



**Occupational Therapy  
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

# Annual Report 2017





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# Governance

## Chairs Report

*Tē tōia, tē haumatia:* Nothing can be achieved without a plan, workforce and way of doing things

This proverb is especially pertinent in health, as provision and delivery of health services in Aotearoa New Zealand evolve. The Occupational Therapy Board of New Zealand (OTBNZ) has been considering how best to anticipate, plan and execute the changes needed in this climate. Our focus has been to be proactive and use a light / right touch style of regulation that is not only in tune with our regulatory responsibilities but also in step with health consumers and practitioners. We have identified a need to gather more information relating to issues currently affecting practitioners and stakeholders in order to guide us.

### Workforce Issues

The direction of health is changing rapidly; some examples of this include a move away from hospital based treatment towards the management of acute and chronic health conditions in the community. The development of community based services using existing resources, bespoke services and developing closer working relationships with other community based providers. Occupational therapists working exclusively on tasks that require a high level of specific expertise as roles traditionally carried out are now being performed by other regulated or non regulated health workers. These issues affect all practitioners at all levels of experience and provide us with many challenges and opportunities. It is the Boards' belief that the new revised competencies have anticipated these trends and provide us with a strong foundation to meet these challenges. They not only measure individual competence but provide a strong statement about our professional core values to the public and other stakeholders.

This year's report includes the current number of occupational therapists who identify as Māori and Pacific Island. The numbers of Māori occupational therapists holding an annual practising certificate have increased from 93 last year to 98 this year. This is

encouraging as it is important that the workforce is reflective of bicultural Aotearoa New Zealand. However, these figures still only represent 3.8% of the workforce significantly less than the national average. For practitioners who identify as Pacific Island the numbers have increased from 34 in 2016 to 37 in 2017 this represents 1.4% of the workforce, again although the upward trend is encouraging, it is significantly less than the national average.

### Competencies and ePortfolio

By now the revised competencies should be familiar to all practitioners and the improvements made to the ePortfolio format will have made the experience of inputting objectives more user-friendly. Ongoing work to improve the functionality, while safely maintaining the website, continues. The first phase of practitioner audits has occurred and the board is most grateful to Juanita Murphy, Professional Advisor to the Board for her hard work in planning and implementing this and also to the auditors who agreed to undertake this significant task. All board members were audited in the first phase and we were able to experience and test this process first hand. The audit cycle to cover all practitioners will be over a 5 year cycle and will provide all practitioners the benefit of thorough objective feedback of their webpage.

### Best Practise

There will be strong board representation at the OTNZ WNA conference in Nelson later this year. This will be a good opportunity for us to meet informally with practitioners and talk more about our role and plans for the future. Some members of the board will also be attending the CLEAR conference in November this year. CLEAR is an association of individuals, agencies and organizations that comprise the international community of professional and occupational regulation. The themes for the conference will include; global mobility and entry to practice, governance and accountability in professional regulation and striving for continuing

competence. Earlier this year the Board also undertook a day workshop in governance training. Our strategic plan is due to expire in 2018 and work is now beginning in formulating a fresh one.

## Notifications

Although there has been an increase in the number of notifications to the OTBNZ from last year, there has been a drop in the percentage of those notifications that relate to either a competence or conduct issue. Especially pleasing is the almost complete eradication of the number of late applications for annual practising certificates. Credit for this must go to Sam Ashworth and Tim Signal of the registration team who have worked tirelessly to develop thorough systems to remind practitioners who intend to practice in the new practise year to complete their application on time. It is interesting to note that of the six cases where occupational therapists have been referred to the Health Practitioners Disciplinary Tribunal, three of these have related to practising without an annual practising certificate. Taking a proactive approach with this issue has removed significant potential stress and cost for practitioners as well as saving the OTBNZ much time and expense.

## Staffing

There has been a recent staff re-organisation to better position the Board in its strategic direction. The establishment of an Advisor for Policy, Standards and Risk has been created to support the Board in developing new policies and undertake research projects. We are delighted with the appointment of Dr Megan Kenning to this role and one of the first tasks she will be undertaking is a review of the supervision arrangements for new graduate occupational therapists, occupational therapists returning to practise and overseas occupational therapists. We are also very pleased with the appointment of Toni Lancaster to the role of Senior Registration Officer - Toni will be leading the registration team and looking at ways to develop the

registration process and improve practitioner experience when engaging with the Board.

Andrew Charnock the Boards CEO and Registrar continues to provide committed, focused and innovative leadership to the staff at OTBNZ. The Board members greatly appreciate his wisdom, insights and support that he consistently provides for us with additional assistance from senior administrator, Anne Hessian. We would also like to acknowledge and thank all the staff of the OTBNZ for their continuing hard work and fortitude especially during the November earthquake when, despite the building being evacuated for several days, managed to continue working remotely with minimum disruption to service.

## Board Member Changes

We would like to congratulate Colleen Naughton (practitioner) on the birth of her baby daughter earlier this year. We look forward to her return to the Board in October. Two of our Board members Mary Silcock (practitioner) and Rangimahora Reddy (layperson) have stepped down from the Board. We thank them for their contributions and commitment and wish them both well for the future. We also welcomed two new Board members, Cassandra Hopkins (practitioner) and Anne Carter. (layperson) Both Cassandra and Anne have significant experience from their respective sectors and bring additional skills and knowledge to the Board.

We look forward to seeing and meeting with you in Whakatu – Nelson

Nāku noa nā



**Rob Molyneux**

Chair

Occupational Therapy Board New Zealand

## Chief Executive and Registrar's Report

My report reflects on the year from April 2016 to March 2017. The following is an overview of our operational activity.

### Collocation

We have been in our collocated office facility in Wellington's CBD for over a year. There have been some settling in aspects as we work collectively on our sharing of back office functions with the Nursing Council and the eight other Boards and Councils that have collocated. The Nursing Council is providing us with back office functions of finance and payroll, as well as facilities and utility management. Moving forward we now face the potential for joint projects to obtain further economies of scale and sharing of our regulatory work.

### Reorganisation

Late in 2016 we undertook an organisational review. The review identified changes to some of our areas of work. For example, we made a new appointment of Dr Megan Kenning as our Advisor, policy, standards and risk. This position will help us to improve analysis of the notifications and complaints we receive and, in turn, develop standards and guidance for the profession. Megan is carrying out work on the Board's supervision requirement. We hope that this work will unpack some of the important aspects of supervision and ensure that it meets the needs of practitioners. Our Deputy Registrar position (held by Shiromi Seneviratne) was disestablished and replaced with a Senior Registration Officer. This role covers registration activity and case management of all the notifications we receive. We welcome Toni Lancaster to our team. Trina Williams, who was our in-house lawyer, left early in 2017 to gain further experience in criminal law. We now contract externally for legal advice. Our Professional Advisor, Juanita Murphy, works remotely to our base in Wellington. This is very beneficial for our organisation as

much of Juanita's work can be done electronically or by phone/Skype. Our two Registration Officers, Tim Signal and Sam Ashworth, continue to provide registration advice to practitioners and those people seeking registration from overseas. Tim and Sam have additional areas of responsibility around health and safety, competence assessments and ePortfolio audits. Anne Hessian also joined our team as Senior Administrator. Anne's role assists with office management and also supports me with projects and liaison with Board Members.

One of the main reasons for a review of our organisation was to reorientate our activities to become more proactive. Being proactive requires us to extend our knowledge and information about the profession. This is something we will be actively pursuing in the future.

### Information technology

We continue to make refinements to the ePortfolio and website. Information technology (IT) is a high consumer of our resources as we keep pace with changes in technology and practitioners' expectations. It has become common practice to allow IT to take a greater role in our processing activities. We can now issue an electronic practising certificate within minutes. As the registration database is starting to age, it will be important to look to the future and consider further developments for the database.

