

# NEW SOUTH WALES PHYSIOTHERAPISTS REGISTRATION BOARD

ANNUAL REPORT FOR THE YEAR ENDED  
30 JUNE 1998

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The Hon Andrew Refshauge MP  
Deputy Premier  
Minister for Health  
Minister for Aboriginal Affairs  
73 Miller Street  
North Sydney 2060

Dear Dr Refshauge

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 1997 to 30 June 1998, for presentation to Parliament.

The Board is pleased to report significant progress during the period under review in the many areas within the scope of its activities, and it places on record its appreciation of the co-operation that has been accorded its Officers.

The Board also records its appreciation of the work of the members of its various committees.

The President and Members of the Board are grateful for the significant contribution made by the Board's staff particularly Miss Sue Hardman in giving effect to the functions of the Board under the Physiotherapists Registration Act 1945 and in assisting the profession generally.

Yours sincerely



Elizabeth Ellis (Dr)  
President

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## **PHYSIOTHERAPISTS REGISTRATION BOARD**

### **Annual Report For the Year Ended 30 June 1998**

1. **CHARTER**

The Physiotherapists Registration Board is established under the provisions of the Physiotherapists Registration Act, 1945 to exercise the powers, authorities, duties and functions imposed on it by the Act.

2. **AIMS AND OBJECTIVES**

- \* To register physiotherapists;
- \* To approve of, or arrange the conduct of, examinations required to be undertaken by persons applying for registration pursuant to Section 21(1)(b);
- \* To issue and cancel certificates of registration;
- \* To suspend or cancel the registration of any person under the Act and to annul such suspension or cancellation; and
- \* Generally, to do any other act to exercise any other power or perform any other duty necessary for carrying the provisions of the Act into effect.

3. **ACCESS**

The Physiotherapists Registration Board is located at the following address -

Level 2  
28-36 Foveaux Street  
SURRY HILLS 2010

Correspondence:

PO Box K599  
HAYMARKET 1238

Telephone: (02) 9219 0255      Facsimile: (02) 9281 2030  
Hours of business: 8.30 am - 5.00 pm Monday to Friday

## 4. MANAGEMENT AND STRUCTURE

### 4.1 Membership

#### **Membership for the period 1 July 1997 - 30 June 1998**

Twelve members are appointed under Section 5(2) of the Physiotherapists Registration Act 1945, as follows:-

Three shall be physiotherapists elected by physiotherapists

Dr Elizabeth Ruth Ellis  
Ms Debra Karen Shirley  
Mr Kenneth James Raupach

Nine shall be appointed by the Governor and shall comprise -

- (I) Two physiotherapists nominated by the Australian Physiotherapy Association, New South Wales Branch

Ms Virginia Ruth Binns  
Ms Ann Challen Weeks (July - December)  
Mr Gaetano Giuseppe Milazzo (January - June)

- (ii) A physiotherapist engaged in physiotherapy nominated by the Faculty of Health Sciences, University of Sydney.

Ms Elfreda Diane Marshall

- (iii) A barrister or solicitor nominated by the Minister

Ms Leanne Gay O'Shannessy

- (iv) An officer of the Department of Health nominated by the Minister

Mr David Charles Cross

- (v) Four persons nominated by the Minister

Ms Anne Lesley Deans  
Dr Lynette Ann Lee  
Miss Judith Mary Stinson  
Ms Lai-Hoong Wong

The appointed members took office in January 1998 for a three year term. The

elected members took office in July 1995 for a three year term.

Section 10(1) requires that a physiotherapist member of the Board shall be appointed President.

Dr Elizabeth Ruth Ellis

One other member shall be appointed Deputy President.

Ms Elfreda Diane Marshall

#### 4.2 **Attendance at Meetings**

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

Dr E R Ellis	attended	12	meetings
Ms E D Marshall	attended	11	meetings
Ms V R Binns	attended	7	meetings
Mr D C Cross	attended	12	meetings
Ms A L Deans	attended	11	meetings
Dr L A Lee	attended	4	meetings
Mr G G Milazzo	attended	3	meetings
Ms L G O'Shannessy	attended	8	meetings
Mr K J Raupach	attended	9	meetings
Ms D K Shirley	attended	11	meetings
Miss J M Stinson	attended	10	meetings
Ms A Weeks	attended	4	meetings
Ms L H Wong	attended	10	meetings

