

OCCUPATIONAL THERAPISTS' REGISTRATION BOARD
OF
WESTERN AUSTRALIA

ANNUAL REPORT
AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2003

OCCUPATIONAL THERAPISTS' REGISTRATION BOARD
OF WESTERN AUSTRALIA

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2003

1. BOARD

STRUCTURE

Section 7 of the Occupational Therapists' Registration Act provides for the Board to consist of six (6) members. The following is a list of Members of the Board and the terms under which they were appointed as at 31 December 2003.

One medical practitioner nominated for appointment by the Minister	Dr R Chandler
Three persons nominated for appointment by the Western Australian Association of Occupational Therapists	Mrs. T. Burnett Mr I Farrow Ms S Wojnar-Horton
One person nominated for appointment by the Council of Curtin University of Technology	Ms H Freegard
The permanent head or a person who is nominated by the Permanent Head	Ms J Riches (Chairperson)

BOARD MEETINGS

Four (4) ordinary meetings, one (1) special meeting and two (2) subcommittee meetings were held during the year. Attendees were as follows:

Ms. J Riches	6
Dr. R Chandler	6
Mr. K. Jones	4
Ms. T Burnett	6
Ms S Wojnar-Horton	5
Ms. H Freegard	6
Mr. L Farrow	1

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

The office of the Board moved from 2nd floor, 34 Colin Street, West Perth, to 6 Charles Street, South Perth in August 2002. The hours of business are 8.30 am to 5.00 pm Monday to Friday and the following are the contact details:

telephone number (08) 9368.2655,
 facsimile number (08) 9368 2633,
 e-mail enquiries@otbwa.com.au.

2. REGISTER

REGISTRATION OF OCCUPATIONAL THERAPISTS

(a) General Registration

Total on Register as at 1st January 2003		1155
New applications approved	77	
Applications under Mutual Recognition	11	
Restorations	32	
Transfer from Temporary Register	<u>6</u>	
		<u>126</u>
		1281
Deletions:		
Deaths	1	
Non payment of Licence fees	28	
Voluntary withdrawals	<u>42</u>	
		<u>71</u>
Registered as at 31 December 2003		<u><u>1210</u></u>

(b) Temporary Registration

Total on Register as at 1st January 2003		3
New applications approved	<u>6</u>	
		9
Transfer to General Registration	<u>6</u>	
Registered as at 31 December 2003		<u><u>3</u></u>

3. FORMAL COMPLAINTS AND BOARD INQUIRIES

During the year, the Board conducted one (1) inquiry in accordance with Section 31 of the Occupational Therapists' Registration Act.

The Board completed its investigation into one (1) formal complaint against an occupational therapist that had been ongoing at 31st December 2001. Two (2) new complaints were received this year and were ongoing at 31st December 2002.

4. GENERAL

(a) Board Prize

The Occupational Therapists' Registration Board Prize for the Fourth Year Student with the highest academic record throughout the course at Curtin University of Technology for the Bachelor of Science (Occupational Therapy) degree for 2002 was awarded to Kylie James.

(b) Board Policies

(1) Annual Registration Fee Reminders

The Board continued to adopt the following policy with respect to the renewal of annual registration by occupational therapists:

- (i) *A first and final notice would be sent to all persons on the Register at their address as shown on the Register.*
- (ii) *A further reminder notice would be sent to those persons who failed to pay the annual registration fee by the 31st January.*
- (iii) *Any person who had not paid the annual registration fee by the date of the Board's February meeting would be removed from the Register.*
- (iv) *A letter following withdrawal would be mailed to those persons, informing them that their name had been removed from the Register.*

(2) Registration of Additional Qualifications

The Board continued to adopt the following policy concerning registration of additional qualifications:

Only recognised additional qualifications in occupational therapy can be registered with the Board. However, the Board would not object to non-occupational therapy qualifications being noted on letterheads, providing they were gained from recognised institutions.

(3) Nominated Titles

The Board continued to adopt the following policy:

Where an occupational therapist holds and has registered a recognised additional qualification, it would be not appropriate to use any title other than occupational therapist.

