



Pūrongo ā-Tau
2021
Annual Report
2021



**Occupational Therapy
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION



Kei hewa ki te Marae o Hine

*The marae of Hine was
considered to be a safe haven*

Pūrongo ā-Tau 2021 Annual Report 2021

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Historical anecdotes:

**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940–1972*, published by The Bush Press of New Zealand. Permission for use of the anecdotes was obtained from the publisher.

Data Snapshot

as at 31 March 2021

3,219

occupational therapists held a practising certificate – the highest number recorded by OTBNZ.

272

kaiwhakaora ngangahau on the register are Māori or Pasifika practitioners – up from 204 in 2020.



**Occupational Therapy
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION



Mahi Whakahaerenga – Governance

A Moment in History

In 1971 responsibility for occupational therapy training was shifted from hospitals to technical institutes and was offered only at CIT (The Central Institute of Technology – which later became part of the Wellington Institute of Technology, or WelTec) in Upper Hutt. Training was transferred to the Auckland Institute of Technology (now the Auckland University of Technology) in 1989. These young women are attending a stage-one lecture in occupational therapy at CIT in 1971.

**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940-1972.*

Pūrongo a te Heamana – Chair's Report

New Board Members

At the beginning of the 2020-2021 year, we welcomed five new board members. This was a long-anticipated support to our work. Stephen O'Connor and Taima Fagaloa are the new lay members and Ben Te Maro and Roxanne Waru are the new occupational therapist appointments. Mary Butler joined us briefly before moving to Australia for a new opportunity.

The Impact of COVID-19

The biggest challenge of the last year has been the impact of COVID-19 and what this represents long-term. The Board remains confident in OTBNZ's ability to respond appropriately and flexibly regardless of what alert level we are operating at. We would like to thank the staff for their ongoing commitment to their roles and the high standard of work they maintained over this time.

Engagement with the Profession

It was with regret that we cancelled our 2020 Hui events because of COVID-19 social distancing requirements. These Hui are a great way for us to engage with the profession and to understand what is important to practitioners. It has forced us to think more creatively about engaging online and ensuring we seek stakeholder feedback on all our major projects.

Best Practice

The Board has agreed to a refresh of its key documents guiding the work of occupational therapists. These are the *Scope of Practice*, *Code of Ethics* and *Competencies for Registration and Continuing Practice*. This decision followed many conversations about ensuring the cultural safety of the public receiving occupational therapy services. The recent ePortfolio audit review showed us that a focus on articulating bicultural rather than multicultural practice was required as a baseline competency for practitioners. The refresh has begun, and the Board is excited to see what the project rōpū will develop and how this will impact on greater public safety.

The Board signed off on a major IT project to upgrade our online system, to make it more user-friendly and provide better quality information for our decision making. This is an investment in our future as the profession grows and we are increasingly required to show what we are doing to ensure public safety.

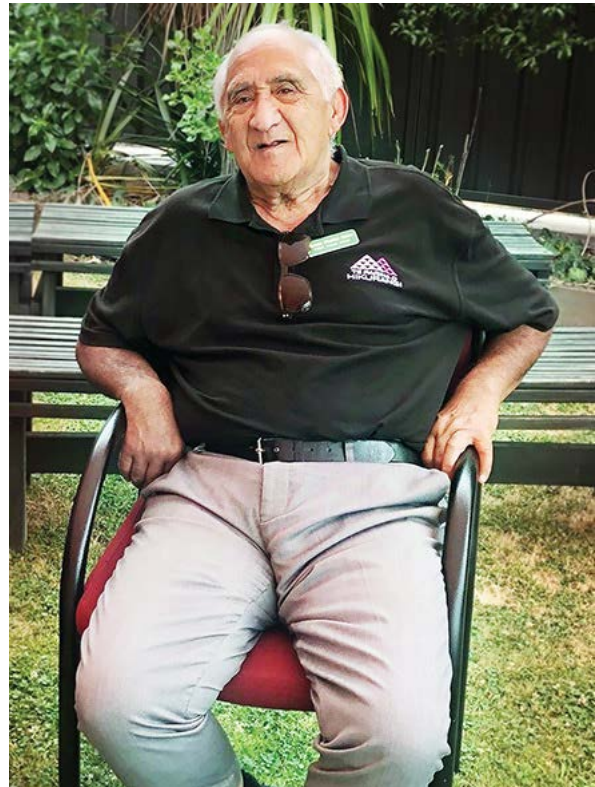
The Board agreed to create new standards of practice for drivers assessments and vehicle modifications as this is an area where we frequently receive complaints. Retaining or losing a licence can be a very emotive outcome for those being assessed. Having written baseline expectations will aid clarity on whether an occupational therapist has acted outside these standards when complaints are made and guide the board in applying the legislation to decision making. It has been wonderful to see the engagement and support from the profession in creating these standards. We thank everyone who took the time to contribute and look forward to sharing them once they are signed-off.

Te Tiriti Engagement Work

The Board has debated over many years where we want to stand in relation to Te Tiriti and what expectations the updated HPCA Act places on us. We have been well-supported on this journey by our Tikanga Advisors. It was with great sadness that we marked the passing this year of Tikanga Advisor, Wereta Wairakau Pahau (Matua Rackie) in June. Alongside his wife Iris, Matua Rackie was an integral part of the Board's journey on maintaining and developing cultural safety.

Kua hinga te totara i te wao nui a Tane – The totara has fallen in the forest of Tane.

The Board acknowledged that change to our structure and processes may be necessary and so engaged a consultant with expertise in this area to guide us, alongside advice from Whaea Iris. We enter into a new and exciting year as we develop our understanding in Te Tiriti and consider how these changes can benefit the profession and the public.



Matua Rackie

Erica Hodgson

Chair

Occupational Therapy Board of New Zealand

Pūrongo a te Pou Whakahaere – Chief Executive and Registrar's Report

COVID-19

Last year, at the time of writing my report, I described the lockdown the country was experiencing and that staff were working from home. Despite the lockdown and recertification period we managed to maintain our work. The impact of COVID-19 still lingers today. Producing guidance for practitioners on how they should practice during the various alert levels was appreciated as we focused our communications in this area. Where indicated, we directed practitioners to key websites to support their practice.

There have been several developments following the impact of COVID-19. Our organisation shares office space with eight other responsible authorities. When we were forced to work from home, we established weekly Zoom meetings with the other Chief Executives/ Registrars. We have found these meetings helpful for sharing ideas and personal collegial support. We have continued to meet as a group which has grown to include the Social Workers Registration Board and the Veterinary Council.

Fortnightly Zoom meetings were held with the two heads of the occupational therapy schools – Dr Ellen Nicholson at AUT and Dr Penelope Kinney at Otago Polytechnic. A key feature of these meetings was students being unable to access clinical fieldwork placements. AUT and Otago changed the curricula on the timing of placements and offered simulation modules. We continue to meet monthly and share developments and strategic work.

