



**Occupational Therapy  
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

# Annual Report 2018





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# Governance

## Chair's Report

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

This year the Occupational Therapy Board of New Zealand (OTBNZ) has been further developing the concept of right touch regulation, understanding our workforce and being proactive and responsive to current and future health care trends in Aotearoa / New Zealand.

To this end we have completed our strategic plan for 2018–2021, which sets out how we aim to achieve this. We have identified five priority areas:

1. Deliver best practice in the regulation of the occupational therapy profession.
2. Work in partnership with practitioners to ensure high quality service delivery to the NZ public.
3. Develop stronger networks and relationships with key occupational therapy stakeholders.
4. Include occupational therapy expertise as an essential component in the development and delivery of health strategies in NZ.
5. Innovate to meet the changing environment for practitioners.

It is an extensive, far reaching and aspirational plan and the board is excited about its potential for the OTBNZ to lead the way in health regulation.

### Workforce Issues

This year has seen another rise in the number of occupational therapists applying for an annual practising certificate (at 31 March) from 2,435 in 2017 to 2,589 in 2018. The rising numbers in our workforce is encouraging, but also highlights the need for us to explore the reasons behind this and how this increased workforce is deployed.

Last year the OTBNZ engaged Business and Economic Research Limited (BERL) to provide specific data on the occupational therapy workforce. The OTBNZ is often asked to provide data to both Ministry of Health and Health Workforce New Zealand, so it is important that

we have this information available. It is also important that we have data that goes beyond this, and provides more specifics relating to issues within occupational therapy. A three step approach is being employed:

1. The identification of key workforce trends both nationally and internationally
2. Collection and analysis of data to understand the current workforce and the level of supply
3. Modelling of three possible scenarios, and the impact of this on the current workforce.

As part of our ongoing relationship with BERL we will also be able to gather further data that may provide answers to additional ongoing workforce issues. Examples of this might include:

1. Why is the number of Māori occupational therapists less than 4%?
2. What are the reasons behind occupational therapists still being on the register, but not returning to practice?
3. Do employers believe that new graduate occupational therapists are ready for practice?

### Symposiums and competencies

This year the board has organised symposiums around Aotearoa/New Zealand. Originally four venues were chosen but due to high levels of interest in the concept, an additional venue was added.

The purpose of the symposiums is to provide an opportunity for practitioners to meet board members and board members to meet practitioners. We believe this will assist practitioners to understand more about how the board operates and enable both parties to consider workforce matters and relationships with the board.

The levels of interest and attendance at the symposiums thus far have exceeded all our expectations. It has been especially pleasing to receive positive feedback from attendees about the board's willingness to engage more directly and personally with practitioners.

Much of the feedback we have received from practitioners about the board are familiar topics that we have been aware of, and are addressing. However, there has also been some additional feedback and suggestions that we will be considering.

The OTBNZ is looking at ways it can support practitioners to understand the competencies, and develop goals for the ePortfolio. In particular Competency 2 – Practising appropriately for bicultural Aotearoa New Zealand. The OTBNZ has recently purchased the Te Rito on-line bicultural competency modules which are now available for all practitioners and students to complete. Initial uptake of this resource and feedback from participants has been encouraging.

The board would like to acknowledge and thank our Tikanga advisors, Iris and Rackie Pahau, for the continued support and wisdom they bring to the OTBNZ, and their willingness to share this with practitioners, particularly with regard to Competency 2.

### Best Practice

There was strong board representation at the OTNZ-WNA conference in Nelson in September last year. The conference provided a good opportunity for us to meet informally with practitioners, and talk more about our role and plans for the future.

### Notifications

There has been a slight increase in the number of notifications for the year 2017-2018. This year, however, none of the notifications have related to conduct or competence.

Similarly to 2016-2017, there have been no notifications regarding late applications for annual practising certificates. Credit again to our registration team of Toni Lancaster, Sam Ashworth and Tim Signal who have developed thorough systems to remind practitioners who intend to practice in the new practice year, to complete their application on time.

### Operational

The board would like to thank Andrew Charnock for the leadership he provides to the staff at OTBNZ. We appreciate the energy, creativity and resourcefulness he brings to the role, and recognise the importance of these attributes when moving forward with the strategic direction the OTBNZ is taking. He continues to be ably supported by Senior Administrator, Anne Hessian. The board would like to thank Anne for all of her hard work and in particular her planning, logistical preparation and organising skills for the symposiums.

### Board Member Changes

We would like to congratulate Erica Hodgson (Deputy Chair) on the recent birth of her baby son. After a short maternity break, Erica has re-joined the board.

Jane Hopkirk will be stepping down from OTBNZ after nine years of service. Jane joined the board in 2009 and was Deputy Chair from 2010-2012, and Chair from 2013-2016. During this time Jane has seen and led many changes and challenges with the OTBNZ. She has always been passionate about both regulation and the profession, and the board greatly appreciates the enormous commitment she has made over the last nine years. Her knowledge, wisdom and humour will be greatly missed by the board, and we thank her and wish her the very best for the future.

We look forward to seeing and meeting with you in Napier in September.

Nāku noa nā



**Rob Molyneux**

Chair

Occupational Therapy Board of New Zealand

## Chief Executive and Registrar's Report

### 1 April 2017 – 31 March 2018

We have consolidated our position within the shared services of nine other responsible authorities. This has afforded us some savings on utilities, finance and payroll. Our Board and meeting facilities are provided free of charge under the agreement we have with the Nursing Council of New Zealand. The Nursing Council are the main authority for the provision of accommodation and services.

For the last seven years I have been the Registrar for the Osteopathic Council of New Zealand (OCNZ). This agreement came to an end in September 2017. The Council's work had grown considerably over the years, making it difficult for the staff of OTBNZ to continue to provide OCNZ with an acceptable level of service.

We have undertaken a review of pay and benchmarking of all staff employed by the OTBNZ. We joined with other responsible authorities in contracting with the "Strategic Pay" organisation to review our remuneration.

In April 2017 Dr Megan Keening joined our organisation as Advisor Policy, Standards and Risk.

Also joining us in April 2017 was Toni Lancaster, who took up the position of Senior Registration Officer.

In late 2017 our Registration Officer, Tim Signal, gave notice that he would be leaving the organisation in April 2018, to take up a new role as a fitness coach.