(4) Use of non-occupational therapy qualifications

The Board continued to adopt the following policy:

- (i) *An occupational therapist is entitled to use the title “occupational therapist” and note qualifications in occupational therapy, or as obtained through a School of Occupational Therapy, registered with the Board, on notices and stationery, e.g. Degrees, Postgraduate Diplomas and Doctorates in Occupational Therapy.*
- (ii) *It is also acceptable to note membership of associations, providing these are shown in full and not abbreviated.*
- (iii) *In any other profession/capacity, the Board has no authority over these areas of practice. However, where such services are promoted referring to the practitioner as an occupational therapist, then the Board retains authority pursuant to the Act.*
- (iv) *In the capacity as an occupational therapist, qualifications other than occupational therapy can be used.*

However, when referencing other non-occupational therapy qualifications on any correspondence, literature, pamphlets, advertising, etc, and they are used in conjunction with the practitioner’s occupational therapy qualifications on such documentation, and the Board received any complaint regarding the practitioner’s practice or conduct, the Board would then deal with the matter under the Occupational Therapists Registration Act, i.e. they could not avoid the Occupational Therapists Registration Act by saying the matter referred to their other activities, due to the use of the occupational therapy qualifications on the documentation.

Therefore, the practitioner could use the other qualifications if he/she was practising as an occupational therapist, but if they did not wish the Board to have jurisdiction over those other activities, then they should not hold themselves out to be an occupational therapist.

(5) Practice Names

The Board continued to adopt the following policy on practice names:

An occupational therapy practice name must:

- (i) *include the word “occupational therapy”,*
- (ii) *not be misleading or deceptive or likely to mislead or deceive,*
- (iii) *not be vulgar or sensational such as would be likely to adversely affect the standing of the occupational therapy profession,*
- (iv) *not be linked to a product, and*
- (v) *not make the occupational therapist appear to have occupational therapy qualifications they do not hold.*

(6) Research Grants/Fellowship

The Board updated its policy to be utilised in assessing applications for research grants:

“APPLICATIONS FOR RESEARCH GRANTS POLICY

Declaration

The Occupational Therapists’ Registration Board in keeping with its strategic objectives, seeks to promote and provide the funding assistance for education and research in Occupational Therapy.

Background

A review undertaken by the Board in 1994 revealed that few organisations supported further education and research in occupational therapy. Empowered by the Act to direct its funds to assist in these areas, the Board resolved on 15 June 1994, to institute a Research Grant. The Grant would be controlled by the Board and would only be available to occupational therapists registered and practising in Western Australia. In awarding Grants, the Board’s main consideration has always been with the type of research undertaken rather than with the amount of funding required.

Objectives

- *To promote optimum quality in occupational therapy research practice*
- *To encourage research opportunities for occupational therapy practitioners*
- *To ensure financial accountability procedures are followed*

Policy/Procedures

- (i) *The Principal Investigator (PI) nominated should be an occupational therapist.*

- (ii) *Applicants must follow the template for Research Grant Applications when submitting a proposal.*
- a. *A one page annual report of research progress is required by the Board, with the research activities, timeline and budget updated.*
 - b. *In the case of the PI being unable to continue involvement with the nominated research project, the Board must be immediately informed. The Board would determine whether the project can be continued successfully under the direction of a new PI who fits the appropriate selection criteria, or whether support for the project will be terminated. In the case of needing to terminate the project, the retiring PI should send a synopsis of the progress of the project to this point in time; no further funding will then be forwarded.*
 - c. *A separate cost centre using the name of the project, rather than the individual investigator, is to be established by the researcher's organisation prior to the receipt of research funds. The Board would need to be informed whether the organisation administering the funds proposes to charge administration fees. If fees are to be charged, and if these are significant, the Board may elect to establish a cost centre within its own records to disburse the funds. An itemised account of expenditures must be forwarded with the annual report.*
 - d. *Funds required for substantial purchases other than identified in the research grant application must be forwarded to the Board for approval, for example in the case of large equipment items, as grants are primarily given to free up or purchase staff time to facilitate the successful outcome of the project.*
 - e. *Whilst an annual progress report to the Board is a requirement, the Board has the prerogative to inquire regarding the project should it wish to do so at any time.*
 - f. *As the aim of the grants is to further the profession of occupational therapy, the clear dissemination process of the project outcomes is an essential component of the acceptance of a Board grant.*
 - g. *Applicants are required to include an acknowledgment to the Board concerning the research grant, in their final reports on the title page.*
 - h. *Applicants are required to include their initial proposal document with the final report. The Board requires seven (7) bound copies of the final report. This should meet appropriate standards of presentation, including referencing, format and appropriate cover page.*
 - i. *Grant applicants with limited research experience must have identified experienced researchers to assist in methodology and appropriate data analysis.*