Webinars

During the year we held 13 In Conversation webinars with practitioners and a range of other webinars, such as moving to a new ePortfolio cycle. These short webinars allowed practitioners to talk about their practice and share ideas on ways of working. We continue to use webinars as a way of communicating with the

profession and supporting professional development. Our webinars can be found on our website and on our YouTube channel.

Shared Services Contract

We renewed our shared services contract with the Nursing Council of New Zealand. Having shared services allows all those involved to take advantage of economies-of-scale which result in reduced overheads.

Staff Changes

There have been a couple of staff changes during the year. We said goodbye to Preeti Kannan, our Communications Advisor. Amy Darwin-Chubb was appointed as Executive Assistant and Board Secretary. Dr Mary Silcock, Professional Advisor, was seconded to the COVID-19 response team at the Ministry of Health. Angie Cairncross joined us as Communications Advisor and Jane Wilson, Carolyn Simmons and Tūi Nuku share the role of Professional Advisors until Mary's return in January 2022.

Scopes of Practice and Recertification Programme

As part of the response to COVID-19 and the Whakaari White Island eruption, we developed the Special Purpose Scope of Practice for Practitioners of Occupational Therapy – Humanitarian and Emergency Scope of Practice under Section 11 of the Health Practitioners Competence Assurance Act 2003 (HPCAA). Also the Special Purpose Scope of Practice Response to COVID-19.

We have established a recertification programme (section 41 HPCAA) that applies to new graduates, overseas practitioners, restoration to the register and those returning to practice after a period away. The recertification programme requires practitioners to undertake training in bicultural practice and receive supervision for a defined period.

New IT Platform

For most of the year we have been working with OlaTech Corporation on the customising of their regulatory online platform and website, In1touch. This new platform and website will replace our existing database and website, which is ten years old. Having a new platform will allow us to consolidate some other IT systems, which in turn reduces costs.

ePortfolio Research

We have undertaken an ePortfolio audit (2018-2020) of a random selection of practitioners on-line continuing professional development. An audit of this nature provides a window into the practice of occupational therapists and how they maintain and develop their competence to practice. As an outcome of this work, we have produced further guidance and resources for competency two – practising appropriately for bicultural Aotearoa New Zealand.

Work for 2021-2022

Our priorities for the next year are as follows.

- Renew our five-year strategic plan.
- Implementation of a plan to be a Te Tiriti engaged organisation.
- Completion of a performance review (section 122A HPCAA).
- Refresh of the Scope of Practice, Competencies for Registration and Continuing Practice and Code of Ethics.



Andrew Charnock

Chief Executive and Registrar

Occupational Therapy Board of New Zealand

Over this year we consulted widely on a new standard for occupational therapists involved in driving assessments and vehicle modifications. Pictured below are Jim Furneaux of Waka Kotahi NZ and Meredith Osmond at the March consultation hui.



Te Poari Whakaora Ngangahau o Aotearoa – The Occupational Therapy Board



Seated, left to right:

Cassandra Hopkins

Erica Hodgson (Chairperson)

Middle:

Roxanne Waru (Deputy Chair)

(Ngāti Kahungunu Ki Wairoa, Te Aitanga a Hauiti, Rongomaiwāhine, Ngāti Porou me te Whānau a Apanui)

Left to right back:

Ben Te Maro

(Ngāti Porou, Rongowhakaata, Te Aitanga a Māhaki)

Steven O'Connor (Lay Person)

Tagaloa Taima Fagaloa (Lay Person)

Not in photo:

Iris Pahau (Tikanga Advisor)

(Te Aupōuri, Te Rarawa, Ngāti Kuri and Ngāti Awa)

We are pleased to present this report for the year ending 31 March 2021 to the Minister of Health. This report is presented in accordance with section 134(1) of the Health Practitioners Competence Assurance Act 2003.

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 as listed in section 118 of the Act are:

- 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 information from any person about the practice, conduct, or competence of health practitioners and, if it is appropriate to do so, act on that information
- 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 (including competencies that will enable effective and respectful interaction with Māori), 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
 - j.a.* to promote and facilitate inter-disciplinary collaboration and co-operation in the delivery of health services
- 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.



Mahi Whakahaerenga Rangatōpu –

Corporate Governance

A Moment in History

The policy to exclude men from training (in occupational therapy) was revisited in 1965. It was decided that provided practical difficulties could be overcome, there would be no objection to their inclusion.

**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940-1972. Photo: 1988 - CIT occupational therapy students.*

Ngā mema o te Poari – 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 Appointment	Term	Term End Date
Erica Hodgson	OT	Auckland	Nov 2015	2	July 2022
Cassandra Hopkins	OT	Hamilton	Nov 2016	2	July 2022
Kaye Cheetham	OT	Dunedin	Nov 2015	2	July 2020
Anne Carter	Lay Person	Wellington	Mar 2017	2	July 2020
Ben Te Maro	OT	Auckland	July 2020	1	July 2023
Roxanne Waru	OT	Palmerston North	July 2020	1	July 2023
Steven O'Connor	Lay Person	Dunedin	July 2020	1	July 2023
Taima Fagaloa	Lay Person	Wellington	July 2020	1	July 2023
Mary Butler	OT	Dunedin	July 2020	1	Nov 2020

Board Meeting Attendance 2020/21

NAME	29/04/20	16/06/20	18/08/20	13/10/20	15/12/20	16/02/21	Status
Robert Molyneux	✓	—	—	—	—	—	Finished Term
Colleen Naughton	✓	✓	—	—	—	—	Finished Term
Anne Carter	✓	✓	—	—	—	—	Finished Term
Kaye Cheetham	✓	✓	—	—	—	—	Finished Term
Erica Hodgson	✓	✓	✓	✓	✓	✓	
Cassandra Hopkins	✓	✓	✓	✓	✓	✓	
Ben Te Maro			✓	✓	✓	✓	
Roxanne Waru			✓	✓	✓	✓	
Mary Butler			✓	✓			Resigned November 2020
Steven O'Connor			✓	✓	✓	✓	
Taima Fagaloa			✓	✓	✓	✓	

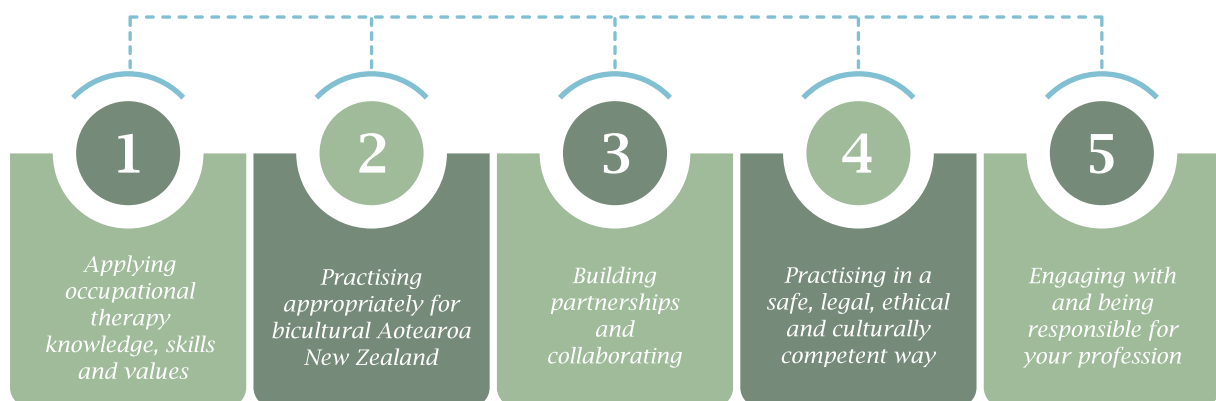
Kaiaromatawai Āheinga – Competence Assessors

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.

