

# **NEW SOUTH WALES PHYSIOTHERAPISTS REGISTRATION BOARD**

**ANNUAL REPORT FOR THE YEAR ENDED  
30 JUNE 2007**

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The Hon Reba Meagher MP  
Minister for Health  
Level 31, Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

Dear Minister

Pursuant to the provisions of the Annual Reports Act 1984, the New South Wales Physiotherapists Registration Board has pleasure in submitting this, the Annual Report of the Board for the period 1 July 2006 to 30 June 2007, for presentation to Parliament.

The Board has continued to take a proactive approach in ensuring responsibilities are fulfilled in an effective and efficient manner. This has included development and implementation of a strategic plan for the year with key result areas relating to:

- Registration.
- Standards.
- Communications.

Time and effort has gone into supporting physiotherapists returning to practice after an absence from the workforce and overseas physiotherapists seeking work in NSW to assist workforce shortages in the profession, whilst still maintaining a high standard of practice in the interests of public protection.

The Board's policy statements and guidelines have been subject of substantial review and expansion, again with the Board's primary responsibility of public protection in mind.

Research and education remains an important part of the Board's responsibility. Two scholarships were again awarded this year to a physiotherapist meeting all the set criteria.

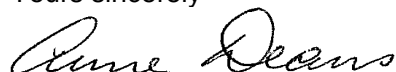
The website has been significantly updated to assist communications, including the additional functionality of allowing registration checks online. Information about new professional indemnity insurance requirements and progress towards national registration has also been included on the Board's website and in the Board's newsletter.

The various committees and working groups of the Board ensure the range of issues managed by the Board are addressed in a considered and timely manner. Of note are the Complaints Screening Committee (CSC) and Physiotherapy Standards Advisory Committee (PSAC) who continue to be invaluable in the management of complaints.

The Board's staff, under the leadership of Ms Sue Hardman, has been most capable in ensuring smooth operations throughout the year.

I would like to extend my appreciation and gratitude to all Board members, committee and working group members and staff for their commitment and hard work through the year.

Yours sincerely



Anne Deans  
President

<b>Table of Contents</b>	<b>Page No.</b>
1. CHARTER .....	1
2. AIMS AND OBJECTIVES .....	1
3. ACCESS .....	1
4. MANAGEMENT AND STRUCTURE .....	2
4.1 Membership of the Physiotherapists Registration Board .....	2
4.2 Attendance at Meetings .....	3
4.3 Human Resources .....	3
4.4 Committees of the Board .....	3
5. SUMMARY REVIEW OF OPERATIONS.....	5
5.1 Registrations.....	5
5.2 Complaints.....	6
6. MUTUAL RECOGNITION OF HEALTH OCCUPATIONS .....	7
7. SPECIAL BOARD MEETING .....	7
8. PHYSIOTHERAPISTS TRIBUNAL.....	8
9. PHYSIOTHERAPY STANDARDS ADVISORY COMMITTEE .....	8
10. AUSTRALIAN PHYSIOTHERAPY COUNCIL ACTIVITIES 2006-2007.....	9
11. PHYSIOTHERAPY EDUCATION AND RESEARCH PROJECTS .....	10
12. REPRESENTATION ON EXTERNAL ADVISORY COMMITTEES.....	11
13. SECTION 25 OF THE <i>HEALTH CARE LIABILITY ACT 2001</i> .....	12
14. HEALTH LEGISLATION AMENDMENT (UNREGISTERED HEALTH PRACTITIONERS) ACT 2006 .....	12
15. CODE OF CONDUCT .....	12
16. NEWSLETTERS.....	12
17. BOARD PUBLICATIONS.....	13
17.1 Update On The Review And Development Of Board Policies And Guidelines.....	13
18. OVERSEAS TRAVEL.....	14
19. PUBLIC CONTACT .....	14
20. ADMINISTRATION - MANAGEMENT AND STRUCTURE .....	15
21. ORGANISATIONAL CHART HEALTH PROFESSIONALS REGISTRATION BOARDS. ....	16
22. NSW DEPARTMENT OF HEALTH CODE OF CONDUCT .....	17
23. ETHNIC AFFAIRS PRIORITIES STATEMENTS (EAPS).....	17

24.	NSW GOVERNMENT ACTION PLAN FOR WOMEN.....	18
25.	WASTE REDUCTION AND PURCHASING POLICY.....	19
26	NATIONAL REGISTRATION SYSTEM FOR HEALTH PROFESSIONALS.....	20
27.	FREEDOM OF INFORMATION ACT, 1989 .....	20
28.	FINANCE & BUDGET.....	21
	INDEX .....	42

# PHYSIOTHERAPISTS REGISTRATION BOARD

## Annual Report for the Year Ended 30 June 2007

### 1. CHARTER

The Physiotherapists Registration Board is established under the provisions of the Physiotherapists Act, 2001 to exercise the powers, authorities, duties and functions imposed on it by the Act.

### 2. AIMS AND OBJECTIVES

- (1) The Board has the following functions:
  - (a) such functions as are conferred or imposed on the Board by or under this or any other Act,
  - (b) to promote and maintain standards of physiotherapy practice in New South Wales,
  - (c) to advise the Minister on matters relating to the registration of physiotherapists, standards of physiotherapy practice and any other matter arising under or related to this Act or the regulations,
  - (d) to publish and distribute information concerning this Act and the regulations to physiotherapists, consumers and other interested persons.
- (2) The Board is to exercise its functions in a manner that is consistent with the object of the Physiotherapists Act 2001.

### 3. ACCESS

The Physiotherapists Registration Board office is located at Level 6, 477 Pitt Street, Sydney.

Telephone: (02) 9219 0255  
Fax: (02) 9211 9318  
(02) 9281 2030

Correspondence: PO Box K599 HAYMARKET NSW 1238  
E-mail: [physioreg@hprb.health.nsw.gov.au](mailto:physioreg@hprb.health.nsw.gov.au)  
Website: [www.physioreg.health.nsw.gov.au](http://www.physioreg.health.nsw.gov.au)

Office Hours: 8.30am - 5.00pm Monday to Friday  
*Cashier services close at 4:30pm*

#### 4. MANAGEMENT AND STRUCTURE

##### 4.1 Membership of the Physiotherapists Registration Board

Pursuant to Section 88(1) of the *Physiotherapists Act 2001* the Board comprises 11 members, of whom:

- a) 3 are to be registered physiotherapists elected by registered physiotherapists in accordance with the regulations; and

**Ms Virginia Binns  
Ms Maria Quinlivan  
Dr Debra Shirley**

- b) 8 are to be appointed by the Governor in accordance with Subsection (2) which states that the appointed members are to be:

- (a) *1 person nominated by the Minister, being an officer of the Department of Health or an employee of an area health service, statutory health corporation or affiliated health organisation within the meaning of the Health Services Act 1997;*

**Mr David Cross**

- (b) *1 registered physiotherapist nominated by the Minister from a panel of physiotherapists nominated by the Australian Physiotherapy Association (NSW), and such other bodies representing physiotherapists as may be determined by the Minister;*

**Mr David Young**

- (c) *1 registered physiotherapist nominated by the Minister involved in the tertiary education of persons for qualification in NSW as physiotherapists;*

**Ms Vicki Williams**

- (d) *1 registered physiotherapist practising physiotherapy in NSW nominated by the Minister of the Minister's own choosing;*

**Ms Anne Deans**

- (e) *3 persons nominated by the Minister, at least 2 of whom are not registered physiotherapists and are nominated to represent the community;*

**Professor Ian Cameron  
Ms Lai-Hoong Wong  
Ms Sandra Everett**

- (f) *1 legal practitioner nominated by the Minister*

**Ms Christine Campbell**

The Board was appointed on 6 December 2006 for a four year term. Ms Anne Deans was appointed on 20 December 2006. Ms Deans has been appointed as President and Dr Debra Shirley as Deputy President.

