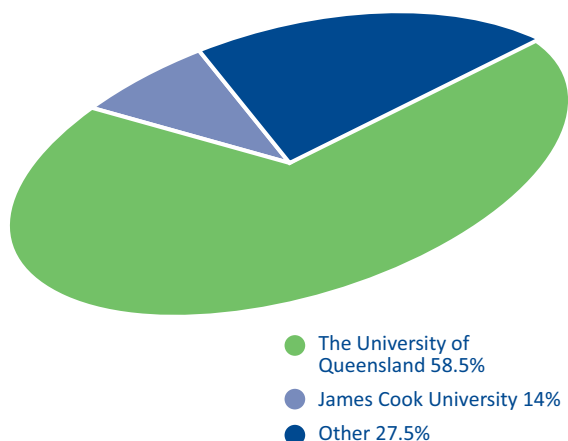
- 8% of registrants were male; and
- 92% of registrants were female.

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%

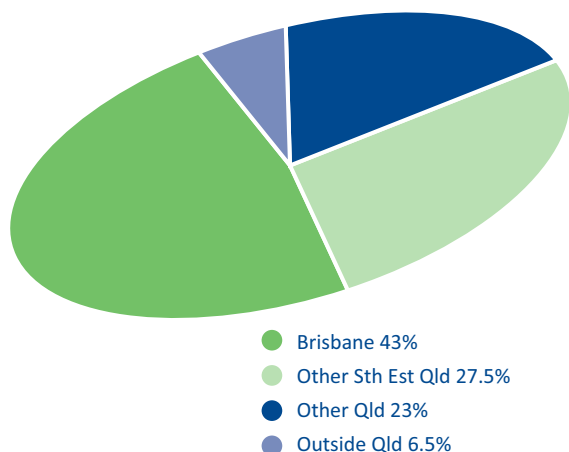
Educational institution from which initial occupational therapy qualification obtained

- 58.5% of Queensland registrants obtained their initial occupational therapy qualification from the University of Queensland;
- 14% from the James Cook University; and
- 27.5% from other educational institutions.



Geographical distribution

- 70.5% of registrants gave their addresses on the Register as within south east Queensland (postcodes 4000 to 4399 and 4500 to 4581), comprising 43% within Brisbane and 27.5% elsewhere in south east Queensland;
- 23% of registrants had Queensland addresses outside south east Queensland; and
- 6.5% 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.

Registration Act

The Registration Act was amended during 2010-11 by:

- Fair Trading (Australian Consumer Law) Amendment Act 2010* No. 54 ss 1–2, 67 sch, which included offences against the Australian Consumer Law (Queensland) in s45(2)(c)(i) of the Registration Act.

Registration Regulation

The Registration Regulation was amended during 2010-11 by:

- Health Legislation Amendment Regulation (No. 1) 2011* SL No. 41 pts 1, 4, 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 11 new complaints during 2010-11 which were dealt with under the Registration Act.

- One complaint related to a registrant practising without first obtaining registration. After considering the registrant’s submission, the Board resolved to take no further action.
- One complaint related to a registrant practising in a position not identified as ‘Occupational Therapist’ before first obtaining registration. After considering the registrant’s submission, the Board resolved to take no further action.
- One complaint related to advertising by a non-registrant and no further action was taken.
- The other eight complaints related to a registrant practising before first obtaining registration. After considering the registrant’s submissions, the Board resolved to remind the registrants of the requirements of the Registration Act.

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 2010-11.

The Board received three new complaints under the Professional Standards Act in 2010-11. 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 inadequate treatment by a registrant. In both cases, the Board decided to refer the matters to the Health Quality and Complaints Commission.
- One complaint related to an allegation of boundary issues by a registrant. The Board decided to commence an investigation. As at 30 June 2011 this investigation is still open.

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 2010-11.



Investigations conducted	Number
Investigations open at 1 July 2010	0
Investigations commenced in 2010-11	1
Investigations completed in 2010-11	0
Ongoing investigations	1
Total costs	Nil

No investigations were completed during 2010-11.

The following table outlines the number of disciplinary proceedings conducted during 2010-11.

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

Type of proceeding	Board	QCAT	Total
Disciplinary proceedings ongoing at 1 July 2010	1	0	1
Disciplinary proceedings commenced in 2010-11	0	0	0
Disciplinary proceedings completed in 2010-11	1	0	1
Disciplinary proceedings ongoing at 30 June 2010	0	0	0

The Board did not conduct or spend funds on health assessments of registrants under Part 5 of the Professional Standards Act during 2010-11.

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 will 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 2010-11, the Board conducted one health assessment under the Professional Standards Act.

No assessments were required under the Registration Act.

During 2010-11, 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.

Registrants may 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 2010-11, 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 registrant required an 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 must 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 2010-11.

Ministerial authorisations

During 2010-11, 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 2010-11.

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 2010 to 30 June 2011.

	Occupational Therapists Board	Average across four Boards
Applications received	334	217
Applications screened	294*	182*
Applications sent to QPS within one working day of being ready for screening	294 (100%)	>99%
Positive criminal history identified	8	4
Conditions imposed	Nil	Nil
Undertakings imposed	Nil	Nil
Applications refused	Nil	Nil

*Mutual recognition applicants are not screened for criminal history checks as there is not legislative authority to do so. Not all applications are sent for criminal history checking as some are withdrawn prior to reaching this stage. International applicants must provide clearances to the Board from international authorities.