- ▶ Blair Cross*
- ▶ Kim Mariu*
- ▶ Tūi Poff-Nuku*
- ▶ Mary Silcock (Professional Advisor until January 2021)
- ▶ Jane Wilson (Professional Advisor from February 2021)

* Occupational therapists who are contracted for their expertise.

The five areas you must be competent in



Kaitātari Kaute iTari – 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 contracted for their expertise.

- ▶ Jonathan Armstrong
- ▶ Deborah George
- ▶ Kim Henneker
- ▶ Karen Molyneux
- ▶ Yasmin Orton
- ▶ Emma Parry
- ▶ Suzanne Patterson
- ▶ Carolyn Simmons
- ▶ Louise Tapper

Te Ohu – Secretariat

Chief Executive and Registrar	Andrew Charnock	Overall management responsibility for the organisation. Statutory responsibility under the Health Practitioners Competence Assurance Act 2003.
Professional Advisor	Dr Mary Silcock <i>(to January 2021)</i> Jane Wilson <i>(from February 2021)</i>	Provides clinical advice and support on risk management, practice and competence.
Advisor Policy, Standards and Risk	Dr Megan Kenning	Advises and provides support on policies, standards and managing risk.
Communications Advisor	Preeti Kanaan <i>(to December 2020)</i> Angie Cairncross <i>(from February 2021)</i>	Manages the website, publications, social media and external communications with stakeholders.
Executive Assistant/ Board Secretary	Amy Darwin Chubb	Provides executive assistance, office management and general administrative services to Board members and operational staff.
Manager Registrations	Toni Lancaster	Manages the registration process including renewals, policy development and case management.
Assistant Registration and Recertification Advisor	Sherida Charles	Assists with the processing of all registrations, ensuring policies and practice are met.

Additional Secretariat Staff

Professional Development Contract	Tūi Poff-Nuku	February 2021
Professional Development Contract	Carolyn Simmons	February 2021
Contractor	Courteney Judd	November 2020

He Whakamārama o te Mahi Kaiwhakaora Ngangahau – Definition of the Practice of Occupational Therapy

The Occupational Therapy Board of New Zealand defines the practice of occupational therapy as follows:

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/whānau, 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 skilful, 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 purpose, resources, structure, functioning and/or skills to enable participation in occupation.
6. Engaging in processes to ensure competence in 1 above.
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 contexts whether paid or voluntary.

Hōkai o te Whakawainga – 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 people's 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.

*In the decade between
2011 and 2021, the number
of practising occupational
therapists has grown by
46%.*

A woman wearing a dark cap and glasses is focused on operating a sewing machine. The scene is overlaid with a semi-transparent blue filter. The text is positioned over the upper left portion of the image.

*Raraunga
Ohumahi –*

*Workforce
Data*

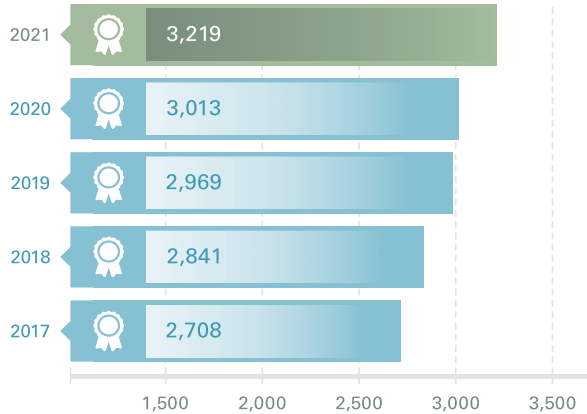
A Moment in History

In 1960 Helen Morse and Diana Simmers wrote a letter to the Occupational Therapy Journal describing their work as domiciliary therapists with the Otago Hospital Board. They travelled up to sixty miles from Dunedin and saw up to 80 patients each week. Their monthly travel was approximately 1,000 miles.

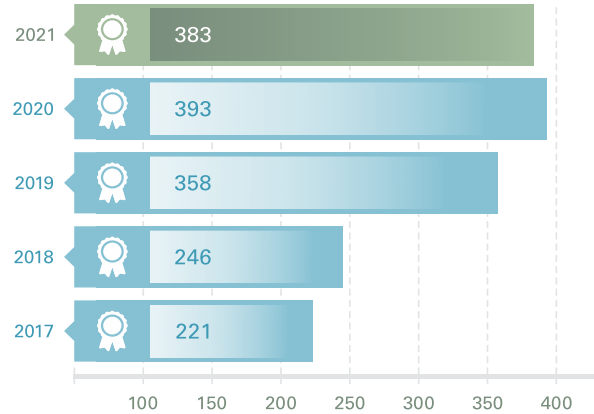
**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940-1972.*

Rēhītatanga – Registration (at March 2021)

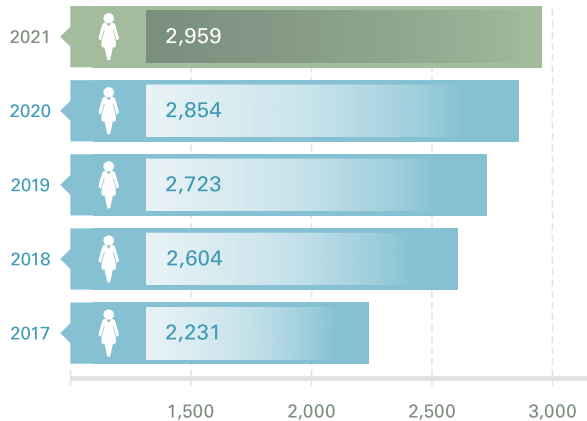
Occupational therapists holding a current practising certificate



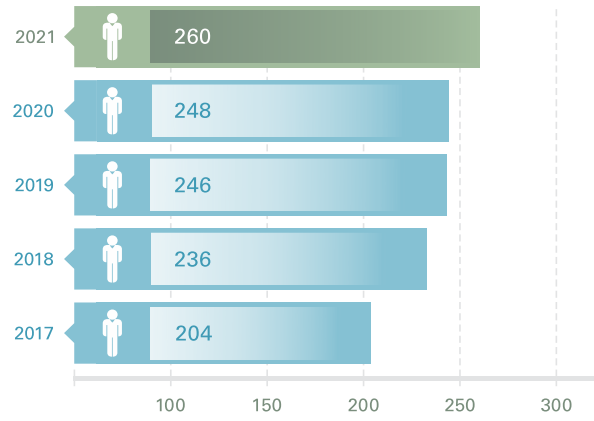
Registered (non-practising) occupational therapists paying a registration maintenance fee