#### 4.2 Attendance at Meetings

The Board met on eleven occasions during the reporting period, usually on the second Tuesday of each month.

Member	Meetings Attended
Ms Anne Deans	10
Dr Debra Shirley	11
Ms Virginia Binns	7
A/Prof Ian Cameron	8
Mr David Cross	11
Ms Maria Quinlivan	8
Ms Vicki Williams	9
Ms Lai-Hoong Wong	11
Mr David Young	9
Ms Christine Campbell	9
Ms Sandra Everett	10

#### 4.3 Human Resources

Registrar:	Ms Susan Hardman
Deputy Registrar:	Ms Jennifer Caldwell
Assistants to the Registrar:	Ms Susan Toohey
	Ms Jean Littlefield
	Mr Brad Skidmore

#### 4.4 Committees of the Board

##### Strategic Planning Committees

##### Communications Committee

Ms Vicki Williams  
 Ms Lai-Hoong Wong  
 Ms Sandra Everett

##### Complaints Screening Committee

Ms Christine Campbell  
 Mr David Cross  
 Dr Debra Shirley

##### Impaired Registrants Panel

A/Professor Ian Cameron  
 Ms Maria Quinlivan  
 Dr Debra Shirley  
 Ms Christine Campbell  
 Ms Lai Wong

### **Limited Registration Committee**

Mr David Cross  
Ms Marita Lennon  
Ms Maria Quinlivan  
Ms Vicki Williams

### **Physiotherapy Standards Advisory Committee**

Dr Elizabeth Ellis (Chairperson)  
Mr John Davies  
Mr Michael Dessen  
Ms Libby Loneragan

### **Physiotherapy Standards Committee**

Mr Damien Finniss  
Ms Carolynn Harvey  
Ms Libby Loneragan  
Ms Madelyn Nicole  
Ms Maria Quinlivan  
Mr David Young  
Ms Vicki Williams

### **Registration Committee**

Ms Virginia Binns  
Mr David Cross  
Dr Debra Shirley

### **Schedule 1 Inquiries Committee**

Ms Virginia Binns  
Professor Ian Cameron  
Ms Sandra Everett  
Ms Maria Quinlivan  
Dr Debra Shirley  
Ms Vicki Williams  
Ms Lai-Hoong Wong  
Mr David Young

### **Scholarship Committee**

Ms Virginia Binns  
Dr Debra Shirley  
Ms Judy Stinson  
Ms Vicki Williams

## 5. SUMMARY REVIEW OF OPERATIONS

### 5.1 Registrations

The Board maintained a register of physiotherapists as required under Section 20 of the Physiotherapists Registration Act 1945 and clause 21 schedule 1 of the Physiotherapists Act 2001.

Physiotherapists registered as at 30 June 2007 6754

#### **New Registrations** (1 July 2006 to 30 June 2007)

- Qualified in NSW	272
- Qualified Interstate	26
- Qualified overseas	14
- Mutual Recognition Act 1992	97
- Trans Tasman Mutual Recognition Act 1997	47
<b>Total</b>	<b>456</b>

#### **Temporary Registration**

The Board granted temporary registration on 295 occasions to physiotherapists in the following categories-

- Overseas trained (Limited Registration)	56
- APC examination/clinical placements	152
- Attending courses	63
- Accompanying sporting teams etc	16
- Other	8
<b>Total</b>	<b>295</b>

#### **Amendments to the Register**

Re-registration of name to the register	59
Changes of name noted	76
Changes of title noted	1
Deletions from the register	411

#### **Schedule 1 Inquiries**

The Board conducted 6 inquiries in accordance with Schedule 1 Part 3 of the Physiotherapists Act 2001 during the reporting year. Inquiries are conducted to determine the eligibility of an applicant to be registered or an applicant's competence to practise physiotherapy.

## 5.2 Complaints

The Board considered 21 complaints during the reporting period in the following categories:

### **Unregistered persons (5 complaints)**

Outcomes: 2 discontinued  
3 warnings given

### **Unethical/improper conduct (3 complaints)**

Outcomes: 1 investigation ongoing  
1 referred to PSAC ongoing  
1 referred to the Physiotherapists Tribunal ongoing

### **Clinical Standards (2 complaints)**

Outcomes: 1 investigation ongoing  
1 discontinued

### **Clinical standards and quality of care (2 complaints)**

Outcomes: 1 investigation ongoing  
1 referred to PSAC ongoing

### **Misrepresentation/fraud (1 complaint)**

Outcome: 1 investigation ongoing

### **Advertising (1 complaint)**

Outcome: 1 investigation ongoing

**A further 7 complaints were considered in the following categories all of which were discontinued:**

**Business practices (2 complaints)**

**Quality of care/fraud (2 complaints)**

**Complaints against other bodies (2 complaints)**

**Quality of care (1 complaint)**

## **6. MUTUAL RECOGNITION OF HEALTH OCCUPATIONS**

The Mutual Recognition policy operates in all States. From the 1st May 1998 the Mutual Recognition arrangements were extended to include New Zealand under the Trans Tasman Mutual Recognition Act 1997.

The Board is committed to registering applicants in accordance with the Mutual Recognition Act 1992 and the Trans Tasman Mutual Recognition Act 1997 to persons holding registration in any of the subject states or territories. Applicants will be granted practice rights within any other state or territory within the group subject to:-

- (a) disciplinary and good standing clearances;
- (b) compliance with certain formal procedures, which includes the lodgement of a statutory declaration detailing relevant personal data with the registration authority where registration is sought;
- (c) practice rights not exceeding the applicant's existing practice rights;
- (d) compliance with practising restrictions in that State or Territory.

## **7. SPECIAL BOARD MEETING**

In January 2007 the Board held its annual planning day. A session was allocated to discussion of the Council of Australian Governments (COAG) proposal for national registration and accreditation. Guests were invited from the Cabinet Office, NSW Department of Health, who would be providing a State perspective, the Australian Physiotherapy Council (APC), who have been involved in the process at a national level, the Health Professional Registration Boards and Members of the Board's Physiotherapy Standards Advisory Committee (PSAC), who are providing advice on national registration and accreditation from a complaints handling perspective.

On 13 April 2007, COAG agreed on the arrangements for a new national system for the registration of health professionals and the accreditation of their training and education programs for implementation by July 2008. This will involve national registration and accreditation for 9 health professions, including physiotherapy. Those professions are: Physiotherapy, Nursing, Medical Practitioners, Optometry, Pharmacy, Psychology, Osteopathy, Chiropractic and Dentistry.

The Commonwealth and the States and Territories are now working to finalise an Intergovernmental Agreement (IGA) reflecting the COAG decision and including details of the registration and accreditation scheme.

The Board also reviewed its strategic goals and considered its priorities for action before national registration in mid 2008. Three strategic planning groups identified as follows are supported by standing committees, which recruit suitable persons outside of the Board to assist.

1. Registration Committee- Requirements of the Act and regulations are met, and policy is considered.
2. Standards Committee – Refining and crafting standards e.g. competency
3. Communications Committee

The groups reported on progress and revised priorities. The Board noted that significant progress had been made and that the further work required would be integrated into the Board's revised strategic plan.

A discussion was also held with the Physiotherapy Standards Advisory Committee (PSAC) on complaints handling issues including the timeliness in managing complaints, feedback mechanisms, the resolution of complaints and the reduction in delay of referral of complaints.

## **8. PHYSIOTHERAPISTS TRIBUNAL**

The Physiotherapists Tribunal was introduced in the Physiotherapists Act 2001 as one of the complaints handling mechanisms available to the Board. During the reporting year there was one inquiry conducted under section 100 of the Act, into a complaint. As at the end of the reporting year the Physiotherapists Tribunal had not handed down its decision.

