



**Occupational Therapy
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

Annual Report 2016



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Governance

Chair's Report for the 2015/16 year

Whāia te iti kahurangi ki te tūohu koe me he maunga teitei

Seek the treasure you value most dearly: if you bow your head, let it be to a lofty mountain (Woodward, 2003-2016). This proverb encourages us to aim high and to persist in order to find what we value even if it becomes difficult, and our head bows, we will still achieve because we are looking to a high mountain.

New Competencies

In the last year, we have seen the endorsement and publication of the new competencies for registration and continuing practice. The opportunities for us as occupational therapists to embrace these competencies are now before us. We believe the revitalisation of the old competencies will stand us in good stead for health services of the future.

E-portfolio

There has been significant work over the previous year in particular, to set up the platform for the new on-line professional development tool. We as a Board look forward to engaging with the tool ourselves and hope the profession enjoys the new approach to recording their journey of maintaining their competence.

Current research and best practice

Having access to international research and connections with others working in regulation has significantly broadened our understanding of regulation and given us an ability to compare what we do with other international bodies. We have been very happy with where we stand in health regulation. Some of the concepts we have explored have been:

- » Disengagement and resilience in health professionals
- » 'Preventing small problems from becoming big problems in health and care' – key points were:
 - Where staff are engaged, patient and service user outcomes are better and quality improves.
 - Poor levels of support and supervision and workload pressures were more frequently cited as triggers for poor health outcomes.
- » Considering the non-technical skills of competence and a need for practitioners, when under stress, to manage work load and knowing how to shed work and when to progress it up the management line.
- » Encouraging learning and using a quality control view to improve or maintain competence. This suggests regulators need to move away from a policing role to one of partnership.

Asia Pacific Occupational Therapy Congress

The Board supported the Association's conference as a financial partner. The conference allowed for practitioners from the Asia region and Australia (including members of the Australian Occupational Therapy Regulatory Board), to come and share research with the conference.

Reference: Woodward. (2003-2016). *Māori Proverbs Whakataukī*.

Staff

Last year the office moved twice with no disruption to services. The office is now located with 10 other health regulators. This move has been a commitment from the Board to extend the resources we have access to and to be part of a community of like-minded regulators. We continue to provide some regulatory services to the occupational therapy cluster that includes the Osteopathic Council, and Podiatrists Board while the back office functions are being provided by the Nursing Council. Andrew continues to lead the office having vision and passion to explore regulating our profession well. He and the staff have continued to go over and above expectations to provide regulation to us as a profession and I wish to thank them all for this.

Board

I also would like to take this opportunity to thank so many in the profession for their support of me as Chair. As of February this year, I stepped down from the position of Chair but remain on the Board.

Colleen Naughton was appointed as Chair of the Board and Rob Molyneux as Deputy Chair. We are extremely lucky to have three new Board members: Sally Wenley (Lay member), Erica Hodgson and Kaye Cheetham who are both occupational therapists. They are replacements for Philippa Catchpole, Susan Kennedy and Bonnie Johnstone who we thank for their huge contribution to the Board.

Introducing Colleen

Colleen was brought up in Hawkes Bay and completed her occupational therapy training at the Auckland Institute of Technology. She has now settled back in Hawkes Bay after a number of years working in England and brings with her a breadth of experience in adult physical health. Colleen's recent clinical experience and interests lie in inter-professional practice, allied health roles in the emergency department and the role of occupational therapy in assessing medical fitness to drive. Colleen is in her sixth year as a Board member and is looking forward to the challenges and learnings that are incumbent in the role of Board Chair. "I would like to thank Jane Hopkirk for her strong leadership during her tenure as Chair of the Board. She has steered us wisely through a number of difficult challenges over the last four years, and worked tirelessly to ensure the Occupational Therapy Board is prepared for the dynamic future of how healthcare will be provided in the future".

*Kia hora te marino, kia papa pounamu te moana,
kia tere te k rohirohi ki mua i t  huarahi.*

*May the calm be widespread, May the sea glisten like
greenstone, and may the shimmer of the sun ever
dance across your pathway.*

Nga mihi nui / Greetings to all



Jane Hopkirk

Chief Executive and Registrar

This report identifies some of the key developments of the last financial year (1 April 2015 – 31 March 2016) for the Board and its staff.

The organisation remains in a stable position. We have met challenges within our existing budget and so for the fourth year running we anticipate making no changes to our current fees.

We have had some staff changes in the year. These changes are a result of colocation and the establishment of new administration services with the Nursing Council of New Zealand.

We continue to work closely with two other Responsible Authorities (Osteopathic Council and Podiatrists Board), providing services which range from Registrar to legal and administration support. These services are provided under a service level agreement.

Colocation

In February 2016 we moved to 22 Willeston Street, Wellington. This move marked the colocation of a total of ten other Responsible Authorities. This was the organisation's fourth move in seven years. Our present lease is for six years, so this should bring some stability to our staff and accommodation requirements.

Part of the colocation was to enter into an agreement with the Nursing Council of New Zealand to provide corporate, or "back office" services for our organisation. These services were also taken up by some of the other authorities we collocated with.

ePortfolio

Following months of work and consultation with a reference group, we launched the ePortfolio. The ePortfolio was a replacement for the Continuing Competence Framework for Recertification. We believe that the new on-line platform is more intuitive and allows practitioners the flexibility to record their competence for registration and continuing practice. One additional function is the ability to allow practitioners to upload information. The use of the ePortfolio was made mandatory on 1 April 2016. The next stage will be to undertake an annual audit of twenty percent of practitioners. The aggregate of the audits will be presented to the Board at periodic intervals throughout the year. Providing these reports to the Board addresses a key question for the organisation – "how do we know the practitioners on our register are maintaining their competence to practice"? The answer to this question supports the principal purpose of the Board – protection of the public.

We will continue to refine the ePortfolio following practitioners' feedback and keep in step with advances in technology.

Roadshows

Over the last financial year the Board's Professional Advisor, Juanita Murphy, undertook a large number of roadshows. These roadshows were an opportunity to meet the profession and discuss the new Competencies for Registration and Continuing Practice. There was also information presented about the ePortfolio. It is important for the organisation to meet with practitioners so we understand the challenges in practice and identify where the Board needs to provide policy or guidance. We will look at other opportunities to engage with the profession over the next financial year.