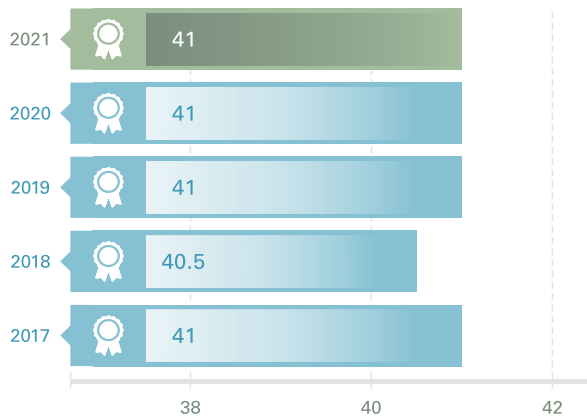
Female occupational therapists with practising certificates



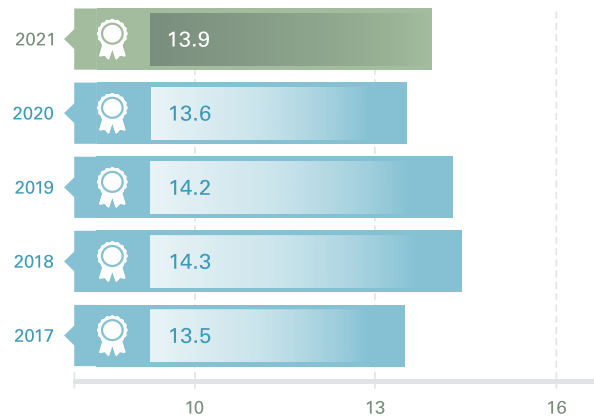
Male occupational therapists with practising certificates



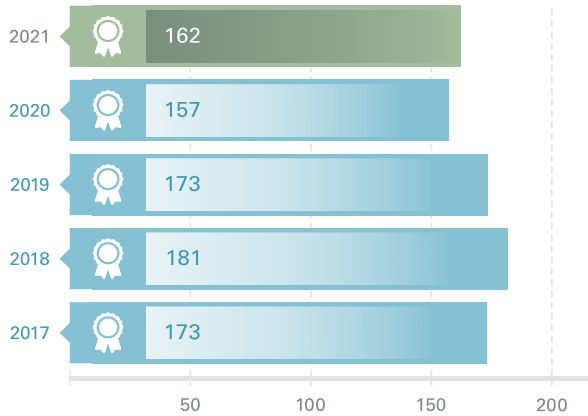
Average age of occupational therapists with practising certificates



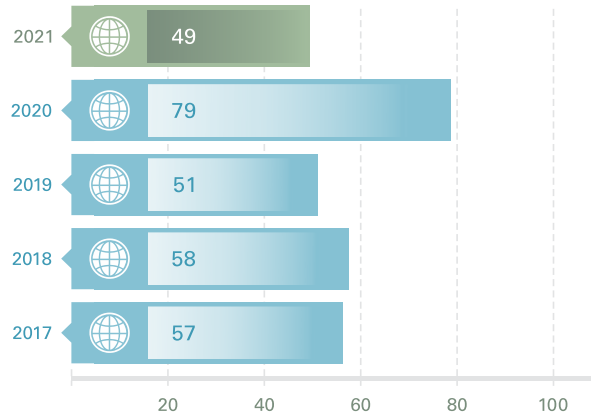
Average years registered for practitioners with a practising certificate



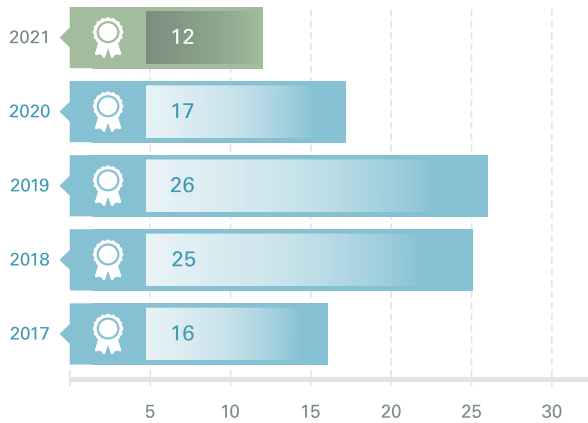
New graduates who qualified at a New Zealand tertiary institution



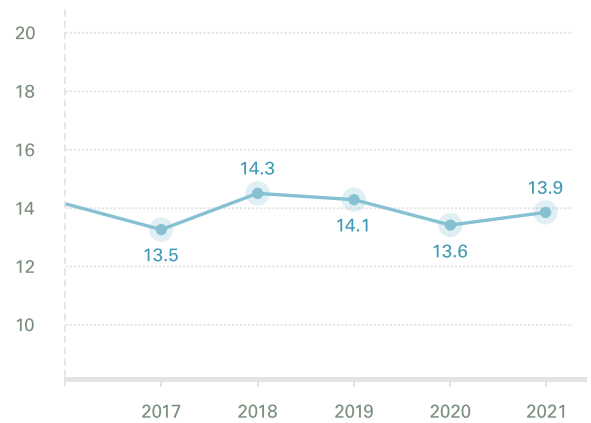
Overseas-qualified occupational therapists



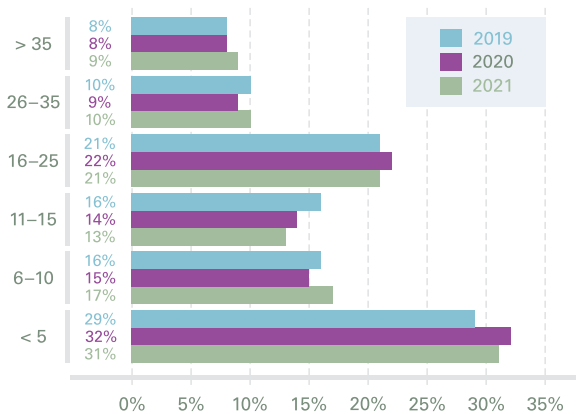
Registration under the Trans-Tasman Mutual Recognition Act 1997



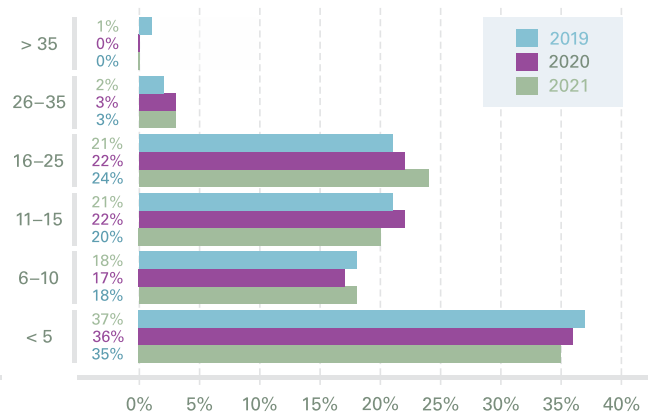
Average years since first registration (APC holders)