## **9. PHYSIOTHERAPY STANDARDS ADVISORY COMMITTEE**

The Physiotherapy Standards Advisory Committee (PSAC) was established by the Physiotherapists Act 2001 as a complaints handling mechanism available to the Board. During the reporting period, the Board referred one matter to the Committee for skills testing.

Under the provisions of the Act, four members are appointed to the Committee, being:

- Dr Elizabeth Ellis (Chairperson)
- Mr Michael Dessen (Physiotherapist)
- Ms Libby Loneragan (Physiotherapist)
- Mr John Davies (Consumer Representative).

The Committee works independently of the Board but makes its recommendations to the Board. When appropriate the Committee encourages the complainant and physiotherapist to settle the complaint by consent. However in cases where this is not feasible, the Committee must make recommendations to the Board as to how the complaint should be resolved. On average, complaints referred to PSAC have been resolved within 3 to 4 months of initial consideration of the complaint.

The Committee is due for reappointment in August at the expiration of a 4 year term.

## 10. AUSTRALIAN PHYSIOTHERAPY COUNCIL ACTIVITIES 2006-2007

- Continued implementation of an extensive schedule of accreditation involving fourteen universities offering a total of nineteen programs in physiotherapy. A major review of the accreditation procedures and guidelines document was undertaken to ensure a sustainable accreditation process.
- Continued implementation of the assessment of overseas qualified physiotherapists for both professional recognition purposes and migration purposes – the highest ever number of candidates (79) completed the process in 2006 - 2007.
- Completion of a project to evaluate aspects of the APC Assessment Process against best practice.
- Development of papers regarding role description and supervision of physiotherapy assistants and physiotherapy aides.
- Collation of information from each State and Territory registration board regarding requirements for re-entry to the profession.
- Meetings with officials from the Council of Australian Governments (COAG) working group to discuss key aspects of the development and implementation of the cross-profession national registration and accreditation scheme for the health professions.
- Submission of responses to discussion papers from the COAG Working group regarding the national registration and accreditation scheme.
- Ongoing contact with the Secretariat of the Australian Health Ministers' Advisory Council (AHMAC).
- Development and submission of a response to the Commonwealth review of arrangements for the Subclass 457 visa.
- Development and submission of a response to the Department of Education Science and Training Higher Education Support Act review.
- Representation at a workshop conducted by the Department of Education, Science and Training (DEST) for assessing authorities.
- Representation at meetings with Department of Immigration and Citizenship, Department of Education Science and Training (DEST), Queensland Health, Department of Human Services, Victoria, Australian Physiotherapy Association, other assessing authorities, in particular Medicine, Dental and Pharmacy, COAG Working Group forums, National Workforce Committee forum, Professions Australian Accreditation Forum, Occupational English Testing Advisory Committee
- Presentations at the International Physical Therapy Regulating Authorities Symposium in Vancouver, Canada.

- Review of the Recency of Practice policy of the Queensland Registration Board.
- Successful application for Professional Services Development Project funding from the Department of Education Science and Training to complete the first phase of a project to explore the potential to develop mutual recognition arrangements with Canada.
- Ongoing liaison with the assessing authorities for other health professions, particularly in relation to the proposed national registration and accreditation scheme.
- Compilation and circulation of the requirements of all physiotherapists registration boards for professional development and sports team physiotherapists.

## **11. PHYSIOTHERAPY EDUCATION AND RESEARCH PROJECTS**

### **The Ian Collier Memorial Scholarship**

The Board established the Ian Collier Memorial Scholarship with the aim of improving physiotherapy practice for the benefit of the community. The Scholarship is named in memory of Ian Collier, a committed physiotherapist and active member of the Physiotherapists Registration Board from 1989 to 1997. The Scholarship is open to physiotherapists currently registered in NSW who have worked the equivalent of two years as a physiotherapist in NSW.

Suitably experienced physiotherapists can apply for the Scholarship under the following categories:

1. Assistance to publish clinical research activity
2. Study project in the field of physiotherapy
3. Distance learning program for non-metropolitan physiotherapists

In 2007 a total of four applications were received and two were awarded scholarships under Category 2 – “Study Project in the field of Physiotherapy”. The successful applicants were:

- Ms Renae McNamara who was awarded an amount of \$4,750 for the project titled “Effectiveness of a water-based exercise program compared to a land-based exercise program for patients with chronic obstructive pulmonary disease and co-morbidities.”
- Ms Simone Dorsch who was awarded \$7,476 for her project “Does EMG-triggered electrical stimulation improve strength and activity in acute, very weak stroke?”

## **ARC Linkage Grant - Innovations in Clinical Education for Physiotherapy Students**

The Board has approved a 'one off' research donation of \$20,000.00 (to be paid as two progress payments of \$10,000.00 each). This payment is conditional on formal advice being provided to the Board that the ARC Linkage project has been approved and funding allocated prior to the Board releasing any monies.

This research proposal will test new models of clinical education which incorporate the use of standardised patients (actors) and simulators (mannequins) in association with practice in the traditional clinical environment.

### **Analysis of Continuing Professional Development Undertaken by physiotherapists**

This is an annual project analysing the data of professional development activities that registered physiotherapists attend during the year. The survey forms require physiotherapists to indicate whether or not they had undertaken any continuing professional education in the last 12 months and includes a separate page requesting information on the number of events attended and the time taken for each type of event. Several items from the physiotherapist Labourforce Annual Survey are included in the analysis.

Physiotherapists must demonstrate adequate current knowledge, skill, judgement and care in the practice of physiotherapy. A physiotherapist has responsibilities under the Physiotherapists Act 2001 to be competent and accountable. Participation in continuing professional development is an integral part of the registered physiotherapist's obligations.

### **Analysis of Host Supervisor Satisfaction Survey**

During the reporting period the Board determined to initiate/approve a second analysis of Host Supervisor Satisfaction surveys assessing the Board's overseas temporary registration program.

## **12. REPRESENTATION ON EXTERNAL ADVISORY COMMITTEES**

Ms Anne Deans is the Board's nominee on the Program Management Committee for the Bachelor of Physiotherapy at the University of Newcastle.

Dr Debra Shirley is the Board's nominee on the External Advisory Committee for the Physiotherapy Undergraduate Program, Charles Sturt University.

Ms Virginia Binns is the Board's nominee on the External Advisory Committee for the School of Physiotherapy Undergraduate Program and the Graduate Entry Level Program, University of Sydney.

Mr David Cross is the Board's nominee on the Allied Health Assistants Professional Advisory Group ACT Health.

**13. SECTION 25 OF THE HEALTH CARE LIABILITY ACT 2001  
Professional Indemnity Insurance**

New legislation now requires NSW health professionals, including physiotherapists, to provide evidence of professional indemnity insurance in order to be registered to practise. Professional indemnity insurance details will need to be provided as part of the information required for annual renewal of registration starting with the October 2007 renewals. The Board has sent a questionnaire to all NSW registered physiotherapists requesting information on their current professional indemnity arrangements.

**14. HEALTH LEGISLATION AMENDMENT (UNREGISTERED HEALTH PRACTITIONERS) ACT 2006**

New legislation has been introduced to regulate unregistered health practitioners. The objects of this Act are as follows:

- (a) to amend the Public Health Act 1991 to require health practitioners who are de-registered or subject to prohibition orders to notify their patients and employers and to permit the regulations under that Act to prescribe a code of conduct for unregistered health practitioners,
- (b) to amend the Health Care Complaints Act 1993 to permit the Health Care Complaints Commission (the Commission) to give public warnings about unsafe treatments and practitioners and to make prohibition orders against unregistered health practitioners who pose a substantial risk to the health of members of the public and to require the Commission to publish information about de-registered health practitioners and the decisions of health registration bodies, and
- (c) to amend each of the health registration Acts to permit a health registration body to make a prohibition order when cancelling or suspending a person's registration, if the person poses a substantial risk to the health of members of the public, and to require those bodies to publish certain decisions and give information about de-registered health practitioners.

