



Occupational Therapy Board of NZ  
*Kaihaumanu Tūroro o Aotearoa*

# Annual Report

## 2007



## Occupational Therapy Board of NZ

*Kaihaumanu Tūroro o Aotearoa*

Minister of Health  
Parliament Buildings  
Wellington

Dear Minister

In accordance with the requirements of Section 8(j) of the Occupational Therapy Act 1949 and in accordance with the Health Practitioners' Competence Assurance Act 2003, I am pleased to enclose the Annual Report of the Occupational Therapy Board of New Zealand for the year ending 31st March 2007.

Yours sincerely,

Kim Henneker  
Chairperson

## TABLE OF CONTENTS

1 The Occupational Therapy Board of New Zealand

2 Board Members

3 Chairperson's Foreword

4 Board Committees & Contractors

5 Board Meetings

6 Board Work

7 Board Staff

8 Registration

9 Competence Reviews and Discipline

10 Health Practitioners Disciplinary Tribunal

11 Financial Statements

# 1. THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

## Purpose

The purpose of the Occupational Therapy Board of NZ (OTBNZ) is to ensure that occupational therapists are fit and competent to practise, in order to protect public safety.

- Accountability
- Fairness and Natural Justice
- Professionalism
- Transparency
- Integrity

## Vision Statement

The OTBNZ will be a world leader in occupational therapy competence and standards.

## Mission Statement

The OTBNZ will be recognised, trusted and respected as the statutory body which maintains a register of occupational therapists, sets and monitors standards, promotes competence and education, defines professional and ethical conduct and promotes best practice in the interest of public safety.

## Values

The following values underpin the OTBNZ's work:

- Social Justice
- Consistency
- Facilitation

## Strategic Goals

### 1. *To fulfil the OTBNZ's statutory functions*

This goal is the core of the OTBNZ's work and ensures the OTBNZ meets the requirements of Parts 1-5 of the HPCAA 2003.

### 2. *To maintain and develop capability and resources to fulfil the OTBNZ's responsibilities.*

This goal allows the OTBNZ to ensure it fulfils its statutory and governance role as set out in Part 6 of the HPCAA.

### 3. *To promote the development of the occupational therapy profession.*

This goal covers the OTBNZ's communication with the profession and stakeholders, and fulfils the functions of liaising with other registration authorities about matters of common interest, promoting education and training in the profession, and informing the public of the OTBNZ's functions under HPCAA.

## 2. MEMBERS OF THE OCCUPATIONAL THERAPY BOARD OF NZ AS AT 31 MARCH 2007



### **Kitty Marshall (Chair – up to July 2006)**

Kitty is an occupational therapist working for Capital Coast Health in Wellington, as Team Leader and clinician in the Specialist Maternal

Mental Health Team, and Occupational Therapy Professional Advisor for the Mental Health Service. She also does some private work as an extramural marker for Massey University, and group facilitator/trainer. Kitty has worked in a range of primarily mental health settings since graduating in 1975, and has worked as a tutor at the School of Occupational Therapy at CIT Heretaunga.

Kitty has a Post-graduate Diploma in Teaching from the British College of Occupational Therapists, and a Masters in Counselling from Massey University.



### **Kim Henneker (Chair from July 2006)**

Kim is Manager of Community Mental Health Services in Hastings. She has a passion for Occupational Therapy and actively contributes to

interventions which positively impact on an individual's occupation and, in particular, those who live with the experience of mental illness. This community service includes a wide range of clinical and support activities, furthering people's rehabilitation and providing experiences that enrich opportunities to recover from mental illness. Kim graduated from CIT in 1984 and has since practised in a variety of settings, predominantly in mental health.

With mental health being her passion, Kim has just completed a post graduate certificate in mental health rehabilitation and is actively pursuing a Masters degree. Her focus for the Masters will be "Client Centred Service Improvement and Development". Kim is fully engaged in many activities, balancing her busy lifestyle by spending time with her supportive husband and two children at their home in the Hawkes Bay.