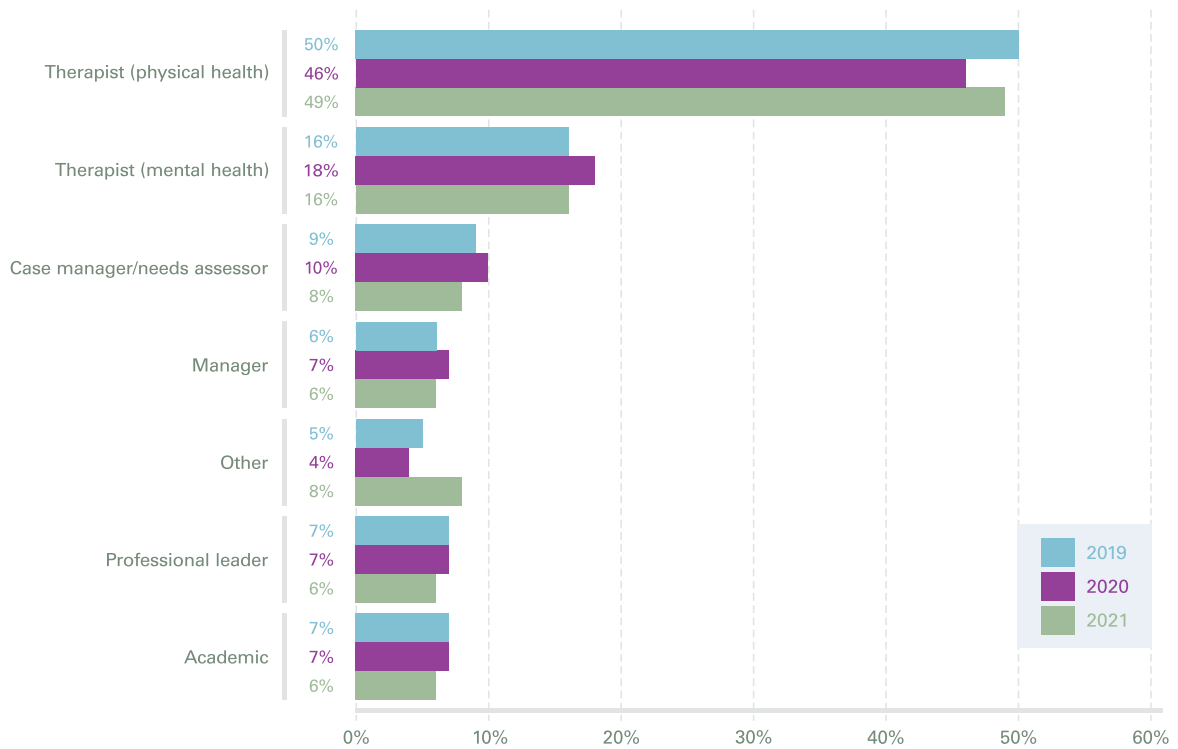
Years since first registered (female)



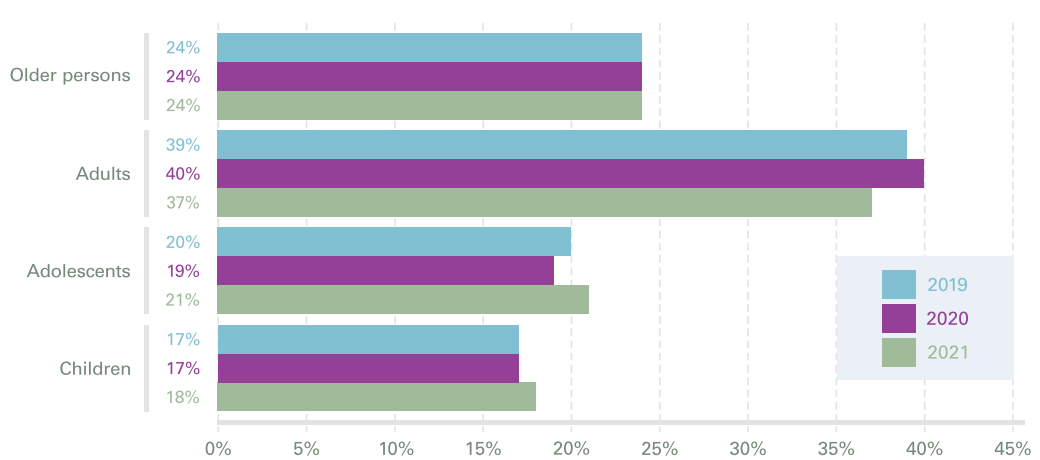
Years since first registered (male)



Breakdown of employment roles



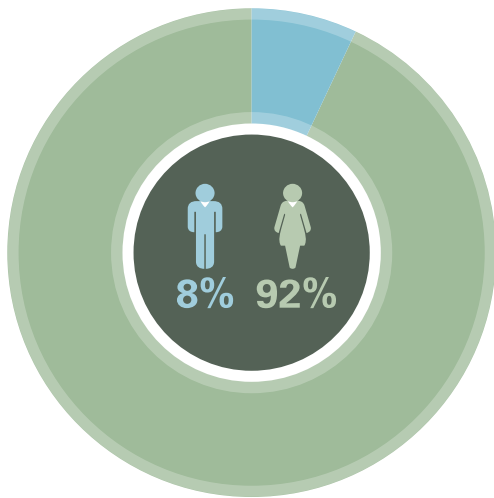
Age group that occupational therapists work with



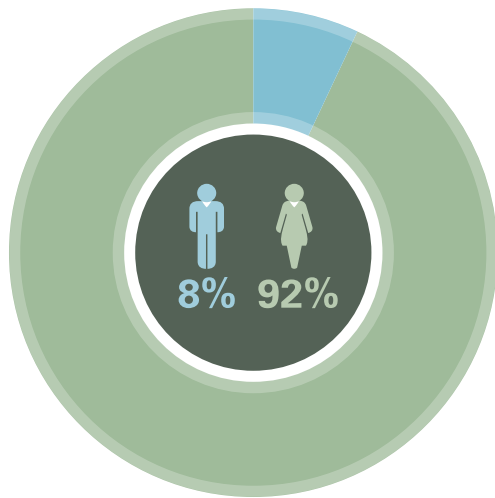
Practitioners on the register by employing organisation type