In September 2017 all staff attended a Plain English course. This activity is to support the changes we want to make to our communications.

Our liaison with both occupational therapy schools continues. We meet with members of staff and students at AUT and Otago Polytechnic twice a year. Our discussions look at curriculum developments and implementation of the competences for registration and continuing practice.

One of the major changes is Competency 2: Practising Appropriately for Bicultural Aotearoa New Zealand. I am pleased to confirm that both schools have made favorable and interesting changes to their curriculums. Of note are the changes in approach by the teaching staff in this area. For example, support from cultural advisers on how the concept of bicultural practice is taught in the classroom, and how to acknowledge and support Māori students.

Registration staff meet with senior students to discuss the process of registration and the importance of holding a practising certificate. Our connection with students is an area we wish to develop and expand in future years.

We continue to have a strong relationship with Occupational Therapy New Zealand – Whakaora Ngangahau Aotearoa (OTNZ-WNA). I meet monthly with Peter Anderson, the Executive Officer, to discuss strategic issues and the work of our respective organisations.

The organisation supports the OTNZ-WNA conference and clinical workshops each year. This year we have extended that support to the Māori ropu, which supports Māori practitioners, and will meet with them prior to the main OTNZ-WNA event.

As an organisation we are part of the Occupational Key Strategic Stakeholders (OTKSS) group. OTKSS meets twice a year. Its members include both occupational therapy schools, the OTNZ-WNA and a representative from the District Health Board OT Leaders' Group.

We also commenced work during the year with Business and Economic Research Limited (BERL) in researching and understanding the occupational therapy workforce. This has involved contacting practitioners, employers and other agencies to discover current and future workforce trends. We will be releasing the report to the profession and key stakeholders later in 2018.

In November I attended the Health Care Professions Council (HCPC) research symposium held in Melbourne, followed by the Council on Licensure, Enforcement and Regulation (CLEAR). The organisation is a member of CLEAR. This allows us to access reports and training opportunities, which in turn maintains our professional and regulatory understanding and development. CLEAR membership represents and reports across the range of regulation not just health.

Attending these international conferences allows me to benchmark our own work against other regulators. Although we are a small regulator, I am pleased to report that our activities, policies and processes measure well against other international regulators.



**Andrew Charnock**

Chief Executive and Registrar  
Occupational Therapy Board of New Zealand

# The Occupational Therapy Board

We are pleased to present this report for the year ending 31 March 2018 to the Minister of Health. This report is presented in accordance with section 134(1) of the Health Practitioners Competence Assurance Act.

## Our Purpose

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

## Our Mission

to ensure occupational therapists are fit and competent to practise.

## Our Vision

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

## Our Values

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



BACK ROW (Left to Right): Cassandra Hopkins, Colleen Naughton, Kaye Cheetham, Jane Hopkirk, Anne Carter  
FRONT ROW (Left to Right): Robert Molyneux (Chair), Erica Hodgson (Deputy Chair), Sally Wenley



## Our Functions

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

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

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

# Corporate Governance

## Board Members

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

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

## Board Meeting Attendance 2017 – 2018

Name	27/04/17	20/06/17	15/08/17	17/10/17	12/12/17	20/02/18
Robert Molyneux (Board Chair)	√	√	√	√	√	Re-elected Chair
Miss Colleen Naughton	Leave of absence	Leave of absence	Leave of absence	√	√	√
Mrs Rangimahora Reddy	Finished term	x	x	x	x	x
Ms Jane Hopkirk	√	√	√	√	√	√
Sally Wenley	√	√	√	√	√	√
Erica Hodgson (Deputy Chair)	√	√	√	x	√	Re-elected Deputy Chair
Kaye Cheetham	√	√	√	√	√	√
Cassandra Hopkins	x	√	√	√	√	√
Anne Carter	√	√	√	√	√	√

## Competence Assessors

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

- » Diane Henare\*
- » Heather Clarke (until February 2018)\*
- » Suzanne Patterson\*
- » Jonathan Armstrong\*
- » Blair Cross\*
- » Juanita Murphy (professional advisor)

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

## ePortfolio Auditors

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

- » Suzanne Patterson
- » Jonathan Armstrong
- » Yasmin Orton
- » Emma Parry
- » Carolyn Simmons

### The five areas you must be competent in:

1

Applying occupational therapy knowledge, skills and values

2

Practising appropriately for bicultural Aotearoa New Zealand

3

Building partnerships and collaborating

4

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

5

Engaging with and being responsible for your profession

## Secretariat

<b>Chief Executive and Registrar</b>	<b>Andrew Charnock</b> Overall management responsibility for the organisation. Statutory responsibility under the Health Practitioners Competence Assurance Act 2003.
<b>Senior Registration Officer</b>	<b>Toni Lancaster</b> Manages the registration process including renewals, policy development and case management.
<b>Advisor Policy, Standards and Risk</b>	<b>Dr Megan Kenning</b> Advises and provides support on policies, standards and managing risk.
<b>Professional Advisor</b>	<b>Juanita Murphy</b> Provides clinical advice and support on risk management, practice and competence.
<b>Registration Officer</b>	<b>Sam Ashworth</b> Oversees the processing of all registrations, ensuring policies and practice are met.
<b>Registration Officer</b>	<b>Tim Signal</b> Oversees the processing of all registrations, ensuring policies and practice are met.
<b>Senior Administrator</b>	<b>Anne Hessian</b> Provides executive assistance and general administrative services to Board Members and operational staff.

