

Annual Report 2012

OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND



Occupational Therapy
Board of New Zealand

Kaihauamanu Tūroro o Aotearoa

Contents

Governance

The Occupational Therapy Board of New Zealand	4
Members of the Occupational Therapy Board of New Zealand at 31 March 2012	5
Chairperson's Foreword	8
Chief Executive/Registrar's report	10
Committees at 31 March 2012	12
Board Meetings	12
Board Employees	13
Registration	13
Definition of the Practice of Occupational Therapy	14

Workforce Data

Registration Statistics	16
Competence Reviews and Discipline	20
Health Practitioners Disciplinary Tribunal	20

Financial Statements

Statement of Financial Performance	22
Statement of Movements in Equity	22
Statement of Financial Position	23
Statement of Accounting Policies	24
Notes to the Financial Statements	26
Audit Report	30
Future Activity	33



Governance

The Occupational Therapy Board of New Zealand

Our purpose

To protect the health and safety of members of the public

Our vision

The Occupational Therapy Board of New Zealand (OTBNZ) will lead national and international best practice in the regulation of occupational therapy competence based on its unique bicultural identity.

Our mission

To ensure occupational therapists are fit and competent to practise

Our values

Fairness and natural justice
Cultural responsiveness
Accountability
Collaboration
Transparency
Responsibility
Integrity

Strategic plan

The strategic plan has been developed to provide clear direction for the OTBNZ for the next 3 – 5 years. The strategy will be reviewed by the OTBNZ on an annual basis.

The OTBNZ held a facilitated workshop involving the Board members and staff in February 2010. In preparation for the meeting documents which provided an environmental scan were made available to all participants. From the material produced at the facilitated workshop a small subgroup of Board members and the Chief Executive met to identify themes and groupings. From this the following key themes for the strategic plan were identified -

1. Leadership
2. Best practice
3. Relationships

A full copy of the plan can be obtained from the OTBNZ website at www.otboard.org.nz

Occupational Therapy Board of New Zealand
Level 10 ASB House, 101 The Terrace
PO Box 10-202, Wellington 6143, New Zealand
P +64 4 918 4740 F +64 4 918 4746
enquiries@otboard.org.nz www.otboard.org.nz

Members of the Occupational Therapy Board of New Zealand at 31 March 2012



Philippa Catchpole

CHAIRPERSON
1 FEB 2011 - APRIL 2012
DEPUTY CHAIRPERSON

Philippa has been a practising occupational therapist since 2000. Philippa completed a Postgraduate Diploma in Health Science (Occupational Therapy) from Auckland University of Technology in 2004. Philippa Catchpole was appointed to the Board in 2005, and appointed as Chairperson in 2010.

Philippa has worked in areas including elderly care, spinal rehabilitation and hand therapy. She now has a private practice in Auckland and over the past 9 years, within the private sector and for ACC she has specialised in workplace assessments, graduated return to work programs, workplace injury prevention and management, functional reactivation programs and functional job descriptions.



Jane Hopkirk

DEPUTY CHAIRPERSON
DEPUTY CHAIR APRIL 2011 - 1 FEB 2012
CHAIR APRIL 2012

Jane (Ngati Kahungunu, Rangatane ki Wairarapa) is an active member of hapu and iwi organisations. She is currently a trustee for a Hauora Service in Masterton and has over 20 years experience in Maori communities including working in a Marae health service. She identifies as a Maori occupational therapist with eight years' experience working in mental health and three years in the Maori Mental Health Service in the Hutt DHB.

She has lead the establishment of a workforce development strategy for Maori occupational therapists. Jane's areas of interest are in the development of Maori health and occupational therapists, and in practitioners being relevant and accessible to whanau.



Susan Kennedy

OCCUPATIONAL THERAPIST

Susan graduated with a BSc (Hons) Degree from the University College of Ripon and York St John, York, England in 1994. Prior to her training, she worked as an occupational therapy assistant in mental health for four years. After graduating, Susan worked for Lincolnshire County Council Social Services as a community occupational therapist, later moving into the mental health service working as a senior practitioner with older adults. In 2003, she took up the post as County Occupational Therapy Clinical Leader for Lincolnshire Partnership Mental Health Trust for Older Adult Service.

In March 2006, Susan moved to Gisborne, New Zealand, and is currently working as Clinical Leader for Community and Older People's Service within Tairāwhiti District Health. Her professional interests are dementia care and occupational science.



Dean Kerr

OCCUPATIONAL THERAPIST

Dean started training in occupational therapy as a mature student. He completed his BHSoc at AUT, graduating in 2001. He completed a Diploma in Applied Science at AUT prior to this. Dean brings a wealth of vocational experience with him, having worked in a number of industries prior to beginning his studies. These include completing an apprenticeship in butchery, working in the construction industry and tutoring high school students at nights and weekends.