- j. *Applicants should clearly identify whether this is a “stand alone” research project or a component of a larger study.*

Grant applicants should provide the Board with a letter of support from the organisation backing the applicant, confirming that the organisation is aware of and supports”

- (7) *New applicants for registration who hold recognised qualifications but have not practised for 5 years or more*

The Board adopted the following policy to be used when considering applications for registration who hold recognised qualifications but have not practised for 5 years or more:

“BACKGROUND

From time to time, applications for registration as an occupational therapist are received from people who hold qualifications recognised by the Board, but who have not practiced as an occupational therapist in the previous five years. Before granting full registration, the Board must be satisfied that an applicant is not only appropriately qualified, but is also competent in the practice of occupational therapy.

If an applicant is appropriately qualified, but does not possess recent practice experience, a program of supervised practice may be approved at the discretion of the Board.

The aims of a program of supervised practice are to enable the applicant to:

- *Develop their knowledge and skills relevant to contemporary occupational therapy practice*
- *Receive peer review of their practice skills and knowledge that can contribute to further learning*
- *Obtain supervisor reports of their practice skills and knowledge that can assist the applicant to demonstrate their competence in the practice of occupational therapy*
- *Demonstrate their capacity to perform safely and competently as an occupational therapist at a base-grade level.*

DURATION OF SUPERVISED PRACTICE

The Board may request that applicants who do not have recent practice experience undertake periods of supervised practice for up to the equivalent of six months full-time practice. However, the total number of hours to be completed by each applicant will vary, and will take into account the extent and recency of their practice experience.

The practice need not be undertaken full-time, but would usually involve attendance at the worksite for a minimum of 20 hours each week, and attendance during at least 3 days each week.

The Board may also require an applicant to undergo further education and study.

DIVERSITY OF SUPERVISED PRACTICE

Full registration as an occupational therapist enables a person to undertake any aspect of occupational therapy practice for which they are appropriately skilled, and is not limited to a particular area of practice.

Applicants who do not have recent practice experience are normally required to undertake supervised practice in two or more areas of occupational therapy practice. This enables the applicant to develop and demonstrate their practice skills and knowledge in diverse settings, and provides them with the opportunity to demonstrate to the Board that they meet the requirements for full registration.

A program of supervised practice would normally include placements where the applicant can gain experience in providing services for people with physical dysfunction, and in services for people with psychosocial dysfunction. Experience in other areas may also be recommended, depending on an applicant's experience and intended areas of practice.

It is the responsibility of the applicant to contact relevant agencies and obtain their agreement to provide a program of supervised practice. However, the Board normally provides guidance to the applicant about agencies that provide different types of services, and may assist the applicant by suggesting relevant people to contact.