### Agreement with Osteopathic Council of New Zealand

In February we decided to end the Agreement with the Osteopathic Council of New Zealand. The work of the Council has grown considerable over the last six years and this growth can no longer be accommodated within our current commitments and structure.

## Working with the Association

In September last year we attended the Occupational Therapy New Zealand-Whakaora Ngangahau Aotearoa clinical workshops in Wellington. It was at this event that we launched our Facilitated Resolution Policy. This policy has been developed to allow resolution of complaints and concerns raised by members of the public. We have been working with Professor Chris Marshall, Diana Unwin Chair in Restorative Justice at Victoria University, in progressing this work.

## Cost of Annual Practising Certificate (APC)

We have been successful in holding the APC at its current rate of \$558 for the last seven years. We are currently reviewing all our fees for the services we provide. We will be consulting widely on the outcome.

The organisation is in a strong financial position.

## Plain English

We are conscious that a lot of our correspondence contains jargon and legal language. We want to change this type of communication and will be implementing plain language standards across our style and content so it becomes easier to understand.

## Re-accreditation of occupational therapy programmes

In March this year the Board undertook the process to re-accredit Otago Polytechnic and Auckland University of Technology programmes. I am pleased to confirm that both programmes have achieved re-accreditation for another five years.

The programmes have seen a change to some aspects of the curriculum as they accommodate the new competencies for registration and continuing practice. Of particular note are the changes required in response to Competency 2 – Practising appropriately for bicultural Aotearoa New Zealand.

## THE YEAR AHEAD

The above is a review of the last financial year. So what is the direction for next year?

## Meeting the profession

With our emphasis on becoming more proactive we would like to engage more regularly with the profession.

## Workforce survey

The organisation will be conducting a workforce survey of the profession.

## Supervision unpacked

We will continue our work on understanding supervision and provide better resources to practitioners.



**Andrew Charnock**

Chief Executive and Registrar  
Occupational Therapy Board of New Zealand

# The Occupational Therapy Board

We are pleased to present this report for the year ending 31 March 2017 to the Minister of Health. This report is presented in accordance with section 134(1) of the Health Practitioners Competence Assurance Act.

## Our Purpose

to protect the health and safety of members of the public.

## Our Mission

to ensure occupational therapists are fit and competent to practise.

## Our Vision

to lead national and international best practice in the regulation of occupational therapy competence, based on its unique bicultural identity.

## Our Values

- » Fairness and natural justice
- » Cultural responsiveness
- » Accountability
- » Collaboration
- » Transparency
- » Responsibility
- » Integrity.

## Our Functions

The Board is an appointed body corporate in accordance with the Health Practitioners Competence Assurance Act 2003 (the Act). As an Authority under the Act the Board is responsible for the registration and oversight of occupational therapy practitioners.

The functions of the Board are listed in section 118 of the Act.

- a. To prescribe the qualifications required for scopes of practice within the profession, and, for that purpose, to accredit and monitor education institutions and degrees, courses of studies, or programmes
- b. To authorise the registration of health practitioners under the Act, and to maintain registers
- c. To consider applications for annual practising certificates
- d. To review and promote the competence of health practitioners
- e. To recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners
- f. To receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners
- g. To notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public
- h. To consider the cases of health practitioners who may be unable to perform the function required for the practice of the profession
- i. To set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession
- j. To liaise with other authorities appointed under the Act about matters of common interest:
- k. To promote education and training in the profession
- l. To promote public awareness of the responsibilities of the authority
- m. To exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under the Act or any other enactment.

## *Fostering faith and confidence in the profession*

# Corporate Governance

## Board Members

Members are appointed to the Board by the Minister of Health. Their term is for three years. A member can be reappointed for a subsequent three year term. After two three-year terms a member usually steps down. There are instances where a third term is agreed upon by the Minister of Health. Re-election is possible after a one term break.

Name	Profession	Region	Date of original appointment	Term	Term ends
Miss Colleen Naughton	OT (chair)	Hawkes Bay	Nov 2010	3	Nov 2019
Mrs Rangimahora Reddy	Lay Person	Hamilton	Sep 2010	2	Apr 2017
Ms Jane Hopkirk	OT	Lower Hutt	Aug 2009	3	Nov 2018
Robert Molyneux	OT (Deputy Chair)	Hamilton	Mar 2014	2	Mar 2020
Mary Silcock	OT	Hamilton	Mar 2014	1	Mar 2017
Sally Wenley	Lay Person	Auckland	Nov 2015	1	Nov 2018
Erica Hodgson	OT	Auckland	Nov 2015	1	Nov 2018
Kaye Cheetham	OT	Dunedin	Nov 2015	1	Nov 2018
Cassandra Hopkins	OT	Hamilton	Nov 2016	1	Nov 2019

## Board Meeting Attendance 2016 – 2017

Name	15/04/16	14/06/16	16/08/16	18/10/16	13/12/16	21/02/17
Miss Colleen Naughton (Board Chair)	√	√	√	√	√	√
Mrs Rangimahora Reddy	√	√	√	√	√	x
Ms Jane Hopkirk	√	x	√	x	√	√
Robert Molyneux (Deputy Chair)	√	√	√	√	√	Elected Chair
Mary Silcock	x	√	√	√	Finished Term	Finished Term
Sally Wenley	√	√	√	√	√	√
Erica Hodgson	√	√	√	√	√	Elected Deputy Chair
Kaye Cheetham	√	√	√	√	√	√
Cassandra Hopkins	Not yet appointed	Not yet appointed	Not yet appointed	Not yet appointed	√	√

## Competence Assessors

Our competence assessors evaluate qualifications and assess the competence to the General Scope of Practice: Occupational Therapist. They assess registrants from overseas and registered occupational therapists who have not practised in over three years and are applying for a practising certificate.

- » Diane Henare\*
- » Heather Clarke\*
- » Suzanne Patterson\*
- » Blair Cross\*
- » Jonathon Armstrong\*
- » Juanita Murphy (professional advisor)

*\*Occupational Therapists who are not members of the Board and are contracted for their expertise.*

## ePortfolio Auditors

Our ePortfolio auditors evaluate and assess the information that practitioners have entered into the continuing competence tool ePortfolio. Auditors are Occupational Therapists who are not members of the Board and are contracted for their expertise.

- » Yasmin Orton
- » Jonathon Armstrong
- » Emma Parry
- » Carolyn Simmons-Carlsson
- » Suzanne Patterson

### Our Five Broad Competencies Registrants and Practitioners are assessed on.

1

Applying occupational therapy knowledge, skills and values

2

Practising appropriately for bicultural Aotearoa New Zealand

3

Building partnerships and collaborating

4

Practising in a safe, legal, ethical and culturally competent way

5

Engaging with and being responsible for your profession

## Secretariat

<b>Chief Executive and Registrar</b>	<b>Andrew Charnock</b> Overall management responsibility for the organisation. Statutory responsibility under the Health Practitioners Competence Assurance Act.
<b>Senior Registration Officer</b>	<b>Toni Lancaster (start April 2017)</b> Manages the registration process including renewals, policy development and case management.
<b>Advisor Policy, Standard and Risk</b>	<b>Dr Megan Kenning (start April 2017)</b> Advice and support on policies, standards and managing risk.
<b>Professional Advisor</b>	<b>Juanita Murphy</b> Provides clinical advice and support on risk management, practice and competence.
<b>Registration Officer</b>	<b>Sam Ashworth</b> Oversees the processing of all registrations ensuring policies and practice are met.
<b>Registration Officer</b>	<b>Tim Signal</b> Oversees the processing of all registrations ensuring policies and practice are met.
<b>Senior Administrator</b>	<b>Anne Hessian</b> Provides general administrative services to the organization as needed.