All applications (100%) were sent within one working day to the QPS after being ready for screening.

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.

National registration and accreditation

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 National Registration and Accreditation 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 NRAS from the same date.

Under the NRAS an Occupational Therapy National Reference Group was established comprising representatives from occupational therapists registration authorities across Australia, (including the Chair of the Board, Mr Jim Carmichael), the Office (including the Executive Officer and Program Manager), AHPRA, the Occupational Therapy Council and South Australia Health.

The Group began Phase 1 of the NRAS which involved:

- broad communication with stakeholders including local forums;
- establishing National Boards for the next four identified health professions to join the NRAS by 1 July 2011 (Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice and occupational therapy); and
- making recommendations to the Australian Health Workforce Ministerial Council (AHWMC) about potential assignment of accreditation functions to external entities or National Board committees.

Consequently the Group held three teleconferences in March, April and May 2011 in order to finalise the documentation to be used for the creation of the National Board and the transition of the profession into the NRAS.

This included creating:

- a Project Plan;
- an Engagement Plan;
- Terms of Reference;
- a Communication Plan;
- Expression of Interest documentation for those interested in being appointed to the national Board;
- Assessment of eligibility for registration for non-registered applicants criteria;
- a call for submissions on the National Board's size and composition; and
- a call for submissions on the accreditation function arrangements.

A website to provide information to the profession and the public was also created at www.nras2012.ahpra.gov.au.



Nominations and expressions of interest for National Board appointments and submissions for accreditation arrangements were both called for between 19 February 2011 and 8 April 2011.

The Group also began consideration of a draft Services, Assets and Liabilities Transfer arrangement in June 2011.

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 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 June 2011, this new framework was applied to 20 registrants returning to practice. These and future eligible registrants will continue to undertake the program.

Occupational Therapy Council (Australia and New Zealand)

The Board is an active member of the OTC and provides annual financial support for its operations. During 2010-11, the Board contributed \$6,250.86 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 2010-11, Board Chair Jim Carmichael, as the OTC Chairperson, participated in regular OTC meetings. In addition, during 2010-11:

- Mr Carmichael and Board members Laila Hakansson Ware and Andrew Taylor were the Board's representatives on the OTC Appeals Panels;
- Mr Carmichael and Board member Angela Thynne were the Board's representatives on the OTC Marketing Committee;
- Board member Ms Hakansson Ware was one of the community representatives on the OTC; and
- Board member Angela Thynne was Chair of the OTC OTAL Communication Sub-committee for NRAS.

Board Chair Mr Jim Carmichael, Deputy Chair Judith Willey and Office Executive Support Officer Helen Davey represented the Board at the following meetings held in Perth from 6-9 October 2010:

- Overseas Qualifications Assessment Committee meeting;
- Trans-Tasman Conference of Occupational Therapists Registration Boards meeting;
- OTC Annual General Meeting;
- OTC operational meeting; and
- meeting with OTAL, and New Zealand Association of Occupational Therapists.

Matters considered at the Trans-Tasman Conference were:

- reports from each Board;
- National Registration and Accreditation Scheme;
- competency standards;
- program accreditation; and
- ongoing professional development.

Matters considered at the OTC operational meeting included:

- constitution and rules;
- finances;
- National Registration and Accreditation Scheme;
- Intention to propose to AHPRA that OTC be the accreditation entity for the new national board;
- Health Workshop Australia Project (review of the model for the assessment of overseas trained occupational therapists);
- Australian Learning and Teaching Council Fellowship;
- memorandum of understanding between the OTAL and the OTC;
- guidelines for confidentiality and conflict of interest; and
- competency standards.

Meetings with representatives of OT Australia (Qld)

The members of the Board met with representatives of OT Australia Qld on three occasions (on 13 August 2010, 10 December 2010 and 15th April 2011) during the year to address issues of mutual interest, with particular reference to:

- CPD events scheduled for 2010-2011;
- special purpose registration for visiting practitioner representing OT Australia;
- graduate welcomes;
- updates on the activities of the Board;
- new developments within the OTC;
- the establishment of the OTAL, and the effects on the Office; and
- English language proficiency.



Queensland Occupational Therapy Fieldwork Collaborative

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

The aim of the QOTFC 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 until June 2012.

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 2010-11. The Board appreciated the assistance of external assessors Glenys Carlson and Margaret Cook.

Research grants in 2010 were awarded to:

- Catherine Peters and Micelle Currin for a Research Implementation Grant Project - *Evaluate a new model of care for clients with Parkinsons Disease incorporating physical and cognitive activities* (\$12,000);
- Jodie Copley and Merrill Turpin for the Experienced Researcher Grant Project - *Development of tools for enhancing clinical reasoning of OT students and practitioners* (\$20,000);
- Katherine Kuipers for an Experienced Researcher Project - *The use of virtual patients to evaluate change in occupational therapy practice following clinical reasoning training* (\$20,000); and
- Nicole Andrews for the Novice Researcher Grant Project - *Approach to activities and determinants of daily function in patients with chronic pain: a momentary within-person perspective* (\$16,010.28).

Occupational Therapy Placement Award Grants 2010 were awarded to the University of Queensland, James Cook University, Southern Cross University and the University of Sunshine Coast.

A grant of \$6,600 was awarded for Platinum Sponsorship of the OT Australia (Qld) 2010 Symposia on 11-12 November 2010 at the Sunshine Coast. Board member Kerry Mallon represented the Board at the conference and addressed the conference delegates at the official opening.