## Definition of the Practice of Occupational Therapy

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

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

## Scope of practice

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

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

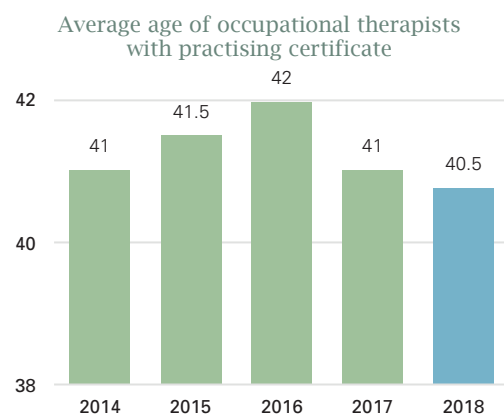
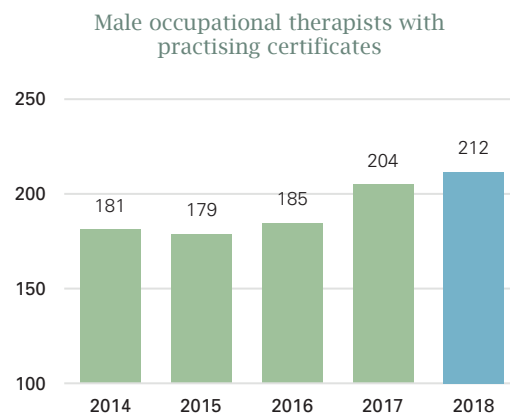
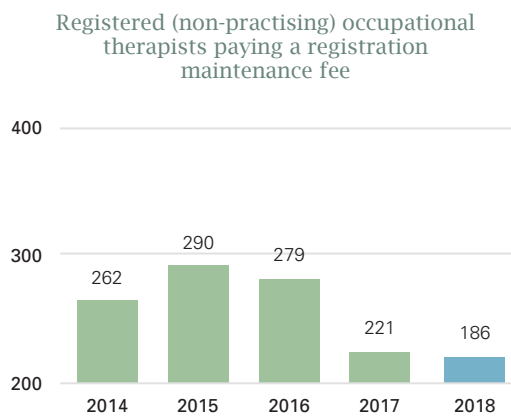
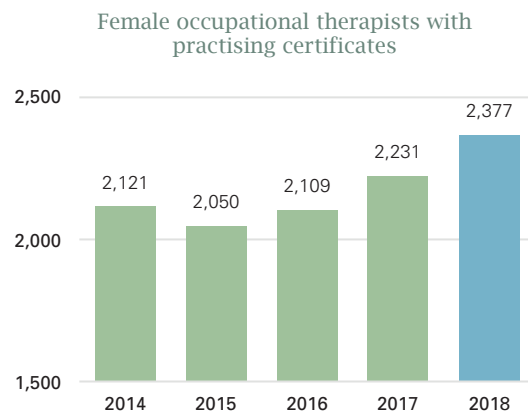
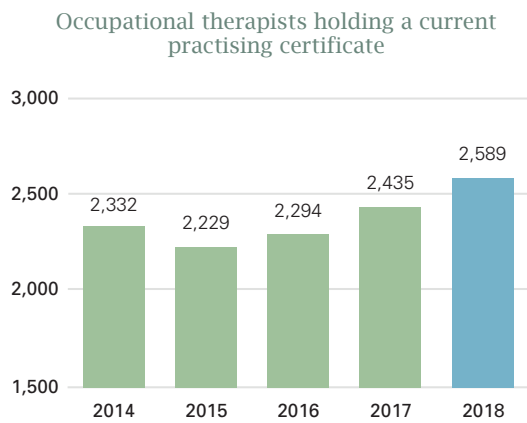
Occupational therapists are registered health professionals who use processes of enabling occupation to optimise human activity and participation in all life domains across the lifespan, and thus promote the health and well-being of individuals, groups, and communities. These life domains include: learning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

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

# Workforce Data

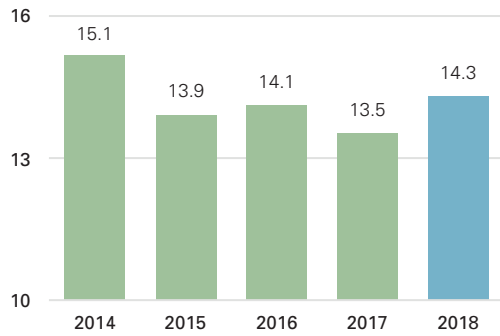
## Registration

As at March 2018

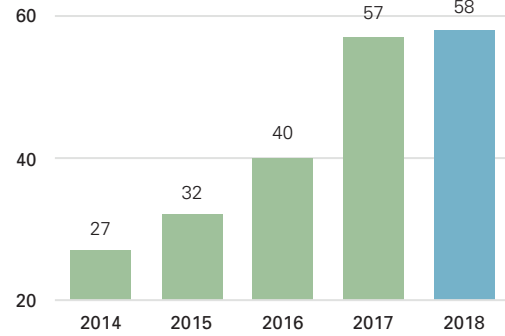




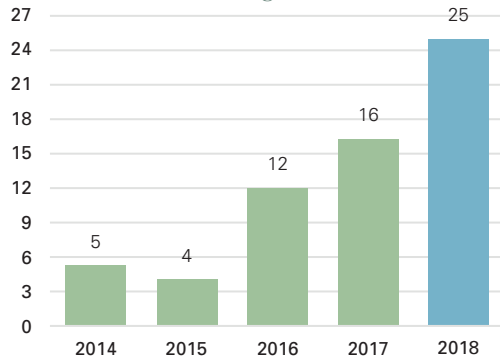
Average years registered for practitioners with a practising certificate



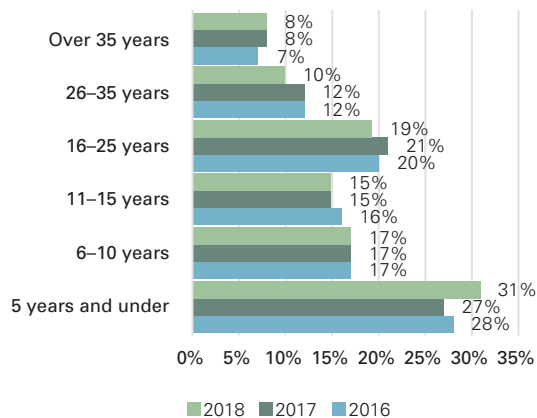
Overseas qualified occupational therapists



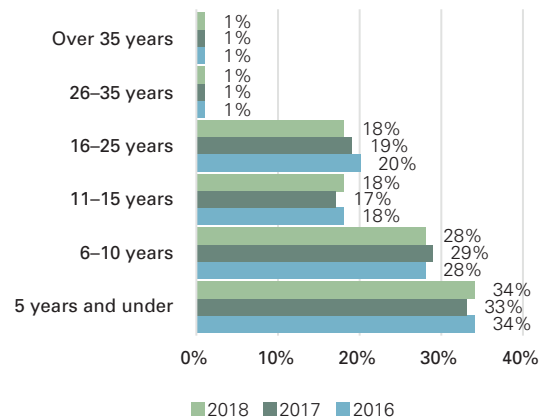
Registration under Trans-Tasman Mutual Recognition Act