When negotiating with agencies about undertaking a program of supervised practice, the applicant should ensure that insurance issues have been adequately addressed. Typically, the agency would need to ensure that their insurance covered any loss or damage that may be incurred as a result of the applicant's practice. The applicant should establish whether the agency will indemnify them for any claims or losses which may be made against them. Applicants should also consider obtaining professional indemnity insurance. This type of insurance can be obtained directly from some insurers, or at group rates for members of OT Australia. (Enquiries to OT Australia WA 9388 1490)

APPLICATION FOR CONDITIONAL REGISTRATION

In order to undertake an approved program of supervised practice, an applicant must be granted Conditional Registration under Section 15 of the Act. In the first instance, a person who wishes to resume practice must make an application to the Board for restoration to the Register. The Board will then:

- *Consider the application*
- *Determine the duration of supervised practice that the applicant will need to undertake*
- *Determine any other requirements, such as specific educational activities to update theoretical knowledge*
- *Nominate a Board Member to liaise with the applicant.*

When the above steps have been completed, the applicant should liaise with agencies to develop a program of supervised practice. Once the applicant has made arrangements for a program of supervised practice, the following information should be submitted, so that the Board can finalise a decision about granting Conditional Registration.

- *A letter signed by the head or other authorised person from the agency, indicating that they are willing to offer the applicant supervised practice experience outlined in the supervision plan.*
- *A supervision plan signed by the applicant and the supervisor (refer below)*

When a program of supervised practice is to be undertaken in several organisations, the applicant may submit the required documentation and the Board consider granting conditional registration for the duration of the first placement only. The Board will consider extending Conditional Registration for a further period covering any subsequent placement(s), subject to satisfactory completion of the first placement and provision of all relevant documentation in relation to any subsequent placement(s).

SUPERVISION PLAN

The role of the supervisor is important in assisting the applicant to develop their skills and knowledge and ensuring professional standards. Supervision activities would normally include assisting the applicant to identify learning objectives, instructing the applicant in relevant areas of occupational therapy practice, directing the applicant to relevant resources, demonstrating skills to the applicant, reviewing intervention plans developed by the applicant, observing the applicant providing services to clients, providing the applicant with regular feedback about their performance, and conducting a performance appraisal at the conclusion of the period of supervised practice.

The supervision plan should demonstrate how the supervised practice will enable the applicant to develop their skills and knowledge in the practice of occupational therapy, and detail how the supervisor will contribute to that development.

The written supervision plan submitted to the Board should include (but need not be limited to) the following information:

- *Name of Applicant*
- *Name of the agency and an outline of the type of clients and services provided*
- *Name of supervisor, and a summary of their clinical and supervisory experience*
- *Details of the number of weeks over which the supervised practice will be undertaken and the days and hours to be worked*
- *Learning goals identified by the applicant in discussion with the supervisor*
- *Description of the types of clients with whom the applicant will gain experience*
- *Description of the types of occupational therapy services that the applicant will observe and provide (eg prescription of equipment, referral and liaison with community agencies, group work, conducting worksite assessments, conducting home visits, splinting etc)*
- *Description of the range of skills and interventions to be practised (eg assessment using specific tools or protocols, planning individual programs, provision of services to individual clients, evaluation of care, report writing, communication with clients and other professionals)*
- *Other professional experiences that will be gained (eg specific quality activities or administrative duties)*
- *Details of the self directed learning activities that the applicant will undertake to help meet their learning goals*
(These would typically be activities the applicant undertakes to familiarise him or her self with current occupational therapy knowledge and practice. For example, reading occupational therapy journals, attending a library to access information about a specific topic, gathering information about community resources, attending an inservice or continuing education course within the agency or elsewhere.)
- *Details of the supervision to be provided at each stage of the placement*

Examples:

Weeks 1-2

Daily observation of the supervisor conducting assessments and intervention.

Discussion with the supervisor about assessment findings and intervention planning.

Twice weekly discussion with supervisor about self directed learning activities and progress towards learning goals.

Weeks 5-8

Caseload equivalent to 75% of the norm for an occupational therapist on equal hours.

Observed by supervisor for at least 2 hours per week conducting assessment or intervention.

Discuss complex cases with supervisor as required.

Meet with supervisor for one hour a week to review progress, provide feedback on performance and plan learning for next week.

- *Details of performance appraisal that will be undertaken (see below)*

ASSESSMENT OF PERFORMANCE

Performance appraisal is an important professional activity undertaken by occupational therapists. It can help individuals to assess their own performance and set goals for professional development.