### **Julie Dwyer (Deputy Chair)**

Julie is the consumer representative on the Board. She is of Whakatohea tribal affiliation, and comes from a strong matriarchal line. Julie has worked in the Public Service and health sector

for the last forty years, initially as a school dental nurse and then as the first Maori woman to serve as a Dental Nurse Tutor. Moving to the Department of Health, Julie held positions in the diverse areas of cervical screening, workforce development and human resource management.

These positions included responsibility for co-ordinating hui for Maori health workers, and Treaty of Waitangi training courses. Julie was recently nominated by her Marae, Maraeroa Marae, to represent them on the Board of Governance for the Porirua Health Plus PHO. She is enjoying this enormously. Julie enjoys the challenge of working with the Board.

### **Karen Below**



Karen Below has proud connections to Te Arawa, Ngati Whatua and Nga Puhi Iwi and resides in Maungaturoto, Northland, with her supportive husband and their three tamariki.

She was appointed to the Occupational Therapy Board of New Zealand and the Accident Compensation Corporation Advisory Board for Gradual Work and Process, Disease and Infection in 2002, with nomination support from Te Puni Kokiri and Hau Ora. Com.

Karen has been a practising occupational therapist since 1994, undertaking clinical specialty positions within neurology and complex injuries in both New Zealand and the United Kingdom. Karen has also undertaken a variety of roles with consultancy focus in the area of cultural competency and working with Maori and their communities. In 2002 Karen and her whanau established Mahi Kotahi – Work One, a successful private practice delivering innovative assessment services for Maori and

Pasifika communities as a priority. In 2005 Karen began work with Abano Rehabilitation and she is currently the General Manager for their assessment and rehabilitation services, being Health Partners and Burtons Healthcare.



### **Bice Awan**

Bice is Chief Executive of Skylight, the first organisation in New Zealand to focus specifically on the multifaceted impact that change, loss and grief has on children, young people and their

families. Bice's past experience encompasses over 30 years of broad-based involvement in the public, private and consulting sectors of the United Kingdom, Canada and New Zealand.

The environment of health and disability has been an area where Bice has worked extensively, including a role as Director of Rehabilitation in a 2,500 bed teaching hospital in Canada. Other senior roles within industry, community agencies and rehabilitation and compensation systems, have seen her working in both Canada, for the Ontario Worker's Compensation Board and here in New Zealand for the ACC.

Bice's qualifications include:

- BA (Com) - Strathclyde University, Scotland
- BA (Hons) Health Studies - York University, Canada
- MBA (Health Option) - Massey University, New Zealand



### **Clare Hocking**

Associate Professor Clare Hocking was appointed to the OTBNZ in 2001. She is an experienced occupational therapy educator from Auckland.

Clare completed a Master in Health Science (Occupational Therapy) from the University of South Australia in 1997 and a PhD from the Auckland University of Technology in 2004. She is currently the editor of the Journal of Occupational Science, a joint publication of the University of South Australia, the University of Southern California and the Auckland University of Technology.

Clare has a long history of involvement with the New Zealand Association of Occupational Therapists (NZAOOT), including having served as editor of the New

Zealand Journal of Occupational Therapy from 1989-1998 and contributing to many submissions. From 1998 to 2005 she was also the NZAOOT delegate to the World Federation of Occupational Therapists and in that capacity was a co-author of the revised WFOT Minimum Standards for the Education of Occupational Therapists.

In addition, prior to being appointed to the OTBNZ, Clare contributed to the development of the OTBNZ's Competencies for Registration as an Occupational Therapist. She was also a member of the Joint NZAOOT/Occupational Therapy Board Working Party to develop an ongoing competence to practise programme in 1995. Clare is currently one of two monitors for this programme.



### **Philippa Reed**

Philippa Reed was appointed to the OTBNZ in 2005. Philippa has been a practising occupational therapist since 2000. She completed a Post Graduate Diploma in Health Science (Occupational Therapy) from Auckland University of Technology in 2004. With an interest and passion for health ethics, Philippa's goal is to pursue her Masters of Health Science (Occupational Therapy).