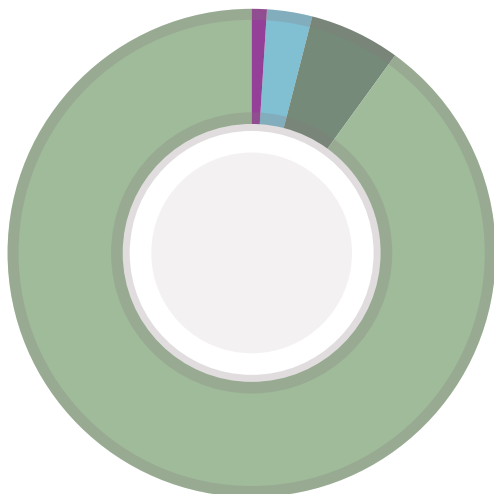
Annual practising certificate - Male vs Female
31 March 2020



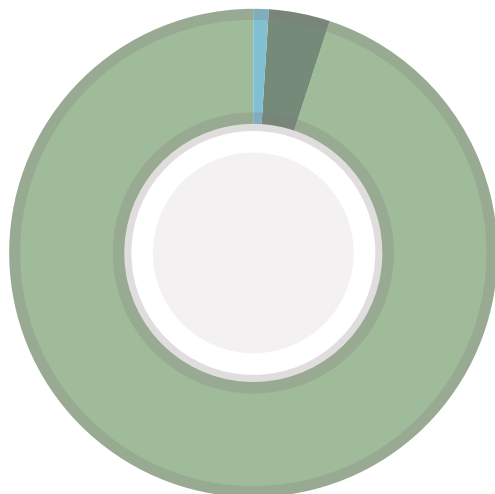
Annual practising certificate - Male vs Female
31 March 2021



Conditions on registered practitioners
31 March 2021



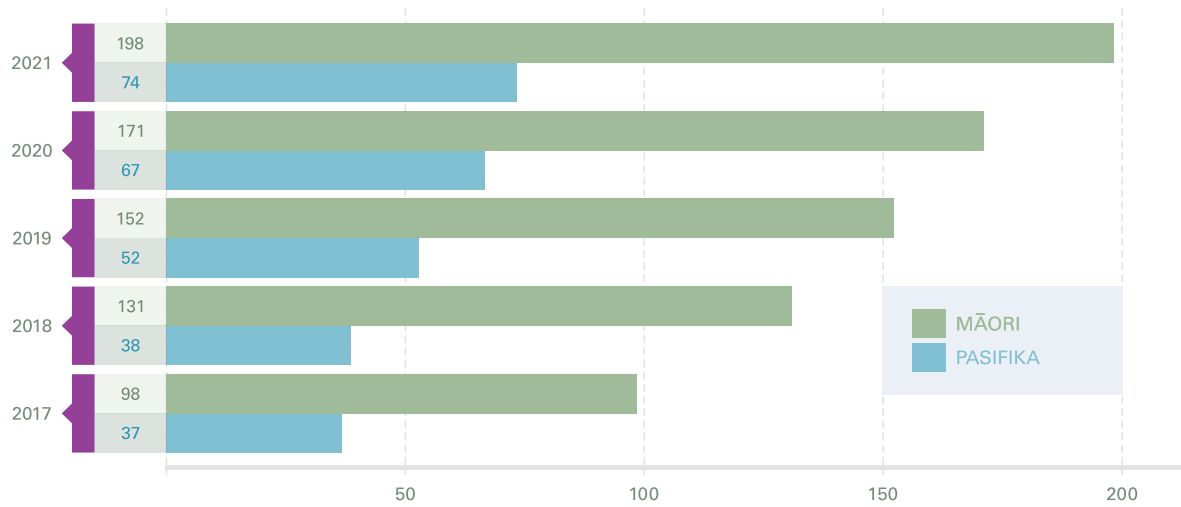
Registered practitioners on recertification programme
31 March 2021



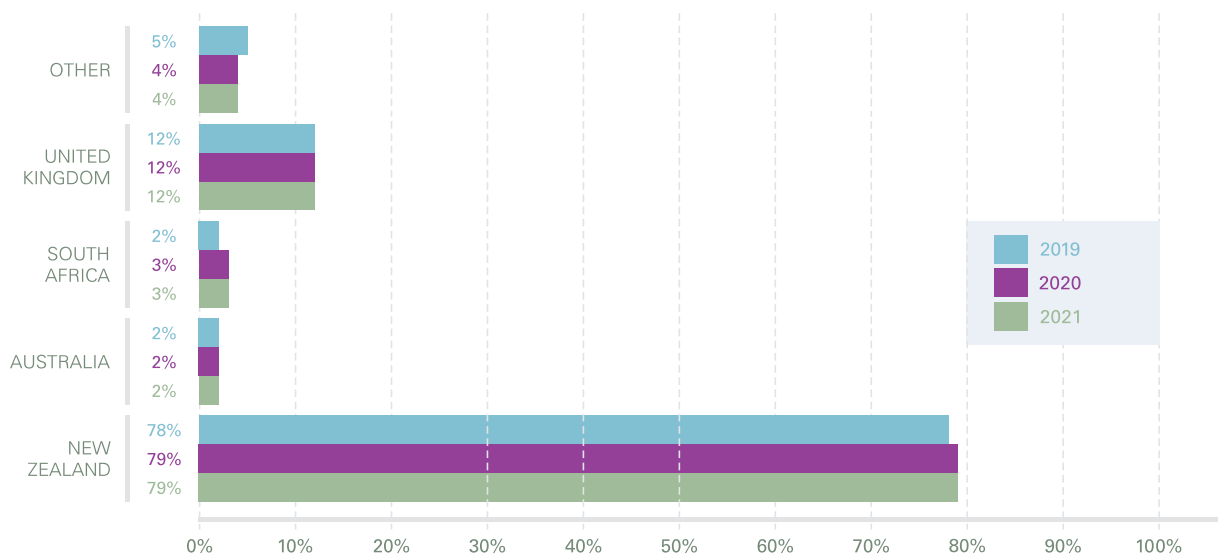
- 90% NONE
 - 6% NEW GRADUATE
 - 3% OVERSEAS QUALIFIED
 - 1% RETURN TO PRACTICE IN NZ
- 0% } SUPERVISION CRITERIA PERSONALISED CONDITION

- 95% NONE
- 4% RECERTIFICATION - NEW GRADUATE
- 1% RECERTIFICATION

Māori and Pasifika practitioners on register



Top four countries of origin for registered practitioners



There has been a steady growth in the number of Māori and Pacific Island kaiwhakaora ngangahau but they still remain less than 8% of the occupational therapy workforce in Aotearoa.





*The
New Zealand
School of
Occupational
Therapy*

Pārongo Pānuitanga –

Notification Information

*Graduation
1970*

A Moment in History

In July 1970 negotiations took place about the future and structure of occupational therapy training in New Zealand. The proposal to change the administration from the Health Department to the Education Department was confirmed and a comprehensive curriculum developed. There was a feeling in some quarters that maybe occupational therapy and physiotherapy students should be trained together, but nothing came of these discussions.