#### 4.3 **Human Resources**

Ms Susan Jennifer Hardman, Secretary

Ms Susan Toohey, Assistant to the Secretary

#### 4.4 **Committees of the Board**

##### **Working Party for the Review of the Act**

Dr Elizabeth Ellis

Miss Judith Stinson

Mr David Cross

Ms Debra Shirley

##### **Working Party for the Review of the Health Care Complaints Act**

Dr Elizabeth Ellis  
Miss Judith Stinson

**Complaints Screening Committee**

Ms Elfreda Marshall  
Ms Leanne O'Shannessy  
Mr David Cross

**Scholarships Committee**

Ms Elfreda Marshall  
Ms Anne Deans  
Ms Debra Shirley

**Research Officer Position Clinical Indicators Working Party**

Ms Elfreda Marshall  
Ms Virginia Binns  
Ms Anne Deans

**Student Registration Working Party**

Dr Elizabeth Ellis  
Mr David Cross  
Miss Judith Stinson

**Risk Management Guidelines Working Party**

Ms Elfreda Marshall  
Ms Virginia Binns  
Ms Leanne O'Shannessy  
Ms Lai Wong

**Guidelines for Public Access to Transcripts Working Party**

Dr Elizabeth Ellis  
Ms Leanne O'Shannessy  
Ms Lai Wong

**Code of Conduct Working Party**

Ms Virginia Binns  
Ms Anne Deans  
Ms Debra Shirley  
Mr Ken Raupach

## Refresher / Re-entry Working Party

Ms Elfreda Marshall  
Mr David Cross  
Miss Judith Stinson

### 5. REVIEW OF OPERATIONS

#### 5.1 Registrations

The Board maintained a register of physiotherapists as required under Section 20.

Physiotherapists registered as at 30 June 1998      5134

New Registrations (for the period 1 July 1997 to 30 June 1998)

Section	21(1)(a)		148
	21(1)(b)	qualified interstate	34
		qualified overseas	85

Applications under the  
Mutual Recognition Act 1992      144

Total      411

Section 21(c) -Approval to practise in certain cases was granted on a total of 56 occasions to persons in the following categories-

. Persons with AECOP category 1 qualifications who are holders of working holiday visas	21
. Persons undertaking the AECOP examination process	17
. Clinical placements	8
. Persons accompanying sporting teams	2
. Lecturers	5
. Others	3
Total	<u>56</u>

Restorations of Name to the Register      67

Changes of name noted      74

Deletions from the Register      320

#### 5.2 Complaints

The Board considered 33 complaints during the reporting period in the following

categories:

### **Unregistered Practitioners (12 complaints)**

Outcomes:	9	warning
	2	ongoing
	1	conviction

### **Treatment / Clinical Issues ( 9 complaints)**

Outcomes:	3	referred for conciliation
	2	received criticism
	1	unsubstantiated
	3	ongoing

### **Advertising (5 Complaints)**

Outcomes:	2	warning
	2	unsubstantiated
	1	referred to another body

### **Alleged Professional Misconduct (2 complaints)**

Outcomes:	1	Ongoing
	1	Unsubstantiated - referred to another body

### **Billing Practices (2 complaints)**

Outcomes:	1	Referred to another body
	1	ongoing

### **Employment of an Unregistered Person (1 complaint)**

Outcomes:	1	Conviction
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### **Incompetence (1 complaint)**

Outcomes:	1	Unsubstantiated
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### **Other (1 complaint)**

Outcomes:	1	Unsubstantiated
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## **5.3 Consultancies**

There were no consultancies undertaken during the reporting period.

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

The Mutual Recognition process is now formally operating in all states. From the 1st May 1998 the Mutual Recognition arrangements have been 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 the effect that persons holding registration in any of those states or territories will be granted practice rights within any other state or territory within the group subject to -

- (a) disciplinary 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 applicants existing practice rights;
- (d) compliance with practising restrictions in that State or Territory.

## 7. **SPECIAL BOARD MEETING**

The Board's activities have increased considerably in the past year due to addressing a number of important professional/registration issues. A special one day meeting was held on 20 January 1998 to examine the following issues:

- Review of the NSW Physiotherapists Registration Act and criminal record checks
- Student registration
- Review of the Health Care Complaints Act 1993
- Education and research projects
- Risk management guidelines
- Guidelines for public access to transcripts, judgements and exhibits
- Code of conduct for Board members
- Refresher course for physiotherapists

The Board was able to discuss the issues in depth and at the end of the day clear objectives and a number of resolutions were reached.

## 8. **AMENDMENTS TO THE PHYSIOTHERAPISTS REGISTRATION ACT 1945**

There were no amendments made to the Physiotherapists Registration Act 1945 in the reporting period. All health professional Acts and regulations throughout Australia are to be reviewed by State Governments by the year 2000, in accordance with the National Competition Principles Agreement. This agreement states that "legislation should not restrict competition unless it can be demonstrated that the benefits of the restriction to the community as a whole outweigh the cost; and that the objectives of the legislation can be achieved by restricting competition".

The Board has taken this opportunity to review the provisions of the Act and the problems of administering that Act as it stands. In its review, the Board has found many inconsistencies and anomalies which make the efficient administration very difficult. The education and practice of physiotherapy have also undergone significant changes since

1945. The Board is therefore requesting a comprehensive review with a proposed number of amendments. The Board seeks the continuation and restriction of the title physiotherapist/physical therapist and related terms to those people with appropriate qualifications and who can demonstrate ongoing competency. It would also seek that those practices which pose a risk to the public be restricted to physiotherapists and related practitioners. Other proposed amendments relate to registration, competency and disciplinary issues. Within the review, the Board would like to see the Physiotherapists Registration Act written in plain language.