The Council on Licensure, Enforcement and Regulation (CLEAR)

In June I had the opportunity to attend the Health Care Professions' Council conference and the Council on Licensure, Enforcement and Regulation conference in Amsterdam. Going to international meetings is important as it allows me to evaluate and benchmark our organisations with similar organisations around the world. I am happy to report that the Board's functions and activities compare admirably with similar organisations in Europe and USA.

Meetings in the UK

While in Europe I met with Harry Cayton, Chief Executive of the Professional Standards Authority in the UK, to discuss how his organisation can provide a review of our complaints process and management of notifications. We are presently looking at the scope and cost of this work. I also took the opportunity to meet with Marc Seale, CEO Health Care Professions' Council (HCPC) (UK). The HCPC regulates occupational therapists in the UK as well as 15 other health professions.

While in London I attended a 5 day programme on international regulation.

Asian Pacific Occupational Therapy Congress (APOTC)

I attended the APOTC with a number of Board members and staff. Our Professional Advisor, Juanita Murphy, presented a workshop to over 70 participants on Discussing Regulation which was co-hosted with the Occupational Therapy Board of Australia. This presentation focused on a review of notifications received in respect of the profession in 2012-2014 and the risks these presented. We also presented on our Competencies for Registration and Continuing Practice, the Code of Ethics and the ePortfolio.

The Board chair, Jane Hopkirk, presented Across Cultures, Culturally Safe Practice, a lecture which won the Frances Rutherford Lecture Award. Several past and current Board members presented papers in breakout sessions throughout the event.

The Facilitated Resolution Policy

Over the past year the organisation has been working on the development of a Facilitated Resolution Policy which is the result of a collaboration between the Occupational Therapy Board of New Zealand (the Board) and the Osteopathic Council of New Zealand (the Council). This work was supported by Professor Chris Marshall.

The purpose of the Policy is to allow suitable complaints and concerns brought to the Board's attention, to be addressed by a facilitated resolution process involving the complainant, the health practitioner and other relevant stakeholders.

The Policy provides a variety of resolution processes to be used depending on the circumstances, including negotiation, mediation and restorative resolution.

A facilitated resolution process aligns with the Board's 'right-touch' approach to the regulation of health practitioners. This recognises that there is always risk that needs to be managed through regulation, but urges taking a common-sense approach to dealing with a risk or problem.



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 2016 to the Minister of Health. This report is presented in accordance with section 134(1) of the Health Practitioners Competence Assurance Act.

Our Purpose

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

Our Mission

to ensure occupational therapists are fit and competent to practise.

Our Vision

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

Our Values

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

Our Functions

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

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

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

Fostering faith and confidence in the profession

Corporate Governance

Board Members

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

Name	Profession	Region	Date of original appointment	Term	Term ends
Miss Colleen Naughton	OT (chair)	Hawkes Bay	Nov 2010	2	Nov 2016
Mrs Rangimahora Reddy	Lay Person	Hamilton	Sep 2010	2	Sep 2016
Ms Jane Hopkirk	OT	Lower Hutt	Aug 2009	3	Nov 2018
Robert Molyneux	OT (Deputy Chair)	Hamilton	Mar 2014	1	Mar 2017
Mary Silcock	OT	Hamilton	Mar 2014	1	Mar 2017
Sally Wenley	Lay Person	Auckland	Nov 2015	1	Nov 2018
Erica Hodgson	OT	Auckland	Nov 2015	1	Nov 2018
Kaye Cheetham	OT	Dunedin	Nov 2015	1	Nov 2018
Bonnie Johnstone	Lay Person	Taranaki	May 2011	2	Dec 2015
Elise Copeland	OT	Auckland	Sep 2013	1	Dec 2015

Board Meeting Attendance 2015 – 2016

Name	12/04/15	16/06/15	18/08/15	20/10/15	08/12/15	16/02/16
Miss Colleen Naughton (Board Chair)	√	√	√	√	√	√
Mrs Rangimahora Reddy	√	x	√	√	√	√
Ms Jane Hopkirk	√	√	√	√	√	√
Robert Molyneux (Deputy Chair)	√	√	√	√	√	√
Mary Silcock	x	√	√	√	√	√
Bonnie Johnstone	√	√	√	√	Finished Term	Finished Term
Elise Copeland	√	√	√	√	Finished Term	Finished Term
Sally Wenley	Not yet appointed	Not yet appointed	Not yet appointed	Not yet appointed	√	√
Erica Hodgson	Not yet appointed	Not yet appointed	Not yet appointed	Not yet appointed	√	√
Kaye Cheetham	Not yet appointed	Not yet appointed	Not yet appointed	Not yet appointed	√	√

Competence Assessors

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

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

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

ePortfolio Auditors

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

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

Our Five Broad Competencies Registrants and Practitioners are assessed on.

1

Applying occupational therapy knowledge, skills and values

2

Practising appropriately for bicultural Aotearoa New Zealand

3

Building partnerships and collaborating

4

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

5

Engaging with and being responsible for your profession

Secretariat

Chief Executive and Registrar	Andrew Charnock Overall management responsibility for the organisation. Statutory responsibility under the Health Practitioners Competence Assurance Act.
Deputy Registrar	Shiromi Seneviratne Manages the registration process including renewals, policy development and case management.
Senior Solicitor	Trina Williams Provides legal advice concerning the HPCA Act including competence, conduct and fitness cases.
Professional Advisor	Juanita Murphy Provides clinical advice and support on risk management, practice and competence.
Registration Officer	Sam Ashworth Oversees the processing of all registrations ensuring policies and practice are met.
Registration Officer	Tim Signal Oversees the processing of all registrations ensuring policies and practice are met.
Administrator	Madeline Jenson Provides general administrative services to the organization as needed.