Philippa has worked in physical settings including elderly care, spinal rehabilitation and hand therapy. She is now working in private practice in the specialty area of vocational rehabilitation. Philippa brings a fresh, dynamic approach with energy that will reflect in her commitment to the philosophy underpinning occupational therapy and to the OTBNZ.



### **Alistair More**

Alistair graduated with a BSc in Occupational Therapy in 1998 from Queen Margaret University College, Edinburgh, Scotland. This followed a change of career later in life. He was employed at Raigmore Hospital, Inverness from 1998 to 2005, and worked in a number of clinical areas including orthopaedics, vascular and neuro rehabilitation, medical, hand therapy including static/dynamic splinting, wheelchairs and special seating. Latterly he spent 2.5 years specialising in wheelchairs and special seating, which he enjoyed tremendously.

More recently Alistair arrived in New Zealand in June 2005 and has taken up the position of Team Leader of the Occupational Therapy Department at Hawkes Bay Hospital.

## OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND BOARD MEMBERS TERMS OF APPOINTMENT

The Minister of Health, by way of a notice published in the Gazette, appoints each member of the Occupational Therapy Board of New Zealand from a pool of applicants nominated by the profession.

<b>Member</b>	<b>Date appointed under s4(3) of the Occupational Therapy Act 1949</b>	<b>Date term expires</b>	<b>Date appointed under s120 or the Health Practitioners Competence Assurance Act 2003</b>	<b>Date term expires</b>
Christine Marshall (OT) Chair (Resigned effective 28 July 06)	18 November 2002	17 November 2005	17 November 2005	16 November 2008
Kim Henneker (OT) Chair (elected 6 July 2006)	26 May 2004	17 November 2005	17 November 2005	16 November 2007
Julie Dwyer (Lay Member) Deputy Chair	18 November 2002	17 November 2005	17 November 2005	5 September 2007
Karen Below (OT)	18 November 2002	17 November 2005	17 November 2005	16 November 2008
Clare Hocking (OT)	4 May 2004	17 November 2005	17 November 2005	16 November 2007
Phillipa Reed (OT)			17 November 2005	16 November 2008
Bice Awan (Lay Member)			17 November 2005	16 November 2008
Alistair More (OT)			8 August 2006	7 August 2009

### 3. CHAIRPERSON'S FOREWORD

This report highlights the Occupational Therapy Board of New Zealand's (OTBNZ) activities over the period 1 April 2006 to 31 March 2007.

It is a privilege to accept the challenge of being Chairperson of the OTBNZ, and to have the opportunity to facilitate Board members working together to enable robust and wise decision-making. We are passionate about both occupational therapy and the role of the OTBNZ in ensuring that occupational therapists are competent and safe to practise.

Over recent years, the OTBNZ has developed an online Continuing Competence Framework for Recertification (CCFR). The focus this year has been on ensuring that occupational therapists are familiar with the CCFR and use it in their daily practice in order to strengthen and improve competence. This year the OTBNZ has focused on technical improvements to the CCFR, making it a user-friendly and robust tool for the occupational therapy profession.

The OTBNZ is mindful of the sector and the direction of collective ways of working, and the need to strengthen the collaborative response of the occupational therapy profession. During the past year, the OTBNZ has been involved in a number of forums and events to inform and educate relevant sectors. The OTBNZ facilitated an open forum at the New Zealand Association of Occupational Therapists Conference, and participated in the World Federation of Occupational Therapists Conference and meetings of the Council of Occupational Therapists Registration Boards (Australia and New Zealand).

The OTBNZ also held a Recruiter Information Day to inform recruiters of occupational therapists about the OTBNZ's registration process. These events have been informative for all participants, and have provided useful opportunities to share information and educate the sector about the role and activities of the OTBNZ.

The OTBNZ has continued to engage with key stakeholders through the Occupational Therapy Key Strategic Stakeholders (OTKSS) meetings. OTKSS aims to contribute to an informed, cohesive voice on a number of strategic issues, and develop a future orientation to ensure the occupational therapy workforce is created to meet work place demands.