A grant for \$1817.75 was awarded to OT Australia for the 2010 Occupational Therapy Student Conference, held in Brisbane on 18 November 2010 and \$1650 for a New Graduates Welcome, at James Cook University, Townsville on 28 October 2010.

In 2010-11, the Board approved a \$170,000 grant, to be paid in two instalments over the period 2010 to 2012, for the OT Evidence Based Information Project (OT

Seeker database). The Board has approved this grant to promote occupational therapy evidence-based practice to an organisation with a demonstrated track record in disseminating occupational therapy evidence-based information until June 2012.

Newsletters

In December 2010, the Board distributed a newsletter to inform registrants of Board activities and issues relevant to the profession. Topics covered included:

- From the Chair;
- Online registration;
- Blue card requirements for registered health practitioners including nurses/midwives;
- Change of name to Occupational Therapy Council (Australia and New Zealand) Inc ("OTC");
- Vertical bedpoles (bedsticks);
- Research grants 2009 - successful grants;
- Meeting the registrants;
- Board member profile – Ms A Thynne;
- Transition of the Office of Health Practitioner Registration Boards;
- Update on Australian Health Practitioner Regulation Agency;
- New supervision requirements;
- OQAC/TTCOTRB/OTCAGM and Conference 2010;
- 2009-10 registration data; and
- 2009-10 professional standards data.

In May 2011 the Board circulated a *Registration Renewal Information Bulletin* to registrants.

Office submissions

During 2010-11, the Board considered submissions from the Office of Health Practitioner Registration Boards regarding policy options and other matters as follows:

- Financial Delegation Manual;
- Budget Proposal 2010 – 2011;
- Workloads and Workflow Review;
- New State Procurement Policy;
- Service Agreement Report – 30 June 2010;
- Budget Adjustment - 2010-2011;
- Entertainment & Hospitality Expenses Policy and Guidelines;
- New Integrity and Accountability Reforms;
- Indemnity Insurance;
- Service Agreement – 30 June 2010;
- Disposition of Board assets on Transition to the NRAS; and
- Budget Proposals 2011-2012.



Financial performance

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.

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 2011.

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.

Budget summary

The Board returned a surplus for 2010-11 financial year. It should be noted a refund in the amount of \$140 000

will be paid in the next period, these savings were derived from below budgeted costs expended within the Service Agreement Budget. However most importantly the Board's net equity is maintained to approximately \$2.9m.

The budget performed well in all areas, with a final result where revenue increased by 7% primarily due to an increase in the registration fee and greater investment returns. Also:

- fee income revenue just under budget;
- budgeted Investment Revenue increased by approx 57% after the market staged a further recovery from returns of the previous year; and
- cash investments yielded an average return of 4.0% and managed Cash Fund investments achieved an average return of 5.48%, out-performing the benchmark as a result of QTC's active management, where returns are expected to remain relatively steady.

Overall Board expenditure was 11% below budget, a good result where savings were achieved throughout all areas mainly due to a conservative expend approach by the Board. The Board proactively invested in their profession by assigning additional \$40 000 on grants in 2010-11, however there were no investigations activated along with significant savings in administration expenses.

There are no inherent weaknesses in the financials and all current liabilities are fully funded. Given the increase in revenue and decrease in expenditure; the financials reflect a sound financial position.

Please note: minor variations may be applicable, as preparation of this information was compiled prior to the completion of the 2011 external audit.

Occupational Therapists Board of Queensland Budget Summary of 2010/2011			
Description	Actual 10-11	Budget 10-11	Variance
Operating Income			
Fee Income	769,008	776,820	-0.01%
Interest Income	160,533	86,967	84.59%
Information Provision Income	1,000	250	300.00%
Sundry Income	1,971	-	100.00%
Total Operating Income	932,512	864,037	7.93%
Expenditure			
Board Related Expenditure			
Admin Expenses	37,836	71,119	-46.80%
Board Member Expenses	94,104	123,745	-23.95%
Conference Expenses - Board	5,544	8,269	-32.96%
Conference Expenses - Staff	1,920	2,826	-32.05%
Function Costs	6,269	9,315	-32.70%
Grants	180,071	140,760	27.93%
Health Assessment Expenses	1,885	2,252	-16.30%
Investigation Expenses	-	4,062	-100.00%
Legal Expenses	4,379	13,741	-68.13%
Total Board Related Expenditure	332,006	376,088	-11.72%

Occupational Therapists Board of Queensland Budget Summary of 2010/2011 (cont)			
Description	Actual 10-11	Budget 10-11	Variance
Service Agreement Expenditure			
Non-Salaries S/A	116,960	161,446	-27.55%
Salaries S/A	380,422	442,425	-14.01%
Service Agreement	497,382	603,871	-17.63%
Total Service Agreement Expenditure	497,382	603,871	-17.63%
Total Operating Expenditure	829,388	979,959	-15.37%
Operating Surplus (Deficit)	103,124	(115,922)	188.95%

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 2011, the fees prescribed under the Registration Regulation were as follows:

Fee type	Amount (\$)
1 Application fee for general registration or special purpose registration:	
(a) for less than 5 weeks	nil
(b) for more than 5 weeks	159.00
2 Registration fee for general registration or special purpose registration:	
(a) for a period of registration of not more than 5 weeks	nil
(b) for a period of registration of more than 5 weeks but not more than 3 months	59.00
(c) for a period of registration of more than 3 months but not more than 6 months	118.00
(d) for a period of registration of more than 6 months but not more than 1 year	236.00
3 Restoration fee	311.00
4 Application for review of conditions	133.00
5 Replacement of certificate of registration	33.00
6 Certified copy of certificate of registration	33.00
7 Copy of the register or part of it - for each page	0.55

Governance – management and structure

Membership of the Board and Committees

Membership of the Board during 2010-11 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 (Res)
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.