Additional Secretariat Staff

- » Olivia Bryson – General Contractor Ongoing
- » April-Mae Marshall – Executive Assistant & Office Manager (End Feb 2016)
- » Nicole Henderson – Registration officer (June to September 2015)
- » Kristen Teo – Finance Manager (End August 2015)
- » Jesselyn Chua – Finance Officer (End August 2015)
- » Mel Mylvaganam – Registration Officer (End June 2015)
- » James Winstanley – IT Administrator (End May 2015)

Definition of the Practice of Occupational Therapy

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

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

Scope of practice

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

General scope of practice: Occupational Therapist

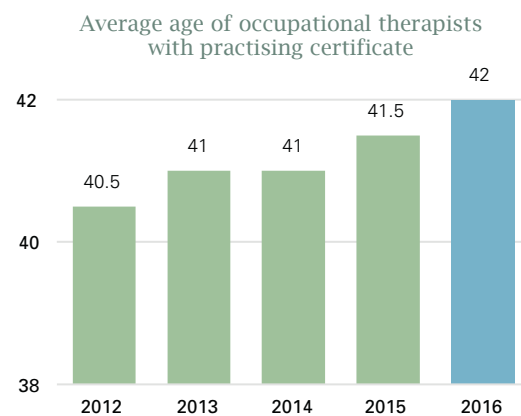
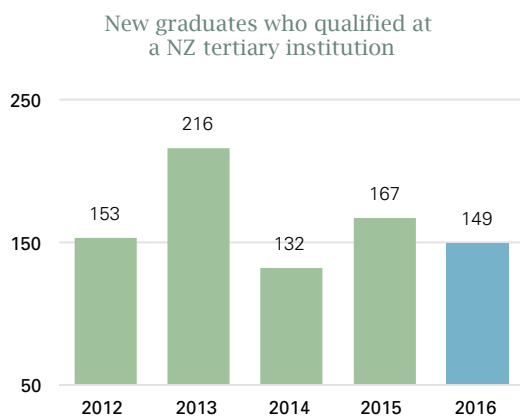
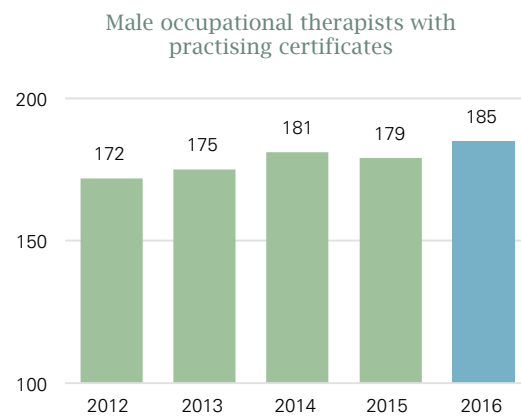
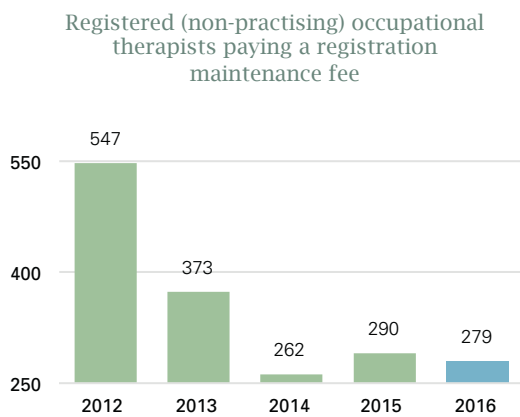
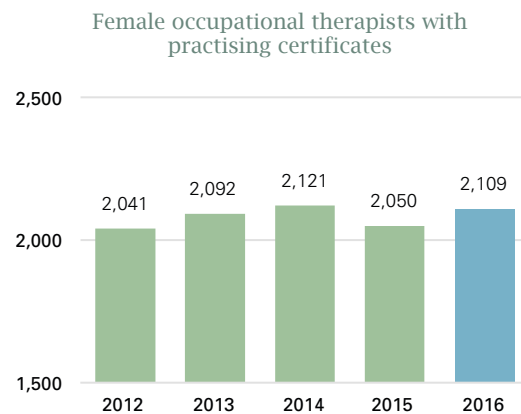
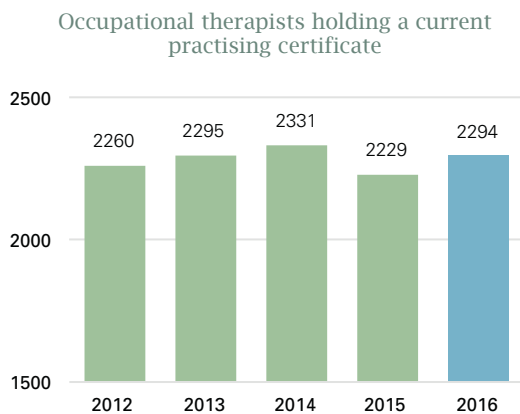
Occupational therapists are registered health professionals who use processes of enabling occupation to optimise human activity and participation in all life domains across the lifespan, and thus promote the health and well-being of individuals, groups, and communities. These life domains include: learning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

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

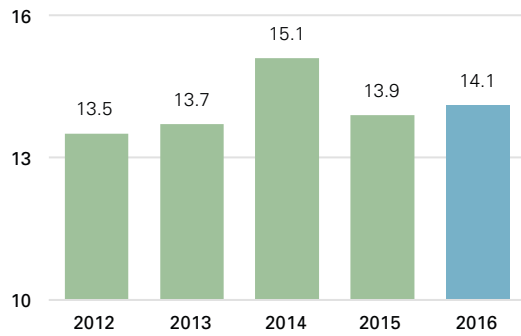
Workforce Data

Registration

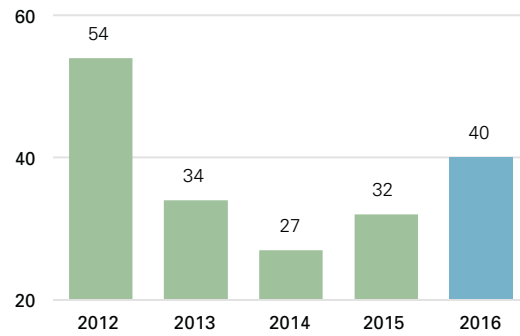
As at March 31 2016



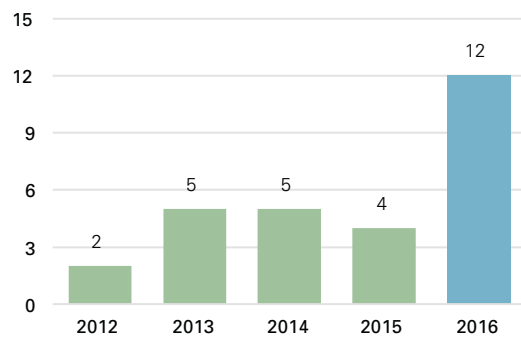
Average years registered for practitioners with a practising certificate