### Additional Secretariat Staff

- » Olivia Bryson – General Contractor Ongoing
- » Madeline Jenson – Administrator (End January 2017)
- » Shiromi Seneviratne – Deputy Registrar (End February 2017)
- » Trina Williams – Senior Solicitor (End February 2017)

## Definition of the Practice of Occupational Therapy

The Occupational Therapy Board of NZ defines the practice of occupational therapy as the following:

1. Using processes of enabling occupation to promote health and well-being by working with individuals, groups, organisations, communities and society to optimise activity and participation across the lifespan and in all life domains.
2. Establishing relationships with clients/Tangata Whaiora and people associated with clients, based on an understanding of their occupational history, participation preferences, and the personal, spiritual, family/whanau, social, and cultural meanings of what they do.
3. Using interactive, observational and interpretive methods of enquiry to explore and understand the subjective meanings of occupation.
4. Assessing aspects of people, occupations and places relevant to the things people want, need and are expected to do, including:
  - a. Personal factors, body structures and functions, activity limitations and occupational performance skills relative to the requirements for participation and developmental stage.
  - b. Past and present participation in occupation including the effectiveness of and satisfaction with that participation.
  - c. Routines and patterns of participation, and their consequences for health and well-being.
  - d. The components of occupation, and the capacities, skills and resources required to participate in them.
  - e. Contexts of participation, including facilitators and barriers to participation in occupation, and culturally defined roles and meanings.
5. Working collaboratively with clients to:
  - a. Identify and prioritise activity and participation goals at an occupational performance level, in current and future environments.
  - b. Develop, preserve and restore capacity for participation, including body structures and functions, and personal factors as these relate to skillful, effective and satisfying occupational performance.
  - c. Prevent or retard predictable deformity of body structures and/or disruption of body functions that might affect participation, through educational approaches and by recommending and educating people in the use and care of assistive devices, garments and technologies.
  - d. Review participation choices, in relation to enabling occupational performance.
  - e. Modify how, when, where and with whom activities and occupations are performed.
  - f. Modify physical, social and attitudinal environments to remove barriers to participation in occupation and strengthen facilitators of participation in occupation.
  - g. Develop a group, organisation, or community's purpose, resources, structure, functioning and/or skills to enable participation in occupation.
6. Engaging in processes to ensure competence in the above 1
7. 'Practice' goes wider than clinical occupational therapy to include teaching/tutoring, professional and/or team leadership or health management where the person influences the practice of occupational therapy, in hospitals, clinics, private practices and community and institutional context whether paid or voluntary.

## Scope of practice

The Board has one scope of practice for practitioners on its Register:

### **General scope of practice: Occupational Therapist**

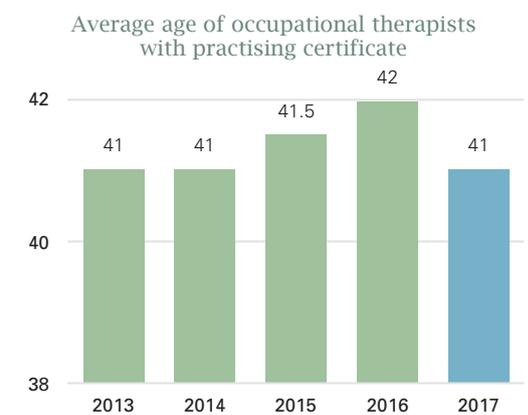
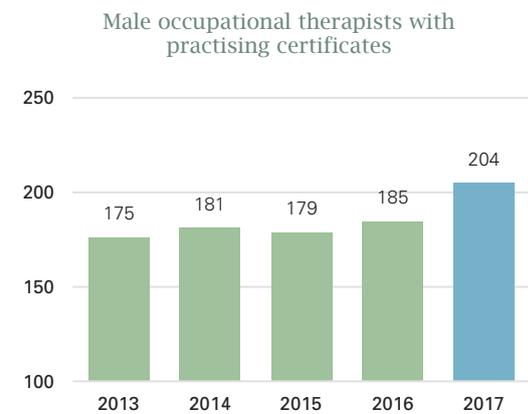
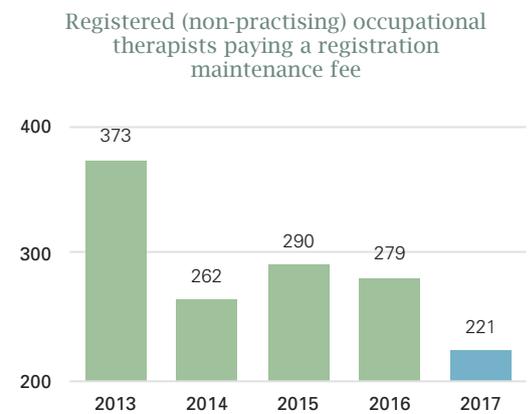
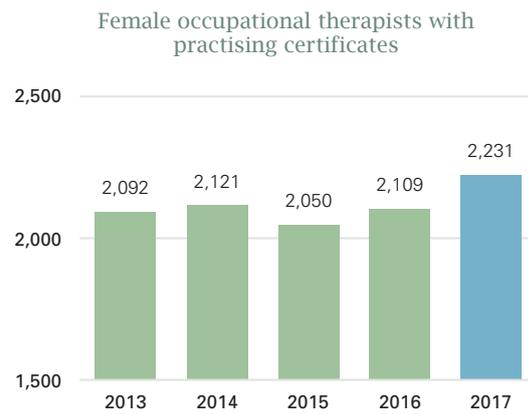
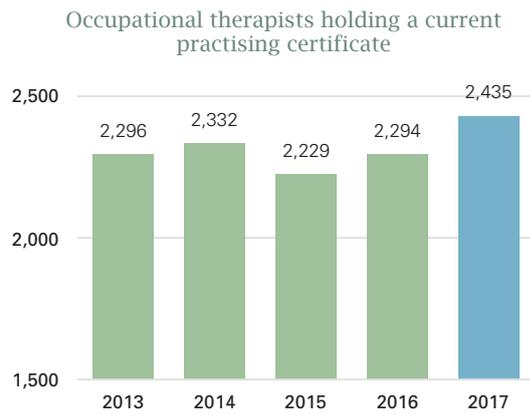
Occupational therapists are registered health professionals who use processes of enabling occupation to optimise human activity and participation in all life domains across the lifespan, and thus promote the health and well-being of individuals, groups, and communities. These life domains include: learning and applying knowledge; general tasks and demands; communication; mobility; self-care; domestic life; interpersonal interaction and relationships; major life areas; and community, social and civic life.

Enabling occupation incorporates the application of knowledge, principles, methods and procedures related to understanding, predicting, ameliorating or influencing peoples' participation in occupations within these life domains. Such practice is evidence-based undertaken in accordance with the Occupational Therapy Board's prescribed Competencies and Code of Ethics, and within the individual therapist's area and level of expertise.