At the conclusion of the period of supervised practice, the applicant's performance should be appraised in relation to a base-rate position description relevant to the duties that the applicant has undertaken in the agency. The performance appraisal would normally be conducted by the supervisor in conjunction with the applicant, but may also draw on feedback and information provided by other staff and clients. It may be helpful to the applicant if the appraisal identifies areas and strategies for further professional development.

The supervisor should provide a letter summarising the outcomes of the performance appraisal, and stating explicitly whether or not the applicant is performing the duties at the level expected for a base-grade therapist in the agency. The letter should also detail the number of hours of practice

completed by the applicant during the supervised program. The Board may also speak directly with the supervisor about the applicant's performance during the placement.

The applicant should prepare a Statement of Experience that details their progress towards their learning goals, and summarises the skills, knowledge and experience gained during the period of supervised practice. This should be signed by the applicant and the supervisor, as an accurate record of the development and experience the applicant achieved during the placement.

The applicant must provide the supervisor's letter, and the Statement of Experience to the Board in support of a request for Conditional Registration for a further period of supervised practice, or to support an application for Full Registration."

(8) Overseas Trained Applicants

The Board established a policy to be used when considering applications from overseas trained applicants:

1. *All overseas occupational therapists must be assessed by the COTRB before being eligible for registration. Refer www.cotrb.com*
2. *The COTRB first undertakes a desktop assessment of the applicants qualifications and experience, and if acceptable, they will provide the applicant with a copy of Practice Audit Guidelines and an Application Form to be completed and returned to COTRB with the Practice Audit Fee (currently AUD\$200)*
3. *The applicant will organise employment with an employer. The employer and applicant will together prepare a 6-month* practice plan for the applicant, under the supervision of a registered occupational therapist, who shall provide the Board with 3-monthly reports on the standard of practise of the applicant.*
4. *The applicant must submit this practice plan to COTRB for approval by the Overseas Qualifications Assessment Committee (OQAC) of the Council.*
5. *OQAC will review the practice plan, and, upon approving it, will nominate an Administrator for the applicant to ensure that the practice plan is conducted according to the specifications within the approved plan, and in Western Australia the Board undertakes this role. COTRB will inform the applicant and the Board that the audit plan is approved.*

6. *The Board shall then grant Temporary Registration to the applicant for a period of up to 12 months.*
7. *On successful completion of the Practice Audit, the Board will be required to make a recommendation to the COTRB on whether a 'Certificate of Professional Competency' should be issued to the Applicant.*
8. *Subject to the Certificate of Professional Competency being issued, the Board would then grant full, unconditional Registration.*

(9) Criminal Screening

The Board adopted the following policy that specifies that the undermentioned occupational therapists will be required to undergo Criminal Screening:

- ... *“all currently registered occupational therapists*
- ... *occupational therapists applying for restoration to the Register*
- ... *new applicants for registration”.*

(10) Board Members' Sitting Fees

The Board continued to adopt the following policy:

“That it would not pay fees to Government employees for attendance at Meetings of the Board.”

(11) Registrable Qualifications

The Board continued to recognise the following list of qualifications acceptable for full unconditional registration:

Western Australia

<i>DIP (OT) WA</i>	<i>1960 - 1969</i>
<i>ASSOC OT (WA)</i>	<i>1969 - 1973</i>
<i>B APP SC (OT) WAIT</i>	<i>1974 - 1987</i>
<i>B APP SC (OT) CURTIN</i>	<i>1988 TO 1992</i>
<i>B SC (OT) CURTIN</i>	<i>1993 ONWARDS</i>
<i>Master of Occupational Therapy (graduate entry level) CURTIN</i>	<i>2002 onwards</i>

Queensland

<i>B OT QLD</i>	<i>FROM 1968</i>
<i>Master of Occupational Therapy Studies QLD</i>	<i>2002 onwards</i>

New South Wales

<i>DIP (OT) NSW</i>	<i>1948 - 1975</i>
<i>DIP APP SC (OT) CUMBERLAND 1978 ONLY</i>	
<i>B APP SC (OT) CUMBERLAND</i>	<i>1973 TO 1989</i>
<i>B APP SC (OT) SYDNEY</i>	<i>FROM 1990</i>