The OTBNZ has been a leader in developing mechanisms to meet the requirements of the Health Practitioners Competence Assurance Act 2003. Now is the time to ensure the profession takes a strong approach in ensuring the competency of its practitioners.

We thank all the occupational therapists for their participation, professional cooperation and engagement in working with the OTBNZ. Thank you also to the staff and OTBNZ members for their continued support.



Kim Henneker, Chair  
31 March 2007



## 4. BOARD COMMITTEES & CONTRACTORS

### Committee Members – as at 31st March 2007

#### 1. Examination Committee

The Examination Committee has the role of overseeing and administering the Board's overseas registration examination.

Kitty Marshall (Convener) – until July 2006  
Jeanette Schlemmer (CEO/Registrar)  
Margaret Fish\*  
Samson Tse\*  
Rebecca Clay\*

\* Occupational Therapists who are not members of the Board, co-opted for their expertise and contracted as examiners.

#### 2. Registration Fitness Committee (until July 2006)

This committee assesses all fitness for registration issues. Additional members may be contracted as required to provide specialist input/advice.

Kitty Marshall  
Julie Dwyer  
Jeanette Schlemmer (CEO)

After July 2006, it became the Registration Committee.

Jeanette Schlemmer (CEO)  
Marie Alexander (Registrar)  
Despina Arathimos (Deputy Registrar)

#### 3. Competence Assessors

The Competence Assessors evaluate the qualifications from overseas qualified occupational therapists applying for registration in New Zealand, and assess the competence to practice in the General Scope of Practice: Occupational Therapist, for applicants who have not worked in New Zealand in the preceding three years, and who are applying for a practising certificate.

Karen Below  
Philippa Reed  
Diane Henare\*  
Cynthia Growden\*  
Anita Patil\*

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

#### 4. Business Assurance Committee

The Business Assurance Committee provides a sounding board for the CEO on management, human resource and financial matters, and makes recommendations to the Board.

Spencer Smith\*  
Bice Awan  
Karen Below  
Jeanette Schlemmer (CEO)

\* Chartered Accountant

## 5. BOARD MEETINGS

Board Meetings were held on the following days from 1 April 2006 – 31 March 2007 at the Occupational Therapy Board of New Zealand Office in Wellington.

### 2006

18 May 2006	Full meeting
6 July 2006	Full meeting
8 August 2006	Full meeting
14 September 2006	Full meeting

10 October 2006	Teleconference
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24 November 2006	Full meeting
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### 2007

30 January 2007	Teleconference
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## 6. BOARD WORK

### Practising certificates

The OTBNZ developed a document clarifying for practitioners who should hold a current practising certificate. This document provides a definition of "practising occupational therapy" and clarifies the scope of occupational therapy practice for practitioners who are employed in non-traditional roles.

### Accreditation and monitoring process for occupational therapy education providers

The OTBNZ developed a document for the accreditation and monitoring of educational institutions and programmes that lead to registration as an occupational therapist. The document provides the tools and processes to be used by the OTBNZ in considering each provider or programme.

### OTBNZ Examinations

The OTBNZ has reviewed and revised the examination process and developed an examiner's reference manual.

### Supervision paper

A supervision paper was developed to clarify for practitioners, supervisors, third parties and employers the OTBNZ's supervision requirements so that practitioners can confidently demonstrate the registration and recertification standards of competence under the HPCAA.

### Occupational Therapy Key Strategic Stakeholders (OTKSS)

For a number of years, there has been an annual 'stakeholders meeting', which comprised the heads of the two occupational therapy schools, the President and Executive Director of NZAOT and the Chair, Chief Executive and Registrar of OTBNZ. The 'stakeholders' were formalised in the OTKSS, with the purpose to:

- share information, experience and resources
- facilitate strategies to promote the profession and its practice, maintain professional standards, and promote research and education for occupational therapists
- consider and promote ways to integrate the principles of the Treaty of Waitangi and cultural competence into occupational therapy
- speak with one voice on matters of common interest.