### **REGENCY OF PRACTICE**

The New South Wales Physiotherapists Registration Board has examined the issue of 'recency of practice' as a pre-requisite to continued registration. There is a concern that those registered persons who have not actively practised for long periods may not have maintained competency and hence would pose a significant risk to the public should they return to the workforce. The Board has formally adopted a policy calling for a 'recency of practice' provision to be inserted in the Physiotherapists Registration Act 1945. The Board is currently liaising with the Minister for Health as to the most effective way of implementing this policy.

### **MANDATORY CONTINUING PROFESSIONAL EDUCATION**

The Board has considered all feedback and input from the profession in relation to MCPE and has designed an easily achievable scheme for all registrants regardless of geographical location. A proposal has been submitted to the Minister for Health requesting legislation and consideration of implementation of MCPE.

### **9. AMENDMENTS TO THE PHYSIOTHERAPISTS REGISTRATION REGULATION 1995**

There were no amendments made to the Physiotherapists Registration Regulation 1995.

### **10. REVIEW OF HEALTH CARE COMPLAINTS ACT 1993**

The Minister for Health has appointed a Committee to review the Health Care Complaints Act 1993. The purpose of the review is to determine whether the policy objectives of the Act remain valid and whether the terms of reference remain appropriate for meeting the objectives. An issues paper highlighting key areas has been circulated to relevant stakeholders for comments and the Board has been actively involved in reviewing this Act.

### **11. PROFESSIONAL STANDARDS COMMITTEES/BOARD INQUIRIES**

Section 24 of the Physiotherapists Registration Act provides that the Board may refer matters of professional misconduct to Professional Standards Committees consisting of two registered physiotherapists and a lay person appointed from among a panel of lay persons nominated by the Minister for Health.

There were no hearings during the reporting year.

12. **AUSTRALIAN EXAMINING COUNCIL FOR OVERSEAS PHYSIOTHERAPISTS (AECOP)**

During the year the Board provided a grant of \$2500 towards the 1997 operating costs of AECOP. Ms Elfreda Marshall is the Board's nominee on the AECOP Council.

13. **AUSTRALIAN COUNCIL OF PHYSIOTHERAPY REGULATING AUTHORITIES (ACOPRA)**

ACOPRA is currently ensuring the successful implementation of Mutual Recognition of registration, is responsible for the Australian Physiotherapy Competency Standards and their review, is investigating accreditation of undergraduate qualifications and has agreed to negotiate the process of devolution of examination of overseas physiotherapists to the profession.

Dr Elizabeth Ellis is the Board's nominee on the ACOPRA Council and chaired the working party on accreditation of physiotherapy education programs. During the year the Board provided a grant of \$1253 towards the 1997 operating costs of ACOPRA.

14. **PHYSIOTHERAPISTS EDUCATION AND RESEARCH PROJECTS**

The Board has recently 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 and who have worked the equivalent of two years as a physiotherapist in NSW.

Scholarship Categories:

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

Funding:

A maximum of \$10,000 can be awarded to an applicant. Generally only one scholarship would be available each year. Funding may be granted for a project that extends beyond a 12 month period.

The Board is currently considering a number of other projects.

15. **BIENNIAL MEETING OF PHYSIOTHERAPISTS BOARDS OF AUSTRALIA**

The New South Wales Board was also represented at this meeting held in Hobart in May where discussion covered some of the following issues:

- . Criteria for Assessment of the Seriousness of Offences
- . Accreditation of Post Graduate Programs
- . Recognition and/or Registration of Recognised Post Graduate Qualifications and the Restriction on the Use of Certain Titles Attached to those Post Graduate Qualifications.
- . Postgraduate Training Teaching
- . Notification of some degree completion courses offered in Australia to overseas students not being eligible for registration in Australia.
- . Legislative Reviews

**16. REPRESENTATION ON EXTERNAL ADVISORY COMMITTEES**

Ms Virginia Binns is the Board's nominee on the External Advisory Committee for the School of Physiotherapy Undergraduate Program, University of Sydney. Ms Debra Shirley is the Board's nominee on the External Advisory Committee for the Physiotherapy Undergraduate Program, Charles Sturt University.

**17. NEWSLETTERS**

Two newsletters were distributed to all registrants in October 1997 and April 1998.

**18. CODE OF CONDUCT**

During the reporting year the Board developed a 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.

**19. BOARD PUBLICATIONS**

Publications of the Board which are available to the public include:

- . The Annual Report of the Board
- . Policy Statements
  1. Sexual Misconduct
  2. Physiotherapy Students
  3. Medicines to be supplied, administered or used by Physiotherapists.
- . The Board's application forms and associated information sheets.
- . Newsletters

**20. FREEDOM OF INFORMATION ACT, 1989**

Reports pursuant to the Act were prepared to meet the requirements of the Freedom of Information Act.