He has worked in mental health and physical health settings, including forensic community mental health, early psychosis intervention and community-based elderly care also contracting to ACC. He has also worked as a volunteer for Mental Illness Education New Zealand (MIENZ), presenting educational topics about mental illness to high school students. Dean has been proactive in supporting students on clinical placement, developing a close working relationship with AUT in the process.



Fiona Mains

OCCUPATIONAL THERAPIST

Fiona Mains graduated in 1989 from the Glasgow School of Occupational Therapy and in 1993 completed a Master Degree in Health Science at the University of Edinburgh. Fiona has worked as an occupational therapist both in Scotland and New Zealand in a variety of areas, including healthcare, non-government agency, research and education.

Fiona moved to New Zealand in 1996 and until recently worked as a senior lecturer at the School of Occupational Therapy at Otago Polytechnic. Fiona is now the director of Athena, a health education and facilitation service. Fiona is married and has two young children.



Rangimahora Reddy

LAY MEMBER

Rangimahora Reddy is a recent appointment to the Board as a layperson. Originally from Himatangi, Rangimahora is affiliated to Ngati Raukawa, Ngati Maniapoto and Ngati Rangiwewehi. Educated at Massey University, Rangimahora holds a Masters of Business Studies, a Postgraduate Diploma in Accountancy and a Bachelor of Business Studies Degree. She is currently CEO for the Rauawaawa Kaumatua Charitable Trust in Hamilton.

Rangimahora considers it a fantastic opportunity to work alongside and for those she describes as “Nga Matauranga Taonga”, and the involvement with the Occupational Therapy Board of NZ means that Kaumatua as consumers of Occupational Therapy will have an ability to have their thoughts expressed. She has been a member of the NZICA for well over a decade and her main work experience has included both the education and health sectors with key roles being based in accountancy and finance throughout each. The range of organisations that she has served over the last two decades have included the Ministry of Education, Massey University, the International Pacific College and Tui Ora Ltd.



Colleen Naughton

OCCUPATIONAL THERAPIST

After graduating from Auckland Institute of Technology in 1999, Colleen worked as a rotational occupational therapist in the acute hospital at Healthcare Hawkes Bay. Following this she spent six years working in London (UK), in both the public and private sectors. During this time she worked within the new practice domain of occupational therapists in emergency departments and was involved in the emergence of new rapid response/intermediate care teams. Within these roles Colleen was trained to complete non-traditional occupational therapy clinical tasks, such as phlebotomy, removing sutures and assessing for mobility aids, and as such has an interest in extended scope of practice.

Colleen is currently working at Healthcare Hawkes Bay covering the Emergency Department, Acute Assessment Unit and developing new skills in the specialised area of driver assessment. She also has a keen interest in supervision and mentoring new graduate occupational therapists.



Bonnie Johnstone

NEW MEMBER

Bonnie looks upon this recent appointment to the board as a great opportunity to share knowledge experience and in return meet and learn from others. Bonnie's career has seen her aspire in government departments such as Customs, Lands and Survey, and Inland Revenue. She is now working in the private sector completing a stint in the oil and gas industry and then a retirement village in New Plymouth.

Bonnie believes that her BBS degree in Management services has strengthened her career in the Management sector of financial and administration services. Bonnie hopes that her overall knowledge and experience will add value to the board.

Chairperson's Foreword



2011 – 2012 has been a year of planning as OTBNZ works with other regulatory authorities (RA's) to establish the best approach forward to achieve a shared secretariat as directed by the Minister of Health and Health Workforce New Zealand (HWNZ).

OTBNZ has participated in Health Regulatory Authorities of New Zealand (HRANZ) as an active member supporting the development of the processes and mechanisms we all use to regulate our professions. Initial steps were pursued to identify the optimal model to achieve the shared secretariat goals as directed by the Minister of Health and HWNZ. Two differing models were identified and so the move to a shared secretariat is now being progressed by the Chairs along with support of HWNZ. A business case is being entered into to detail the components and cost savings of a shared secretariat and how this may be implemented. The primary objective of this proposal is to hold or reduce practitioner fees, support reduced IT expenses ongoing, streamline the workforce data and improve best practice across the sector.

In addition to this OTBNZ has moved into new premises with other Regulatory Authorities in a co-location move. This is in response to situating staff in a more earthquake sound building, as well as working towards building the foundation for the shared secretariat.

Our relationships with our Key Stakeholders are stronger than ever as a direct reflection on our extremely efficient staff in the OTBNZ office. Over such a busy and important year our staff within the office have achieved a lot to improve the transparency and functions of the board for occupational therapists as outlined in the Health Practitioners Competency Assurance Act (HPCAA). In relation to this work a report on supervision has been submitted to the board to support further development in this area and is available on the Board's website.

The main function of the Board is the protection of the health and safety of the public. The ultimate action the Board can take in this area is referring a practitioner to the Health Practitioner Disciplinary Tribunal (HPDT). This year the Board unfortunately had to refer a practitioner to the HPDT.