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.

The History and Archive Committee is comprised of Ms Judith Willey, Dr Cathy McBryde and Ms Angela Thynne.

Administrative structure

Administrative and operational support for the Board's day to day operations is provided by the Office under a service agreement between the Board and the Office. The Board is one of four 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 12.6 full-time equivalent positions (as at 30 June 2011) 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 2011 were:

Executive Officer	Mr Michael Demy-Geroe
Program Manager – Registration and Professional Standards	Mr Kim Hudson
Registration & Assessment Officer	Ms Angeline Lim
Registration Officer	Ms Hildred Haworth
Administration & Assessment Officer	Ms Amy Werner

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.

Service agreement

During 2010-11, the Board continued to receive services under its service agreement with the Office of Health Practitioner Registration Boards. A new service



agreement for the Board extending from 1 July 2010 to 30 June 2012 was endorsed by the Board and Office.

Board Code of Conduct

Amendments to the *Public Sector Ethics Act 1994*, under the government's integrity and accountability reform program, took effect on 1 November, 2010. Under these changes a new Code of Conduct has been initiated from January 1, 2011.

The impact of the changes on Boards was examined within Office, and the Office of the Public Service Commissioner was notified that all Boards, as statutory authorities, wished to be included by regulation in the new single public service Code of Conduct.

All four Boards have adopted the whole of government Code and currently act under it.

Any new Board members initiated are required to read the code and adhere to it.

A copy of the whole of government code can be found on the Board's website.

Whistleblowers Protection Act 1994 and Public Interest Disclosure Act 2010

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

With the repeal of the *Whistleblowers Protection Act 1994* and the introduction of the *Public Interest Disclosure Act 2010* (PID Act) on 1 January 2011, the way in which public interest disclosures are to be publically reported has changed. From 1 January 2011 agencies are no longer required to report public interest disclosures in annual reports.

Under section 61 of the PID Act, the Public Service Commission (PSC) is now responsible for the oversight of public interest disclosures and preparing an annual report on the operation of the PID Act. From 1 January 2011 agencies are required to report information about public interest disclosures to the PSC. The PSC will prepare an annual report on the operations of the PID Act and the information provided by agencies. The annual report will be made publicly available after the end of each financial year.

Governance – risk management and accountability

Risk Management

The Board's risk management is assessed and dealt with under the Office's *Office Risk Management Policy and Procedure Manual* which was revised in April 2011 with a view to better integration of risk management into the Office's decision making, planning and service delivery.

Under this the Office is committed to:

- protecting employees, contactors, customers, the Boards, the community, the environment and its property from loss, injury or damage;
- achieving its objectives with minimal risks of adverse impacts; and
- ensuring the aggregate benefits/costs of its risk exposures are optimum.

Under the Manual the Office will:

- identify and manage all risks associated with its activities;
- quantify foreseeable risks;
- transfer foreseeable risk wherever possible; and/or
- eliminate or manage foreseeable risks.

A disaster recovery and business continuity plan is also in place which clearly defines procedures and responsibilities to ensure the Office is able to withstand unforeseen events. Risk management is a standing item on the Office's Management and Finance Committee agendas. The Policy and the risk register are reviewed on a six monthly basis. Under the Office's risk management framework an office-wide risk management culture has been introduced. The policy guides and encourages all staff to implement sound risk management practices aimed at eliminating or minimizing potential loss in all of our operational, technical, financial, commercial and administrative activities

Agreement for support services, financial oversight & internal audit

Committees were established by the Board (see '*Membership of the Board and Committees*' above) in accordance with the Registration Act. Committees functioned under specific terms of reference. The Board also delegated some routine administrative decisions to the Executive Officer or another person approved by the Executive Officer who had the requisite standing in the Office, in line with the limitations set out in the legislation.

As required under the *Health Practitioner Boards (Administration) Act 1999*, the Board and the Executive Officer entered into a Service Agreement which required the parties to work together and support the development of the most efficient and cost effective mechanism to deliver administrative and operational support.

Under the Agreement, the Office was obligated to: (a) ensure statutory compliance; (b) achieve appropriate quality standards in service delivery; (c) ensure staff were properly trained; and (d) pursue alternative service delivery options where appropriate in order to meet the Board's needs.

The Agreement contained accountability and governance measures which enabled the Board to monitor performance. The Executive Officer was required to provide a financial statement on a monthly basis to the Board as soon as possible after the end of each month



itemising moneys collected, managed and disbursed under that part of the Budget entitled Service Agreement Related Expenses. The statement provided details of expenditure in each cost category showing expenditure in the past month, the year to date, and variance from estimates.

Additionally, The Executive Officer provided a performance report to the Board for each six month period. The report included: (a) Office achievement against operational objectives; (b) actual performance in delivery against agreed performance standards; (c) progress on special projects; (d) variances; (e) major events or breakdowns; (f) non-compliance of the Board or the Office with their obligations set out in the Agreement; and (g) other issues for discussion.