**15. CODE OF CONDUCT**

The Board continues to operate within the Code of Conduct, which provides a framework to support and promote the making of ethical decisions in all areas where the Board has a role or function.

**16. NEWSLETTERS**

A newsletter was distributed to all registrants in April 2007.

## 17. BOARD PUBLICATIONS

Publications of the Board, which are available to the public and the profession include:

- **Policy Statements**

- *Policy on Physiotherapists and Sexual Misconduct Policy no. 1 Issued 1994 Revised 2006*
- *Medicines to be Sold, Supplied, or Used Therapeutically by Physiotherapists Policy no. 3 Issued 1996 Revised 2006*
- *Policy on Professional Conduct Policy no. 4 2007*

- **Guidelines**

- *Guidelines for the application, modification and removal of plasters/casts Guideline no. 2 Issued 2001 Revised 2007*
- *Use of New or Non Traditional Interventions in Physiotherapy Guideline no. 5 2006 Revised 20*

- **Other Publications**

- *Code of Conduct for Board Members*
- *Patient Statement of Rights Brochure*
- *Information on the Ian Collier Memorial Scholarship*
- *Frontline Complaints Handling*
- *Getting to Know the Physiotherapists Act 2001*
- *Annual Report of the Board*
- *Guidelines for Examiners and Supervisors of Overseas Trained Physiotherapists*
- *Registration Application Forms*
- *Newsletters*

### 17.1 Update On The Review And Development Of Board Policies And Guidelines

The Board is currently reviewing/developing the following policies and guidelines:

- *Policy for physiotherapists working with therapy assistants*
- *Policy for documentation in the physiotherapy clinical record*
- *Policy for standards of supervision of physiotherapy students*
- *Guideline for physiotherapists using high risk procedures*

## **18. OVERSEAS TRAVEL**

Dr Debra Shirley (Deputy President) represented the Physiotherapists Registration Board at the International Network of Physical Therapy Regulatory Authorities forum on 31 May – 1 June 2007 and also the World Confederation for Physical Therapy on 2- 6 June 2007 in Vancouver, Canada.

Ms Virginia Binns (Board member) represented the Physiotherapists Registration Board at the World Confederation for Physical Therapy on 2- 6 June 2007 in Vancouver, Canada.

## **19. PUBLIC CONTACT**

The Board frequently responds to a range of requests from the public. Inquiries largely relate to;

- Verification of registration from the public and health funds.
- Registration procedures and eligibility requirements.

The Board is currently reviewing options for delivering this information to its clients.

## **20. ADMINISTRATION - MANAGEMENT AND STRUCTURE**

The Health Administration Corporation provides administrative support to the Health Professionals Registration Boards (HPRB) created by the following legislation:

- Chiropractors Act 2001
- Dental Technicians Registration Act 1975
- Nurses and Midwives Act 1991
- Optical Dispensers Act 1963
- Optometrists Act 2002
- Osteopaths Act 2001
- Physiotherapists Act 2001
- Podiatrists Act 2003
- Psychologists Act 2001

Under the provisions of their respective Acts, the Boards are established as the statutory bodies to deal with protection of the safety of the public and professional practice issues in New South Wales. The principle functions of the Boards include the determination of professional standards, qualifications and experience required for registration and the maintenance of professional and ethical standards through the administration of disciplinary and impairment management provisions.

The Boards are self-funding with salaries and associated on-costs paid by the Health Administration Corporation.

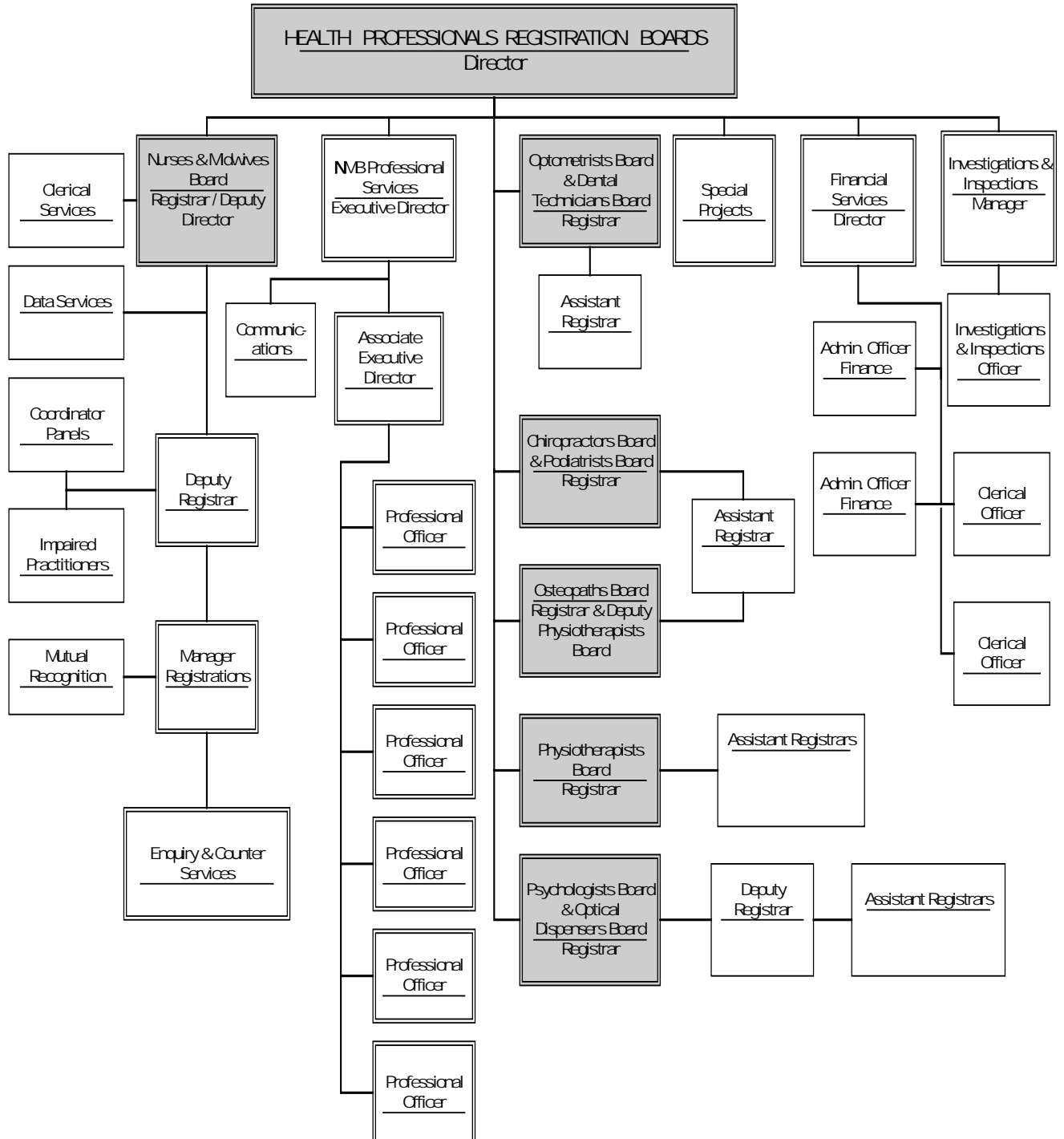
In accordance with legislation, the Health Administration Corporation paid the Boards' accounts from fees received and transmitted to the Corporation. Future expenditure for disciplinary costs, litigation and, where required, the election of Board members, has been taken into account within the Boards' accumulated funds.