The group has worked effectively together to implement HPCAA requirements.

### Part-time Practitioners

The OTBNZ received appeals from part-time practitioners who could not afford the practising certificate fee of \$506 per annum in one payment. The OTBNZ developed a policy which allows practitioners who meet particular criteria to pay their practising certificate fees by direct debit. The OTBNZ is the only regulatory authority under HPCAA currently allowing this option. However, it has assisted a number of practitioners, and the OTBNZ has not had a large number of applications so the administration is manageable.

### Training Workshops & Recruiters Information Day

The OTBNZ held training/update workshops for Competence Assessors, Examiners and CCFR Auditors during the year. The OTBNZ also held an information day for recruiters of occupational therapists in October 2006, which was well received. The aim of the information day was to ensure consultants recruiting occupational therapists, and employers seeking to employ overseas qualified occupational therapists, are aware of the OTBNZ registration policies and procedures.

### Governance

The OTBNZ Board members attended an induction training day in June 2006. The aim was to educate members on maintaining good governance practices and fulfilling the OTBNZ's roles and responsibilities under the HPCAA. A comprehensive set of governance policies has also been developed.

### Human Resources Manual

A human resources manual was developed in November as a guide for the OTBNZ in meeting its responsibilities as an employer.

### Competence Reviews

The OTBNZ developed a policy for competence reviews and also guidelines for the conduct of competence reviewers.

## Continuing Competence Framework for Recertification (CCFR) Audits

The CCFR is a tool that was designed for assessing the competence of practitioners. Participation in the framework became mandatory in the 2004/05 year. CCFR auditors were appointed during the year, and audits will take place from 2007/08 onwards.

## Health Regulatory Authorities of NZ (HRANZ)

Section 118 of the HPCAA requires the OTBNZ to liaise with other parties with which we have a common interest. The HRANZ was set up to fulfill this requirement in a mutually beneficial way. The group meets twice a year.

## 7. STAFF

### Jeanette Schlemmer, Chief Executive.

Jeanette's responsibilities focus on providing leadership in carrying out the OTBNZ's strategic and annual plans, developing capability and resources, developing and implementing OTBNZ policy, staff and financial management, and improving communication with stakeholders both locally and internationally.

**Marie Alexander, Registrar.** Marie manages all registration matters, including applications for recertification and complaint processes.

**Despina Arathimos, Deputy Registrar.** Despina's main focus is on the overseas application process, and co-ordinating applications for competence assessment and examinations.

## 8. REGISTRATION

As at 31 March 2007, the register consisted of:

Occupational therapists holding a current practising certificate .....	1,884
Registered (non practising) occupational therapists.....	493

### Electronic Applications

There were 342 applications made electronically. These comprised of:

New graduates who qualified at a NZ tertiary institution .....	106
Registration under the Trans-Tasman Mutual Recognition Act.....	15
Overseas qualified occupational therapists .....	113
Occupational therapists returning to practice (practising certificate expired more than three years ago) .....	14
Applications for restoration to the register by occupational therapists whose names were previously removed from the register.....	12
* Other .....	82

\* Note: Applicants did not state category on electronic application.

## Liaison

The OTBNZ participated at an international level with the World Federation of Occupational Therapists (WFOT). A board member and the CEO attended a conference in July 2006, and participated in the subsequent OT Australia meeting.

The OTBNZ continued its working relationship with the NZ Association of Occupational Therapists (NZAOT), and explored avenues in which both organizations could work more closely together to possibly benefit from some economies of scale.

The OTBNZ has found that holding workshops around the country is the most efficient and effective way of communicating with the profession. Such workshops have proved valuable in the past for gaining face-to-face feedback from the profession on OTBNZ policy and procedures. They have served the profession well in being able to address individual concerns.

**Daniel Johnston, Communications/Office Manager.** Daniel co-ordinates OTBNZ communications, including website updates, and manages the OTBNZ office.

**Stewart Sexton, Registration Officer – Helpdesk.** Stewart's main role is assisting callers with on-line queries, including some administration.