The Office contracts Crowe Horwath to conduct internal audits of the Board's accounts. On 20 May 2011 Crowe Horwath advised that they had completed their interim audit interim testing for the year ended 30 June 2011 and that there were no significant issues that came to their attention during the course of their planning and interim audit.

Governance – human resources

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, human resources, record keeping, information systems and financial services of the Board are provided by the Office under a service agreement.

As the Board does not directly employ staff it does not have internal human resource policies for the purposes of the *Carers (Recognition) Act 2008*. The 2010-11 annual report of the Office sets out how it dealt with the requirements of this Act when providing services to the Board under the service agreement.

Seven (70%) of the ten current members of the Board are women.

Governance – operations

Overseas travel

During 2010-11, no overseas travel was undertaken.

Consultancies

The Board did not engage any consultants during 2010-11 and, consequently, had no expenditure on consultancies.

Information systems and recordkeeping

Consistent with the *Public Records Act 2002*, *Information Standard 40: Recordkeeping* and *Information Standard 31: Retention and Disposal of Public Records*, the Office has adopted the following policies:

- *Vital Records Policy*, which provides a quick reference guide, consistent with the stages of information, for the management control of vital records within the Office, and provide definitions for vital, important and routine records. In addition, issues of corporate responsibility and “best practice” for the various stages of information management are also provided;
- *Records Management Policy*, which aims to:
 - > foster an organisational culture that recognises the strategic importance and the enduring value of records as critical assets of the organisation, essential to facilitate the provision of administrative, operational support and meet business, legislative and accountability requirements; and
 - > to develop, implement and maintain standardised recordkeeping practices that promote the sharing of knowledge and support evidence-based decision making to deliver high quality administrative services; and
- *Managing Emails – Public Records Policy and Procedure*, which advises all staff of the Office and Board members of their obligations in relation to managing emails that are public records.

In addition, the Office has implemented the TRIM electronic document and records management system to provide for the long-term retention of information. All staff have been trained in the operation of TRIM and trained in the Office's *Data Entry Standards (TRIM) Policy*.

Other information

Corrections to previous annual report

The ISSN given for the 2009-10 Occupational Therapists annual report was given as 1838-4560, which was incorrect. The correct ISSN is 1839-2415.

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 2010-11.



Right to information & information privacy

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 Board. 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.

During 2010-11, 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. Also, no applications under either Act were carried over from 2009-10.

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” details below.)

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 the 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.

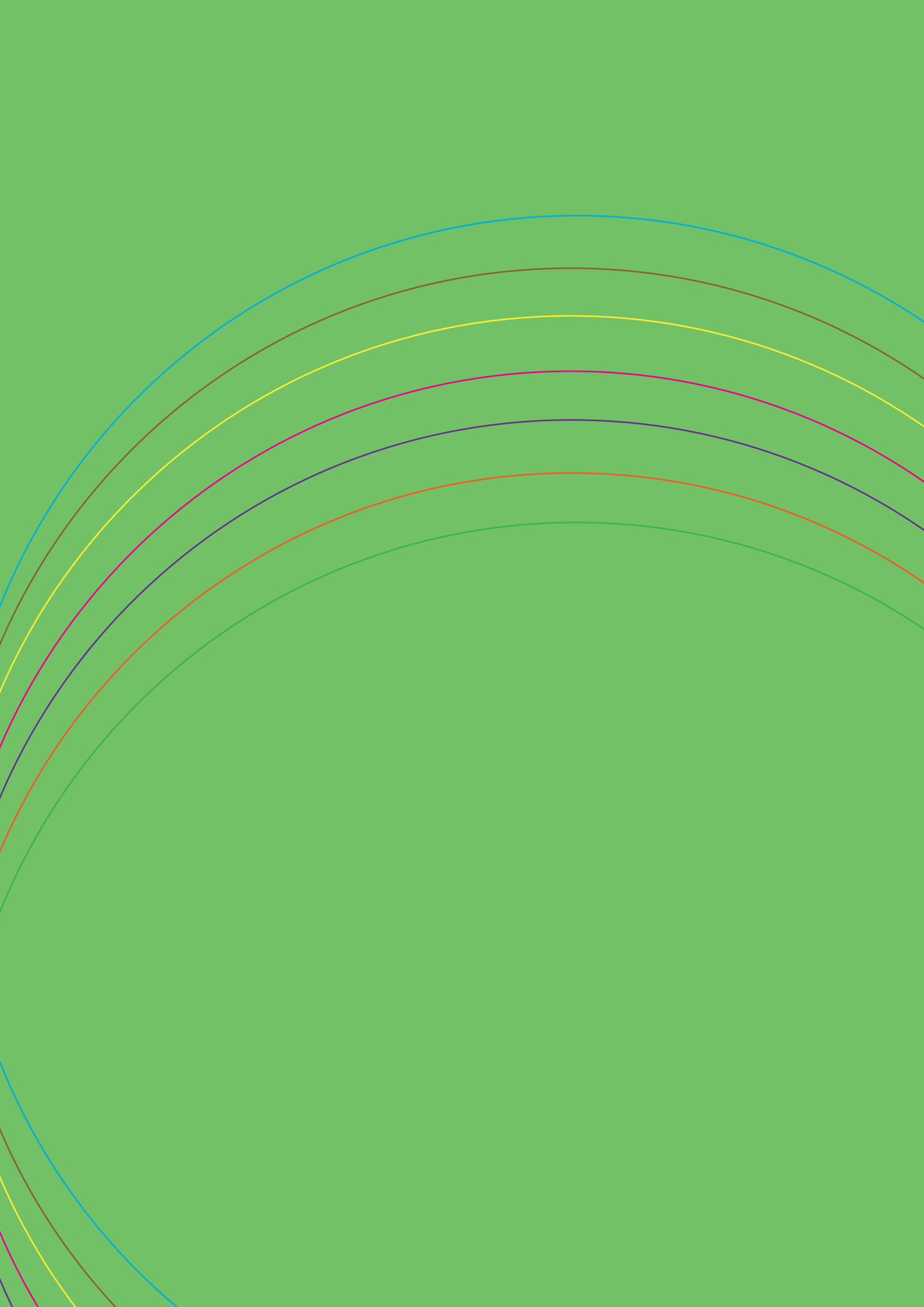
Further details about making an application under the RTI and IP Acts are available on the Office website at www.healthregboards.qld.gov.au. Enquiries can be directed to the Office at the address shown under “Access” earlier in this report.