Ongoing work with Occupational Therapy Key Strategic Stakeholders (OTKSS)* continues with varied discussions and projects, including a focus on occupational therapy in the future. Discussion points range from - occupational therapy input into primary care and funding streams, access to primary care contracts, private practice verses NGO and primary care contracts, role of occupational therapy within GP practice and referral mechanisms, access by clients to occupational therapists under ACC contracts, roles and functions of occupational therapy in disaster support.

The topic of new graduates has also been a focus, in particular the preparation and resilience of new graduates was explored. OTBNZ commissioned a preparedness for practice report which has been made available to all occupational therapists.

The relationship with our Australian counterparts has continued for the year with occupational therapy in Australia becoming a regulated profession on 12th July 2012. The Chair and CEO attended the annual meeting last year with the NZAOT member to support the move to national registration. We have two members on the Occupational Therapy Council (OTC) an organisation recently mandated to oversee the accreditation of all training institutes training occupational therapists and assessing overseas trained practitioners for registration in Australia. Under the Trans Tasman Mutual Recognition Act (1997) any practitioners accredited to be registered in Australia are registered here and can apply for a practising certificate.

Philippa Catchpole stepped down as chair in February 2012 and this role is now held by Jane Hopkirk with Philippa Deputy Chair.

All the best for what will no doubt prove to be a very demanding and exciting year ahead.



Philippa Catchpole
Outgoing Chair, OTBNZ



Jane Hopkirk
Current Chair, OTBNZ

*OTKSS is a group of key stakeholders –
New Zealand Association of Occupational Therapists
School of Rehabilitation & Occupation Studies: AUT University
School of Occupational Therapy, Otago Polytechnic
Occupational Therapy Board of New Zealand

Chief Executive/Registrar's report



Key issues and activity

At the beginning of the year the Podiatrist Board of New Zealand co-located to our offices and signed an agreement for services to be provided by OTBNZ. We now have 3 responsible authorities sharing our office space and our support services. The OTBNZ made changes to some positions within the organisation so we could respond more efficiently and economically to our needs and to those we provide services for.

The Health Regulatory Authorities New Zealand (HRANZ)

It has been a very busy time for HRANZ as we responded to the Government's call to examine ways of increasing efficiencies in both back office and regulatory functions. Bringing 16 separate regulators together presents challenges, but the indications are that a large number are willing to examine the possibilities. Attempting to do this work without incurring additional costs to the organisation, and the potential consequence of increase in fees is a difficult path to tread. As a first step a number of authorities have been discussing co-location which will reduce our operating costs, particularly rental.

Health Workforce New Zealand is requiring more detailed workforce information to increase its intelligence about workforce capabilities, scopes of practice and demographic characteristics. In order to collect this information our IT system may require changes as we would want to collect such information at recertification time. However, efficiencies in back office functions and in particular shared IT infrastructure across the sector may provide opportunities to enhance both our systems and processes as well as workforce data collection.

In June the Board initiated a project to examine the concept of supervision and its application within the profession. The concept of supervision has a number of applications from professional supervision to supervision in response to conditions being placed on a practitioner's scope of practice. The outcome of the project and information will be placed on the Board's website for practitioners and employers to refer to.

In November the Board was a premier partner at the New Zealand Association of Occupational Therapists Clinical Workshops in Waitangi. The Board held a workshop in which we examined the changing role of occupational therapy. The workshop was a precursor to the Board commencing a review of the competencies for registration and the code of ethics. This work will continue into the future as we engage with practitioners and key stakeholders. The present competencies are 10 years old and there is a need to take stock and future proof the competencies for the years ahead.

We continue to review and enhance the Board's policies and procedures. It is essential that the organisation has contemporary, robust, transparent and fair policies procedures. This year has seen a major review of all the Board's policies.



Andrew Charnock
Chief Executive/Registrar

Committees at 31 March 2012

1. Competence Assessors

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

COMPETENCE ASSESSORS

Diane Henare*
Heather Clarke*
Andri Pretorius*
Larelle Nelson*
Cynthia Growden (Professional Advisor)

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

CCFR AUDITORS

Emma Parry
Ann Christie
Carolyn Simmons Carlson
Wendy Wright

Board Meetings

Board Meetings were held on the following days from 1 April 2011 – 31 March 2012 at the Occupational Therapy Board of New Zealand Office in Wellington.

2011

19 April	Board meeting
28 June	Board meeting
26 August	Board meeting
18 October	Board meeting
6 December	Board meeting

2012

1 February	Board meeting
------------	---------------

Occupational Therapy Key Strategic Stakeholders (OTKSS) Meetings 2011-12
(Occupational Therapy Board of New Zealand, New Zealand Association of Occupational Therapists, Auckland University of Technology and Otago Polytechnic)

17 March 2011
14 July 2011
27 September 2011
30 March 2012

New Zealand Association of Occupational Therapists (NZAOT) Clinical Workshops

3 – 5 November 2011, Waitangi

Occupational Therapy Council Australia and New Zealand (OTL) meeting 2011

22 – 25 September 2011, Brisbane, Australia

Board Employees

Andrew Charnock, Chief Executive/Registrar.