Victoria

<i>DIP (OT) VICTORIA</i>	<i>1955 - 1976</i>
<i>DIP (OT) LINCOLN</i>	<i>1948 - 1976</i>
<i>B APP SC (OT) LINCOLN</i>	<i>1976 TO 1987</i>
<i>B APP SC (OT) LA TROBE</i>	<i>1988 TO 1992</i>
<i>B OCC THY LA TROBE</i>	<i>FROM 1993</i>

South Australia

<i>B APP SC (OT) SAIT</i>	<i>1979 - 1997</i>
<i>B APP SC (OT) SA</i>	<i>FROM 1998</i>

(c) Education and Research Fellowship

The Board established an Annual Education and Research Fellowship during 1995. The objective of the Fellowship is to promote the furtherance of education and research in occupational therapy. Control of the Fellowship grant would be retained by the Board and funding limited to Western Australian resident and registered Occupational Therapists.

In 2002, the Board contributed \$14,175 to Ms. Emily Crawford for a research project titled "The effects and perceived benefits of night time positioning for managing postural deformity in children with cerebral palsy". This grant had carried forward from 2001 as Ms. Crawford had not been ready to commence the project at that time.

The Board approved a grant amounting to \$4,000 to Ms Marina Wise for a research project titled "Does the use of new information technology influence variation in posture among adults".

(d) National Council

The Board continues to participate in the administration of a National Council of Occupational Therapy Registration Boards (NCOTRB) and Mrs H Morton, Ms L Mason and the Registrar participated in teleconferences and attended national meetings.

The COTRB is the body responsible for assessing occupational therapy qualifications for recognition in Australia. The Council is located at:

PO Box 229
TORRENSVILLE PLAZA SA 5031
Tel: (08) 8443 9669
Fax: (08) 8443 9550
Email: cotrb@senet.com.au
Website: <http://www/cotrb.com>

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

The OQAC and COTRB assess overseas OT's to determine their eligibility for migration as an occupational therapist by checking that they are recognised as an occupational therapist in their country of origin or education, and that their professional education is of a standard that would adequately prepare them for practice in Australia.

Overseas educated OT's whose qualifications have been assessed as suitable to apply for migration will be recognised by COTRB as eligible to apply for registration in relevant States and/or membership of OT Australia. Their registration will be conditional on their agreement to undertake a practice audit during their first year of employment or self-employment as an OT in Australia and granting of full registration will be conditional upon successful completion of such a practice audit.

The Board will be actively involved in overseeing the practice audit of overseas qualified Occupational Therapists wishing to practice in Western Australia.

The following minimum criteria applies:

- .. Have completed a WFOT approved tertiary level education program leading to an award in occupational therapy that is equivalent to an Australian Bachelor degree.
- .. Are registered, licensed or otherwise officially recognised and in good standing as an occupational therapist in the country in which they were educated or practised; and

.. Have English as a first language, or have satisfactorily passed occupational English testing.

Specific details of the examination process and schedule of fees can be obtained from COTRB direct.

The Board granted temporary registration to six (6) overseas qualified occupational therapists to enable overseas applicants to undertake practice audits during 2002.

(e) Board Newsletter

The Board produced a Newsletter in December 2002, and this was distributed to all registered Occupational Therapists and major employers of occupational therapists. The Board intends to use future newsletters to inform members of the profession of important developments concerning standards of practise, competence and conduct.

(f) Code of Conduct

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

(g) Website

The Board established a website, located at www.otbwa.com.au where details of registration requirements, policies, application forms and general information are provided.

(h) Section 175ZE of the Electoral Act 1907

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

Ms J Riches
CHAIRPERSON

STATEMENT OF PRINCIPAL ACCOUNTING OFFICER

To the best of my knowledge and belief, the attached accounts give a true and fair view of the state of affairs of THE OCCUPATIONAL THERAPISTS' REGISTRATION BOARD OF WESTERN AUSTRALIA at December 31st, 2003 and the result of the year ended on that date.