**Jesselyn Chua, part-time Finance Officer/ Personal Assistant.**

**Cynthia Growden, part-time Professional Competence Advisor** – Cynthia is a registered occupational therapist who started in January 2007, in the role of reviewing and assessing practitioner competence.

The OTBNZ currently employs two temporary staff members as required.

## Therapists removed from the public register

Nine occupational therapists were removed from the public register between 31 March 2006 and 1 April 2007.

## 9. COMPETENCE REVIEWS AND DISCIPLINE

The OTBNZ has undertaken two competence reviews this year. To date, there has been one disciplinary case that has been brought to the Health Practitioners

Disciplinary Tribunal (HPDT). The hearing was held in December 2005 and the decision can be accessed on: <http://www.hpdt.org.nz/portals/0/ot0514dfindingslaw.pdf>

## 10. HEALTH PRACTITIONERS DISCIPLINARY TRIBUNAL

Section 84 of the HPCAA establishes a Health Practitioners Disciplinary Tribunal for all health practitioners.

The functions of the Tribunal are:

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

The membership of the Tribunal consists of:

### Chairperson

Dr David Collins QC (resigned August 2006)

Bruce Corkill QC (appointed December 2006)

### Deputy Chairpersons:

- Ms Kate Davenport, Barrister
- Belinda Greer – Barrister
- Dr Fiona McCrimmon – Barrister and Solicitor

### Occupational Therapy Panelists

- Loretta Bennett
- Robert Molyneux
- Linda Torwick
- Tracey Fiona Vaughan

### Lay members

The Minister maintains a panel of lay members.

### Constitution of the Tribunal for Hearings

- Chairperson (or Deputy Chairperson)
- Three Occupational Therapy Panel members
- One Lay Member

### 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.

## 11. FINANCIAL STATEMENTS



# Occupational Therapy Board of NZ

*Kaihaumanu Tūroro o Aotearoa*

## FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2007

<b>CONTENTS:</b>	<b>PAGE</b>
Statement of Financial Performance	1
Statement of Movements in Equity	1
Statement of Financial Position	2
Statement of Accounting Policies	3
Notes to the Financial Statements	4 - 6
Audit report	7 - 8

**Statement of Financial Performance  
For the Year Ended 31 March 2007**

	NOTE	2007 \$	2006 \$
<b>Revenue</b>			
Annual Practice Certificates Fees		826,790	619,935
Registration Fees		72,126	69,151
Other Revenue		57,295	95,076
Interest		70,239	44,759
<b>Total Revenue</b>		<u>1,026,450</u>	<u>828,921</u>
<b>Expenditure</b>			
Board & Committees		182,162	127,160
Secretariat	1	643,714	484,016
<b>Total Expenditure</b>	2	<u>825,876</u>	<u>611,176</u>
<b>Net (Deficit)/Surplus</b>		<u>200,574</u>	<u>217,745</u>

**Statement of Movement of Equity  
for the Year Ended 31 March 2007**

	NOTE	2007 \$	2006 \$
Equity at beginning of period		454,763	237,018
Net (deficit)/surplus for the period		200,574	217,745
Total recognised Revenues and Expenses for the period		<u>200,574</u>	<u>217,745</u>
Equity at End of period		<u>655,337</u>	<u>454,763</u>

**Statement of Financial Position  
As At 31 March 2007**

	NOTE	2007 \$	2006 \$
<b>Equity</b>		<u>655,337</u>	<u>454,763</u>
<b>Current Assets</b>			
Cash, Bank & Bank deposits		1,503,952	1,210,725
Accounts Receivable		15,385	5,213
Prepayments		1,988	846
Total Current Assets		<u>1,521,325</u>	<u>1,216,783</u>
<b>Non-Current Assets</b>			
Fixed assets	3	65,518	33,241
Intangible assets	4	<u>41,219</u>	<u>45,072</u>
<b>Total Assets</b>		<u>1,628,062</u>	<u>1,295,096</u>
<b>Current Liabilities</b>			
Goods and Services Tax		84,355	78,988
Accounts payable and provisions	5	123,586	95,344
Income in Advance	6	757,946	659,163
Deferred Income	7	6,838	6,838
Total Current Liabilities		<u>972,725</u>	<u>840,333</u>
<b>Total Liabilities</b>		<u>972,725</u>	<u>840,333</u>
<b>Net Assets</b>		<u>655,337</u>	<u>454,763</u>

For and on behalf of the Board.