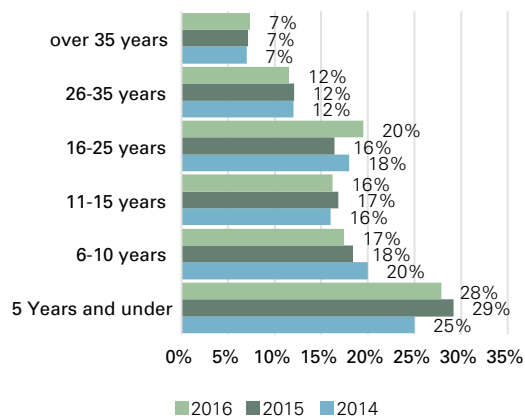
Overseas qualified occupational therapists



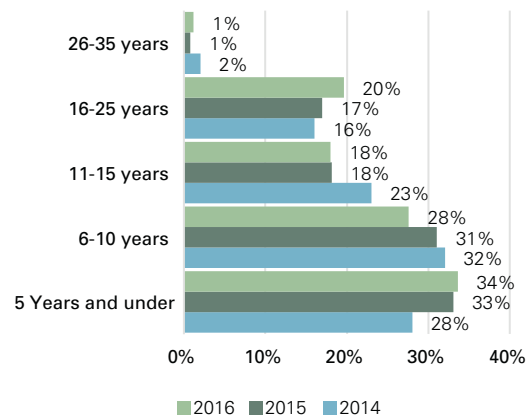
Registration under Trans-Tasman Mutual Recognition Act



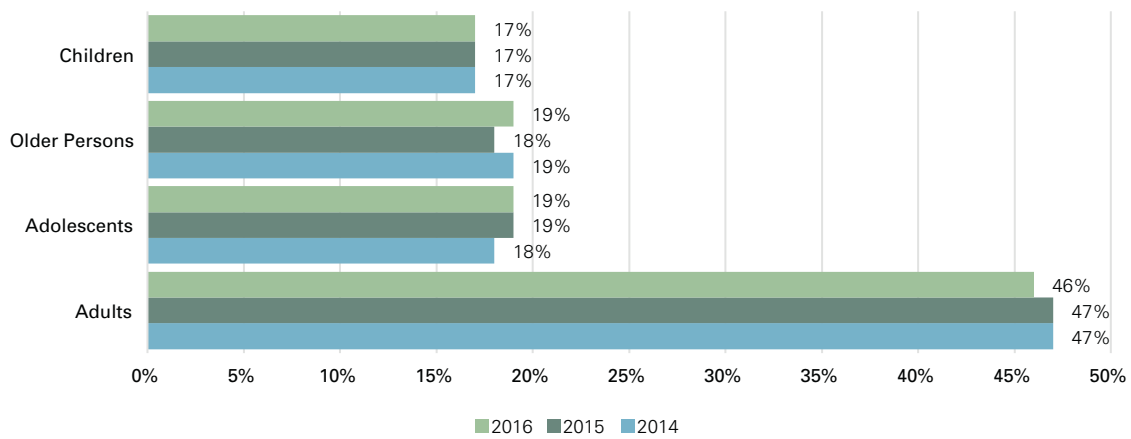
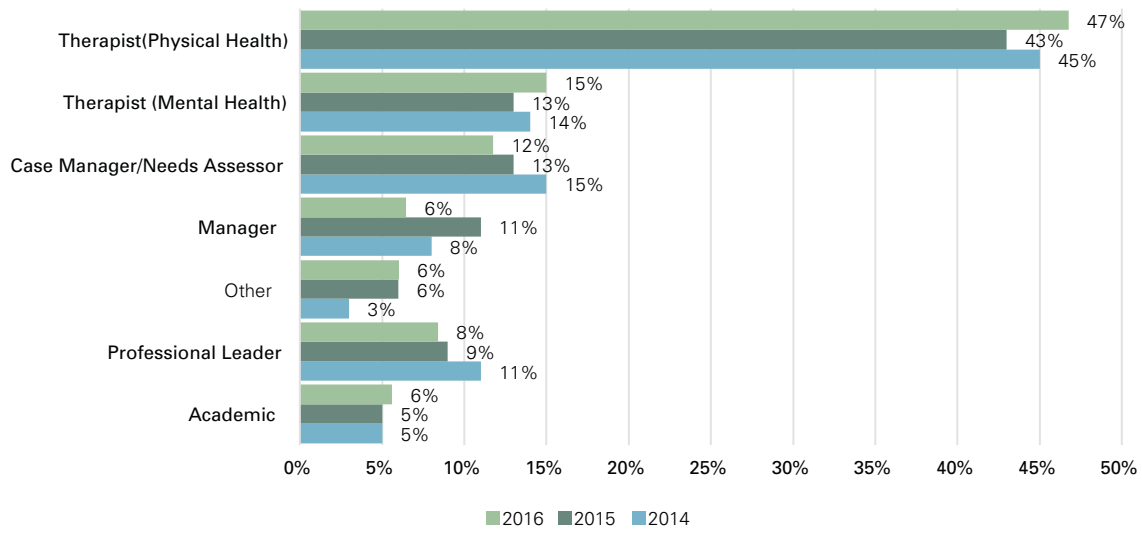
Years Since First Registered - Female