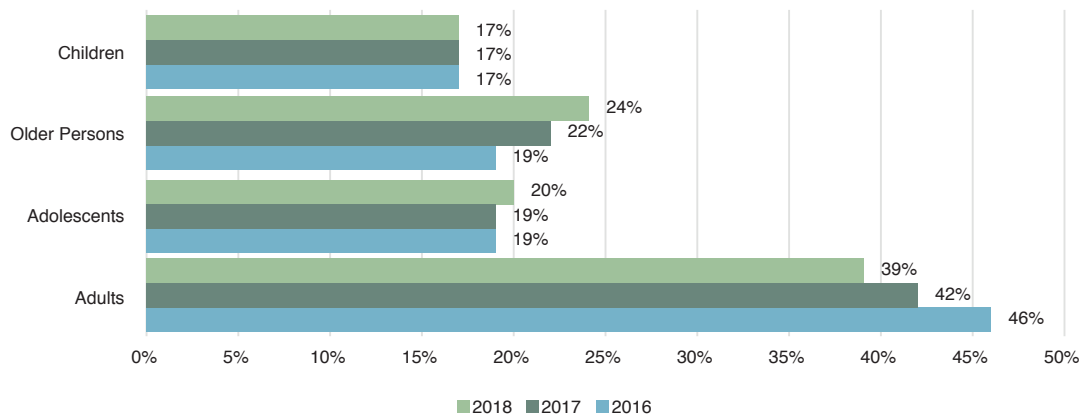
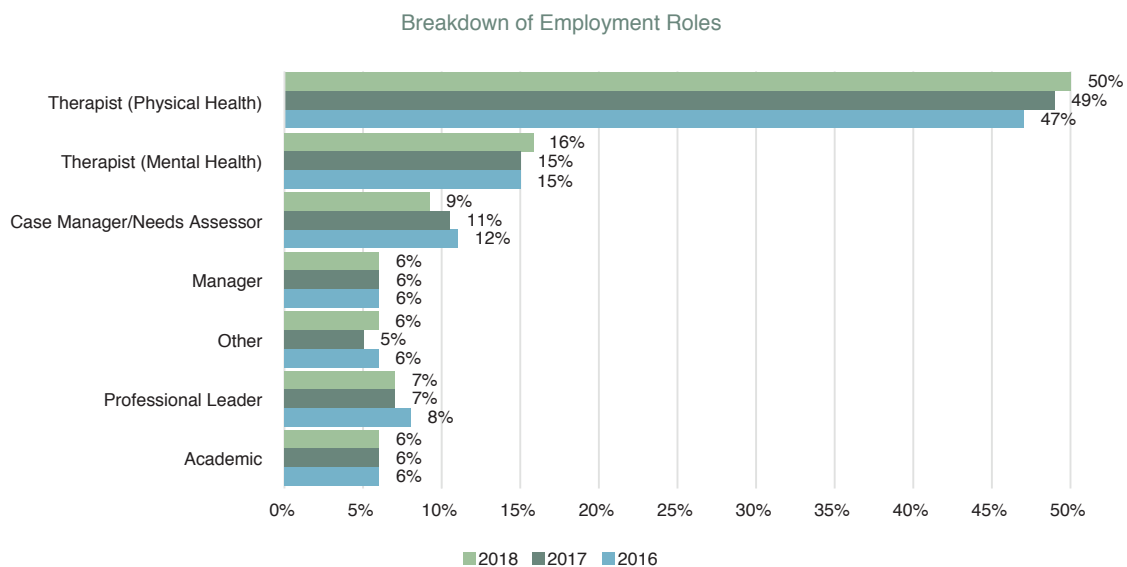