**21. PUBLIC CONTACT**

The Board frequently responds to the following requests from the public:

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

**HEALTH PROFESSIONALS REGISTRATION BOARDS  
ADMINISTRATION - MANAGEMENT AND STRUCTURE**

The Health Administration Corporation manages the accounts and employs the staff required to administer the health professionals registration boards established by the following Acts:-

Chiropractors and Osteopaths Act 1991  
Dental Technicians Registration Act 1975  
Nurses Act 1991  
Optical Dispensers Act 1963  
Optometrists Act 1930  
Podiatrists Act 1989  
Physiotherapists Registration Act 1945  
Psychologists Act 1989

As from 1 July 1990 the Boards have been placed on a self funding basis to ensure that costs associated with the administration of the Boards are met from fees received.

The Boards as statutory bodies deal with professional issues under their respective Acts. The functions of the Boards include the determination of health professional standards, experience required for registration and the maintenance of professional and ethical standards through the administration of disciplinary provisions.

The Health Administration Corporation is responsible for the provision of efficient and effective administrative support to the Boards. Funds received by the Boards are transmitted to the Health Administration Corporation in accordance with the Acts establishing the individual Boards. Bank interest paid for the year was apportioned to the account of each Board.

During the year accounts were paid by the Health Administration Corporation on behalf of the Boards.

Registration notices are issued expeditiously and routine renewals are processed within 10 days of receipt.

The staff establishment of the Health Professionals Registration Boards is the equivalent of 49 full time positions. No variation has occurred in the last 3 years. Staff as employees of the Corporation derive the benefits of the personnel policies of the Department of Health including occupational health and safety, training and equal employment opportunity practices and are subject to the Department's Code of Conduct.

The performance of the Corporation on the personnel policies relating to the Boards' staff is included in the annual report of the Department of Health.

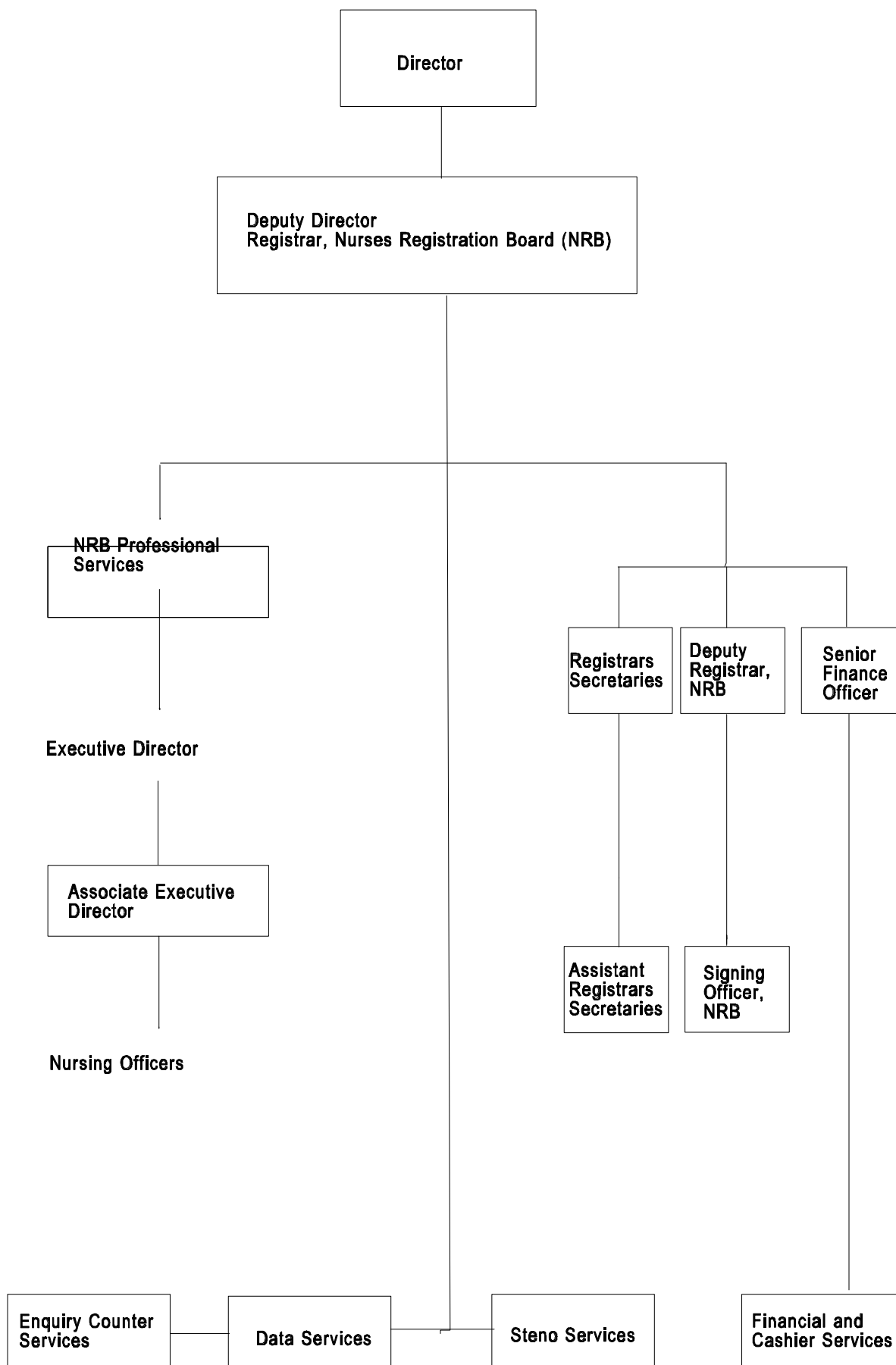
The Boards are managed by Mr J Tzannes (Director) and Mr R Dwyer (Deputy Director) for the Corporation.