Years Since First Registered - Male

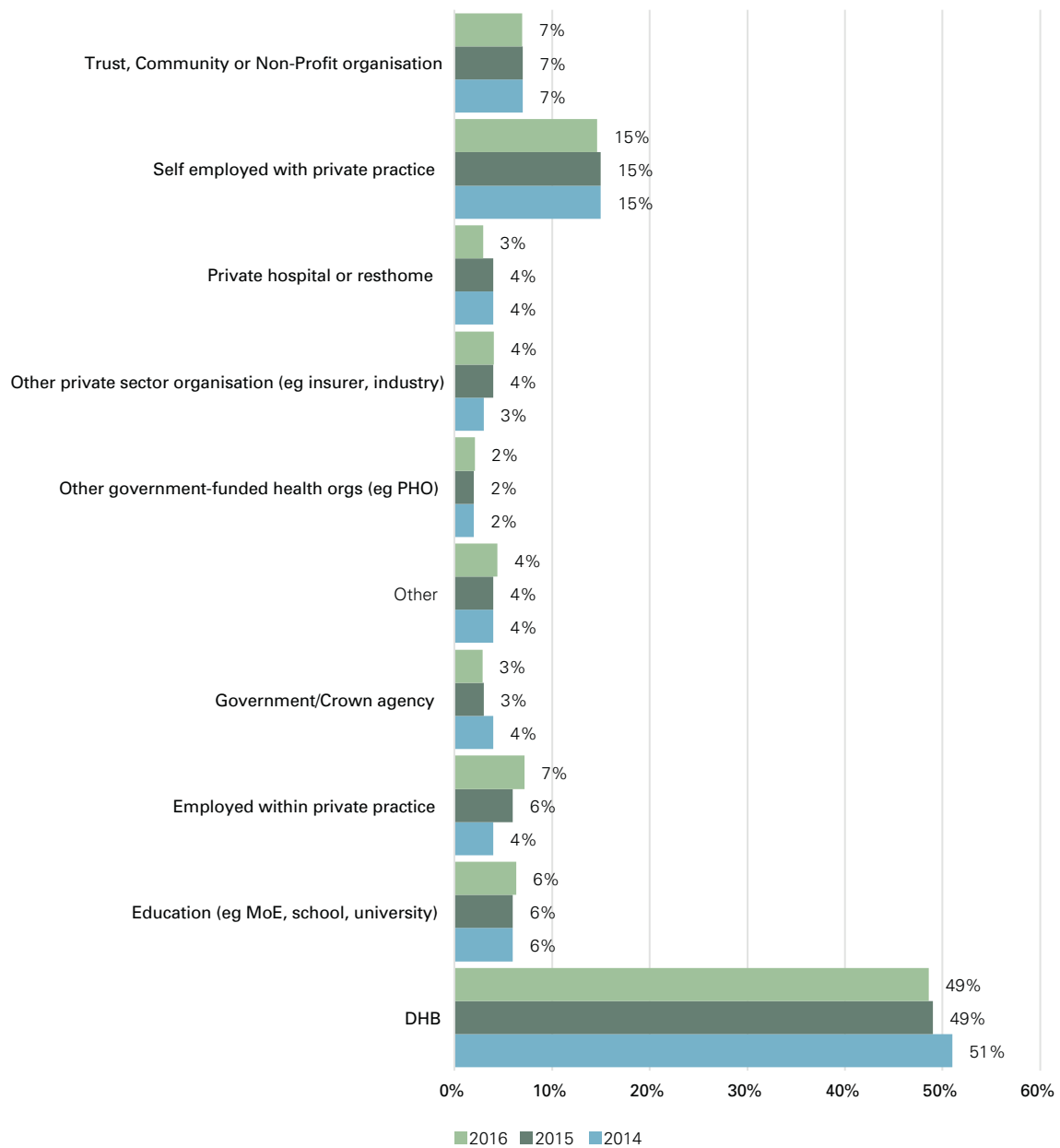


Breakdown of Employment Roles



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.

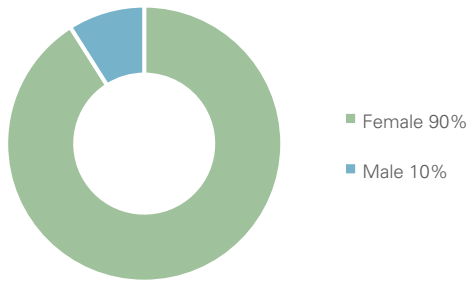
Practitioners on the register by employing organisation type



Education may include University placements.

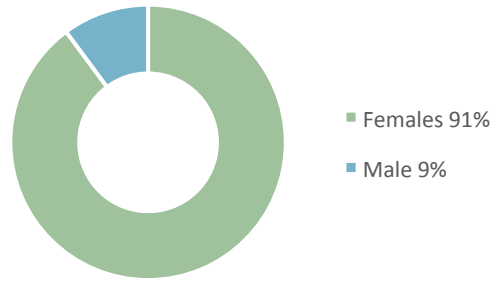
These figures include all occupational therapists on our register with or without a current practising certificate. Some practitioners may identify with more than one of the above categories. The numbers above are indicative and reliant on the information we receive.

Annual Practising Certificate Additions to the Register Male vs Female as of March 31 2015



As of March 31 2015 there were 2,229 occupational therapists with a current practising certificate. The conditions they held are seen below.

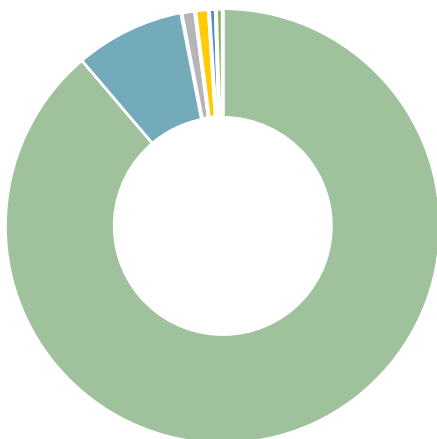
Annual Practising Certificate Additions to the Register Male vs Female as of March 31 2016



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

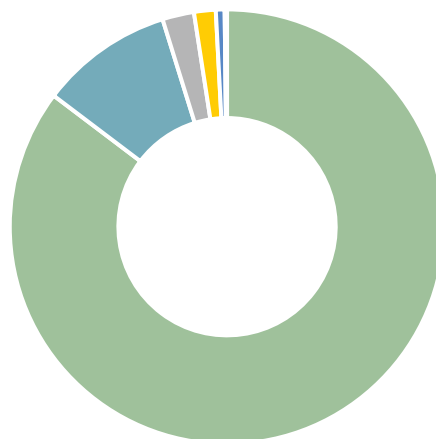
Conditions on Registered Practitioners as of March 31 2015

- None 89%
- New Graduate 8%
- Overseas qualified 1%
- Return to practice in NZ 1%
- Supervision Criteria .5%
- Personalised Condition .5%