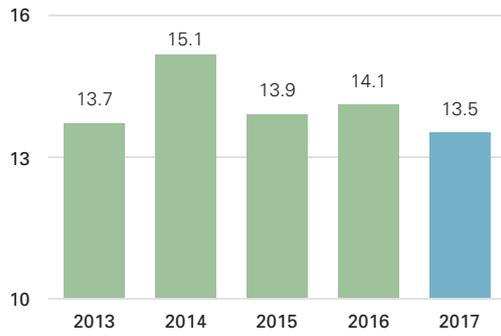
# Workforce Data

## Registration

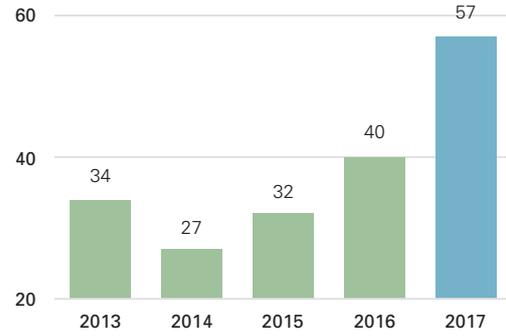
As at March 31 2017



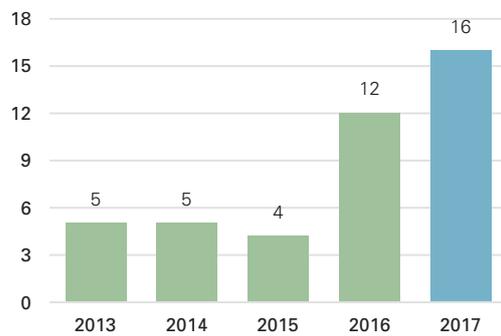
Average years registered for practitioners with a practising certificate



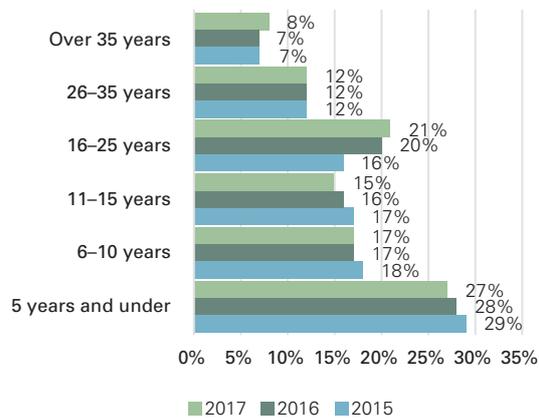
Overseas qualified occupational therapists



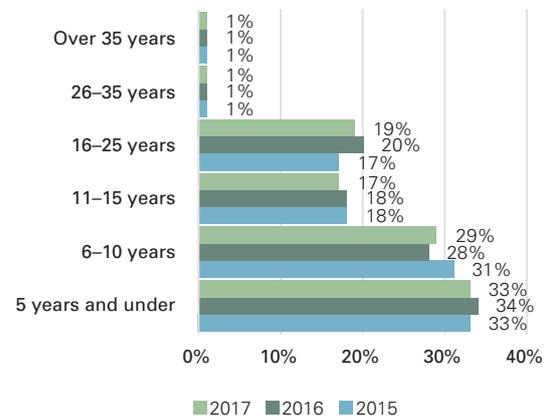
Registration under Trans-Tasman Mutual Recognition Act

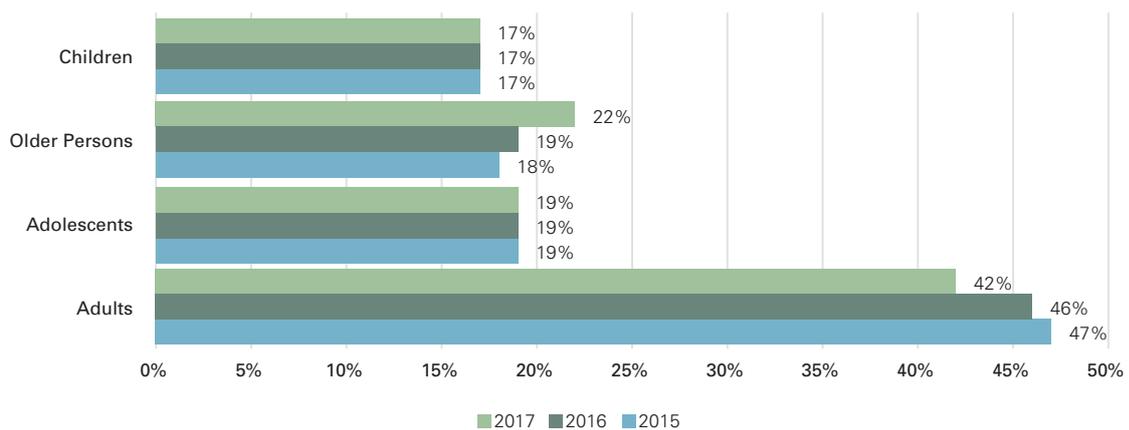
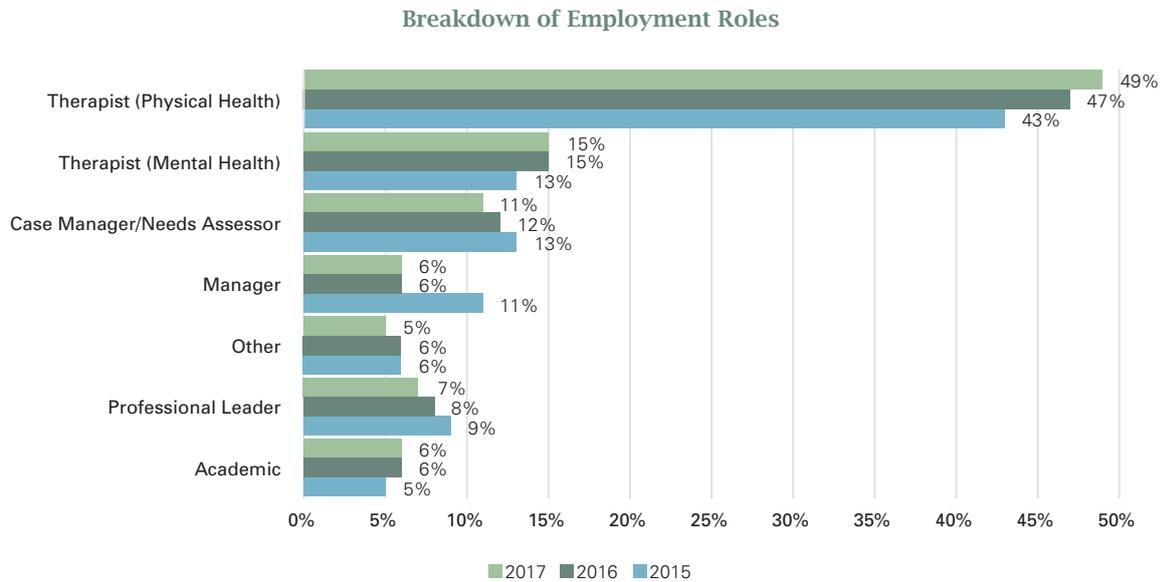