Within the Boards' accumulated funds recognition has been given for future expenditure for

refurbishment or relocation, the election of Board members (where required) litigation and disciplinary costs.

The total administrative expenditure for all the above Boards in 1997/98 was \$4,342,960 compared with \$3,950,533 in 1996/97.

# Organisational Chart Health Professionals Registration Boards



## **YEAR 2000 (MILLENNIUM BUG)**

The Department of Health through the Health Administration Corporation provides the computerised support systems for the Boards.

The Boards' computer support systems are included in the Corporation's Year 2000 computer project. The scope and status of which is beyond the reporting responsibilities of the Board as is the independent verification of compliance strategies.

The Board has been advised that the test plans for the health professionals registration boards' computerised record system have been finalised by the Corporation and testing is expected to be completed before the end of the 1998 calendar year. To date the Board has not received advice that there are any Year 2000 compliance difficulties with this system.

The estimated total computer costs related to the Year 2000 conversion not provided for in the annual accounts of each of the eight health statutory boards administered by the Health Administration Corporation has been estimated at \$6,800 for the next year.

Contingency plans to ensure the continued operations of the Boards' critical business functions namely the maintenance of the registers are under consideration and include the maintenance of copies of the computerised register records.

For other computerised systems utilised by the Board advice seeking Year 2000 compliance has been sought from the software providers.

In relation to the Boards' offices:

- (a) The landlord has been requested to advise on the action which is to be taken to ensure access and services under his responsibility are not affected by Year 2000 problems, such as electricity supply, lifts and air conditioning.
- (b) Assurances have been received that the Boards' security entry system is Year 2000 compliant.

## **PHYSIOTHERAPISTS REGISTRATION BOARD**

### **ETHNIC AFFAIRS PRIORITIES STATEMENT**

The Physiotherapists Registration Board is one of eight health professional boards administered by the Health Professionals Registration Board (HPRB) on behalf of the Health Administration Corporation. The Board in conjunction with the HPRB undertakes a number of initiatives to support our culturally diverse population.

These include to:

- (I) promote the recognition and registration of overseas trained health professionals.
- (ii) assist overseas trained applicants to register.
- (iii) increase the number and range of bilingual health professionals employed by HPRB.
- (iv) ensure ethnic media is used in any information languages sponsored by the Board.
- (v) ensure the Board receives advice on matters relating to people of culturally diverse backgrounds.

#### **Overseas Trained - Recognition of Qualifications**

The Physiotherapists Registration Board recognises graduate qualifications from the physiotherapy schools of the following countries: Australia, United Kingdom, Hong Kong, New Zealand and some qualifications from Canada and South Africa.

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

The Board subject to conditions also grants practising rights to certain working holiday makers and under the exchange program.

Under the NOOSR Bridging Courses for the Overseas Trained Program, assistance may be made available to Australian residents preparing to meet recognition requirements.

#### **Interpreter and Translation Services**

Interpreters and translation services are made available on an as required basis. HPRB staff are also able to provide assistance to clients in the following languages:

Arabic, Cantonese, Fijian Pidgin English, German, Greek, Italian, Mandarin, Philippino (Tagalog), Sinhalese, Spanish, Taiwanese.

## **Key Strategies**

In consultation with the Ethnic Affairs Commission the EAPS plan for the Health Professionals Registration Board was revised during the reporting period.

The EAPS statement includes initiatives relating to the Physiotherapists Registration Board under the key result areas of social justice, community harmony, economic and cultural opportunities.

Within the legislative framework pathways for the registration of overseas trained professionals were applied. Mutual recognition, (a process of recognition of the registration status of practitioners based on a current licence to practise in an Australian jurisdiction) was extended to all New Zealand registrants.

The main initiatives of the existing statement remain the key strategies for 1998-99.

These are to:-

- (I) promote the recognition and registration of overseas trained health professionals as provided for in legislation.
- (ii) assist overseas trained applicants through the provision of information, interpreters and translation services, as required, to register.

## **PHYSIOTHERAPISTS REGISTRATION BOARD**

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

The NSW Government's philosophy in relation to women is based on the principles of equity, access, rights of participation and provides a focus on women with the least access to social and economic resources. The Government has issued an action plan for women detailing specific objectives to be achieved, the key ones being:-

- (I) reducing violence against women.
- (ii) promoting workplaces that are equitable, safe and responsive to all aspects of women's lives.
- (iii) maximising the interest of women in micro-economic reform.
- (iv) promoting the position of women in all aspects of society.
- (v) promoting access to and successful outcomes for women in all parts of the education and training system.
- (vi) improving the health and quality of life of women in NSW.