Conditions on Registered Practitioners as of March 31 2016

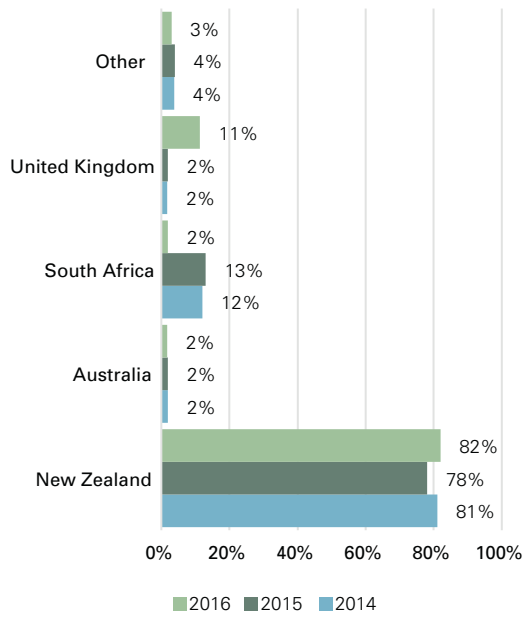
- None 85%
- New Graduate 10%
- Overseas qualified 2%
- Return to practice in NZ 2%
- Supervision Criteria .7%
- Personalised Condition .2%



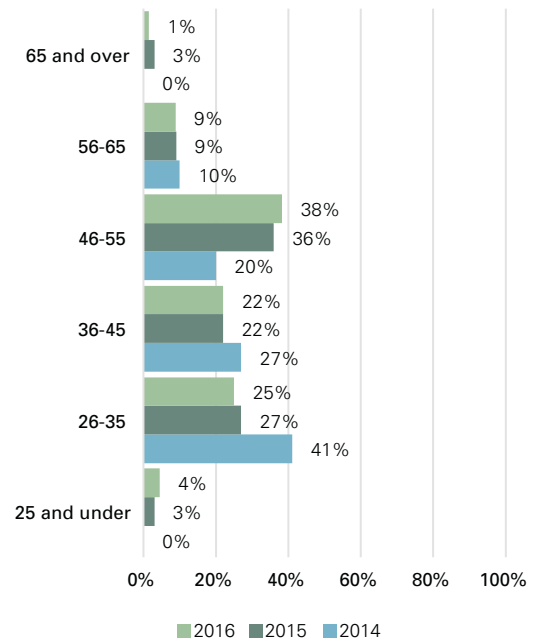
Registration

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

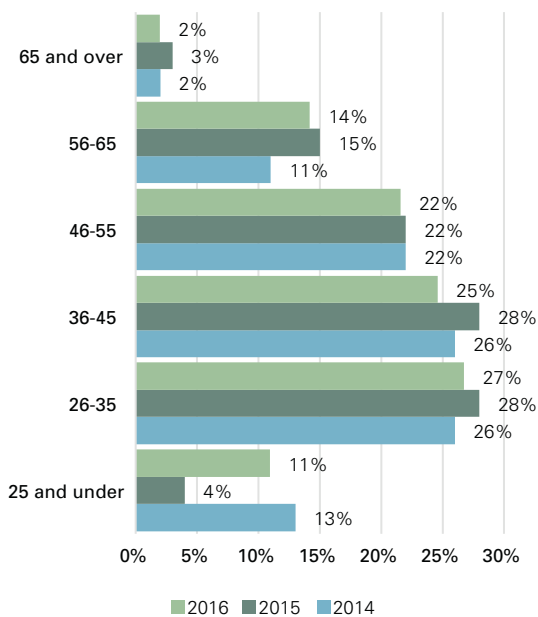
The Top Four Countries of Origin for Registered Practitioners



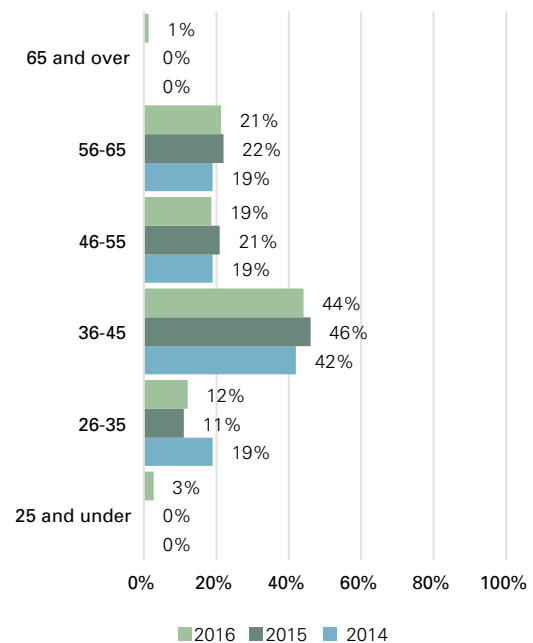
Age of practitioners from Australia



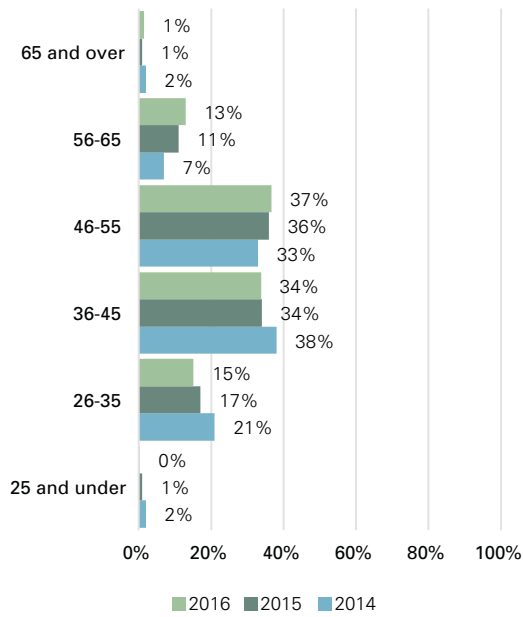
Age of practitioners from New Zealand



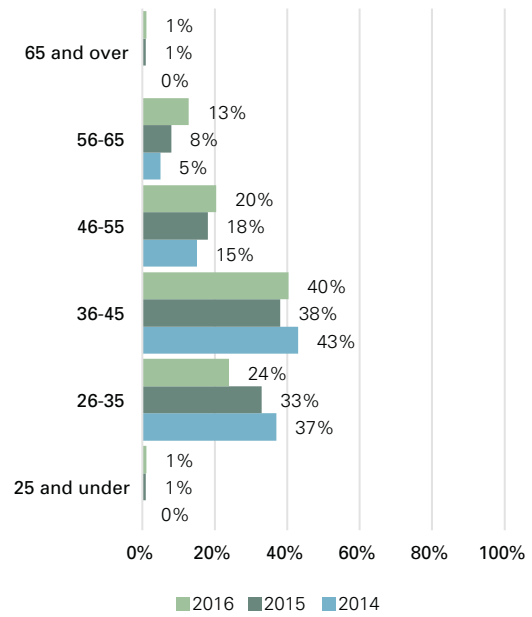
Age of practitioners from South Africa



Age of practitioners from the United Kingdom



Age of practitioners from all other countries



Notification Information

Notifications – Their source and outcome

As at March 31 2016

TYPE	Number	HPCAA 2004 Reference
Competence	5	
Formal s34 Competence	2	S34
Conduct	9	S7/8; Code of Ethics
Conviction (fitness)	4	S67; 16
Complaint (HDC*)	2	S64
Health	16	S45; 16
Professional Conduct Committee referrals	2	
Tribunal Cases	1	