Years Since First Registered - Female



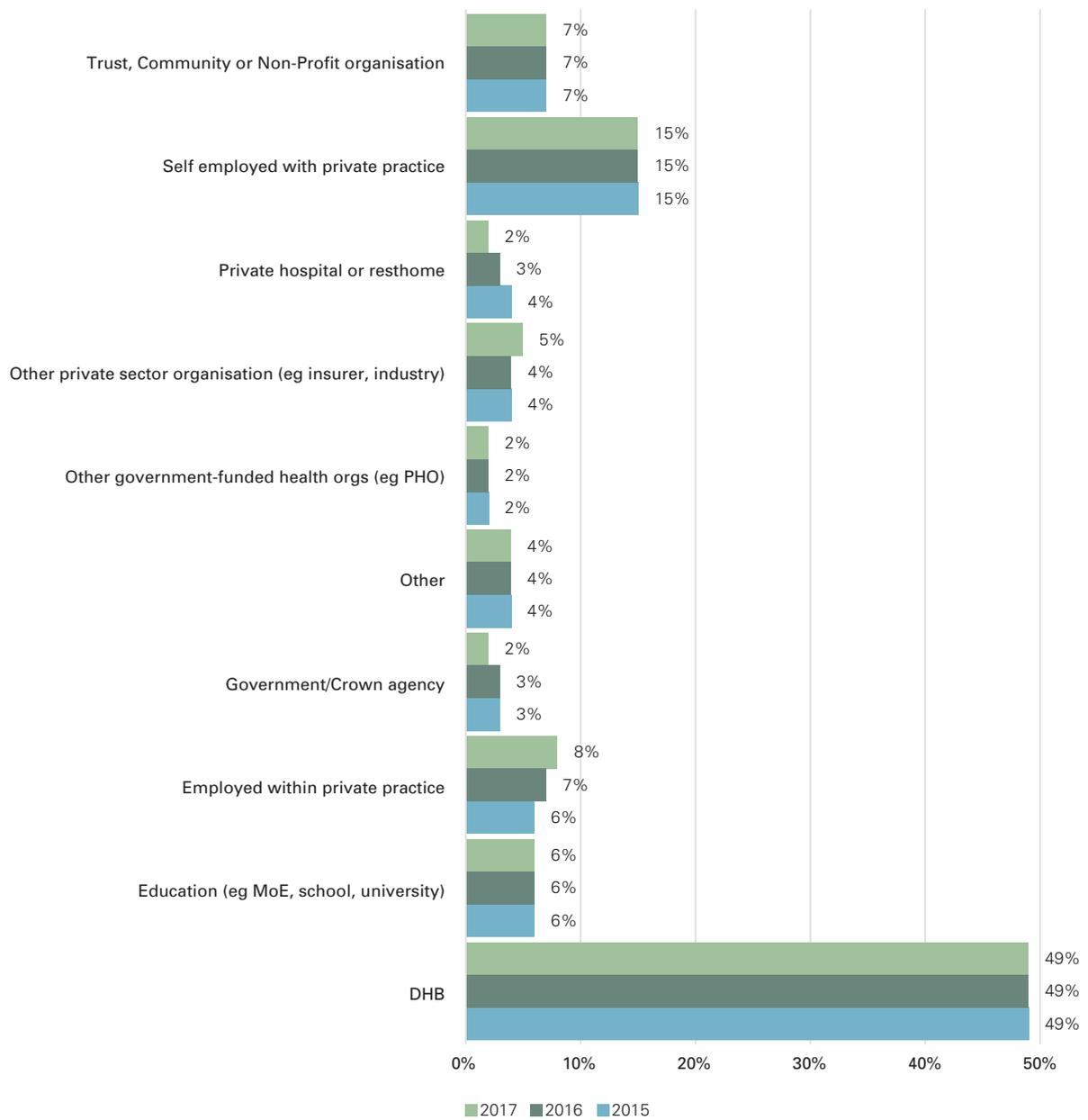
Years Since First Registered - Male





These figures include all occupational therapists on our register with or without a current practising certificate. Some practitioners may identify with more than one of the above categories. The numbers above are indicative and reliant on the information we receive.

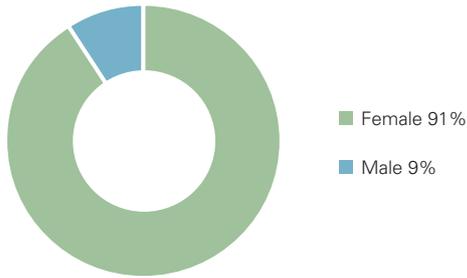
**Practitioners on the register by employing organisation type**



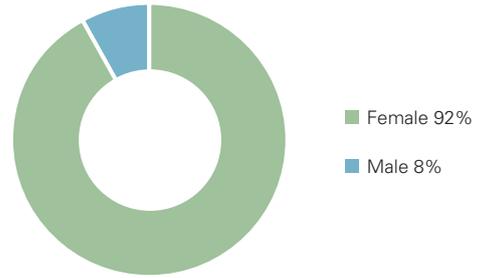
Education may include University placements.

These figures include all occupational therapists on our register with or without a current practising certificate. Some practitioners may identify with more than one of the above categories. The numbers above are indicative and reliant on the information we receive.

Annual Practising Certificate Additions to the Register Male vs Female as of March 31 2016



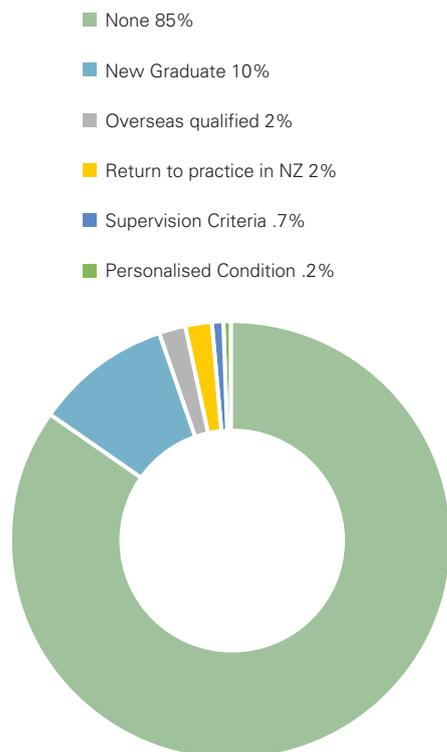
Annual Practising Certificate Additions to the Register Male vs Female as of March 31 2017



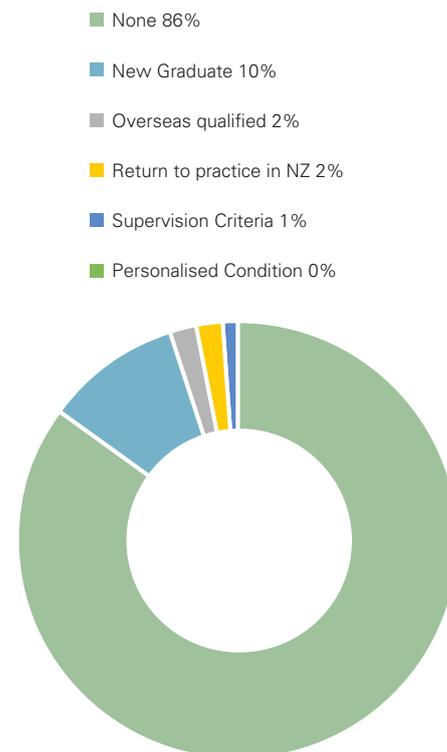
As of March 31 2016 there were 2,294 occupational therapists with a current practising certificate. The conditions they held are seen below.

As of March 31 2017 there were 2,435 occupational therapists with a current practising certificate. The conditions they held are seen below.