Andrew has overall management responsibility for the organisation.

Despina Arathimos, Deputy Registrar.

Despina's main focus is on the overseas application process, and coordinating applications for competence assessment and examinations.

Daniel Johnston, Registration Officer.

Daniel's role involves processing and checking of registration applications.

Suzanne Wilman, Office Manager.

Suzanne's role is general office clerical administration and management dealing with enquires and supporting the Psychotherapy Board with whom the OTBNZ shares office space.

Jesselyn Chua, Registration Officer.

Jesselyn's role involves processing and checking of registration applications. She also supports Kristen with finances and accounting functions.

Kristen Teo, Finance Officer.

Kristen joined the OTBNZ in March 2011; main functions are finance and accounting functions.

Cynthia Growden, Professional Competence Advisor.

Cynthia is a registered occupational therapist who took up this role in January 2007. Cynthia's key focus is assessing overseas qualifications and competence to practise. She also provides telephone/email advice to practitioners on OTBNZ policy.

Registration

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.

Definition of the Practice of Occupational Therapy

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

1. Using process/es 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 contexts, whether paid or voluntary.

¹ Refer to the Continuing Competence Framework for Recertification Handbook

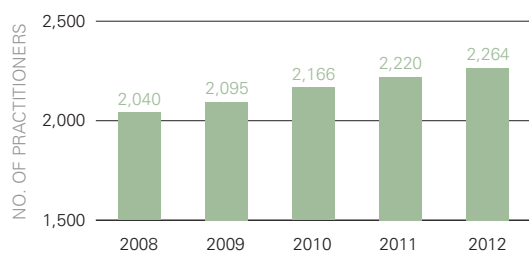


Workforce Data

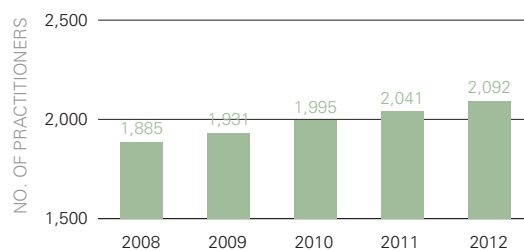
Registration

AS AT 31 MARCH 2012, THE REGISTER CONSISTED OF:

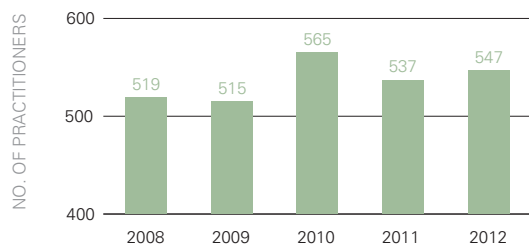
Occupational therapists holding a current practising certificate



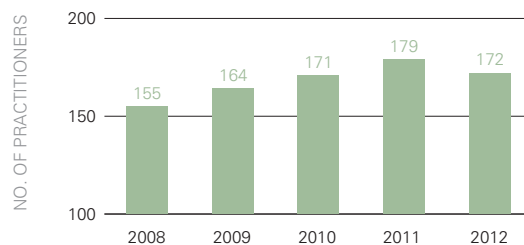
Female occupational therapists with practising certificates



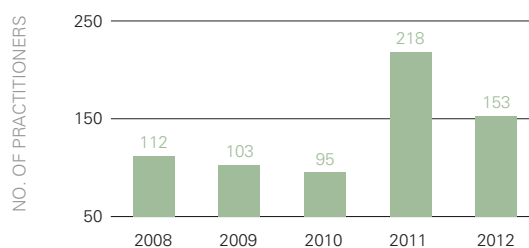
Registered (non-practising) occupational therapists paying a registration maintenance fee



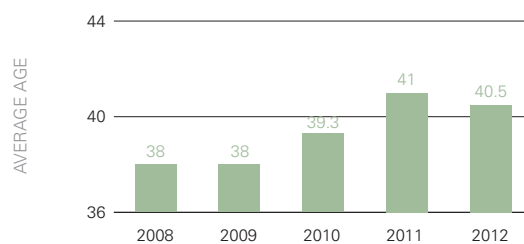
Male occupational therapists with practising certificates



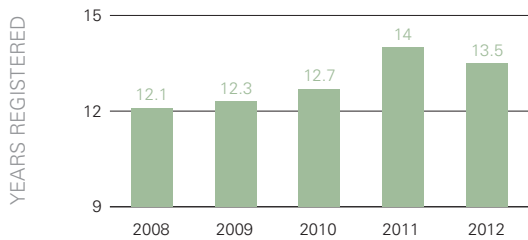
New graduates who qualified at a NZ tertiary institution