It is recognised that women's issues are central to the core business of all Government agencies.

The Government is committed to ensuring that membership of Boards reflect the broader community and that in filling current vacancies consideration is given inter-alia to the nomination of female representatives. It is the Government's intention to progressively increase the number of women on Boards to 50% of Board representation. It is recognised that not all nominations to Boards are made by the Minister. Nominating bodies are advised of the Government's policy in relation to female representation when vacancies occur or when nominations for a new Board are requested.

Of the 12 members, the Board has currently 9 female members.

Whilst the Board is not responsible for the promotion of access to the profession for women it is in a position to indicate the number of women who have satisfied registration requirements and who currently hold an authority to practise.

For the reporting year (1997-98) the number of female registrants was 4,044 (78.6% of total registrants).

These figures vary during the reporting period in line with the changing status of registrants during renewal periods.

## **FINANCE & BUDGET**

### **Format**

In order to comply with statutory and audit requirements the administrative operations accounts appear in the accounts of the Department of Health for the Health Administration Corporation. Details of the administrative operations are also contained in the notes to the education and research account set out in the annual report.

### **Performance**

The accounts in respect of the board's administrative operations for the year show a surplus of \$93,213. This is less than the budgeted operating surplus of \$56,612 as shown in last year's annual report.

Reported income was \$302,006 which is more than 1997/98 budget.

The actual expenditure for the year was \$208,793 which was less than budget. The reasons for this result include the fact that actual staff oncost charges and disciplinary hearings were below budget expectations.

### **Budget**

The Budget in respect of the administrative operation for the period 1 July 1998 to 30 June 1999 is as follows:-

	\$
INCOME:-	
Fees	268,950
Interest	36,636
	<hr/>
Total	305,586
	<hr/>
Expenditure:-	
Salaries & Associated Staff Costs	140,804
Building Expenses	7,456
Subsistence & Transport	12,975
Members Fees	16,000
Fees for Service	32,000
Post & Communications	11,200
Printing & Stationery	6,000
Plant & Equipment	2,000
Education & Research	20,000

Miscellaneous	6,660
Depreciation	1,800
	-----
Total	256,895
	-----
Operations Surplus	48,691
	-----
Capital Expenditure (share of purchases bought on behalf of 8 boards administered by the Health Administration Corporation)	2,388
	-----

### ***Expenses***

The 1998/99 year's budget includes salary oncost charges which reflect provision for superannuation as well as anticipated expenditure in relation to disciplinary hearings.

### ***Payments Performance***

The Board achieved its objective of paying all its accounts within the stated terms.

### ***Investment Performance***

The Board through a Special Interest Arrangement with the Colonial State Bank of NSW earned a rate which varied between 4.41% and 5.10% p.a. on all its funds. This rate changed each week but was applied to daily balances.

### ***Insurance and Risk Management***

Insurance activities are undertaken by the Department of Health Insurance cover.

Insurance policies held include:-

- \* 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 activities include:

- \* 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.

### ***Annual Report Costs***

This year the Board has planned to publish 210 copies of the Annual Report at an approximate cost of \$2.15 per copy.



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SYDNEY NSW 2001  
Tel: 9283 0047  
Ref: 2644/KW

Dr E. R. Ellis  
President  
Physiotherapists Registration Board  
Level 2  
28 Foveaux Street  
SURRY HILLS NSW 2010

19 August 1998

Dear Dr Ellis

**STATUTORY AUDIT REPORT  
PHYSIOTHERAPISTS REGISTRATION BOARD**

The accounts of the Physiotherapists' Registration Board for the year ended 30 June 1998 have been audited as required by section 43C(1) of the *Public Finance and Audit Act 1983* and in accordance with section 34 of that Act. This report is issued in accordance with section 43C(2) of the Act which requires that I report to the Board, the Minister and the Treasurer the results of the inspection and audit and details of any irregularities or other matters that call for special notice. This report is not the Independent Audit Report that expresses my opinion on the Board's annual financial report.

The audit resulted in the issue of an unqualified Independent Audit Report which, together with the annual financial report, is enclosed. There were no significant matters which arose as a result of the audit and inspection.

**Audit Objectives**

The overall objective of the audit was to enable me to form an opinion as to whether, in all material respects, the financial report:

- was presented fairly in accordance with the requirements of the *Public Finance and Audit Act 1983*, applicable Accounting Standards and other mandatory professional reporting requirements.
- presented a view which was consistent with my understanding of the Board's financial position, the results of its operations and its cash flows.

The Audit Office's annual financial attest audits also assess whether agencies have substantially complied with relevant legislative requirements. As well as reviewing legislative requirements which govern the form or content of the financial report, other legislative requirements which could have a financial impact on the agency, are reviewed on a cyclical basis. The areas subject to review this year were: Compliance with Treasurer's Directions in respect of usage of fuel cards, credit cards and cash advances.

**Scope of the Audit**

Audit procedures were primarily aimed at achieving audit objectives and did not seek to confirm for management purposes the effectiveness of all internal controls. The planning of the audit procedures was based on an assessment of the risk of the existence of errors and/or irregularities which could materially affect the financial report.