The total administrative expenditure for all of the Boards during 2006/2007 was \$8,263,911. In the previous reporting year of 2005/2006 the total cost was \$8,675,704.

During the reporting period, staff of the Health Professionals Registration Boards, employed under Chapter 1A of the Public Sector Management Act, filled the equivalent of 61 full-time positions (including one Executive Officer position at level 2). For the previous 2 years, staff establishment levels were equivalent to 57 and 55 full-time positions respectively.

Staff of the HPRB operate within, and benefit from, the personnel policies of the Department of Health, including the Department's Code of Conduct and its occupational health practices. The Health Professionals Registration Boards are managed for the Corporation by Mr J Tzannes, Director, and Mr R Dwyer, Deputy Director.

## 21. ORGANISATIONAL CHART HEALTH PROFESSIONALS REGISTRATION BOARDS



## **22. NSW DEPARTMENT OF HEALTH CODE OF CONDUCT**

Employees of the Boards comply with the Department of Health Code of Conduct, which provides direction in relation to standards of conduct and prevention of corruption, maladministration and waste. The Code, which was reviewed and re-issued in October 2005 is accessible to all HPRB employees via the Department of Health website ([www.health.nsw.gov.au](http://www.health.nsw.gov.au)).

### Staff Training

In keeping with the principles enshrined within the Code of Conduct relating to professional standards, the HPRB provided staff with the opportunity to enhance their skills, knowledge and competence through training courses. During the year, a total of 32 employees attended training at 27 different courses. In summary, approximately 56% of HPRB staff received additional training at a cost of approximately \$248 per staff member.

## **23. ETHNIC AFFAIRS PRIORITIES STATEMENTS (EAPS)**

The primary responsibility of the nine boards administered by the Health Professionals Registration Boards is the protection of the safety of the NSW public by granting registration to appropriately experienced and qualified persons of good standing. In order to integrate the principles of multiculturalism into the activities of the boards, two key strategies and a number of initiatives have been implemented.

The key ethnic affairs strategies are:

- To promote the recognition and registration of overseas trained health professionals as provided for in the legislation; and
- To assist overseas trained applicants with the Board's registration and documentation requirements through the provision of information, interpreters and translation services, as appropriate.

Under the key result areas of social justice and economic and cultural opportunities, the following initiatives are in place to assist people from both culturally and linguistically diverse backgrounds, who make contact with the Board:

1. Promoting recognition and registration of overseas trained health professionals;
2. Assisting with the Board's registration and documentation requirements for overseas trained applicants;
3. Maintaining a range of bilingual health professionals and/or staff employed by the HPRB;
4. Ensuring the use of ethnic media options for community information circulated by the Board;
5. Ensuring that the Board receives advice on matters within its jurisdiction relating to people of culturally diverse backgrounds;
6. Promoting a culturally diverse workforce; and
7. Ensuring that the Board is aware of the Government's ongoing commitment to implementing the principles of multiculturalism.

All of the boards jointly maintain these initiatives, which have continued throughout the reporting period, to assist individuals in gaining access to the full range of services provided by the Board. In keeping with the Board's ongoing commitment to the principles of multiculturalism, the strategies and initiatives will continue to apply in the coming year.

### **Overseas Training and Recognition of Qualifications.**

The Physiotherapists Registration Board recognises graduate qualifications from the physiotherapy schools in Australia.

Holders of an APC (Australian Physiotherapy Council for Overseas Physiotherapists Inc) final certificate are also recognised.

The Board also grants temporary registration subject to conditions to holders of temporary residents visas and those under the exchange program.

### **Interpreter and Translation Services**

Board clients, who made contact either by telephone, mail, electronic media or in person, were able to access professional interpreters and translation services as required. In addition to the external language services available to Board clients, members of staff within HPRB provided assistance with translations and information in the following languages:

Arabic	Malay
Cantonese	Mandarin
Filipino (Tagalog)	Polish
French	Romanian
German	Russian
Greek	Spanish
Hokkien	Turkish
Indonesian	Ukrainian
Italian	

## **24. NSW GOVERNMENT ACTION PLAN FOR WOMEN**

The NSW Government has sought to promote the position and involvement of women in all aspects of society through its Action Plan for Women and the inclusion of the principles of equality of access and rights of participation as part of the core business of all government agencies.

The key objectives of the Action Plan are to eliminate violence against women, to improve the health and quality of life of women and to provide a responsive environment that enables women to participate fully in the economic, social and educational life of society.

Among the initiatives introduced by the Government is the progressive increase in the number of women members on statutory boards and bodies to achieve a level of 50% of board representation. With regard to the nine boards

administered by HPRB, nominations for board members are made by the Minister, designated nominating bodies or other mechanisms specified by the relevant legislation. Thus, where vacancies occur or when membership nominations are requested for a new board, the HPRB informs the nominating bodies of the Government policy regarding female representation and advises of the requirement to provide equal representation.

As at 30 June 2007, the Physiotherapists Registration Board currently has 11 members with 8 female members.

In relation to access to the profession for women, the Board and HPRB cannot influence the participation levels of women. However, the Board's registration records provide an indication of the number of female registrants at the end of the financial year. At the time of reporting, the Register records a total of 4895 female registrants, being 74% of the total registrants, as compared to 5006 female registrants representing 76% for the previous year. It should be noted that these figures vary during the course of the year as the status of registrants alters within the renewal periods.

## **25. WASTE REDUCTION AND PURCHASING POLICY**

In keeping with the NSW Government's requirement for agencies to report on progress and achievements in relation to Waste Reduction and Purchasing Policy (WRAPP) plans as part of their Annual Reports, the HPRB confirms that it has maintained the waste reduction and avoidance practices previously put into place as part of its WRAPP strategies.

Throughout the reporting period, the HPRB continued to work towards improvements in reducing waste, recycling of paper products, consumables and office equipment and increasing the extent of its purchases containing recycled content.

During the 2006-2007 reporting period, the HPRB:

- Purchased all A4 copy paper with 50% recycled content;
- Recycled approximately 90-95% of total paper waste;
- Recycled 100% of paper/cardboard packaging by separating and directing packaging material to a centralised disposal system for recycling;
- Sent 90% of used toner cartridges for recycling; and
- Increased the number of recycled paper "wheelie" bins in the office.

The major area where ongoing improvements are now sought is the reduction of paper waste. The following paper waste avoidance strategies remained in place throughout the year:

- Scrap recycled paper is diverted for use as message pads and for note taking;
- Use of double sided printing, where possible;
- Use of the internet and Board websites to provide information to the profession and public;
- Referral of clients to Board websites as the preferable alternative to supplying hard copy information packages;

- Use of email to communicate within HPRB and with Board and Committee members and health practitioners and other personnel, where appropriate;
- Circulation of electronic drafts for review, rather than providing hard copies; and
- Allocation of paper recycling containers at all workstations to divert paper from waste bins and landfill;

Where computer processing units, monitors and ancillary parts can no longer be used, the HPRB sends the equipment for recycling of the parts. However, no computers (CPUs) or monitors were sent for recycling during the reporting year.

## **26 NATIONAL REGISTRATION SYSTEM FOR HEALTH PROFESSIONALS**

In April 2007 the Council of Australian Governments (COAG) announced that as part of its National Reform Agenda for Health it had agreed on a new national registration system for the registration of health professionals and the accreditation of their training and education programs. Implementation is scheduled for 2008.