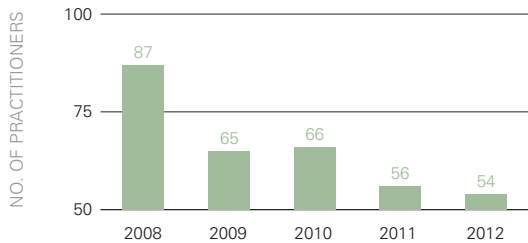
Average age of occupational therapists with practising certificates



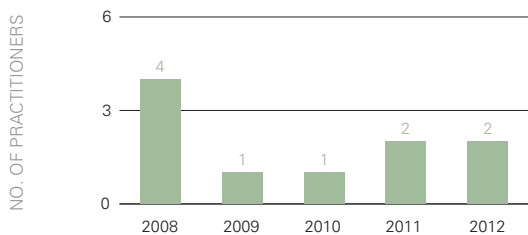
Average years registered (All practitioners with APC's)



Overseas qualified occupational therapists



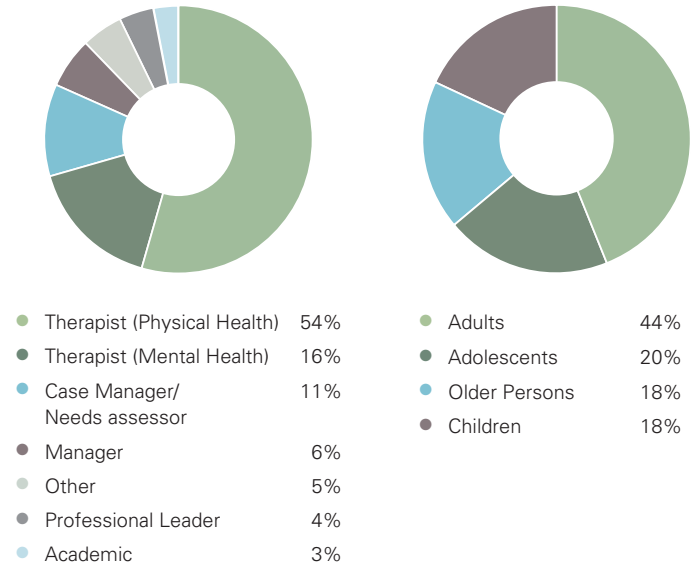
Registration under Trans-Tasman Mutual Recognition Act



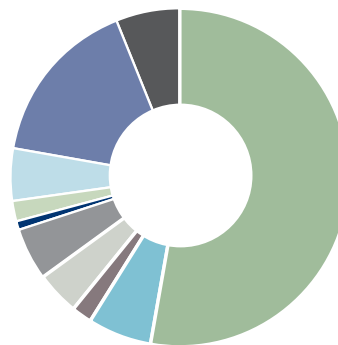
Breakdown of employment roles

FOR PRACTITIONERS ON THE REGISTER* AT 31 MARCH 2012

Hours



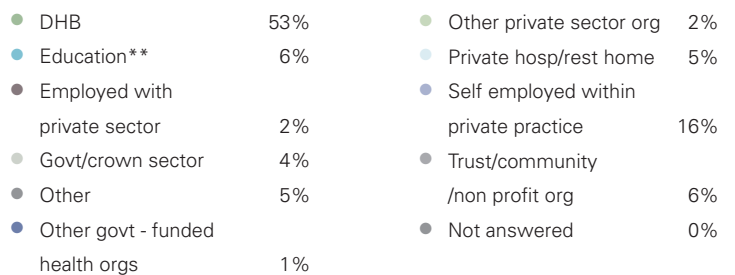
Practitioners on the register* by employing organisation type



*includes those with and without a current practising certificate but on the register

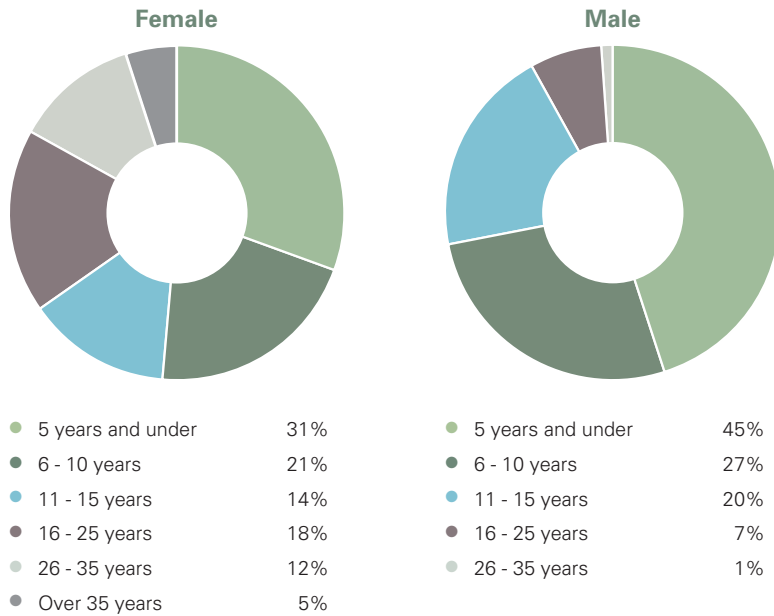
**includes Ministry of Education and University positions

A number of practitioners identify as working for more than one organisation so the percentages are only indicative and reliant on practitioners recording and maintaining their information accurately.