K I Bradbury F.C.A., B. Bus.
PRINCIPAL ACCOUNTING OFFICER

PERTH WA

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st DECEMBER 2003**



SHAKESPEARE PARTNERS
chartered accountants

Offices
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West Perth WA 6005

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(08) 9321 2050

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shakes@inet.net.au

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

Scope

We have audited the financial report of the Occupational Therapists Registration Board of Western Australia for the year ended 31 December 2003. The board is responsible for the preparation and presentation of the financial report and the information they contain and have determined that the accounting policies used are consistent with the financial reporting requirements of the Board's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Occupational Therapists Registration Board. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the Board.

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

We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the Board, or for any other purpose other than that for which it was prepared.

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

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

AUDIT OPINION

In our opinion the financial statements of the Occupational Therapists Registration Board of Western Australia present fairly the financial position as at 31 December 2003 and the results of its operations for the year then ended, in accordance with the basis of preparation outlined above.

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

SHAKESPEARE PARTNERS
Chartered Accountants


SR THOMPSON - Partner

Dated : 15/6/04

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

ABN 99 858 551 508

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**BALANCE SHEET
AS AT 31ST DECEMBER 2003**

	31/12/03	31/12/02
	\$	\$
ACCUMULATED FUNDS		
Accumulated Funds - Beginning of Period	138,639	158,002
Excess of Income Over Expenditure	13,599	(19,363)
TOTAL ACCUMULATED FUNDS	<u>\$152,238</u>	<u>\$138,639</u>
Represented by:		
CURRENT ASSETS		
Cash Float	100	100
Other Debtors	4,500	-
GST Refund	3,216	2,724
Cash at Bank	6,812	7,866
Investment - Challenge Bank No 11-1325	123,626	118,188
Investment - Challenge Bank 43-4305	-	6,007
Investment - Challenge Bank 44-3068	-	17,011
Investment - Challenge Bank 60-3391	35,910	-
	<u>174,164</u>	<u>151,896</u>
TOTAL ASSETS	<u>174,164</u>	<u>151,896</u>
CURRENT LIABILITIES		
Fees Paid in Advance	12,400	2,580
Sundry Creditors & Accrued Charges	9,526	10,677
TOTAL LIABILITIES	<u>21,926</u>	<u>13,257</u>
NET ASSETS	<u>\$152,238</u>	<u>\$138,639</u>

There accounts to be read in conjunction with the accounts report attached

OCCUPATIONAL THERAPISTS REGISTRATION BOARD OF W.A.

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

	31/12/03	31/12/02
	\$	\$
INCOME		
Practising Fees	73,320	70,440
Registration Fees	4,980	4,920
Restoration Fees	2,900	1,580
Change of Name	410	280
Practice Audit Fees	700	600
	<hr/>	<hr/>
	82,310	77,820
EXPENDITURE		
Audit Fees	1,100	-
BPay Facility	2,000	-
Bank Charges	605	663
Board Members Fees	2,381	1,636
Board Prize	300	250
Catering	911	792
Conference Expenses	5,056	4,217
Eftpos Costs	506	-
Grants	10,000	18,175
Interest Paid	-	63
Legal Costs	638	23,743
COTRB Contribution	2,532	2,446
Postage, Printing & Stationery	7,576	9,240
Prior Period Adjustment	293	-
Secretarial & Administration Costs	39,996	39,997
Small Plant	44	-
Website Annual Costs	518	767
Website Setup Costs	5,464	2,797
Telephone	1,027	525
Workforce Survey	-	2,800
	<hr/>	<hr/>
	80,947	108,111
	<hr/>	<hr/>
	1,363	(30,291)
OTHER INCOME		
Interest Received	7,628	7,614
Legal Fees Recovered	4,500	-
Fines	-	60
Sundry Income	108	509
Refund of Research Grant	-	2,745
	<hr/>	<hr/>
	12,236	10,928
	<hr/>	<hr/>
EXCESS OF INCOME OVER EXPENDITURE	<u>\$13,599</u>	<u>(\$19,363)</u>

There accounts to be read in conjunction with the accounts report attached