**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940-1972. Photo: Linda Wilson graduating from the New Zealand occupational therapy school in Auckland in 1970.*

Whakaatu – Notifications

Type	Number	HPCAA 2004 Reference
Competence	4	
Formal S34 Competence	0	
Conduct	6	
Conviction (Fitness)	1	S16
Complaint (HDC)	9	S64
Health	2	S45, 16
Professional Conduct Committee Referrals	3	
Tribunal Cases	0	

Health Practitioners Disciplinary Tribunal

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:

Chairperson – David Carden

Deputy Chairperson – Maria Dew QC

Deputy Chairperson – Alison Douglass

Panellists:

- Neeka Gilmore
- Kim Henneker
- Richard Savill
- Nancy Wright

Constitution of the Tribunal for Hearings

- ▶ Chairperson (or Deputy Chairperson)
- ▶ Three Occupational Therapist Panel members
- ▶ One Lay Person

Executive Officer

The Occupational Therapy Board of New Zealand 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.



Pūrongo Pūtea –

*Financial
Statements*

A Moment in History

On the introduction of the new practice of occupational therapy into hospitals in 1941, Wellington Hospital Board member, Mrs E M Gilmore, commented: “When the patient’s mind is alert and interested, recovery is often helped and hastened. The close relationship between mind and body is being increasingly realised, and the advantages of therapeutic treatment are manifold, as in occupational and creative work, the patient is interested, self-confidence is encouraged, and a new vista opens up.”

**Legacy of Occupation: Stories of Occupational Therapy in New Zealand 1940-1972.*

<i>NON-FINANCIAL INFORMATION</i>	
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OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Entity Information

"Who are we?", "Why do we exist?"

FOR THE YEAR ENDED 31 MARCH 2021

Legal Name of Entity: 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. The board is a registered charity, Charity number CC43824.

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
Website: www.otboard.org.nz



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 2021

	2021	2020
	\$	\$
Revenue		
APC fees	1,265,862	1,214,655
Registration fees	107,168	122,705
Non-Practising fee	24,388	23,246
Other income and cost recoveries	37,623	30,037
Tribunal order and levy	63,260	61,150
Interest	34,692	50,350
Total Revenue	1,532,992	1,502,143
Expenditure		
Board & committees	1 168,467	299,434
Secretariat	2 1,236,501	1,200,749
Disciplinary expenses	3 70,234	15,152
Total Expenditure	1,475,201	1,515,334
Net Surplus/(Deficit)	57,791	(13,191)

OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
STATEMENT OF MOVEMENT IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	\$	\$
Accumulated funds at the beginning of period	1,219,662	1,232,853
Net surplus/(deficit) for the period	57,791	(13,191)
Accumulated funds at the end of period	1,277,453	1,219,662

The accompanying notes form part of these financial statements



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
STATEMENT OF FINANCIAL POSITION
"What the entity owns?" and "What the entity owes?"
AS AT 31 MARCH 2021

	NOTE	2021 \$	2020 \$
Equity		1,277,453	1,219,662
Current Assets			
Cash and cash equivalents		767,167	515,090
Investments		1,940,047	1,969,923
Accounts receivable	5	11,385	16,323
Prepayments		32,158	31,604
Other assets		-	-
Total Current Assets		2,750,757	2,532,939
Non-Current Assets			
Plant, Property and Equipment	4	26,679	31,919
Intangible assets	4	108,115	176,174
Total Non-Current Assets		134,794	208,093
Total Assets		2,885,551	2,741,033
Liabilities			
Accounts payable and provisions	7	76,184	75,767
Employee costs payable	8	54,519	47,483
Income in advance	6	1,295,800	1,221,277
Goods and services tax		174,169	172,190
WHT payable		7,427	4,653
Total Liabilities		1,608,098	1,521,371
Net Assets		1,277,453	1,219,662

For and on behalf of the Board:



Erica Hodgson
Board Chairperson
Date: 08-09-21



Andrew Charnock
Chief Executive Officer
Date: 08-09-21

The accompanying notes form part of these financial statements



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
STATEMENT OF CASH FLOWS
"How the entity has received and used cash"
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	\$	\$
Cash flows from Operating Activities		
Cash was received from:		
Statutory fees	1,403,644	1,343,898
Registration income	107,168	145,951
Other fees	62,336	29,084
Interest revenue	39,304	49,612
Cash was applied to:		
Payments to suppliers & employees	(1,364,640)	(1,370,081)
GST	1,979	13,158
Net cash flows from operating activities	<u>249,792</u>	<u>211,622</u>
Cash flows from Investing and Financing Activities		
Cash was received from:		
Short-term investments	1,300,000	1,661,217
Sale / disposal of fixed assets	(990)	-
Cash was applied to:		
Purchase of fixed assets	(26,600)	(21,887)
Short-term investments	(1,270,124)	(1,661,200)
Net Cash Flows from Investing and Financing Activities	<u>2,286</u>	<u>(21,870)</u>
Net Increase / (Decrease) in Cash	252,078	189,752
Opening Cash Brought Forward	515,090	325,338
Closing Cash Carried Forward	<u>767,167</u>	<u>515,090</u>
Represented by:		
Cash and cash equivalents	767,167	515,090



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

STATEMENT OF ACCOUNTING POLICIES

"How did we do our accounting?"

FOR THE YEAR ENDED 31 MARCH 2021

BASIS OF PREPARATION

The Board is a body corporate established by the Health Practitioners Competence Assurance Act 2003 (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

APC Income and Income Received in Advance

Fees received for the issue of APCs and register maintenance are recognised in the year to which the fees relate. Receipts for APCs issued for future years are shown as Income Received in Advance.

Interest Recognition

Interest income is recognised as it is earned using the effective interest method.

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.

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.

Depreciation

Depreciation is charged on a diminishing value basis, the following rates have been used:

Office furniture & equipment 9% - 50% diminishing value

Computer equipment 40% - 60% diminishing value

Amortisation

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

Website/Database 3 to 10 years straight line.

Office Refit

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

Five years straight line



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

STATEMENT OF ACCOUNTING POLICIES - Continued

"How did we do our accounting?"

FOR THE YEAR ENDED 31 MARCH 2021

Taxation

The Board is exempt from Income Tax.

Investments

Investments are recognised at cost. Investment income is recognised on an accruals basis where appropriate.

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.

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.

Cash and Cash equivalents

Cash and cash equivalents includes petty cash, deposits at cheque account and saving account with banks.

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.

Prepayments

Payments made in advance for goods and services before their receipt or invoice date are recorded.

Accounts Payables

Short term payables are recorded at the amount payable.

Provisions

Provisions are recorded for the accrued expenses.

Changes in accounting policies

All policies have been applied on a consistent basis with those used in previous years.

Comparatives

Some prior year comparative figures have been reclassified to match current year disclosure.