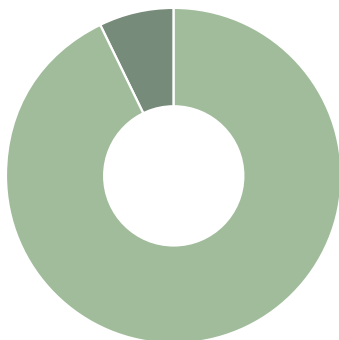
Years since 1st registration Female vs Male

FOR PRACTITIONERS ON THE REGISTER AT 31 MARCH 2012



Annual Practising Certificate¹ Additions to the Register Male vs Female

FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2012

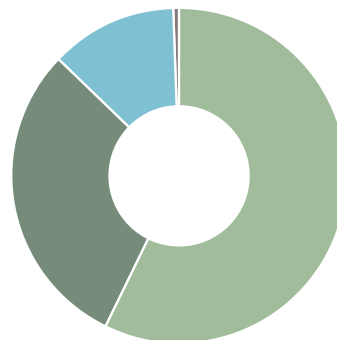


¹ Of 46 APCs, 21 came from NZ with 25 from other countries.

Practitioners registered with conditions

FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2012

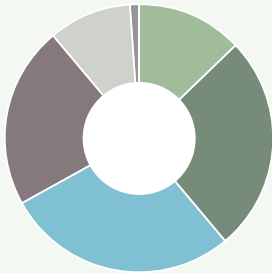
2,435 practitioners are registered without conditions on their practice (Not all hold APC's). Of the remaining 322, the following conditions apply:



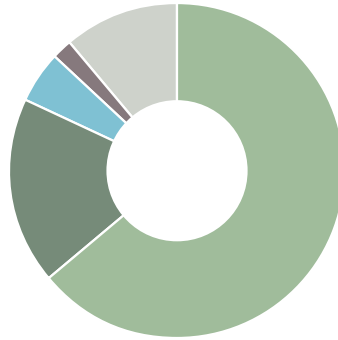
Country of qualification

FOR PRACTITIONERS ON THE REGISTER AT 31 MARCH 2012

Age of practitioners New Zealand



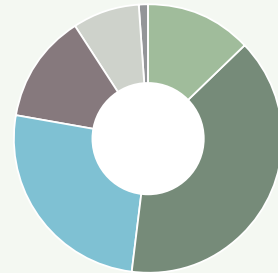
25 and under	13%
26 - 35	26%
36 - 45	28%
46 - 55	22%
56 - 65	10%
Over 65	1%



Top four

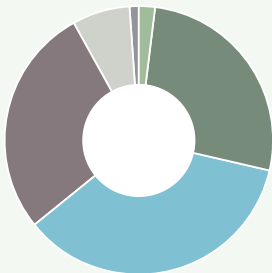
New Zealand	64%
United Kingdom	18%
South Africa	5%
Australia	2%
Others	11%

Age of practitioners South Africa



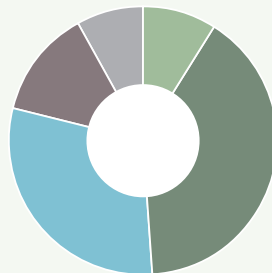
25 and under	13
26 - 35	39
36 - 45	26
46 - 55	13
56 - 65	8
Over 65	1

Age of practitioners UK



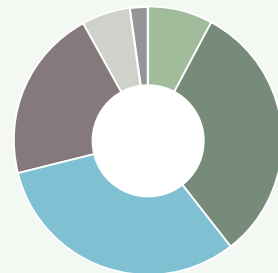
25 and under	2%
26 - 35	27%
36 - 45	36%
46 - 55	28%
56 - 65	7%
Over 65	1%

Age of practitioners Australia



25 and under	9%
26 - 35	40%
36 - 45	29%
46 - 55	13%
56 - 65	8%
Over 65	0%

Age of practitioners All others



25 and under	8%
26 - 35	32%
36 - 45	32%
46 - 55	21%
56 - 65	6%
Over 65	2%

Competence Reviews and Discipline

During the year the OTBNZ had

13 *notifications connected with competence were received by the Board.

One competence review was undertaken.

Seven conduct notifications were received by the Board, of these one was referred to a Professional Conduct Committee and subsequently to HPDT.

* The term notification may be either self notification, notification from employer or via another route.