The new scheme will initially cover nine health professions: medical practitioners, nurses and midwives, pharmacists, physiotherapists, psychologists, osteopaths, chiropractors, optometrists and dentists, including dental prosthetists. COAG advised that national registration should “support workforce responsiveness, flexibility, sustainability and innovation” and will also mean that health professionals will be able to practise across State and Territory borders without having to re-register. The introduction of a national registration scheme is expected to “improve workforce mobility, allowing health practitioners to move easily to a new State or to serve in times of emergency or provide locum services”.

Key features of the new arrangements include:

- a single consolidated scheme
- a new national professional board for each of the nine professions
- each profession will develop standards for its profession
- individual registration and accreditation decisions will remain the responsibility of the profession
- community representatives to play a key role in the scheme

Following the announcement of plans for a national registration scheme by COAG, the registration boards have been actively involved in providing specialised advice in relation to registration practices and issues in NSW. The boards also liaised with the professions in relation to the proposed scheme during COAG’s consultation phase.

## **27. FREEDOM OF INFORMATION ACT, 1989**

Reports pursuant to the Act were prepared to meet the requirements of the Freedom of Information Act. During the reporting year the Board did not receive any requests.

## 28. FINANCE & BUDGET

### 1. FORMAT

The accounts of the Board's Administrative operations as well as Education & Research activities are contained in the independent audit report as set out in the annual report.

### 2. PERFORMANCE

The accounts in respect of the Board's administrative operating expenditure for the year show expenditure of \$545,034. This compares to the budgeted operating expenditure of \$597,822 (after allowing for the Education and Research allocation) as contained in last year's annual report.

### 3. BUDGET

The Budget in respect of the administrative operation for the period 1 July 2007 to 30 June 2008 is as follows:-

	\$
<b>INCOME</b>	
Fees	679,190
Interest	<u>36,823</u>
Total	<u>716,013</u>
<b>EXPENDITURE</b>	
Salaries & Associated Staff Costs	356,235
Building Expenses	37,171
Subsistence & Transport	26,517
Members Fees	29,328
Fees for Service	60,033
Post & Communications	21,496
Printing & Stationery	11,427
Plant & Equipment	1,634
Education & Research	20,000
Miscellaneous	30,922
Depreciation	<u>12,519</u>
Total	<u>607,282</u>
Operations Surplus	<u>108,731</u>

### 4. EXPENSES

The 2007/2008 year's budget includes salary oncost charges which reflect provision for superannuation. The deficit will be comfortably covered by the accumulated funds.

### 5. PAYMENTS PERFORMANCE

The payments in respect of the Boards' administration expenditure is included in the accounts of the Health Administration Corporation. A selected sample for each quarter of the year provided the following information: -

Quarter	Accounts paid on time		Less Than 30 days overdue (%)	Between 30 to 60 days overdue (%)	More than 90 days overdue (%)
	Target %	Actual %			
September	100.00	3.96	0.04	-	-
December	100.00	52.70	0.46	-	-
March	100.00	42.14	3.04	-	-
June	100.00	21.08	2.20	-	-

No interest was paid on late payments.

In regard to the payments made out of the Education and Research Account administered by the Board, the total expenditure performance based on selected samples is as follows: -

#### **Accounts paid on time within each quarter**

Quarter	Total Accounts Paid on time	
	Target %	Actual %
September	-	-
December	-	-
March	-	-
June	-	-

No interest was paid on late payments.

## **6. INVESTMENT PERFORMANCE**

The Board through a Special Interest Arrangement with the Commonwealth Bank of Australia earned an average of 5.64%p.a. on its daily bank balances. In addition an average rate of interest of 6.09%p.a. was earned on investments held in Negotiable Certificates of Deposit.

## **7. INSURANCE AND RISK MANAGEMENT**

Insurance activities were undertaken by the Department of Health Insurance cover, as follows:

- < Industrial Special Risks Policy to cover all buildings, plant and contents;
- < Comprehensive Motor Vehicle Insurance Policy;
- < Public/Liability Insurance Policy;
- < Personal Accident Policy.

Risk Management were as follows:-

- < Regular preventive maintenance programs on all plant and equipment;
- < Security alarm system for premises occupied by the Board;
- < Security entry system for access to the Board's building during office hours;
- < Disaster Recovery Plan for the computer system;
- < Off site back-up of computer data.

## **8. ANNUAL REPORT COSTS**

This year the Board has planned to publish 120 copies of the Annual Report at an approximate cost of \$3.80 per copy (includes GST).



GPO BOX 12  
Sydney NSW 2001

**INDEPENDENT AUDITOR'S REPORT**  
**PHYSIOTHERAPISTS REGISTRATION BOARD**

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the Physiotherapists Registration Board (the Board), which comprises the balance sheet as at 30 June 2007, and the income statement, statement of recognised income and expense and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

***Auditor's Opinion***

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Physiotherapists Registration Board as of 30 June 2007, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2005.

***Board's Responsibility for the Financial Report***

The *members of the Board* are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PF&A Act. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditor's Responsibility***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the *members of the Board*, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.


My opinion does *not* provide assurance:

- about the future viability of the Board,
- that they have carried out their activities effectively, efficiently and economically, or
- about the effectiveness of their internal controls.

***Independence***

In conducting this audit, the Audit Office has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



M P Abood, CPA  
Director, Financial Audit Services

22 October 2007  
SYDNEY

# PHYSIOTHERAPISTS REGISTRATION BOARD

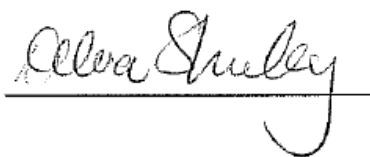
YEAR ENDED 30 JUNE 2007

## STATEMENT BY MEMBERS OF THE BOARD

Pursuant to the Public Finance and Audit Act, 1983, and in accordance with the resolution of the members of the Physiotherapists Registration Board, we declare on behalf of the Board that in our opinion:-

1. The accompanying financial statements exhibit a true and fair view of the financial position of the Physiotherapists Registration Board as at 30 June 2007 and transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of Australian Accounting Standards, Accounting Interpretations, the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulation, 2005, and the Treasurer's Directions.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Alva Shirley



C. D. Lawrence

# PHYSIOTHERAPISTS REGISTRATION BOARD

## INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>Revenue</b>			
Registration Fees		515,611	331,300
Interest	3	48,018	40,356
<b>Total Revenue</b>		<u>563,629</u>	<u>371,656</u>
<b>Expenses</b>			
Operating Expenses	11(a)&(b)	545,034	524,614
Education & Research	12	22,141	16,159
<b>Total Expenses</b>		<u>567,175</u>	<u>540,773</u>
Profit/(loss) for the year		<u>(3,546)</u>	<u>(169,117)</u>

The income statement should be read in conjunction with the accompanying notes.

# PHYSIOTHERAPISTS REGISTRATION BOARD

## BALANCE SHEET AS AT 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	4	722,682	559,406
Receivables	5	4,160	2,553
<b>Total Current Assets</b>		726,842	561,959
<b>Non Current Assets</b>			
Furniture and Fittings	6(a)	35,886	46,548
Plant and Equipment	6(a)	5,023	1,214
<b>Total Non Current Assets</b>		40,909	47,762
<b>Total Assets</b>		767,751	609,721
<b>Current Liabilities</b>			
Payables	7	37,265	35,453
Fees in Advance		312,533	157,837
Provision for Personnel Services	6(b)	29,394	24,326
<b>Total Current Liabilities</b>		379,192	217,616
<b>Total Liabilities</b>		379,192	188,326
<b>Net Assets</b>		388,559	392,105
<b>Equity</b>			
<b>Accumulated Funds</b>	8(a) and (b)	388,559	392,105

The Balance Sheet should be read in conjunction with the accompanying notes.