Years Since First Registered - Female



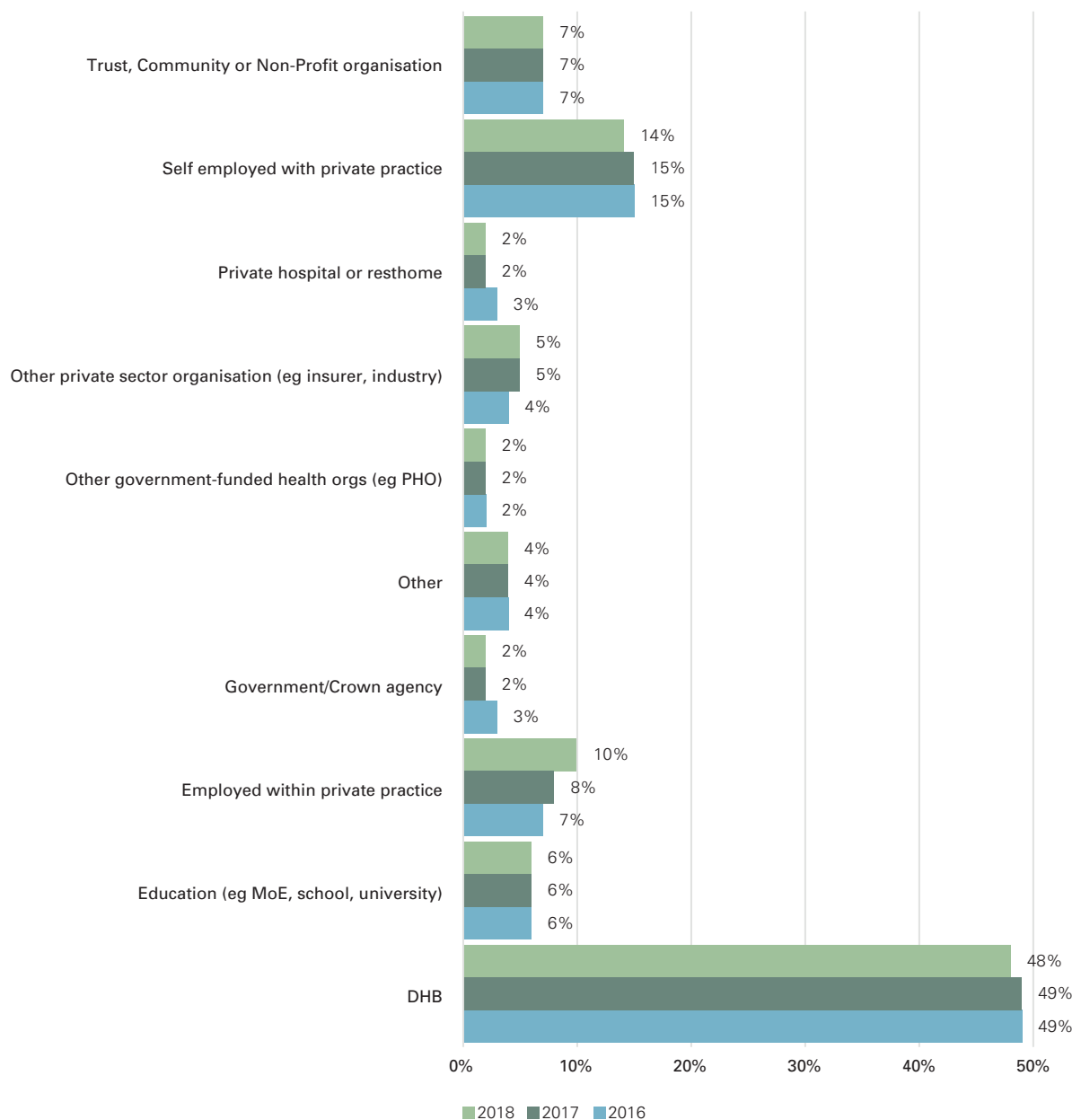
Years Since First Registered - Male





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

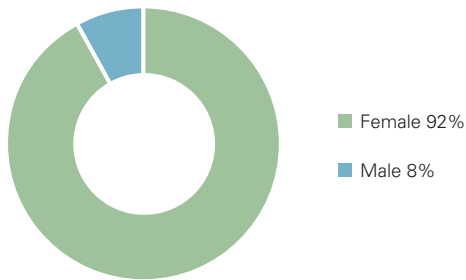
**Practitioners on the register by employing organisation type**



Education may include University placements.

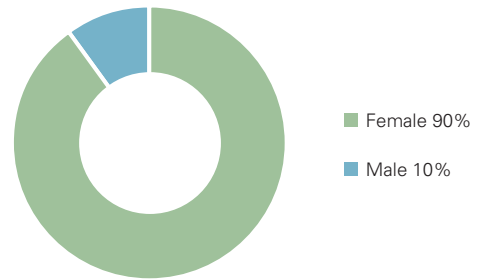
These figures include all occupational therapists on our register with or without a current practising certificate. Some practitioners may identify with more than one of the above categories. The numbers above are indicative and reliant on the information we receive.

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



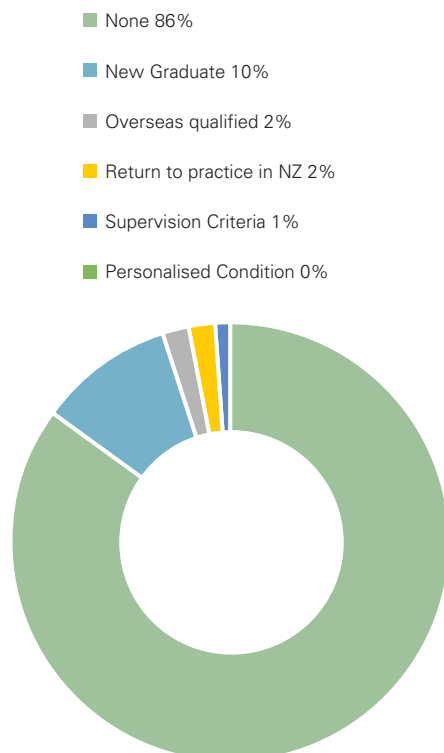
As of March 31 2017 there were 2,435 occupational therapists with a current practising certificate. The conditions they held are seen below.

Annual Practising Certificate Additions to the Register Male vs Female as of March 31 2018

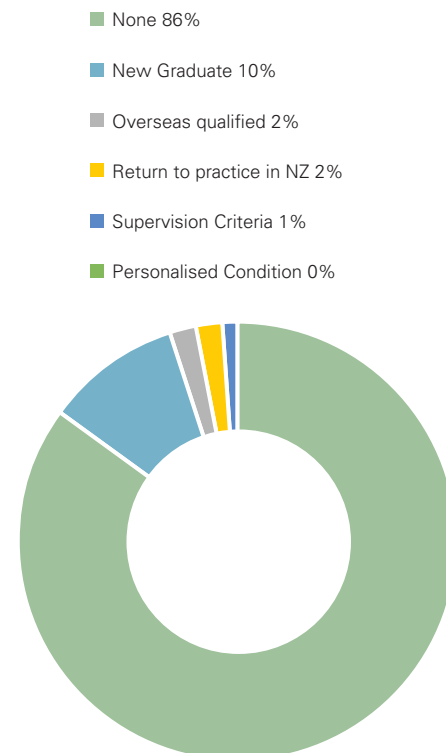


As of March 31 2018 there were 2,842 occupational therapists with a current practising certificate. The conditions they held are seen below.

Conditions on Registered Practitioners as of March 31 2017



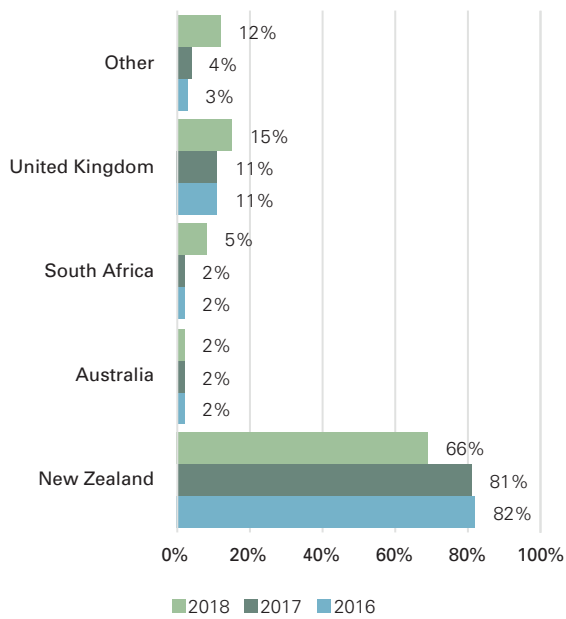
Conditions on Registered Practitioners as of March 31 2018