Conditions on Registered Practitioners as of March 31 2016



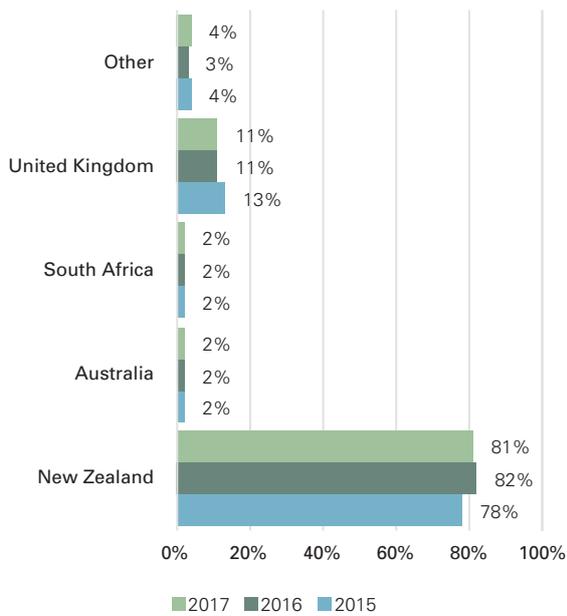
Conditions on Registered Practitioners as of March 31 2017



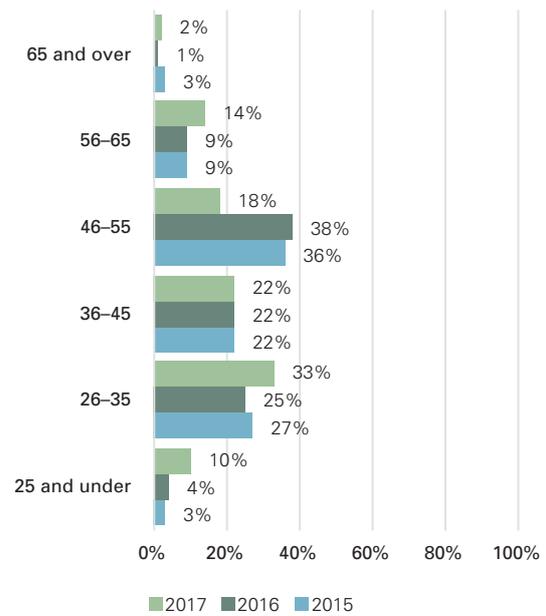
## Registration

Information on age of practitioners for the top countries they have qualified in.

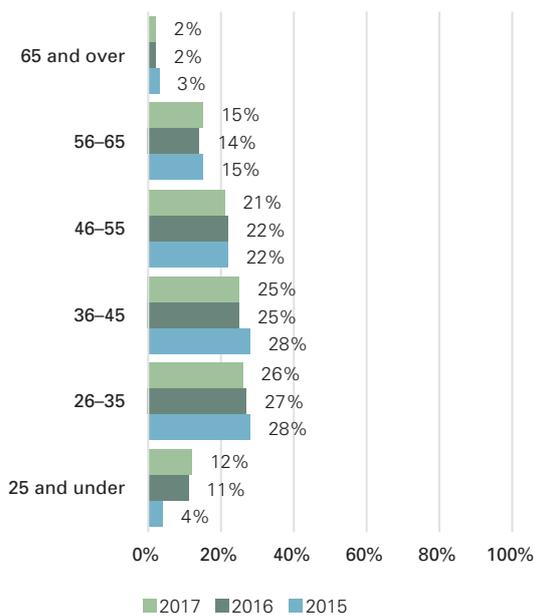
The Top Four Countries of Origin for Registered Practitioners



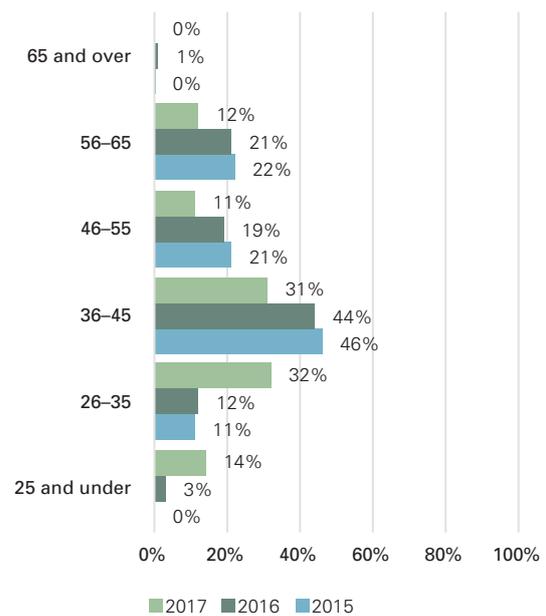
Age of practitioners from Australia



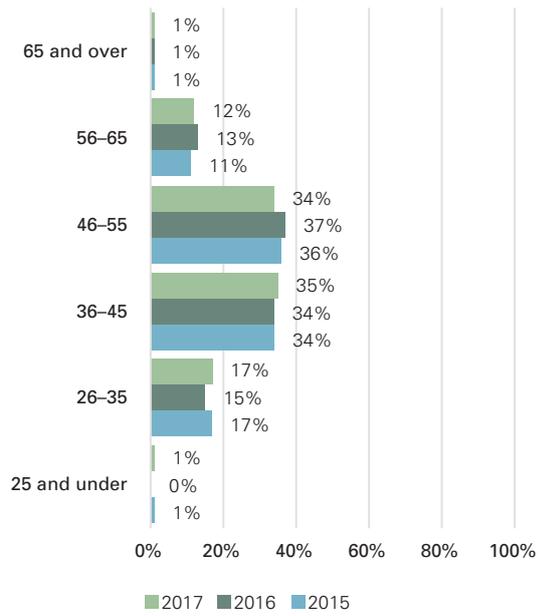
Age of practitioners from New Zealand



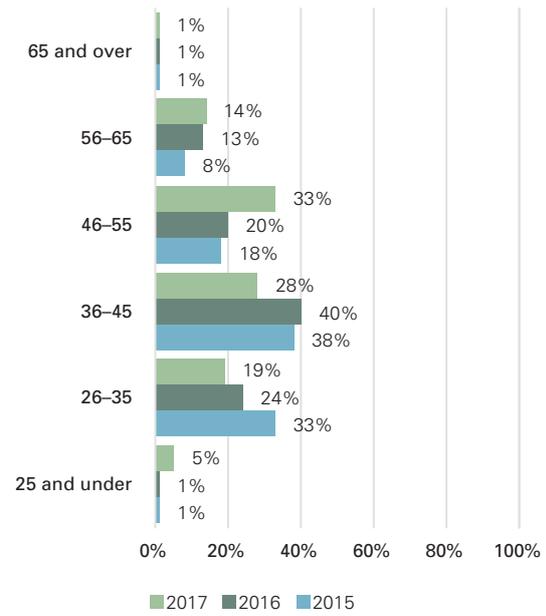
Age of practitioners from South Africa



**Age of practitioners from the United Kingdom**



**Age of practitioners from all other countries**



# Notification Information

## Notifications – Their source and outcome

As at March 31 2017

TYPE	Number	HPCAA 2004 Reference
Competence	1	
Formal s34 Competence	1	S34
Conduct	2	S7/8; Code of Ethics
Conviction (fitness)	5	S67; 16
Complaint (HDC*)	2	S64
Health	10	S45; 16
Professional Conduct Committee referrals	1	
Tribunal Cases	0	

## Health Practitioners Disciplinary Tribunal

As at March 31 2017

The functions of the Tribunal are:

- » To hear and determine charges brought under section 91 of the HPCA Act
- » To exercise and perform any other functions, powers, and duties that are conferred or imposed upon it by or under the HPCA Act or any other Act.

The membership of the Tribunal consists of:

**Chair Person** – David Carden

**Deputy Chairperson** – Maria Dew

**Deputy Chairperson** – Kenneth Johnston

### Panellists:

- » Neeka Gilmore
- » Kim Henneker
- » Jenni Mace
- » Richard Savill
- » Nancy Wright

### Executive officers:

- » Gay Fraser
- » Kim Davies
- » Debra Gainey

## Constitution of the Tribunal for Hearings

- » Chairperson (or Deputy Chairperson)
- » Three Occupational Therapist Panel members
- » One Layperson

## Executive Officer

The OTBNZ has contracted Gay Fraser as executive officer for the Tribunal for cases involving occupational therapists. The executive officer is responsible for administrative functions associated with the Tribunal.



# Financial Statements

For the year ended 31 March 2017

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THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
Entity Information  
"Who are we?", "Why do we exist?"  
FOR THE YEAR ENDED 31 MARCH 2017

Legal Name of Entity: THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Type of entity and Legal Basis : The Occupational Therapy Board of New Zealand (the Board) is a body corporate established by the Health Practitioners Competence Assurance Act 2003 (HPCAA) and is a Responsible Authority under that Act.