An annual Client Service Plan for the audit was forwarded to the Director Health Professionals Registration Boards on 9 March 1998 which provided a more detailed description of the scope of the audit.

**Review of Operations**

A review of the financial operations of the Health Professionals Registration Boards will be included in Volume Three of the Auditor-General's Report to Parliament for 1998.

**Acknowledgment**

I wish to acknowledge the courtesy and assistance extended by the Board's staff during the conduct of the audit.

Yours sincerely



P. J. BOULOUS  
PRINCIPAL AUDITOR

Enc.



**INDEPENDENT AUDIT REPORT  
PRESIDENTIAL ELECTION BOARD**

To Members of the New South Wales Parliament and Members of the House

**Message**

I have examined the accounts of the Presidential Election Administration Board for the year ended 31st March 1998. The accounts of the Board are satisfactory for the financial year, compliance of the administrative functions of the Board and compliance with the provisions of the Electoral Act, 1992. The Board has complied with the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992.

No audit has been conducted in accordance with the provisions of the Act and no compliance certificate has been issued in accordance with the provisions of the Act. The Board has complied with the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992.

In addition, certain compliance certificates which were issued to the Board in accordance with the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992.

These compliance certificates were issued to the Board in accordance with the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992.

**Notes**

In my opinion, the financial report of the Presidential Election Administration Board complies with section 41B of the Act and section 41C of the Act. The Board has complied with the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992, and the provisions of the Electoral Act, 1992.

*[Signature]*  
CHIEF EXECUTIVE OFFICER  
INDEPENDENT AUDIT BOARD  
1000 COLLEGE STREET, SUITE 1000, SYDNEY, NSW 2000

SIGNED:  
10 MARCH 1998

PHYSIOTHERAPISTS REGISTRATION BOARD  
YEAR ENDED 30 JUNE 1998

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 fees received on behalf of the Health Administration Corporation as at 30 June 1998 and transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulation, 1995, 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.

  
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**PHYSIOTHERAPISTS REGISTRATION BOARD**

**BALANCE SHEET AS AT 30 JUNE 1998**

<b>1997</b>		<b>Notes</b>	<b>1998</b>
<b>\$</b>			<b>\$</b>
	<b>Current Assets</b>		
102,192	Cash at Bank	8 & 9	125,901
387	Receivables	5, 8 & 9	467
<u>102,579</u>	<b>Total Current Assets</b>		<u>126,368</u>
=====			=====
102,579	<b>Total Assets</b>		126,368
<u>102,579</u>			<u>126,368</u>
=====			=====
-	<b>Total Liabilities</b>		-
102,579	<b>Net Assets</b>		126,368
<u>102,579</u>			<u>126,368</u>
=====			=====
	<b>Equity</b>		
102,579	Accumulated Funds		126,368
<u>102,579</u>	<b>Total Equity</b>		<u>126,368</u>
=====			=====

The balance sheet should be read in conjunction with the accompanying notes.

**PHYSIOTHERAPISTS REGISTRATION BOARD**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 1998**

<b>1997</b>			<b>1998</b>
\$			\$
	<b>Income</b>	<b>Notes</b>	
240,037	Fees for transmission to the Health Administration Corporation	1, 2, 7 & 9	249,710
20,000	Allocation of Fees for Education and Research	3	20,000
4,926	Interest Received	4	4,819
<hr/>			<hr/>
264,963			274,529
<hr/>			<hr/>
	<b>Expenditure</b>		
240,037	Fees Transmitted to Health Administration Corporation	1, 2, 7 & 9	249,710
4,297	Operating expenses		1,030
<hr/>			<hr/>
244,334			250,740
<hr/>			<hr/>
20,629	Surplus for the Year		23,789
81,950	Accumulated funds at the beginning of the financial year		102,579
<hr/>			<hr/>
102,579	Accumulated funds at the end of the financial year		126,368
=====			=====

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

**PHYSIOTHERAPISTS REGISTRATION BOARD**

**STATEMENT OF CASH FLOWS FOR THE  
YEAR ENDED 30TH JUNE 1998**

<b>1997</b>		<b>Notes</b>	<b>1998</b>
<b>\$</b>			<b>\$</b>
	<b>Cash Flows from Operating Activities</b>		
260,037	Annual Fees		269,710
4,888	Interest Received		4,739
(4,297)	Operating Expenses (Cash)		(1,030)
(240,037)	Transmitted to Health Administration Corporation		(249,710)
<hr/>			<hr/>
20,591	Net Cash Flows from Activities	6	23,709
81,601	Cash at beginning of financial year		102,192
<hr/>			<hr/>
102,192	Cash at end of financial year		125,901
=====			=====