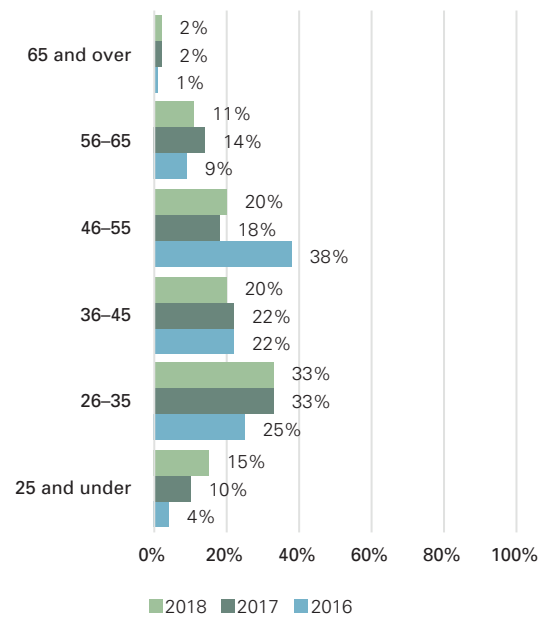
## Registration

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

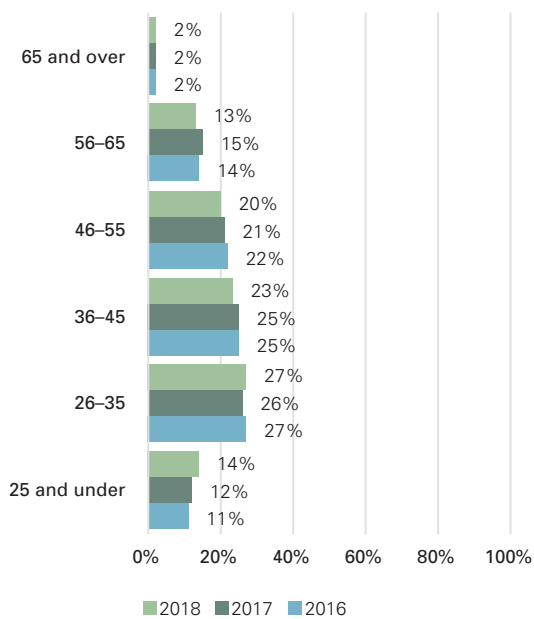
The Top Four Countries of Origin for Registered Practitioners



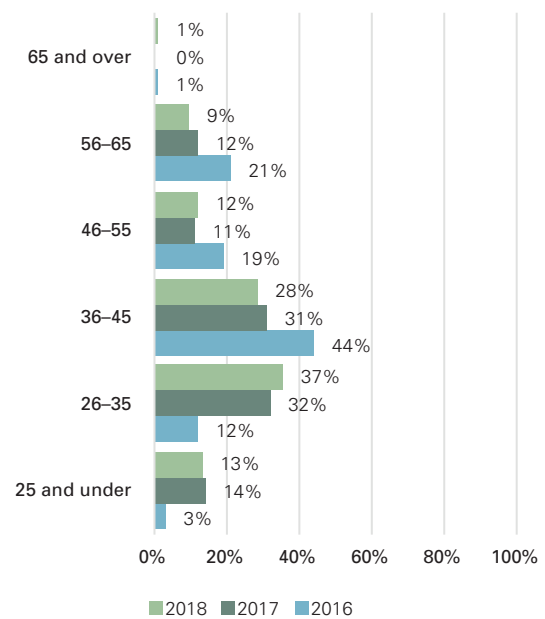
Age of practitioners from Australia



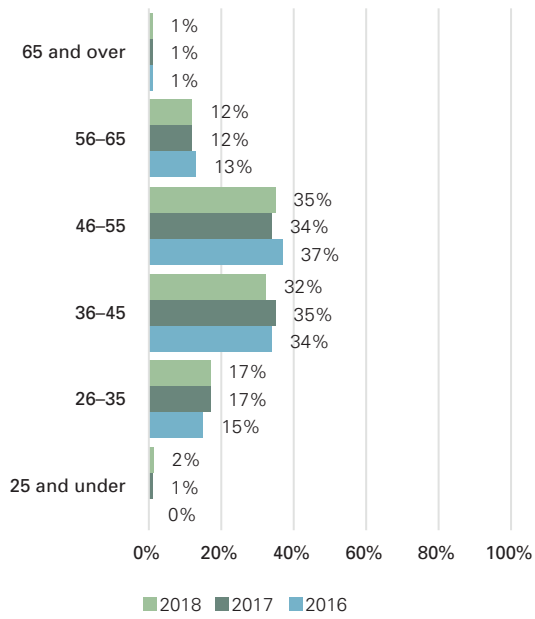
Age of practitioners from New Zealand



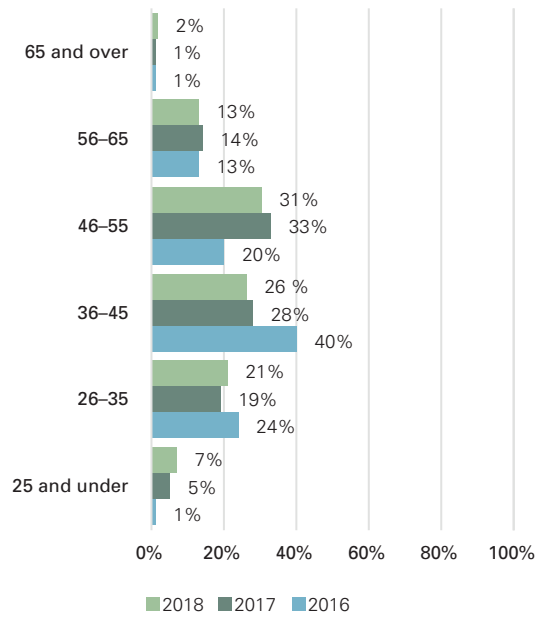
Age of practitioners from South Africa



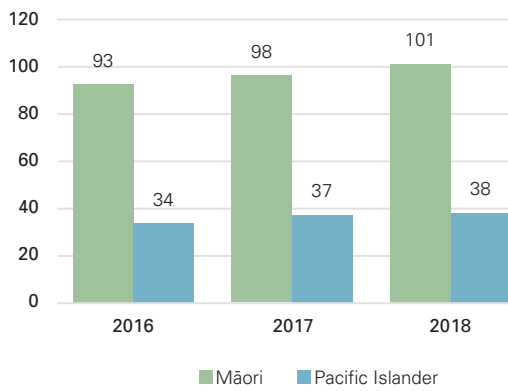
Age of practitioners from the United Kingdom