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2021

1. BOARD & COMMITTEES	NOTE	2021 \$	2020 \$
Conferences		-	79,279
Fees		111,460	149,073
Meeting expenses, training ,travel & others		57,007	71,081
		168,467	299,434

2. SECRETARIAT	2021 \$	2020 \$
Audit fees	7,696	7,424
Depreciation & amortisation	99,899	121,327
Legal costs	18,703	20,227
Occupancy costs	48,387	49,864
Other costs	229,513	190,338
Personnel costs	716,342	678,427
Professional fees	47,796	63,116
Telephone, Postage & Printing and Stationery	14,367	16,344
Projects	53,797	53,682
	1,236,501	1,200,749

3. DISCIPLINARY EXPENSES	2021 \$	2020 \$
Professional Conduct Committee expenses	70,234	15,152
Disciplinary Tribunal expenses	-	-
	70,234	15,152

4. PLANT, PROPERTY & EQUIPMENT AND INTANGIBLE ASSETS

At 31 March 2021	Opening Carrying Value	Current Year Additions	Current Year Disposals	Depreciation, Amortisation & Impairment	Closing Carrying Value
Office Equipment	973	-	(10)	(263)	700
Furniture & fittings	17,633	287		(3,154)	14,766
Computer equipment	8,701	12,375	(2,312)	(7,551)	11,213
Office refit	4,613		-	(4,613)	0.00
PLANT, PROPERTY & EQUIPMENT	31,919	12,662	(2,322)	(15,580)	26,679
Database & Website software	176,174	-	-	(84,319)	91,855
Work In Progress		16,260			16,260
INTANGIBLE ASSETS	176,174	16,260	-	(84,319)	108,115

Work in Progress was development of in1touch Database which will go live in July 2021.

At 31 March 2020	Opening Carrying Value	Current Year Additions	Current Year Disposals	Depreciation, Amortisation & Impairment	Closing Carrying Value
Office Equipment	1,355	0	0	(382)	973
Furniture & fittings	18,048	2,840	0	(3,255)	17,633
Computer equipment	16,639	261	0	(8,199)	8,701
Office refit	9,644	0	0	(5,032)	4,613
PLANT, PROPERTY & EQUIPMENT	45,686	3,101	0	(16,868)	31,919
Database & Website software	261,847	18,787	0	(104,460)	176,174
INTANGIBLE ASSETS	261,847	18,787	0	(104,460)	176,174



**OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

	2021	2020
	\$	\$
5. ACCOUNTS RECEIVABLE		
Accounts receivable	4,624	4,950
Accrued income	6,761	11,373
	11,385	16,323

	2021	2020
	\$	\$
6. INCOME IN ADVANCE		
APC fees	1,236,420	1,165,145
Disciplinary levy fee	59,380	56,132
	1,295,800	1,221,277

	2021	2020
	\$	\$
7. ACCOUNTS PAYABLE & PROVISIONS		
Accounts payable	66,222	64,118
Provisions	9,962	11,649
	76,184	75,767

	2021	2020
	\$	\$
8. EMPLOYEE COSTS PAYABLE		
PAYE owing	11,244	13,644
Holiday pay accrual	32,272	24,836
Kiwisaver contributions owing	3,678	3,691
Extra week salary	7,324	5,061
Student loan owing	1	252
	54,519	47,483

9. COMMITMENTS

The Board 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 2021 are: Property \$28,334; Corporate Services \$53,106; Total \$81,440 per year.

	2021	2020
	\$	\$
Due in 1 year	53,106	52,747
Due between 1-2 years	53,106	0
Due between 2-5 years	154,893	0
	261,105	52,747

Contractual commitments for operating leases of premises Level 6, 22 Willeston Street, Wellington.

	2021	2020
	\$	\$
Due in 1 year	28,334	26,543
Due between 1-2 years	28,334	0
Due between 2-5 years	82,641	0
	139,309	26,543

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.



OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

NOTES TO THE PERFORMANCE REPORT

FOR THE YEAR ENDED 31 MARCH 2021

10. CREDIT CARD FACILITY

Three MasterCard credit cards with total limits of \$40,000 are held with Westpac.

11. RELATED PARTY TRANSACTIONS

Total remuneration paid to the Board members during the year is as follows. The remuneration paid includes honoraria and other fees paid in attendance at board meetings and other board activities.

	2021	2020
	\$	\$
Anne Carter, Board member (Finished)	3,398	10,107
Cassandra Hopkins, Board member	12,208	10,262
Colleen Naughton, Board member (Finished)	3,398	10,107
Erica Hodgson, Chairperson	17,676	11,688
Ben Te Maro, Board Member	7,281	0
Kaye Cheetham, Board Member (Finished)	3,398	10,107
Robert Molyneux, Chair Person (Finished)	850	12,782
Sally Wenley, Board member (Finished)	0	9,257
Mary Butler, Board member (Resigned Nov-2020)	3,823	0
Roxanne Waru, Deputy chair	7,453	0
Steven O'Connor, Board Member	7,281	0
Tagaloa Fagaloa, Board Member	7,281	0
	74,046	74,309

12. CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2020 \$Nil)

13. CAPITAL COMMITMENTS

There are no capital commitments at balance date. (2020: \$Nil)

14. EVENTS AFTER BALANCE DATE

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

15. RECLASSIFICATION OF EXPENDITURE

Certain items have been reclassified so as to provide more useful information about the performance of the Board. It has not been practicable to restate all relevant comparative balances.

16. SHARED SERVICES

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, 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 22 February 2021 and expiring on 22 February 2026.

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
PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2021**

The Auditor-General is the auditor of the Occupational Therapy Board of New Zealand. The Auditor-General has appointed me, Chrissie Murray, using the staff and resources of Baker Tilly Staples Rodway Audit Limited, to carry out the audit of the performance report of the Occupational Therapy Board of New Zealand on his behalf.

Opinion

We have audited the performance report of the Occupational Therapy Board of New Zealand, that comprise the entity information, the statement of financial position as at 31 March 2021, the statement of financial performance, the statement of movements in equity and statement of cash flows for the year ended on that date and the notes to the performance report that include accounting policies and other explanatory information.

In our opinion the performance report of the Occupational Therapy Board of New Zealand presents fairly, in all material respects:

- the entity information,
- its financial position as at 31 March 2021; 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 16 September 2021. 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 performance report, 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 performance report

The Board is responsible for preparing the performance report that is fairly presented and that complies 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 the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board is responsible on behalf of the Occupational Therapy Board of New Zealand for assessing the Board's ability to continue as a going concern. The Board 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 Occupational Therapy Board of New Zealand 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 performance report

Our objectives are to obtain reasonable assurance about whether the performance report, as a whole, is 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 the performance report.

We did not evaluate the security and controls over the electronic publication of the performance report.

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 performance report, 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 Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Occupational Therapy Board of New Zealand'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 performance report 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 Occupational Therapy Board of New Zealand to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board 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 the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

Independence

We are independent of the Occupational Therapy Board of New Zealand 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 Occupational Therapy Board of New Zealand.



Chrissie Murray
Baker Tilly Staples Rodway Audit Limited
On behalf of the Auditor-General
Wellington, New Zealand







*Occupational Therapy Board of New Zealand
Te Poari Whakaora Ngangahau o Aotearoa*

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