Entity's Purpose or Mission:  
As an Authority under the Act the Board is responsible for the registration and oversight of occupational therapy practitioners.

The functions of the Board are listed in section 118 of the Act.

- (a) To prescribe the qualifications required for scopes of practice within the profession, and, for that purpose, to accredit and monitor education institutions and degrees, courses of studies, or programmes;
- (b) To authorise the registration of health practitioners under the Act, and to maintain registers;
- (c) To consider applications for annual practising certificates (APCs);
- (d) To review and promote the competence of health practitioners;
- (e) To recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners;
- (f) To receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners;
- (g) To notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public;
- (h) To consider the cases of health practitioners who may be unable to perform the function required for the practice of the profession;
- (i) To set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession;
- (j) To liaise with other authorities appointed under the Act about matters of common interest;
- (k) To promote education and training in the profession;
- (l) To promote public awareness of the responsibilities of the authority;
- (m) To exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under the Act or any other enactment.

Entity Structure:  
The Board has eight (8) members. six (6) occupational therapists and two (2) lay members to represent public interests. Board Members are appointed by the Minister of Health.

Main Sources of the entity's cash and Resources:  
The board has received its main income from APCs Fees paid by registered occupational therapists.

Additional information:  
To protect the public, the Board is also responsible for making sure that occupational therapists keep high standards of practice by continuing to maintain their competence once they have entered the workforce

General Description of the Entity's Outputs  
To protect the health and safety of members of the public by providing for mechanisms to ensure that occupational therapists are competent and fit to practise.

Contact details

Physical Address: Level 5, 22 Willeston Street, Wellington 6011

Phone: 04 - 9184740 or 0800 99 77 55

Email: [enquiries@otboard.org.nz](mailto:enquiries@otboard.org.nz)

Website: [www.otboard.org.nz/](http://www.otboard.org.nz/)



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
STATEMENT OF FINANCIAL PERFORMANCE  
"How was it funded?" and "What did it cost?"  
FOR THE YEAR ENDED 31 MARCH 2017**

		2017	2016
	NOTE	\$	\$
<b>Revenue</b>			
APC Fees		1,230,524	1,185,111
Registration Fees		106,784	73,245
Other Fees		13,403	31,339
Other Income and cost recoveries		115,222	147,148
Interest		22,446	30,601
<b>Total Revenue</b>		<u>1,488,379</u>	<u>1,467,445</u>
<b>Expenditure</b>			
Board & Committees	1	271,158	245,634
Secretariat	2	1,122,367	1,260,626
		<u>1,393,525</u>	<u>1,506,260</u>
<b>Net Surplus/(Deficit)</b>		<u>94,855</u>	<u>(38,815)</u>

**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
STATEMENT OF MOVEMENT IN EQUITY  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017	2016
	\$	\$
Equity at the beginning of period	793,703	832,518
Net surplus/(deficit) for the period	94,855	(38,815)
Total recognised Revenues and Expenses for the period	94,855	(38,815)
Equity at the end of period	<u>888,558</u>	<u>793,703</u>

The accompanying notes form part of these financial statements



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
STATEMENT OF FINANCIAL POSITION  
"What the entity owns?" and "What the entity owes?"  
AS AT 31 MARCH 2017**

	NOTE	2017 \$	2016 \$
<b>Equity</b>		<b>888,558</b>	<b>793,703</b>
<b>Current Assets</b>			
Cash, Bank & Bank deposits		1,521,421	1,401,433
Investments		334,434	226,727
Fund held on behalf of other entities		5,797	5,787
Accounts Receivable		15,764	20,834
Prepayments		16,563	20,473
Other Asset		62	1,293
<b>Total Current Assets</b>		<b>1,894,041</b>	<b>1,676,546</b>
<b>Non-Current Assets</b>			
Fixed assets	3	56,196	69,377
Intangible assets	4	443,875	525,410
<b>Total Assets</b>		<b>2,394,111</b>	<b>2,271,333</b>
<b>Current Liabilities</b>			
Goods and Services Tax		165,626	147,560
Accounts payable and provisions	5	137,671	192,748
Income in Advance	6	1,196,460	1,131,535
Fund held on behalf of other entities		5,797	5,787
<b>Total Current Liabilities</b>		<b>1,505,554</b>	<b>1,477,630</b>
<b>Total Liabilities</b>		<b>1,505,554</b>	<b>1,477,630</b>
<b>Net Assets</b>		<b>888,558</b>	<b>793,703</b>

For and on behalf of the Board.

Colleen Naughton

Andrew Charnock

Board Chair

Officer

Dated: 08-08-17

Dated: 08-08-17

The accompanying notes form part of these financial statements



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND**  
**STATEMENT OF CASH FLOWS**  
**"How the entity has received and used cash"**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	2017	2016
	\$	\$
<b>Cash flows from Operating Activities</b>		
Cash was received from:		
Statutory fees	1,295,450	1,221,002
Registration income	118,085	72,645
Other fees	124,654	190,190
Interest Revenue	13,710	27,609
Cash was applied to:		
Payments to suppliers & employees	(1,308,097)	(1,389,787)
Net cash flows from operating activities	<u>243,802</u>	<u>121,659</u>
<b>Cash flows from Investing and Financing Activities</b>		
Cash was received from:		
Short-term investments	700,000	1,052,917
Sale of fixed Assets	298	-
Cash was applied to:		
Purchase of fixed Assets	(24,112)	(77,939)
Short-term investments	(800,000)	(970,000)
Net Cash Flows from Investing and Financing Activities	<u>(123,814)</u>	<u>4,978</u>
<b>Net Increase / (Decrease) in Cash</b>	<u>119,988</u>	<u>126,637</u>
Opening Cash Brought Forward	<u>1,401,433</u>	<u>1,274,796</u>
<b>Closing Cash Carried Forward</b>	<u>1,521,421</u>	<u>1,401,433</u>
Represented by:		
<b>Cash and cash equivalents</b>	1,521,421	1,401,433



## **STATEMENT OF ACCOUNTING POLICIES**

### **"How did we do our accounting?"**

### **FOR THE YEAR ENDED 31 MARCH 2017**

#### **BASIS OF PREPARATION**

The Board is a body corporate established by the HPCAA and is a Responsible Authority under that Act.

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and have been prepared on the basis of historical cost.

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **SPECIFIC ACCOUNTING POLICIES**

##### **Receivables**

Receivables are stated at estimated realisable values.

##### **Property, plant & equipment**

Initially stated at cost and depreciated as outlined below. Initial cost includes the purchase consideration plus any costs directly attributable to bringing the asset to the location and condition required for its intended use.

Assets are written down immediately if any impairment in the value of the asset causes its recoverable amount to fall below its carrying value.

##### **Depreciation**

Depreciation of property, plant & equipment is charged at the same rates as the Income Tax Act 1994.

The following rates have been used:

Office furniture & equipment 9% - 50% diminishing value

Computer equipment 40% - 60% diminishing value

##### **Office Refit**

Office refit is depreciated over the period of the lease at the following rate:

Five years straight line

##### **Intangible Assets**

Intangible Assets comprise non-physical assets which have a benefit to the Board for periods extending beyond the year the costs are incurred.

##### **Amortisation**

Intangible assets are amortised over the period of benefit to the Board at the following rate:

Website/Database 10 years straight line.

##### **Leases**

Payments made under operating leases are recognised in the statement of financial performance on a basis representative of the pattern of benefits expected to be derived from the leased asset.