Health Practitioners Disciplinary Tribunal

As at March 31 2016

The functions of the Tribunal are:

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

The membership of the Tribunal consists of:

Chair Person – David Carden

Deputy Chairperson – Maria Dew

Deputy Chairperson – Kenneth Johnston

Panellists:

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

Executive officers:

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

Constitution of the Tribunal for Hearings

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

Executive Officer

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

Financial Statements

For the year ended 31 March 2016

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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 2016

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

Type of entity and Legal Basis : The Occupational Therapy Board is a body corporate established by the Health Practitioners Competence Assurance Act 2003 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
- (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 Annual Practice Certificates 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 2016**

	NOTE	2016 \$	2015 \$
Revenue			
Annual Practice Certificates Fees		1,185,111	1,124,363
Registration Fees		73,245	78,760
Other Fees		31,339	34,216
Other Income and cost recoveries		147,148	185,770
Interest		30,601	30,251
Total Revenue		1,467,445	1,453,361
Expenditure			
Board & Committees	1	245,634	262,247
Secretariat	2	1,260,626	1,114,579
		1,506,260	1,376,827
Net Surplus/(Deficit)		(38,815)	76,534

**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
STATEMENT OF MOVEMENT IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2016**

	2016 \$	2015 \$
Equity at beginning of period	832,518	755,984
Net surplus/(deficit) for the period	(38,815)	76,534
Total recognised Revenues and Expenses for the period	(38,815)	76,534
Equity at End of period	793,703	832,518

The accompanying notes form part of these financial statements

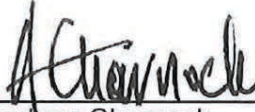


THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
STATEMENT OF FINANCIAL POSITION
"What the entity owns?" and "What the entity owes?"
AS AT 31 MARCH 2016

	NOTE	2016 \$	2015 \$
Equity		793,703	832,518
Current Assets			
Cash, Bank & Bank deposits		1,401,433	1,274,796
Investments		226,727	305,707
Fund held on behalf of other entities		5,787	57,149
Accounts Receivable		20,834	27,284
Prepayments		20,473	47,507
Other Asset		1,293	8,626
Total Current Assets		1,676,546	1,721,069
Non-Current Assets			
Fixed assets	3	69,377	38,605
Intangible assets	4	525,410	566,109
Total Assets		2,271,333	2,325,783
Current Liabilities			
Goods and Services Tax		147,560	156,184
Accounts payable and provisions	5	192,748	184,487
Income in Advance	6	1,131,535	1,095,445
Fund held on behalf of other entities		5,787	57,149
Total Current Liabilities		1,477,630	1,493,265
Total Liabilities		1,477,630	1,493,265
Net Assets		793,703	832,518

For and on behalf of the Board.


Jane Hopkirk
Board Chair
Dated: 16/8/16


Andrew Charnock
Officer
Dated: 16/08/16

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 2016

	2016	2015
	\$	\$
Cash flows from Operating Activities		
Cash was received from:		
Statutory fees	1,221,002	1,207,422
Registration income	72,645	77,523
Other fees	190,190	231,605
Interest Revenue	27,609	21,367
Cash was applied to:		
Payments to suppliers & employees	(1,389,787)	(1,257,007)
Net cash flows from operating activities	<u>121,659</u>	<u>280,910</u>
Cash flows from Investing and Financing Activities		
Cash was received from:		
Short-term investments	1,052,917	722,412
Cash was applied to:		
Purchase of fixed Assets	(77,939)	(48,717)
Short-term investments	(970,000)	(810,030)
Net Cash Flows from Investing and Financing Activities	<u>4,978</u>	<u>(136,335)</u>
Net Increase / (Decrease) in Cash	<u>126,637</u>	<u>144,575</u>
Opening Cash Brought Forward	1,274,796	1,130,221
Closing Cash Carried Forward	<u>1,401,433</u>	<u>1,274,796</u>
Represented by:		
Cash and cash equivalents	1,401,433	1,274,796



THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

STATEMENT OF ACCOUNTING POLICIES

"How did we do our accounting?"

FOR THE YEAR ENDED 31 MARCH 2016

BASIS OF PREPARATION

The Occupational Therapy Board of New Zealand is a body corporate established by the Health Practitioners Competence Assurance Act 2003 and is a Responsible Authority under that Act.

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

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

SPECIFIC ACCOUNTING POLICIES

Receivables

Receivables are stated at estimated realisable values.

Property, plant & equipment

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

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

Depreciation

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

The following rates have been used:

Office furniture & equipment 9% - 50% diminishing value

Computer equipment 48% - 60% diminishing value

Office Refit

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

Six years straight line

Intangible Assets

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

Amortisation

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

Website/Database 10 years straight line.

Leases

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

Employee entitlements

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

**Taxation**

The Board is exempt from Income Tax.

Income recognition

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

Goods & Services Tax

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

CHANGES IN ACCOUNTING POLICIES

There have been one addition to the depreciation rate of office refit. All other policies have been applied on a consistent basis with those used in previous years.