Age of practitioners from all other countries



Maori and Pacific Island Practitioners



# Notification Information

## Notifications – Their source and outcome

As at 31 March 2018

TYPE	Number	HPCAA 2004 Reference
Competence	0	
Formal S34 Competence	0	
Conduct	0	
Conviction (fitness)	1	S16
Complaint (HDC)	5	S64
Health	3	S45, 16
Professional Conduct Committee referrals	0	
Tribunal Cases	0	

## Health Practitioners Disciplinary Tribunal

As at 31 March 2018

The functions of the Tribunal are:

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

The membership of the Tribunal consists of:

**Chair Person** – David Carden

**Deputy Chairperson** – Maria Dew

**Deputy Chairperson** – Ken Johnston (until Jan 2018)

### Panellists:

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

### Executive officers:

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

## Constitution of the Tribunal for Hearings

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

## Executive Officer

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





# Financial Statements

For the year ended 31 March 2018

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THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
Entity Information  
"Who are we?", "Why do we exist?"  
FOR THE YEAR ENDED 31 MARCH 2018

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

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

Entity's Purpose or Mission:

As an Authority under the Act the Board is responsible for the registration and oversight of occupational therapy practitioners.

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

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

Entity Structure:

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

Main Sources of the entity's cash and Resources:

The board has received its main income from APCs Fees paid by registered occupational therapists.

Additional information:

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

General Description of the Entity's Outputs

To protect the health and safety of members of the public by providing for mechanisms to ensure that occupational therapists are competent and fit to practise.

Contact details

Physical Address: Level 5, 22 Willeston Street, Wellington 6011  
Phone: 04 - 9184740 or 0800 99 77 55  
Email: enquiries@otboard.org.nz  
Website: www.otboard.org.nz/



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
STATEMENT OF FINANCIAL PERFORMANCE  
"How was it funded?" and "What did it cost?"  
FOR THE YEAR ENDED 31 MARCH 2018**

		<b>2018</b>	<b>2017</b>
<b>Revenue</b>	NOTE	<b>\$</b>	<b>\$</b>
APC fees		1,290,240	1,230,524
Examination fee		113	409
Registration fees		99,611	98,061
Non-Practising fee		14,622	20,024
Other income and cost recoveries		218,332	116,915
Interest		34,094	22,446
<b>Total Revenue</b>		<u>1,657,012</u>	<u>1,488,379</u>
<b>Expenditure</b>			
Board & committees	1	288,237	203,104
Secretariat	2	1,081,043	1,141,286
Disciplinary expenses	3	5,713	49,135
<b>Total Expenditure</b>		<u>1,374,993</u>	<u>1,393,525</u>
<b>Net Surplus/(Deficit)</b>		<u><b>282,019</b></u>	<u><b>94,855</b></u>

The large increase in other income being due to the refund from Nursing Council of New Zealand

**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
STATEMENT OF MOVEMENT IN EQUITY  
FOR THE YEAR ENDED 31 MARCH 2018**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Accumulated funds at the beginning of period	888,558	793,703
Net surplus/(deficit) for the period	282,019	94,855
Accumulated funds at the end of period	<u><b>1,170,577</b></u>	<u><b>888,558</b></u>

The accompanying notes form part of these financial statements



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND**  
**STATEMENT OF FINANCIAL POSITION**  
**"What the entity owns?" and "What the entity owes?"**  
**AS AT 31 MARCH 2018**

	NOTE	2018 \$	2017 \$
<b>Equity</b>		<b>1,170,577</b>	<b>888,558</b>
<b>Current Assets</b>			
Cash and cash equivalents		1,523,648	1,521,421
Investments		530,177	334,434
Fund held on behalf of other entities		-	5,797
Accounts receivable	5	144,499	15,764
Prepayments		107,812	16,563
Other asset		110	62
<b>Total Current Assets</b>		<b>2,306,248</b>	<b>1,894,041</b>
<b>Non-Current Assets</b>			
Fixed assets	4	56,673	56,196
Intangible assets	4	358,012	443,875
<b>Total Non-Current Assets</b>		<b>414,685</b>	<b>500,071</b>
<b>Total Assets</b>		<b>2,720,933</b>	<b>2,394,111</b>
<b>Current Liabilities</b>			
Accounts payable and provisions	7	120,221	100,462
Employee costs payable	8	32,293	32,656
Income in advance	6	1,215,354	1,196,460
Goods and services tax		179,476	165,626
Fund held on behalf of other entities		-	5,797
WHT payable		3,012	4,553
<b>Total Current Liabilities</b>		<b>1,550,357</b>	<b>1,505,554</b>
<b>Total Liabilities</b>		<b>1,550,357</b>	<b>1,505,554</b>
<b>Net Assets</b>		<b>1,170,577</b>	<b>888,558</b>

For and on behalf of the Board.

Robert Molyneux

Andrew Charnock

Board Chair

Executive

Dated: 6/9/18

Dated: 6/9/18.

The accompanying notes form part of these financial statements



## THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND STATEMENT OF CASH FLOWS

"How the entity has received and used cash"  
FOR THE YEAR ENDED 31 MARCH 2018

	2018	2017
	\$	\$
<b>Cash flows from Operating Activities</b>		
Cash was received from:		
Statutory fees	1,309,134	1,295,450
Registration income	114,233	118,085
Other fees	91,024	124,654
Interest revenue	16,987	13,710
Cash was applied to:		
Payments to suppliers & employees	(1,314,614)	(1,308,097)
Net cash flows from operating activities	<u>216,765</u>	<u>243,802</u>
<b>Cash flows from Investing and Financing Activities</b>		
Cash was received from:		
Short-term investments	850,000	700,000
Sale of fixed assets	-	298
Cash was applied to:		
Purchase of fixed assets	(34,538)	(24,112)
Short-term investments	(1,030,000)	(800,000)
Net Cash Flows from Investing and Financing Activities	<u>(214,538)</u>	<u>(123,814)</u>
<b>Net Increase / (Decrease) in Cash</b>	<u>2,227</u>	<u>119,988</u>
Opening Cash Brought Forward	1,521,421	1,401,433
<b>Closing Cash Carried Forward</b>	<u>1,523,648</u>	<u>1,521,421</u>
Represented by:		
<b>Cash and cash equivalents</b>	1,523,648	1,521,421