##### **Employee entitlements**

Provision is made in respect of the Board's liability for annual leave at balance date. Annual leave has been calculated on an actual entitlement basis at current rates of pay. No provision is made for sick leave entitlement as this does not accumulate.

##### **Taxation**

The Board is exempt from Income Tax.

##### **Income recognition**

Fees received for the issue of APCs and register maintenance are recognised in the year to which the fees relate. All other fees are recognised on receipt.

##### **Goods & Services Tax**

The board is registered for Goods & Services Tax (GST), and all amounts are stated exclusive of GST, except for receivables and payables that are stated inclusive of GST.

#### **CHANGES IN ACCOUNTING POLICIES**

The depreciation rate of office refit is 20%. All other policies have been applied on a consistent basis with those used in previous years.



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

	NOTE	2017 \$	2016 \$
<b>1. BOARD &amp; COMMITTEES</b>			
Fees		83,397	44,699
Examinations		-	4,195
Legal, Investigation and hearing expenses (Discipline)		52,093	43,017
Meeting expenses, conferences & travel		95,261	139,648
Publications		15,961	13,826
Special projects		24,446	249
		<u>271,158</u>	<u>245,634</u>

**2. SECRETARIAT**

Audit fees		7,195	6,370
Depreciation & amortisation	7	118,530	110,025
Equipment lease		-	5,136
Telephone, Postage & courier		12,352	13,786
Occupancy costs		45,665	71,919
Other costs		171,190	238,381
Personnel		637,608	688,974
Printing and Stationery		13,210	13,680
Professional fees		116,616	112,356
		<u>1,122,367</u>	<u>1,260,626</u>

**3. PROPERTY, PLANT & EQUIPMENT**

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
<b>At 31 March 2016</b>			
Office furniture & equipment	78,427	22,237	56,190
Computer equipment	65,538	52,351	13,187
	<u>143,964</u>	<u>74,588</u>	<u>69,377</u>
<b>At 31 March 2017</b>			
Office furniture & equipment	80,585	33,097	47,488
Computer equipment	65,615	56,907	8,708
	<u>146,200</u>	<u>90,004</u>	<u>56,196</u>



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**4. INTANGIBLE ASSETS**

	COST	ACCUMULATED AMORTISATION	BOOK VALUE
<b>At 31 March 2016</b>			
Database/Website	995,804	470,394	525,410
	<u>995,804</u>	<u>470,394</u>	<u>525,410</u>
<b>At 31 March 2017</b>			
Database/Website	1,015,274	571,400	443,875
	<u>1,015,274</u>	<u>571,400</u>	<u>443,875</u>

	2017 \$	2016 \$
<b>5.ACCOUNTS PAYABLE &amp; PROVISIONS</b>		
Accounts payable	79,182	135,137
Provisions	39,629	27,294
Lease liability	-	7,933
Employee entitlements	18,860	22,385
	<u>137,671</u>	<u>192,748</u>

**6.INCOME IN ADVANCE**

Fees received relating to next year		
APC fees	1,185,754	1,121,473
Register maintenance fees	10,706	10,062
	<u>1,196,460</u>	<u>1,131,535</u>



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017	2016
	\$	\$
<b>7. DEPRECIATION &amp; AMORTISATION</b>		
<b>Depreciation has been charged against:</b>		
Office furniture & equipment	5,857	4,017
Computer equipment	6,665	11,606
Office Refit	5,004	448
	17,525	16,071

Amortisation of intangible assets		
Website/Database	101,005	93,954

**8. Credit Card Facility**

A MasterCard credit card with a limit of \$15,000 is held with Westpac.

**9. COMMITMENTS**

The Council have an agreement with Nursing Council of New Zealand for the provision of back office corporate services. The Service Level Agreement is for an initial period of five years. The future estimated commitments based on the expected costs included in this agreement as at 31 March 2017 are: property \$26,538; Corporate Services \$117,560; Total \$144,098.

	2017	2016
	\$	\$
Due in 1 year	117,560	122,200
Due between 1-2 years	117,560	122,200
Due between 2-5 years	223,525	354,547
	458,645	598,947

Contractual commitments for operating leases of premises  
Level 5, 22 Willeston Street Wellington

	2017	2016
	\$	\$
Due in 1 year	26,538	28,575
Due between 1-2 years	26,538	28,575
Due between 2-5 years	50,459	82,907
	103,535	140,057

The figures disclosed above reflect the Board's rent, as currently payable.  
The lease agreement is in the name of Nursing Council of New Zealand.



## THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 10. Capital Commitments

There are no capital commitments at balance date. (2016: \$Nil)

### 11. CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2016 \$Nil)

### 12. RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year. (2016 \$Nil)

### 13. EVENTS AFTER BALANCE DATE

The Board is terminating the agreement with the Osteopathic Council of New Zealand (the Council), and the termination period is over six months after the balance date. The main impact will be on the revenue generated from the services provided to the Council.

### 14. Assets Held on Behalf of Others

There were no assets held on behalf of others during the financial year. (2016: \$Nil)

### 15. Correction of Errors

There were no Correction of Errors at balance date. (2016: \$Nil)

### 16. Shared Services

On 1st June 2015 the Occupational Therapy Board of New Zealand, Podiatrists Board of New Zealand, Psychotherapists Board of Aotearoa New Zealand and Osteopathic Council of New Zealand entered into an agreement to co-locate to 90 The Terrace, Wellington. The lease agreement for 90 The Terrace (signed jointly by the 4 Responsible Authorities) is for one year taking effect from 1st June 2015 and expiring 1st June 2016.

In 2015/16, Nursing Council of New Zealand, Occupational Therapy Board of New Zealand, Podiatrists Board of New Zealand, Dietitians Board, Midwifery Council of New Zealand, Psychotherapists Board of Aotearoa New Zealand, Osteopathic Council of New Zealand, New Zealand Chiropractic Board, Psychologist Board, and Optometrists & dispensing Opticians Board entered into an agreement to co-locate to 22 Willeston Street, Wellington. The lease agreement for 22 Willeston Street (signed solely by Nursing council of New Zealand) is for five years taking effect from 1st February 2016 and expiring on 1st February 2021.

To facilitate the management of shared resources, including a joint lease agreement for office rental purposes and corporate supports, the ten RAs entered into an agreement for the provision of corporate services.

**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND'S FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

The Auditor-General is the auditor of the Occupational Therapy Board of New Zealand (the Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of Staples Rodway Audit Limited, to carry out the audit of the financial statements of the Board on her behalf.

**Opinion**

We have audited the financial statements of the Board on pages 1 to 9, that comprise the statement of financial position as at 31 March 2017, the statement of financial performance, the statement of movement in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the Board on pages 1 to 9, present fairly, in all material respects:

- its financial position as at 31 March 2017; and
- its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand and have been prepared in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector). Our audit was completed on 25 August 2017. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements and we explain our independence.

**Basis of opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the Auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of the Board for the financial statements**

The Board is responsible for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the *governing body* is responsible on behalf of the Board for assessing the Board's ability to continue as a going concern. The *governing body* is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to liquidate the Board or to cease operations, or there is no realistic alternative but to do so.

The Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

### **Responsibilities of the auditor for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit 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 Board's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the governing body.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the governing body and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements

represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

**Independence**

We are independent of the Board in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Board.



Robert Elms  
Staples Rodway Audit Limited  
On behalf of the Auditor-General  
Wellington, New Zealand





**Occupational Therapy Board of New Zealand**

22-28 Willeston Street, Wellington 6011

PO Box 9644, Wellington 6141, New Zealand

P +64 4 918 4740 F +64 4 918 4746

[enquiries@otboard.org.nz](mailto:enquiries@otboard.org.nz)

[www.otboard.org.nz](http://www.otboard.org.nz)