Publication scheme

The Board’s publication scheme during 2010-11 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;*
 - > *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;*
 - > *Criminal history checking – Board policy; and*
 - > *FAQs about criminal history checking*
- Board newsletters: December 2001 to December 2010; and
- annual reports: 2000-01 to 2009-10.





Financial statements for the year ended 30 June 2011

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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 2011

	NOTE	2011 \$	2010 \$
Revenue			
Registration and other fees	2	769,213	688,010
Interest revenue		160,533	104,456
Grant income		-	-
Other revenue		3,472	2,357
Total Revenue		<u>933,218</u>	<u>794,823</u>
Expenses			
Administration expenses	3	151,936	203,963
Service agreement expenditure	4	497,252	186,912
Grants - Seminars and education		5,683	5,603
Grants - Other		174,387	168,451
Queensland Health - Surplus employee payment		-	30,257
Total Expenses		<u>829,258</u>	<u>595,186</u>
Profit / (Loss) for the Year		103,960	199,637
Other comprehensive income		-	-
Total Comprehensive Income		<u><u>103,960</u></u>	<u><u>199,637</u></u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2011

	NOTE	2011 \$	2010 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	2,832,917	2,872,550
Trade and other receivables	6	152,060	3,069
Other current assets	7	8,749	547
TOTAL CURRENT ASSETS		<u>2,993,726</u>	<u>2,876,166</u>
TOTAL ASSETS		<u>2,993,726</u>	<u>2,876,166</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	<u>13,730</u>	<u>130</u>
TOTAL CURRENT LIABILITIES		<u>13,730</u>	<u>130</u>
TOTAL LIABILITIES		<u>13,730</u>	<u>130</u>
NET ASSETS		<u>2,979,996</u>	<u>2,876,036</u>
EQUITY			
Accumulated surplus / (deficit)		<u>2,979,996</u>	<u>2,876,036</u>
TOTAL EQUITY		<u>2,979,996</u>	<u>2,876,036</u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2011

	2011 \$	2010 \$
BALANCE AT BEGINNING OF THE YEAR	2,876,036	2,676,399
Operating results from continuing operations	<u>103,960</u>	<u>199,637</u>
BALANCE AT END OF THE YEAR	<u><u>2,979,996</u></u>	<u><u>2,876,036</u></u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	2011 \$	2010 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Inflows</i>			
Receipts from customers		624,105	708,027
Interest received		160,352	104,456
GST collected from customers		96,327	46,965
		<u>880,784</u>	<u>859,448</u>
<i>Outflows</i>			
Supplies and services		(920,188)	(651,998)
GST paid to suppliers		(229)	(1,274)
		<u>(920,417)</u>	<u>(653,272)</u>
NET CASH AND CASH EQUIVALENTS FROM OPERATING ACTIVITIES	13	<u>(39,633)</u>	<u>206,176</u>
Net increase / (decrease) in cash and cash equivalents held		(39,633)	206,176
Cash and cash equivalents at the beginning of the financial year		2,872,550	2,666,374
		<u>2,832,917</u>	<u>2,872,550</u>
CASH AND CASH EQUIVALENTS AT THE END OF THE FINANCIAL YEAR	14	<u>2,832,917</u>	<u>2,872,550</u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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) Statement of compliance

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 registrations 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 AHPRA (Australian Health Practitioners Regulation Agency). 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 2011

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 30 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) 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.

(h) 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.

(i) Insurance

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

(j) 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.

(k) 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.

(l) 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 2011

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(m) 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.

(n) 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 and loss. All other disclosures relating to the measurement and financial risk management of financial instruments held by the Board are included in Note 20.

(o) Adoption of New and Revised Accounting Policies

The following new standards and amendments to standards are mandatory for the first time for the financial year beginning 1 July 2010:

- AASB 2009-5 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project (applies to annual reporting periods beginning on or after 1 January 2010)
- AASB 2010-3 Amendments to Australian Accounting Standards arising from the Annual Improvements Project (applies to annual reporting periods beginning on or after 1 July 2010)

The adoption of these standards did not have any impact on the current period or any prior period and is not likely to affect future periods.