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

# PHYSIOTHERAPISTS REGISTRATION BOARD

## NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1998

### 1.ACCOUNTING POLICIES

- 1.1 The Physiotherapists Registration Board performs the duties and functions contained in the Physiotherapists Act 1945 and its financial affairs are administered by the Health Administration Corporation.
- 1.2 The Board's accounts are a general purpose financial report which have been prepared in accordance with applicable Australian Accounting Standards and the Public Finance and Audit Act, 1983. An accrual basis of accounting has been adopted. The balance sheet has been prepared on an historical cost basis and does not take into account changing money values.
- 1.3 The Board only holds the assets of the Education and Research Account in its name and is responsible only for the liabilities arising from the operation of the Education and Research Account. All other assets and liabilities relating to the Board are recorded in the financial statements of the Department of Health (Health Administration Corporation). For the purposes of the Statement of Income and Expenditure cash collections relating to registrant fees are regarded as income to the Board. Transmission of these collections to the Health Administration Corporation is regarded as expenditure of the Board. All other income and expenditure relates to the operation of the Education and Research Account.

### 2.TRANSMISSION OF FEES

The Physiotherapists Registration Board is required by statute to collect fees from its registrants and transmit the monies to the Health Administration Corporation. The Corporation may pay out from such monies the amounts required to meet the costs incurred in the administration or execution of the Act establishing the Board. The figures relate to actual receipts as distinct from accrual figures shown in Note - 7.

### 3.FEES 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 1997/98 an amount of \$20,000 was transferred (\$20,000 in 1996/97).

### 4.INTEREST RECEIVED BY EDUCATION AND RESEARCH ACCOUNT

<b>1997</b>		<b>1998</b>
\$		\$
4,926	Colonial State Bank	4,819
=====		=====

The interest received from the Colonial State Bank of NSW, 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.

**PHYSIOTHERAPISTS REGISTRATION BOARD**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 1998**

5. RECEIVABLES

	<b>1997</b>		<b>1998</b>
	\$		\$
	387	Interest receivable - Colonial State Bank of NSW	467
	<u>      </u>		<u>      </u>

6. NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 1998

6.1 For the purpose of the statement of cash flows, cash relates to cash in the Bank.

6.2 Reconciliation of net cash flows from operating activities to surplus for the year.

20,629	Surplus for the year	23,789
(38)	(Increase) Decrease in receivables	(80)
-	(Decrease) Increase in accruals	-
<u>20,591</u>	Net Cash inflows from operations	<u>23,709</u>
<u>      </u>		<u>      </u>

**PHYSIOTHERAPISTS REGISTRATION BOARD**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 1998**

7. INCOME AND EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

With the exception of transactions relating to the Education and Research Account, all income and expenditure in respect of the Board's operations are prepared on an accrual basis and form part of the accounts of the Department of Health for the Health Administration Corporation.

Details of transactions accounted for through the Health Administration Corporation are as follows:-

<b>1997</b>		<b>1998</b>	<b>Income</b>
		\$	
			\$
255,240	Fees	265,370	
40,133	Interest	36,636	
<u>295,373</u>	<b>Total</b>	<u>302,006</u>	
=====		=====	
	<b>Expenditure</b>		
92,440	Salaries & Associated Staff Costs	98,924	
9,773	Building Expenses	7,267	
10,722	Subsistence & Transport	12,516	
11,959	Members Fees	13,964	
18,975	Fees for Service	29,238	
9,064	Post & Communications	10,831	
4,024	Printing & Stationery	5,629	
842	Plant & Equipment	2,477	
20,000	Education & Research	20,000	
3,856	Miscellaneous	7,558	
358	Audit Fees	389	
<u>182,013</u>	<b>Total</b>	<u>208,793</u>	
<u>113,360</u>	<b>Surplus</b>	<u>93,213</u>	
=====		=====	

8. ASSETS AND LIABILITIES ACCOUNTED FOR BY HEALTH ADMINISTRATION CORPORATION

As at 30 June 1998 the Health Administration Corporation recorded assets totalling \$799,908 (\$700,135 in 1996/97) and liabilities totalling \$138,985 (\$135,142 in 1996/97) which related to the Physiotherapists Registration Board. Included within assets are cash and investments of \$792,702 (\$693,675 in 1996/97).

## PHYSIOTHERAPISTS REGISTRATION BOARD

### NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1998

#### 9. FINANCIAL INSTRUMENTS

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

In accordance with Australian Standard AASB 1033, "Presentation and Disclosure of Financial Instruments", information is disclosed regarding interest rate risk and credit risk of financial instruments. Unless otherwise stated, all such amounts are carried in the accounts at net fair value which is considered to equate with the carrying amount as per 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:

	Education & Research \$	Administration \$	Total \$	
Cash	125,901	792,702	918,603	all at floating interest rates
Receivables	467	3,126	3,593	all non-interest bearing
Creditors	-	10,867	10,867	all non-interest bearing

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

Comparative figures have not been provided on the financial instrument's disclosure because AASB 1033 presentation and disclosure of financial instruments are applying for the first time in the boards' accounts.

#### 10. CONSULTANCY CHARGES

Health Administration Corporation arranged for consultancy services on behalf of the boards it administered during the year. The Physiotherapists Registration Board's share of these consultancy costs was \$1,990 (\$297 in 1996/97).

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