## PHYSIOTHERAPISTS REGISTRATION BOARD

### STATEMENT OF RECOGNISED INCOME AND EXPENSE FOR THE YEAR ENDED 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>Total Income and Expense Recognised Directly in Equity</b>		-	-
<b>Profit/(Loss) for the year</b>		(3,546)	(169,117)
		<hr/>	<hr/>
<b>Total Income and Expense Recognised for the Year</b>	8(a) and 8(b)	(3,546)	(169,117)
		<hr/>	<hr/>

The statement of recognised income and expense should be read in conjunction with the accompanying notes.

# PHYSIOTHERAPISTS REGISTRATION BOARD

## CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Fees		669,749	339,385
Interest received		46,969	43,225
<b>Payments</b>			
Operating Expenses		<u>(549,112)</u>	<u>(527,943)</u>
<b>Net cash flows from operating activities</b>	9	167,606	(145,333)
 <b>Cash flows from investing activities</b>			
Payments for plant and equipment		(4,827)	(1,045)
Proceeds from sales of plant and equipment		497	-
<b>Net Cash Flows from investing activities</b>		<u>(4,330)</u>	<u>(1,045)</u>
Net increase/(decrease) in cash held		163,276	(146,378)
<b>Cash and cash equivalents at the beginning of the financial year</b>		559,406	705,784
<b>Cash and cash equivalents at the end of the financial year</b>	4	<u>722,682</u>	<u>559,406</u>

The cash flow statement should be read in conjunction with the accompanying notes.

# PHYSIOTHERAPISTS REGISTRATION BOARD

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

### 1. ACCOUNTING POLICIES

#### a. Reporting Entity

The Physiotherapists Registration Board as a reporting entity, performs the duties and functions contained in the Physiotherapists Registration Act 1945. The Board's financial affairs are administered by the Health Administration Corporation. These financial statements have been authorised for issue by the Board on 19<sup>th</sup> October 2007.

#### b. Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards (which include Australian equivalents to International Financial Reporting Standards (AIFRS)), and the requirements of the Public Finance and Audit Act and Regulation and the Treasurer's Directions. Plant and equipment, assets held for sale and financial assets held for trading and available for sale are measured at fair value. Other financial statement items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements.

All amounts are rounded to the nearest dollar and are expressed in Australian currency.

#### c. Financial Instruments Accounting Policy

Cash and cash equivalents are measured at fair value with interest revenue accrued as earned such that the fair value is reflected at no less than the amount payable on demand. Receivables are not quoted in an active market and are measured at fair value.

#### d. Capitalisation Thresholds

Non-current assets costing over \$5000 are capitalised.

#### e. Income Recognition

Income is measured at the fair value of the consideration or contribution received or receivable.

Registration Fees are progressively recognised as revenue by the Board as the annual registration period elapses.

Interest revenue is recognised as it is accrued, taking into account the effective yield on the financial asset.

# PHYSIOTHERAPISTS REGISTRATION BOARD

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

### **f. Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where that amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the cash flow statement on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

### **g. Insurance**

The Board's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

### **h. Acquisitions of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Physiotherapists Board. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing parties in an arms length transaction.

Where payment for an item is deferred beyond normal credit terms, its costs is the cash price equivalent, ie. the deferred payment amount is effectively discounted at an asset-specific rate.

## **PHYSIOTHERAPISTS REGISTRATION BOARD**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**

#### **i. Impairment of Property, Plant and Equipment**

As a not for profit entity with no cash generating units, the Board is effectively exempted from AASB 136 Impairment of Assets and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

#### **j. Maintenance**

The costs of day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset in which case the costs are capitalised and depreciated.

#### **k. Receivables**

Loans and receivables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial. An allowance for impairment of receivables is established when there is objective evidence that the Board will not be able to collect all amounts due. The amount of the allowance is the difference between the assets carrying amount and the present value of the estimated future cash flows, discounted at the effective interest rate. Bad debts are written off as incurred.

#### **l. Payables**

These amounts represent liabilities for goods and services provided to the Board and other amounts, including interest. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rates are measured at the original invoice amount where the effect of discounting is immaterial.

#### **m. Depreciation**

Depreciation is provided for on a straight line basis for all depreciable assets so as to write off the depreciable amounts of each asset as it is consumed over its useful life to the Board.

Depreciation rates used are as follows:

Equipment 25%  
Furniture and Fittings 16%

## **PHYSIOTHERAPISTS REGISTRATION BOARD**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**

#### **n. Accounting standards issued but not yet operative**

At the reporting date, a number of Accounting Standards adopted by the AASB had been issued but are not yet operative and have not been early adopted by the Board. The following is a list of these standards:

- AASB 7 – Financial Instruments: Disclosure (issued August 2005)
- AASB 2005-10 – Amendments to Australian Accounting Standards (issued September 2005)
- AASB 8 – Operating Segments (issued February 2007)
- AASB 2007-3 – Amendments to Australian Accounting Standards (issued February 2007)
- AASB 101 (Oct 2006) – Presentation of Financial Statements (issued October 2006)
- AASB 123 – Borrowing Costs (issued June 2007)
- AASB 1049 – Financial Reporting of General Government Sectors by Governments (issued September 2006)
- AASB 2007-4 – Amendments to Australian Accounting Standards (issued April 2007)
- AASB 2007-5 – Amendments to Australian Accounting Standards (issued May 2007)
- Interpretation 4 – Determining whether an Arrangement contains a Lease (issued February 2007)
- Interpretation 10 – Interim Financial Reporting and Impairment (issued September 2006)
- Interpretation 11 – AASB 2 – Group and Treasury Share Transactions (issued February 2007)
- AASB 2007-1 – Amendments to Australian Accounting Standards (issued February 2007)
- Interpretation 12 – Service Concession Arrangements (issued February 2007)
- AASB 2007-2 – Amendments to Australian Accounting Standards (issued February 2007)
- Interpretation 129 – Service Concession Arrangements: Disclosures (issued February 2007)

The initial application of these standards will have no impact on the financial results of the Board. The Standards are operative for annual reporting periods beginning on or after 1 January 2007.

#### **2. FUNDS FOR EDUCATION AND RESEARCH PURPOSES**

The Physiotherapists Registration Board is responsible for the administration of the Education and Research Account.

The Minister for Health may determine that a set amount out of the fees received from Physiotherapists be transferred to the Education and Research Account. In 2006/2007 an amount of \$ nil was transferred (\$20,000 in 2005/2006).

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 3. INTEREST

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Interest Income	<u>48,018</u>	<u>40,356</u>

The interest received from the Commonwealth Bank of Australia, was paid under a Special Interest Arrangement with the Bank which applied to all daily balance of bank accounts administered on behalf of all health professional boards by the Health Administration Corporation. In addition to daily balances receiving interest at a rate revised each week, the Bank also waived normal bank fees payable such as transaction fees, dishonoured cheques fees and charges applicable to overseas drafts.

The average interest rate earned for the year was:

Special interest arrangement 5.6%p.a. (5.04% in 2005/2006)

#### 4. CASH AND CASH EQUIVALENTS

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Cash at Bank	522,682	359,406
Negotiable Certificates of Deposit	<u>200,000</u>	<u>200,000</u>
Total	<u>722,682</u>	<u>559,406</u>

#### 5. RECEIVABLES

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Interest receivable	3,602	2,553
GST Entitlement	374	-
Sitting Fees	65	-
Workers Compensation	119	-
Total	<u>4,160</u>	<u>2,553</u>

#### 6. (a) Furniture and Fittings

##### Plant and Equipment

Plant and equipment is not owned individually by the Board. The amount recognised in the financial report has been calculated based on the benefits derived by the Board.

#### (b) Provision for Personnel Services

Relates to the Annual Leave Provision.