*KF Henneke*

Board Chair

Dated: *29 August 2007*

*Jeanette Schlem*

CEO/Registrar

Dated: *29 August 2007*

## **Statement of Accounting Policies For the Year Ended 31 March 2007**

### **BASIS OF PREPARATION**

The Occupational Therapy Board of New Zealand is a body corporate established by the Health Practitioners Competence Assurance Act 2003. The Board is a reporting entity for the purposes of the Financial Reporting Act 1993 and its financial statements comply with 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 is an identity qualifying for differential reporting exemptions as it has no public accountability and is not large as defined by the Framework for Differential Reporting. The Board has taken advantage of all differential reporting exemptions.

### **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% - 40% diminishing value
Computer equipment	48% - 60% diminishing value

#### **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	5 years straight line
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#### **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 entity is exempt from taxation pursuant to Section CB 4(1)(c) of the Income Tax Act 1994. Income recognition Fees received for the issue of annual practicing certificates and register maintenance are recognised in the year to which the fees relate. All other fees are recognised on receipt.

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

All amounts are stated exclusive of Goods & Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

### **CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies. All policies have been applied on a consistent basis with those of the previous period.



## Notes to the Financial Statements For the Year Ended 31 March 2007

### 1. BOARD & COMMITTEES

	NOTE	2007 \$	2006 \$
Fees & allowances		56,803	46,591
Examination expenses		578	3,681
Legal, Investigation and hearing expenses (Discipline)		40,525	29,384
Meeting expenses, conferences & travel		66,231	47,504
Projects		18,025	-
		<u>182,162</u>	<u>127,160</u>

### 2. SECRETARIAT

Audit fees		1,885	3,000
Depreciation & amortisation	8	29,464	15,286
Lease costs		4,277	4,435
Loss on disposal of fixed assets		77	1,159
Telephone, Postage & courier		18,123	27,516
Occupancy costs		60,612	27,786
Other costs		68,085	49,146
Personnel		410,081	304,782
Printing and Stationery		9,406	10,935
Professional fees		33,506	28,212
Publications & media		8,198	1,741
Secretariat service charges		-	10,018
		<u>643,714</u>	<u>484,016</u>

### 3. PROPERTY, PLANT & EQUIPMENT

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
<i>At 31 March 2006</i>			
Office furniture & equipment	28,757	5,336	23,421
Computer equipment	<u>20,692</u>	<u>10,872</u>	<u>9,820</u>
	<u>49,449</u>	<u>16,208</u>	<u>33,241</u>
<i>At 31 March 2007</i>			
Office furniture & equipment	63,540	13,163	50,377
Computer equipment	<u>36,235</u>	<u>21,094</u>	<u>15,141</u>
	<u>99,775</u>	<u>34,257</u>	<u>65,518</u>

#### 4. INTANGIBLE ASSETS

	COST	ACCUMULATED AMORTISATION	BOOK VALUE
<i>At 31 March 2006</i>			
Website/Database	16,625	3,991	12,634
Database under construction	32,438	-	32,438
	<u>49,063</u>	<u>3,991</u>	<u>45,072</u>
 <i>At 31 March 2007</i>			
Website/Database	56,513	15,294	41,219
	<u>56,513</u>	<u>15,294</u>	<u>41,219</u>

#### 5. ACCOUNTS PAYABLE & PROVISIONS

	2007 \$	2006 \$
Trade accounts payable	78,832	56,031
Provisions	18,313	22,581
Employee benefits	26,441	16,732
	<u>123,586</u>	<u>95,343</u>

#### 6. INCOME IN ADVANCE

Fees received relating to 2007/2008 year	734,746	641,261
Annual practice fees	23,200	17,902
Register maintenance fees	<u>757,946</u>	<u>659,163</u>

#### 7. DEFERRED INCOME

Income under an agreement with the Ministry of Health covering costs incurred and for the provision of data for the Health Practitioners Index commencing 1 April 2008.