Health notifications

The Board received five health notifications.

HPDT – Esme Schlotjes

The Tribunal found Mrs Schlotjes guilty of Professional Misconduct in terms of section 100 of the Health Practitioners Competence Assurance Act 2012.

That the Tribunal's decision and a summary be placed on the Tribunal's website, the Board's website, and in the Board's newsletter.

Health Practitioners Disciplinary Tribunal

The functions of the Tribunal are:

- 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
- To hear and determine charges brought under section 91 of the HPCA Act

The membership of the Tribunal consists of:

CHAIRPERSON

Bruce Corkill QC

DEPUTY CHAIRPERSONS

- Ms Kate Davenport, Barrister
- Mr David Carden, Barrister

OCCUPATIONAL THERAPIST PANELLISTS

- Loretta Bennett
- Jenny Mace
- Richard Savill
- Robert Molyneux
- Linda Torwick

LAY MEMBERS

The Minister maintains a panel of lay members.

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

Statement of Financial Performance	22
Statement of Movements in Equity	22
Statement of Financial Position	23
Statement of Accounting Policies	24
Notes to the Financial Statements	26
Audit Report	30

THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Statement of Financial Performance

FOR THE YEAR ENDED 31 MARCH 2012

	NOTE	2012 \$	2011 \$
Revenue			
Annual Practice Certificates Fees		1,044,303	1,013,578
Registration Fees		65,707	75,659
Other Fees		41,724	37,811
Other Income and cost recoveries		165,482	38,590
Interest		19,343	27,796
Total Revenue		1,336,560	1,193,434
Expenditure			
Board & Committees	1	257,401	235,743
Secretariat	2	1,093,154	907,887
Total Expenditure		1,350,555	1,143,630
Net Surplus/(Deficit)		-13,994	49,804

THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Statement of Movements in Equity

FOR THE YEAR ENDED 31 MARCH 2012

	2012 \$	2011 \$
Equity at beginning of period	744,562	694,758
Net surplus/(deficit) for the period	-13,994	49,804
Total recognised Revenues and Expenses for the period	-13,994	49,804
Equity at End of period	730,568	744,562

The accompanying notes form part of these financial statements

Statement of Financial Position

AS AT 31 MARCH 2012

	NOTE	2012 \$	2011 \$
Equity		730,568	744,562
Current Assets			
Cash, Bank & Bank deposits		1,098,385	1,055,658
Accounts Receivable		28,986	18,244
Prepayments		8,770	10,363
Total Current Assets		1,136,142	1,084,265
Non-Current Assets			
Fixed assets	3	31,875	36,717
Intangible assets	4	769,610	857,565
Total Assets		1,937,627	1,978,547
Current Liabilities			
Goods and Services Tax		122,914	101,775
Accounts payable and provisions	5	153,534	231,851
Sundry Creditor		847	
Income in Advance	6	920,723	882,279
Deferred Income	7	9,040	18,080
Total Current Liabilities		1,207,059	1,233,985
Total Liabilities		1,207,059	1,233,985
Net Assets		730,568	744,562

For and on behalf of the Board.



Jane Hopkirk
Board Chair
27 July 2012



Andrew Charnock
Chief Executive Officer
27 July 2012

The accompanying notes form part of these financial statements

Statement of Accounting Policies

FOR THE YEAR ENDED 31 MARCH 2012

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 is an entity qualifying for differential reporting exemptions as it has no public accountability and is not large as defined by the Framework for Differential Reporting. The Board has taken advantage of all differential reporting exemptions.

SPECIFIC ACCOUNTING POLICIES

RECEIVABLES

Receivables are stated at estimated realisable values.

PROPERTY, PLANT & EQUIPMENT

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

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

DEPRECIATION

Depreciation of property, plant & equipment is charged at the same rates as the Income Tax Act 1994. The following rates have been used:

- Office furniture & equipment 9% - 40% diminishing value
- Computer equipment 48% - 60% diminishing value

INTANGIBLE ASSETS

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

AMORTISATION

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

- Website/Database 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

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

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies. All policies have been applied on a consistent basis with those of the previous period, except as noted regarding amortisation as above.

UNCERTAINTY ABOUT THE DELIVERY OF OFFICE FUNCTIONS IN FUTURE

In February 2011, Health Workforce New Zealand, on behalf of the Minister of Health (the Minister), issued a consultation document proposing a single shared secretariat and office function for all 16 health-related regulatory authorities.

Following consultation, the 16 health-related regulatory authorities were given the opportunity to submit proposals for a single shared administrative secretariat. The Occupational Therapy Board is one of two collaborative groups working on the development of business cases to progress towards shared administrative secretariat functions.

The proposals, if they proceeded, would likely have a significant effect on the Occupational Therapy Board.

We have not quantified the possible effect.

Until a decision is made, there is uncertainty about the form in which our office functions will be delivered in future.

Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2012

1. Board & Committees

	2012	2011
	\$	\$
Fees	81,572	81,574
Examination expenses	4,868	4,341
Legal, Investigation and hearing expenses (Discipline)	47,848	14,603
Meeting expenses, conferences & travel	97,564	107,809
Publications	7,025	12,416
Special projects	18,524	15,000
	257,401	235,743

2. Secretariat

	NOTE	2012	2011
		\$	\$
Audit fees		5,400	5,185
Depreciation & amortisation	8	96,616	41,657
Equipment lease		5,436	5,268
Telephone, Postage & courier		21,896	20,394
Occupancy costs		92,710	96,079
Other costs		145,012	116,383
Personnel		597,633	528,753
Printing and Stationery		42,683	24,196
Professional fees		85,768	69,972
		1,093,154	907,887

3. Property, Plant & Equipment

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
At 31 March 2011			
Office furniture & equipment	84,624	50,645	33,979
Computer equipment	58,011	55,273	2,738
	142,635	105,918	36,717
At 31 March 2012			
Office furniture & equipment	85,908	50,071	28,837
Computer equipment	60,546	57,508	3,038
	146,454	114,579	31,875

4. Intangible Assets

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
At 31 March 2011			
Database/Website	879,554	21,989	857,565
	879,554	21,989	857,565
At 31 March 2012			
Database/Website	879,554	109,944	769,610
	879,554	109,944	769,610

5. Accounts Payable & Provisions

	2012	2011
	\$	\$
Accounts payable	85,614	161,527
Provisions	41,089	42,595
Employee entitlements	26,830	27,729
	153,534	231,851

6. Income in Advance

	2012 \$	2011 \$
Fees received relating to 2012/2013 year		
Annual practicing certificate fees	906,500	867,112
Register maintenance fees	14,223	15,167
	920,723	882,279

7. Deferred Income

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

	2012 \$	2011 \$
Total receivable under agreement	63,936	63,936
Recognised as revenue in prior periods	45,896	36,816
Recognised as revenue in current period	9,040	9,040
Income deferred	9,040	18,080
	9,040	18,080

8. Depreciation & Amortisation

Depreciation has been charged against fixed assets as follows:

	2012 \$	2011 \$
Office furniture & equipment	6,426	7,787
Computer equipment	2,235	3,905
	8,661	11,692
Amortisation of intangible assets		
Website/Database	87,955	29,965
	96,616	41,657

9. Credit Card Facility

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

10. Commitments

108 The Terrace, Berl House

The Occupational Therapy Board will move premises at the end of July.

	2012 \$	2011 \$
Not later than one year	23,610	78,133
Later than one year	9,060	32,670
	32,670	110,803

101-103 The Terrace, ASB Bank House

At year end no new agreement has been entered into as negotiations are yet to finalised but the estimated lease payment will be at \$30,000 per year.

11. Contingent Liabilities

There are no contingent liabilities at balance date. (2011 Nil)

12. Related Party Transactions

There were no transactions involving related parties during the year. (2011 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.

INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012

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 PKF Martin Jarvie, to carry out the audit of the financial statements of the Board on her behalf.

We have audited the financial statements of the Board on pages 22 to 29, that comprise the statement of financial position as at 31 March 2012, the statement of financial performance, and statement of movement in equity for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

Opinion

In our opinion the financial statements of the Board on pages 22 to 29:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's:
 - financial position as at 31 March 2012; and
 - financial performance for the year ended on that date.

Uncertainty about the delivery of office functions in future

Without modifying our opinion, we draw your attention to the disclosure on page 25 regarding a proposal for combining the secretariat and office functions of the Board with other health-related regulatory authorities. We considered the disclosure to be adequate.

Our audit was completed on 27 July 2012. 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 financial statements are free from material misstatement.

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



Accountants &
Business Advisers

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Board's preparation of financial statements 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 financial statements; and
- the overall presentation of the financial statements.

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

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's financial position, and financial performance.

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

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 financial statements 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 New Zealand Institute of Chartered Accountants.

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

A handwritten signature in black ink, appearing to read 'Robert Elms'.

Robert Elms
PKF Martin Jarvie
On behalf of the Auditor-General
Wellington, New Zealand



Accountants &
Business Advisers

Matters relating to the electronic presentation of the audited financial statements

This audit report relates to the financial statements of the Occupational Therapy Board of New Zealand (the Board) for the year ended 31 March 2012 included on the Board's website. The Board is responsible for the maintenance and integrity of the Board's website. We have not been engaged to report on the integrity of the Board's website. We accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

The audit report refers only to the financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements as well as the related audit report dated 27 July 2012 to confirm the information included in the audited financial statements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

Future Activity

- Reviewing competences for registration
- Reviewing the code of ethics
- Guidelines for delegation and direction
- Enhancement to IT systems
- Defining supervision
- Implementing Policy Government





www.otboard.org.nz