## **THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND STATEMENT OF ACCOUNTING POLICIES "How did we do our accounting?" FOR THE YEAR ENDED 31 MARCH 2018**

### **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**

#### **Income recognition**

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

#### **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 10 years straight line.

#### **Office Refit**

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

Five years straight line

#### **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.

#### **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.



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
NOTES TO THE PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

	NOTE	2018 \$	2017 \$
<b>1. BOARD &amp; COMMITTEES</b>			
Conferences		43,737	22,851
Fees		120,913	108,129
Meeting expenses, training ,travel & others		58,022	67,654
Projects		65,566	4,470
		288,237	203,104
<b>2. SECRETARIAT</b>			
Audit fees		7,330	7,195
Depreciation & amortisation	4	119,923	118,530
Legal costs		31,979	8,771
Occupancy costs		45,652	45,665
Other costs		176,460	187,151
Personnel costs		587,441	637,608
Professional fees		93,680	110,803
Telephone, Postage & Printing and Stationery		18,578	25,562
		1,081,043	1,141,286
<b>3. DISCIPLINARY EXPENSES</b>			
Professional Conduct Committee expenses		5,713	40,095
Health Practitioners Disciplinary Tribunal expenses		-	9,041
		5,713	49,135



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
NOTES TO THE PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

**4. PROPERTY, PLANT & EQUIPMENT AND INTANGIBLE ASSETS**

	Opening carrying value	Current year additions	Current year disposals/sales	Net Depreciation, amortisation & Impairment	Closing Carrying Value
<b>At 31 March 2018</b>					
Furniture & fittings	27,780	3,882	-	(4,845)	26,817
Computer equipment	8,708	14,683	-	(7,791)	15,600
Office refit	19,708	-	-	(5,452)	14,256
	<u>56,196</u>	<u>18,565</u>	<u>-</u>	<u>(18,088)</u>	<u>56,673</u>
Database & Website software	<u>443,875</u>	<u>15,973</u>	<u>-</u>	<u>(101,835)</u>	<u>358,012</u>
	<u>443,875</u>	<u>15,973</u>	<u>-</u>	<u>(101,835)</u>	<u>358,012</u>
<b>At 31 March 2017</b>					
Furniture & fittings	31,478	2,158	-	(5,857)	27,780
Computer equipment	13,187	2,484	(298)	(6,665)	8,708
Office refit	24,712	-	-	(5,004)	19,708
	<u>69,377</u>	<u>4,642</u>	<u>(298)</u>	<u>(17,525)</u>	<u>56,196</u>
Database & Website software	<u>525,410</u>	<u>19,470</u>	<u>-</u>	<u>(101,005)</u>	<u>443,875</u>
	<u>525,410</u>	<u>19,470</u>	<u>-</u>	<u>(101,005)</u>	<u>443,875</u>





## THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2018

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>5. ACCOUNTS RECEIVABLE</b>		
Accounts receivable	138,317	10,944
Accrued income	6,183	4,819
	<u>144,499</u>	<u>15,764</u>

The large increase in accounts receivable being due to the refund from Nursing Council of New Zealand

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>6. INCOME IN ADVANCE</b>		
Fees received relating to next year		
APC fees	1,206,977	1,185,754
Non-Practising fee	8,377	10,706
	<u>1,215,354</u>	<u>1,196,460</u>

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>7. ACCOUNTS PAYABLE &amp; PROVISIONS</b>		
Accounts payable	87,081	60,833
Provisions	33,140	39,629
	<u>120,221</u>	<u>100,462</u>

	<b>2018</b>	<b>2017</b>
	\$	\$
<b>8. EMPLOYEE COSTS PAYABLE</b>		
PAYE owing	12,901	10,239
Holiday pay accrual	15,319	18,860
Kiwisaver contributions owing	3,865	3,190
Student loan owing	208	368
	<u>32,293</u>	<u>32,656</u>



## THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2018

### 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 2018 are: property \$26,538; Corporate Services \$117,560; Total \$144,098 per year.

	2018	2017
	\$	\$
Due in 1 year	117,560	117,560
Due between 1-2 years	117,560	117,560
Due between 2-5 years	105,643	223,525
	<u>340,763</u>	<u>458,645</u>

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

	2018	2017
	\$	\$
Due in 1 year	26,538	26,538
Due between 1-2 years	26,538	26,538
Due between 2-5 years	23,848	50,459
	<u>76,924</u>	<u>103,535</u>

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.

### 10. CREDIT CARD FACILITY

Two MasterCard credit cards with limits of \$20,000 and \$5,000 are held with Westpac.



## **THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2018**

### **11. RELATED PARTY TRANSACTIONS**

There were no transactions involving related parties during the year. (2017 \$Nil)

### **12. CONTINGENT LIABILITIES**

There are no contingent liabilities at balance date. (2017 \$Nil)

### **13. CAPITAL COMMITMENTS**

There are no capital commitments at balance date. (2017: \$Nil)

### **14. ASSETS HELD ON BEHALF OF OTHERS**

There were no assets held on behalf of others during the financial year. (2017: \$Nil)

### **15. 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.

### **16. CORRECTION OF ERRORS**

There were no Correction of Errors at balance date. (2017: \$Nil)

### **17. 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.

### **18. 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 1st February 2016 and expiring on 1st February 2021.

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

**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND  
PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

The Auditor-General is the auditor of The Occupational Therapy Board of New Zealand. The Auditor-General has appointed me, Philip Pinckney, using the staff and resources of 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 on pages 26 to 35, that comprise the entity information, the statement of financial position as at 31 March 2018, 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 on pages 26 to 35, present fairly, in all material respects:

- the entity information,
- its financial position as at 31 March 2018; 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 6th September 2018. 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.



Philip Pinckney  
Staples Rodway Audit Limited  
On behalf of the Auditor-General  
Hastings, New Zealand



**Occupational Therapy Board of New Zealand**

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