Total receivable under agreement	63,936	63,936
Recognised as revenue in prior periods	18,736	18,736
	45,200	45,200
Amounts yet to be received	38,362	38,362
Deferred income	<u>6,838</u>	<u>6,838</u>

#### 8. DEPRECIATION & AMORTISATION

Depreciation has charged against fixed assets as follows

Office furniture & equipment	7,939	4,542
Computer equipment	10,222	7,585
	<u>18,161</u>	<u>12,127</u>
Amortisation of intangible assets		
Software	11,303	3,159
	<u>29,464</u>	<u>15,286</u>

## 9. COMMITMENTS

Contractual commitments for operating leases of premises and equipment and provision of secretariat services.

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Not Later than one year	63,100	29,072
Later than one year	<u>252,467</u>	<u>20,121</u>
	<u>315,567</u>	<u>49,192</u>
There are no commitments for capital expenditure at balance date.	<u>-</u>	<u>-</u>

## 9. CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2006 Nil)

## 10. RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year other than those disclosed in the financial statements.

There were no events that have occurred after balance date that would have a material impact on these financial statements.

## 12. TRANSITION TO NZ IFRS

In December 2002 the New Zealand Accounting Standards Review Board announced that New Zealand International Financial Reporting Standards ("NZ IFRS") will apply to all New Zealand reporting entities for the periods commencing on or after 1 January 2007. The Board intends to implement NZ IFRS in its annual financial statements for the year ending 31 March 2008.

NZ IFRS 1 "First Time Adoption of New Zealand Equivalents to International Financial Reporting Standards" requires that the first time adopter use the same accounting policies in its opening balance sheet, being the transition date for the Board of 1 April 2006, and throughout all periods presented in its first NZ IFRS financial statements.

The Board has made an assessment of the differences in accounting policies between NZ IFRS and current NZ GAAP. The Board is of the opinion that there are no material differences in accounting policies and the impact on the financial statements that are expected to arise on transition to NZ IFRS are not material.

The Board intends to provide further information including quantification of the impacts of transitioning to NZ IFRS, in the financial statements for the year ending 31 March 2008.

## AUDIT REPORT

### TO THE READERS OF THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

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 Martin Jarvie PKF, to carry out the audit of the financial statements of the Board, on his behalf, for the year ended 31 March 2007.

#### Unqualified Opinion

In our opinion:

- The financial statements of the Board on pages 1 to 6:
  - comply with generally accepted accounting practice in New Zealand; and
  - fairly reflect:
    - the Board's financial position as at 31 March 2007; and
    - the results of its operations for the year ended on that date.

The audit was completed on 29 August 2007, and is the date at which our opinion is expressed.

The basis of the opinion is explained below. In addition, we outline the responsibilities of the Members of the Board and the Auditor, and explain our independence.

#### Basis of Opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed our audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in the opinion.

Our audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;
- performing analyses to identify anomalies in the reported data;
- reviewing significant estimates and judgements made by the Members of the Board;
- confirming year-end balances;
- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support the opinion above.

#### **Responsibilities of the Members of the Board and the Auditor**

The Members of the Board are responsible for preparing financial statements in accordance with generally accepted accounting practice in New Zealand. Those financial statements must fairly reflect the financial position of the Board as at 31 March 2007. They must also fairly reflect the results of its operations for the year ended on that date. The Members of the Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003

#### **Independence**

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

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



**Robert Elms**

**Martin Jarvie PKF**

On behalf of the Auditor-General  
Wellington, New Zealand





## CONTACT DETAILS

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Occupational Therapy Board of NZ  
*Kaihaumanu Tūroro o Aotearoa*