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 7. PAYABLES

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
GST	-	94
Scholarships	-	-
Salaries and Oncosts	22,561	22,006
General Purchases	14,704	13,353
<b>Total</b>	<b>37,265</b>	<b>35,453</b>

#### 8(a) ACCUMULATED FUNDS (ADMINISTRATION)

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Total accumulated funds at the beginning of the year	188,326	371,030
Profit/(Loss) for the year	7,400	(182,704)
Total accumulated funds at the end of the year	195,726	188,326

#### 8(b) ACCUMULATED FUNDS (EDUCATION & RESEARCH)

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Total accumulated funds at the beginning of the year	203,779	190,192
Profit/(Loss) for the year	(10,946)	13,587
Total accumulated funds at the end of the year	192,833	203,779

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 9. NOTES TO THE CASH FLOW STATEMENT

9.1 Reconciliation of profit/(Loss) for the year to cash flows from operating activities.

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Profit/(Loss) for the year	(3,546)	(169,117)
Profit on sale of asset	(498)	-
Depreciation	11,681	11,570
(Increase)/Decrease in receivables	(1,607)	5,373
(Decrease)/increase in Provision for Personnel Services	5,068	(1,485)
(Decrease)/Increase in payables	1,812	2,746
Increase/(decrease) in fees in advance	154,696	5,580
Net cash provided by/(used in) operating activities	<u>167,606</u>	<u>(145,333)</u>

9.2 For the purposes of the cash flow statement, cash and cash equivalents include cash in the Bank and investments in Negotiable Certificates of Deposit with the Commonwealth Bank.

#### 10. EXPENDITURE MANAGED THROUGH THE HEALTH ADMINISTRATION CORPORATION

The Board's accounts are managed by the Health Administration Corporation. The Health Administration Corporation has determined the allocation of costs to the Board and the basis of allocation. The costs may not include all costs associated with running the Board.

Salaries and associated oncosts are paid by the Health Administration Corporation. As from 17<sup>th</sup> March 2006 the staff were transferred to the Government Service and are listed in Chapter 1A of the Public Sector Management Act 2002. The Health Administration Corporation continues to pay for the staff and associated oncosts.

Details of transactions accounted for through the Health Administration Corporation are as detailed in note 11.

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 11. EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

	2007 \$	2006 \$
Operating Expenses		
(a) Personnel Services		
Salaries & Associated Staff Costs	<u>310,334</u>	<u>313,406</u>
(b) General Expenses		
Building Expenses	45,541	42,750
Subsistence & Transport	25,322	23,792
Members Fees	28,557	29,962
Fees for Service	69,114	51,704
Post & Communications	20,931	29,653
Printing & Stationery	11,127	16,827
Plant & Equipment	300	1,153
Miscellaneous	30,108	13,272
Audit Fees (allocation)	3,700	2,095
Total General Expenses	<u>234,700</u>	<u>211,208</u>
Total Operating Expenses	<u><u>545,034</u></u>	<u><u>524,614</u></u>

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 12. EDUCATION AND RESEARCH EXPENSES

Expenses	2007 \$	2006 \$
Scholarships	3,738	7,238
Publications	1,395	-
Refresher Course	-	3,502
General	193	-
Survey	-	1,450
Website	-	469
Analysis	3,500	3,500
Research	13,315	-
Total	<u>22,141</u>	<u>16,159</u>

#### 13. EDUCATION AND RESEARCH ACCOUNT

Activity on the Education and Research Account during 2006-07 is detailed below:

	2007 \$	2006 \$
<b>Opening Bank Balance</b>	<u>202,845</u>	<u>189,446</u>
Revenue		
<b>Transfer from Operating Account</b>	-	20,000
Revenue	11,186	9,558
<b>Total Revenue</b>	<u>11,186</u>	<u>29,558</u>
<b>Expenses</b>	<u>22,514</u>	<u>16,159</u>
<b>Closing Bank Balance</b>	<u>191,517</u>	<u>202,845</u>

# PHYSIOTHERAPISTS REGISTRATION BOARD

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

### 14. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of either the board or its counterpart and a financial liability (or equity instrument) of the other party. They include cash at bank, receivables and payables. All classes of financial instruments, including revenue, expenses or other cash flows arising from financial instruments, are recognised at cost on an accrual basis.

In accordance with Australian Accounting Standard AASB132, information is disclosed regarding interest rate risk and credit risk of financial instruments. All amounts are carried in the accounts at net fair value which is considered to be the same as the carrying amount in the balance sheet.

Interest rate risk affects cash at bank and investments where the value of these instruments is subject to fluctuation due to changes in market interest rates.

The board's exposure to interest rate risk and the effective interest rates of financial instruments at year-end are:

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
Cash at floating interest rates	522,682	359,406
Negotiable Certificates of Deposit at fixed rates	200,000	200,000
Receivables at non-interest bearing	4,160	2,553
Payables at non interest bearing	37,265	35,453

It is not considered that the receivables are subject to a credit risk.

### 15. CONSULTANCY CHARGES

The Health Administration Corporation arranges for consultancy services on behalf of the boards it administers. During 2006/2007 no consultancy costs were incurred (\$nil out of Administration Funds in 2005/2006).

### 16. SUBSEQUENT EVENTS

None to report.

### 17. CONTINGENT LIABILITIES

None to report.

**PHYSIOTHERAPISTS REGISTRATION BOARD**  
**NOTES TO AND FORMING PART OF THE FINANCIAL**  
**STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**

**18. COMMITMENTS**

	\$ 2007	\$ 2006
Rental Charges		
Less than 1 year	36,131	35,592
Between 1 and 5 years	90,834	126,673
Later than 5 years	-	-
Total	<u>126,965</u>	<u>162,265</u>

The total commitments for 2006-07 include input tax credits of \$11,542 (\$14,751 in 2005-06).

**19. BANK ACCOUNTS**

The Board operates two bank accounts:

	\$ 2007	\$ 2006
Operating Account*	331,165	156,561
Education and Research Account	191,517	202,845
	<u>522,682</u>	<u>359,406</u>

\* managed by the Health Administration Corporation on the Board's behalf

During the year nil (\$20,000 in 2005-06) was transferred from the operating account to the Education and Research Account (Refer Note 13).

**20. ANNOUNCEMENT REGARDING THE FUTURE OF THE BOARD**

The Council of Australian Governments announced on the 14<sup>th</sup> July, 2006 that agreement was reached for a new national system for registration of health professionals and the accreditation of their training and education programs for implementation by July 2008.

The accounts of the Physiotherapists Registration Board as at 30 June 2007 have been prepared on a going concern basis, because management consider it likely that the implementation of the new national scheme will be delayed beyond July 2008, and that the Board will continue in its current role for more than 12 months beyond the date of signing the accounts.

**End of Audited Financial Statements**

## INDEX

Subject	Page Number
Access	1
Administration - Management And Structure	15
Aims And Objectives	1
Attendance At Meetings	3
Australian Physiotherapy Council Activities 2006-2007	9
Board Publications	13
Charter	1
Code Of Conduct	12
Committees Of The Board	3
Finance & Budget	21
Freedom Of Information Act, 1989	20
Human Resources	3
Management And Structure	2
Mutual Recognition Of Health Occupations	7
National Registration System For Health Professionals	20
Newsletters	12
Nsw Department Of Health Code Of Conduct	17
Nsw Government Action Plan For Women	18
Organisational Chart Health Professionals Registration Boards	16
Overseas Travel	14
Physiotherapists Tribunal	8
Physiotherapy Education And Research Projects	10
Physiotherapy Standards Advisory Committee	8
Public Contact	14
Registrations	5
Representation On External Advisory Committees	11
Special Board Meeting	7
Summary Review Of Operations	5
Waste Reduction And Purchasing Policy	19