NOTE 2 REGISTRATION & OTHER FEES

	2011	2010
	\$	\$
Annual registration fees	715,218	627,722
Restoration fees	4,560	16,092
Application fees	49,435	44,196
	<u>769,213</u>	<u>688,010</u>

NOTE 3 ADMINISTRATION EXPENSES

General operating expenses	38,260	68,852
Board members expenses	93,678	113,433
Conference expenses - Board	5,545	6,480
Conference expenses - Staff	1,920	3,582
Function costs	6,269	10,871
Health assessment expenses	1,885	700
Legal expenses	4,379	45
	<u>151,936</u>	<u>203,963</u>



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2011 \$	2010 \$
<u>NOTE 4 SERVICE AGREEMENT EXPENDITURE</u>		
Service agreement - Salaries	380,422	141,645
Service agreement - Non-salaries	116,830	45,267
	<u>497,252</u>	<u>186,912</u>
<u>NOTE 5 CASH AND CASH EQUIVALENTS</u>		
Cash at bank	47,081	2,872,550
At call deposits	2,785,836	-
	<u>2,832,917</u>	<u>2,872,550</u>
<u>NOTE 6 TRADE AND OTHER RECEIVABLES</u>		
Accrued interest	182	-
Other debtors	151,878	3,069
	<u>152,060</u>	<u>3,069</u>
<u>NOTE 7 OTHER CURRENT ASSETS</u>		
Prepayments	8,749	547
<u>NOTE 8 TRADE AND OTHER PAYABLES</u>		
Trade creditors	3,081	130
GST Payable	10,649	-
	<u>13,730</u>	<u>130</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



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

NOTE 9 KEY MANAGEMENT PERSONNEL COMPENSATION (CONTINUED)

Remuneration of key management personnel for year ended 30 June 2011

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 \$64,270 (2010: \$71,239). 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 2011.

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 2011, 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 RECONCILIATION OF OPERATING ACTIVITIES

	2011	2010
	\$	\$
Reconciliation of Net surplus / (deficit) to net cash provided by operating activities:		
Net surplus / (deficit)	103,960	199,637
Change in assets and liabilities		
(Increase) / Decrease in receivables	(148,991)	16,386
(Increase) / Decrease in prepayments	(8,202)	556
Increase / (Decrease) in payables	13,600	(10,403)
Net cash (used) / provided by operating activities	(39,633)	206,176



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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	47,081	2,872,550
At call deposits	2,785,836	-
	<u>2,832,917</u>	<u>2,872,550</u>

NOTE 15 RELATED PARTY TRANSACTIONS

The Board paid expenses related to a service agreement with OHPRB amounting to \$497,252 (2010: \$186,912).

NOTE 16 CORPORATE INFORMATION

Principal Place of Business and Registered Office until 30 June 2011:
Floor 19, 179 Turbot Street, Brisbane QLD 4000

No of Employees: 2011: Nil (2010: Nil).

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 2011 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 2011 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 2010-4 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project. (applies to annual reporting periods beginning on or after 1 January 2011)

- These amendments are a consequence of the annual improvements project.
- These amendments result from proposals that were included in Exposure Draft ED 188 Improvements to IFRSs published in September 2009 and in ED 185 Rate-regulated Activities published in July 2009, and follow the issuance of the IASB Standard Improvements to IFRSs in May 2010. The amendment resulting from ED 185 provides only an exemption in AASB 1 for first-time adopters with operations subject to rate regulation.
- The annual improvements project provides a vehicle for making non-urgent but necessary amendments to Standards.

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.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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:

	2011	2010
	\$	\$
Financial assets		
Cash and cash equivalents	2,832,917	2,872,550
Trade and other receivables	152,060	3,069
	<u>2,984,977</u>	<u>2,875,619</u>
Financial liabilities		
Trade and other payables	<u>13,730</u>	<u>130</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:

	2011	2010
	\$	\$
	Gross	Gross
Not past due (current)	152,060	3,069
Past due (30 day aging)	-	-
Past due (31 - 60 day aging)	-	-
Past due (60+ day aging)	-	-
	<u>152,060</u>	<u>3,069</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 30 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 2011

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 2011	Carrying amount \$	Contractual cash flows \$	Less than 1 year \$	1 - 5 years \$	Over 5 years \$
Non-derivative financial liabilities					
Trade and other payables	13,730	13,730	13,730	-	-
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	-	-

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 parent entity's and the Board's interest-bearing financial instruments was:

Board

	30 June 2011		30 June 2010	
	Effective interest rate	Balance \$	Effective interest rate	Balance \$
Variable rate instruments				
Cash assets	5.33%	<u>2,832,917</u>	0.95%	<u>2,872,550</u>

Interest rate sensitivity

The Board has quantified the impact on the 30 June 2011 and 30 June 2010 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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

NOTE 20 EVENTS OCCURING AFTER BALANCE DATE

On 26 March 2008 the Council of Australian Governments executed an intergovernmental agreement to establish a single national scheme encompassing the registration and accreditation functions for a number of health professions including Occupational Therapists.

As per the transitional arrangements in the Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010, section 250 (b), the Occupational Therapy Board of Qld will transition to the Occupational Therapists Board of Australia from 1 July 2012, which will be the regulatory body responsible for Occupational therapy in Australia. The Australian Health Practitioner Regulation Agency (AHPRA) manages the registration and accreditation processes on behalf of the various health practitioner boards. AHPRA's operations are governed by the *Health Practitioner Regulation National Law Act 2009*, which came into effect on July 2010.

At the date of this report the proposed administrative arrangements, including the transfer of assets and liabilities, have not been fully determined.