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

	NOTE	2016 \$	2015 \$
1. BOARD & COMMITTEES			
Fees		44,699	58,461
Examinations		4,195	0
Legal, Investigation and hearing expenses (Discipline)		43,017	6,300
Meeting expenses, conferences & travel		139,648	152,279
Publications		13,826	31,575
Special projects		249	13,633
		245,634	262,247
2. SECRETARIAT			
Audit fees		6,370	6,918
Depreciation & amortisation	7	110,025	109,577
Equipment lease		5,136	5,136
Telephone, Postage & courier		13,786	8,214
Occupancy costs		71,919	60,977
Other costs		238,381	155,057
Personnel		688,974	717,743
Printing and Stationery		13,680	14,749
Professional fees		112,356	36,208
		1,260,626	1,114,579
3. PROPERTY, PLANT & EQUIPMENT			
	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
At 31 March 2015			
Office furniture & equipment	93,587	74,196	19,391
Computer equipment	114,730	95,516	19,214
	208,317	169,712	38,605
At 31 March 2016			
Office furniture & equipment	78,427	22,237	56,190
Computer equipment	65,538	52,351	13,187
	143,964	74,588	69,377



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

4. INTANGIBLE ASSETS

	COST	ACCUMULATED AMORTISATION	BOOK VALUE
At 31 March 2015			
Database/Website	942,549	376,440	566,109
	<u>942,549</u>	<u>376,440</u>	<u>566,109</u>
At 31 March 2016			
Database/Website	995,804	470,394	525,410
	<u>995,804</u>	<u>470,394</u>	<u>525,410</u>

	2016	2015
	\$	\$
5.ACCOUNTS PAYABLE & PROVISIONS		
Accounts payable	135,137	102,312
Provisions	27,294	52,092
Lease liability	7,933	0
Employee entitlements	22,385	30,083
	<u>192,748</u>	<u>184,487</u>

6.INCOME IN ADVANCE

Fees received relating to next year		
Annual practicing certificate fees	1,121,473	1,085,581
Register maintenance fees	10,062	9,863
	<u>1,131,535</u>	<u>1,095,445</u>



**THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

	2016	2015
	\$	\$
7. DEPRECIATION & AMORTISATION		
Depreciation has been charged against:		
Office furniture & equipment	4,465	4,911
Computer equipment	11,606	14,602
	<u>16,071</u>	<u>19,513</u>
Amortisation of intangible assets		
Website/Database	93,954	90,064

8. Credit Card Facility

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

9. COMMITMENTS

Contractual commitments for operating leases of premises and equipment.

101-103 The Terrace Wellington, ASB Bank House

	2016	2015
	\$	\$
Not later than one year	0	11,569
One to two years	0	0
	<u>0</u>	<u>11,569</u>

The figures disclosed above reflect Occupational Therapy Board's portion of rent, as currently payable. The lease agreement is in the names of a number of Health Regulatory Authorities which have joint and several liability.

Sharp photocopier

	2016	2015
	\$	\$
Current:	0	5,136
Non-current:	0	9,843
	<u>0</u>	<u>14,979</u>

The Occupational Therapy Board of New Zealand have an agreement with the Nursing Council of New Zealand for the provision of corporate services. The provision of services are continuing to be provided at a minimum annual cost of \$150,775 for an initial period of five years and then on-going until terminated by mutual agreement. The contracted services will be reviewed annually.

	2016	2015
	\$	\$
Due in 1 year	122,200	-
Due between 1-2 years	122,200	-
Due between 2-5 years	354,547	-
	<u>598,947</u>	<u>-</u>



THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

9.COMMITMENTS (continued)

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

	2016 \$	2015 \$
Due in 1 year	28,575	-
Due between 1-2 years	28,575	-
Due between 2-5 years	82,907	-
	<hr/>	<hr/>
	140,057	-

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

10. Capital Commitments

There are no capital commitments at balance date. (2015: \$24,540)

11.CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2015 \$Nil)

12.RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year. (2015 \$Nil)

13.EVENTS AFTER BALANCE DATE

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

14.Assets Held on Behalf of Others

There were no assets held on behalf of others during the financial year. (2015: \$Nil)

15.Correction of Errors

There were no Correction of Errors at balance date. (2014: \$Nil)

16. Shared Services

In 2012/13 the Occupational Therapy Board and seven other Responsible Authorities (RAs) agreed to co-locate in shared premises on the 10th and 11th floors of ASB House, 101-103 The Terrace, Wellington. The other RAs include the Physiotherapy Board of New Zealand, Dental Council of New Zealand, Podiatrists Board of New Zealand, Psychotherapists Board of Aotearoa New Zealand, Osteopathic Council of New Zealand, Medical Sciences Council of New Zealand and New Zealand Medical Radiation Technologists Board.

To facilitate the management of shared resources, including a joint lease agreement for office rental purposes and shared telephone and network services, the eight RAs entered into a cost-sharing agreement. Generally, for one-off fixed costs (such as legal agreement costs) each RA receives an equal share of those costs, whereas for ongoing operational costs (such as office rental) each RA's share is based on the number of staff places within each RA.



THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

16. Shared Services (continued)

The cost sharing agreement at ASB House ends on the expiry of the lease agreement at ASB House at 30 June 2015.

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

In 2015/16, Nursing Council of New Zealand, Occupational Therapy Board of New Zealand, Podiatrists Board of New Zealand, Dietitians Board, Midwifery Council of New Zealand, Psychotherapists Board of Aotearoa New Zealand, Osteopathic Council of New Zealand, New Zealand Chiropractic Board, Psychologist Board, and Optometrists & dispensing Opticians Board entered into an agreement to co-locate to 22 Willeston Street, Wellington. The lease agreement for 22 Willeston Street (signed solely by Nursing council of New Zealand) is for six years taking effect from 1st February 2016 and expiring on 1st February 2022.

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'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

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

We have audited the performance report of the Board on pages 26 to 35 that comprise the statement of financial position as at 31 March 2016 the statement of financial performance, statement of movement in equity and statement of cash flows for the year ended on that date and the notes to the performance report that includes accounting policies and other explanatory information.

Opinion

In our opinion the performance report of the Board on pages 26 to 35:

- fairly reflect the Board's:
 - entity information for the year then ended;
 - financial position as at 31 March 2016; and
 - 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 22 August 2016. 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, 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 International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers' overall understanding of the performance report. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the performance report whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Board's performance report that fairly reflect the matters to which they relate. We consider internal control 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.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board;
- the adequacy of all disclosures in the performance report; and
- the overall presentation of the performance report.

We did not examine every transaction, nor do we guarantee complete accuracy of the performance report. Also we did not evaluate the security and controls over the electronic publication of the performance report.

We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

Responsibilities of the Board

The Board is responsible for preparing a performance report that:

- complies with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's entity information, financial position, financial performance and cash flows.

The Board is also responsible for such internal control as it determines is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error. The Board is also responsible for the publication of the performance report, whether in printed or electronic form.

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

Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the performance report and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.

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



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



Occupational Therapy Board of New Zealand

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