THE OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

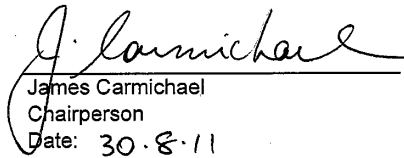
CERTIFICATE OF OCCUPATIONAL THERAPISTS BOARD OF QUEENSLAND

This general purpose financial report has been prepared pursuant to section 62(1)(a) of the *Financial Accountability Act 2009* (the Act), 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 2011, 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 Therapists Board of Queensland will be able to pay its debts as and when they become due and payable.



Michael Demy-Geroe
Executive Officer
Date: 30/08/11



James Carmichael
Chairperson
Date: 30.8.11



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 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Chairperson and Executive Officer.

The Board's Responsibility for the Financial Report

The Board is responsible for the preparation of the financial report that gives a true and fair view 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. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

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. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about 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 the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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 used 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 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.

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 relation to the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report presents 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 2010 to 30 June 2011 and of the financial position as at the end of that year.

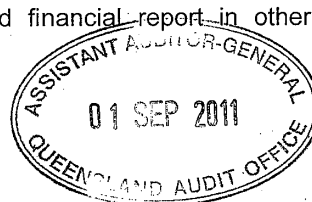
Other Matters - Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of the Occupational Therapists Board of Queensland for the year ended 30 June 2011. Where the financial report is 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 and 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 subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements or otherwise included with the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

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



P BRAHMAN CPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane



Notes

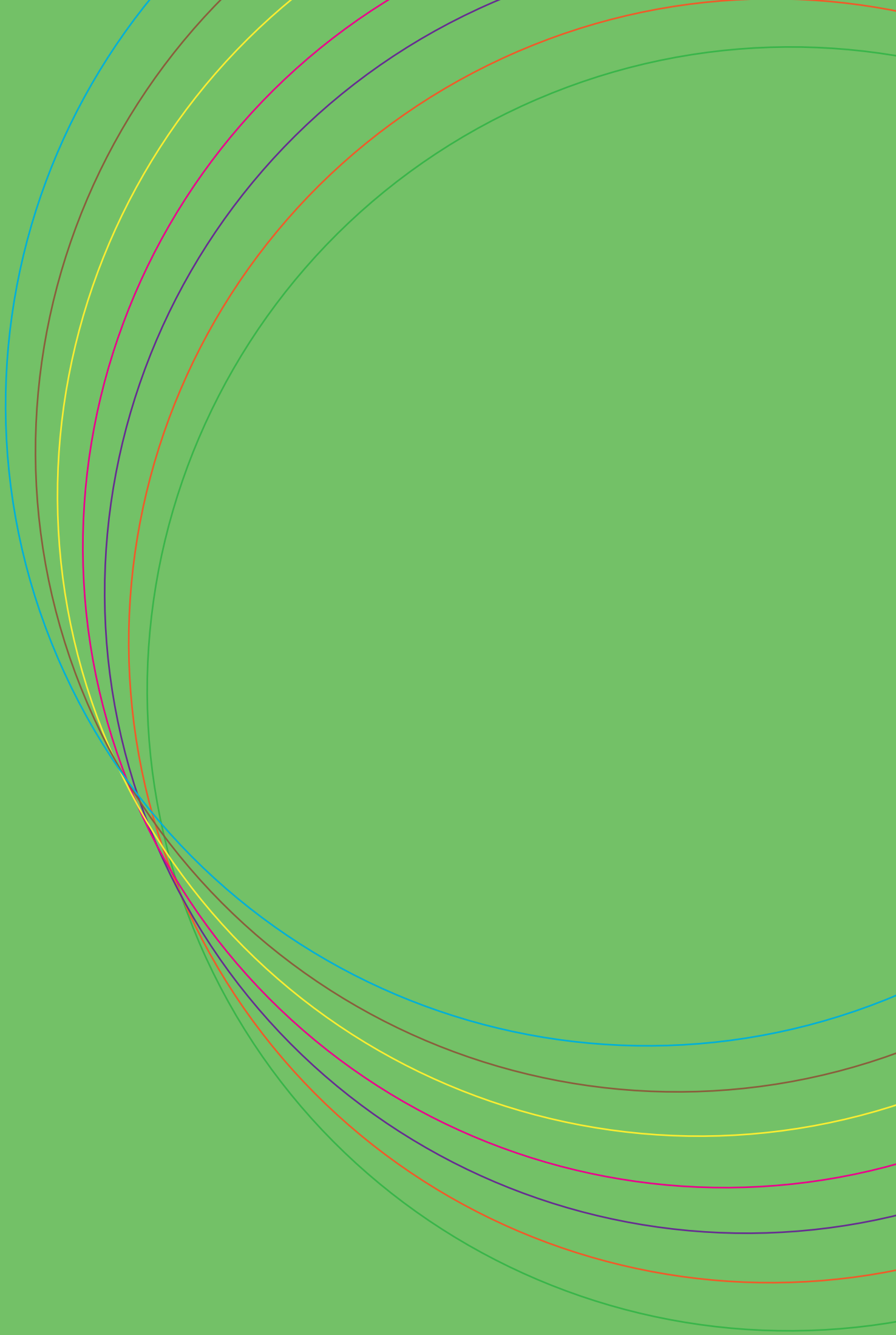


Notes



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Occupational Therapists Board of Queensland

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