



NEW SOUTH WALES
PHYSIOTHERAPISTS
REGISTRATION BOARD

ANNUAL REPORT FOR THE YEAR ENDED
30 JUNE 1999

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PHYSIOTHERAPISTS REGISTRATION BOARD

Annual Report For the Year Ended 30 June 1999

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 NSW 2010

Correspondence:

PO Box K599
HAYMARKET NSW 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 1998 - 30 June 1999

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
Mr Gaetano Giuseppe Milazzo

- (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
Miss Judith Mary Stinson
Ms Lai-Hoong Wong
Vacant

The appointed members took office in January 1998 for a three year term. The elected members took office in July 1998 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	11 meetings
Ms E D Marshall	attended	11 meetings
Ms V R Binns	attended	10 meetings
Mr D C Cross	attended	12 meetings
Ms A L Deans	attended	11 meetings
Mr G G Milazzo	attended	11 meetings
Ms L G O'Shannessy	attended	9 meetings
Mr K J Raupach	attended	10 meetings
Ms D K Shirley	attended	12 meetings
Miss J M Stinson	attended	7 meetings
Ms L H Wong	attended	12 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
Ms Elfreda Marshall
Mr Gae Milazzo
Mr Ken Raupach
Ms Leanne O'Shannessy
Ms Lai Wong
Mr David Cross
Ms Debra Shirley

Complaints Screening Committee

Ms Elfreda Marshall
Ms Leanne O'Shannessy
Mr David Cross

Scholarships Committee

Ms Elfreda Marshall
Ms Anne Deans
Ms Debra Shirley

Risk Management Guidelines Working Party

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

Refresher Course Program

Ms Elfreda Marshall
Mr David Cross
Ms Anne Deans

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 1999 5327

New Registrations (for the period 1 July 1998 to 30 June 1999)

Section	21(1)(a)		150
	21(1)(b)	qualified interstate	20
		qualified overseas	95
Applications under the Mutual Recognition Act 1992			125
Total			<u>390</u>

Section 21(c) -Approval to practise in certain cases was granted on a total of 101 occasions to persons in the following categories-

Persons with AECOP category 1 qualifications who are holders of working holiday visas	59
---------------------------------------------------------------------------------------------	----

·	Persons undertaking the AECOP examination process	16
·	Courses	24
·	Persons accompanying sporting teams	2
	Total	101
	Restorations of Name to the Register	104
	Changes of name noted	65
	Deletions from the Register	283

5.2 Complaints

The Board considered 38 complaints during the reporting period in the following categories:

Treatment / Clinical Issues (11 complaints)

Outcomes:	7	referred for direct resolution
	3	referred for investigation
	1	referred for conciliation

Unregistered Practitioners (8 complaints)

Outcomes:	4	compliance notices issued
	3	unsubstantiated
	1	referred for investigation

Alleged Professional Misconduct (7 complaints)

Outcomes:	4	referred for investigation
	2	unsubstantiated
	1	removed from the register

Others (7 complaints)

Outcomes:	5	unsubstantiated
	2	referred to another body

Advertising (4 complaints)

Outcomes:	4	compliance notices issued
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Billing Practices (1 complaints)

Outcomes:	1	referred for investigation
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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 addressed a number of important professional/registration issues. A special one day meeting was held on 18 January 1999 to examine the following issues:

- ! Freedom of Information
- ! Review of the NSW Physiotherapists Registration Act and criminal record checks
- ! Refresher Course Data
- ! Education and research projects
- ! Analysis of Complaints for the Year Ended 30 June 1998

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. Officers from the Crown Solicitor's Office attended the meeting to conduct a seminar on Professional Standards Committees Procedures.

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 been pleased to receive the issues papers for review of several other health professional registration Acts, from the Department of Health. The Board anticipates that the issues paper for the review of the NSW Physiotherapists Registration Act 1945 will be following shortly.

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**

In October 1997 the Final Report of the Health Care Complaints Act Review Committee was completed. That report made a number of recommendations for legislative amendment which is currently under consideration by the Department of Health.

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 \$1500 towards the 1998 operating costs of AECOP. Ms Elfreda Marshall is the Board's nominee on the AECOP Council.

13. **AECOP SUPERVISORS AND EXAMINERS WORKSHOP - NOVEMBER 1998**

The Board conducted an educational workshop for physiotherapists involved in the supervision and examination of AECOP candidates. The purpose of the workshop was to improve the reliability of AECOP examiners, share information about the process of supervision of candidates and explore issues raised by examiners and educators involved in the AECOP process. The Board is developing guidelines for use by the supervisors and examiners.

14. **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 accrediting 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 Accreditation Committee of physiotherapy education programs. During the year the Board provided a grant of \$1323 towards the 1998-1999 operating costs of ACOPRA.

15. **PHYSIOTHERAPY EDUCATION AND RESEARCH PROJECTS**

The Board has 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

In 1998 scholarships were awarded to:

- . Mark Stephen CASSIDY in accordance with category 3 to undertake a Master of Sports Physiotherapy Course at Griffith University in Queensland with funding provided for \$7,000.00.
- . Carol Anne BRUCE in accordance with category 3 to undertake the Master of Applied Science in Clinical Practice (Acupuncture) at RMIT University in Victoria with funding provided for \$6,794.00.
- . Lauren Marie BERNHARDT in accordance with category 2 to undertake the Sensorimeter Changes Following Anterior Cruciate Ligament Reconstruction project with funding provided for \$2059.00.

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.

16. **REFRESHER/RE-ENTRY PROGRAM**

At present physiotherapists who have not practised for a significant period of time have been advised to participate in a re-orientation program at a hospital or the APA refresher/re-entry course upon restoration of their name to the register. The Board has been reviewing existing refresher/re-entry programs and distance learning packages available in the country with a view to establish a formal program.

To assist with this process the Board recently conducted a needs survey of physiotherapists who have applied for restoration to the register in the last three years and who have not practised for at least five years. The results were used to draw up specifications for a Physiotherapy Refresher Program. The Board plans to call for expressions of interest from relevant educational bodies to develop a refresher education package addressing competencies required by physiotherapists returning to the

physiotherapy workforce after an extended absence.

17. 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.

18. NEWSLETTERS

Two newsletters were distributed to all registrants in October 1998 and April 1999.

19. CODE OF CONDUCT

The Board continues to operate within the recently developed 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.

20. 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

21. INTRODUCTION OF A WEBSITE

The Board is in the process of currently developing a website.

22. FREEDOM OF INFORMATION ACT, 1989

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

23. **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

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 Boards are self funding. The cost of administration is met from fees received and transmitted to the Health Administration Corporation in accordance with the Acts establishing the individual Boards.

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 Board's staff is included in the annual report of the Department of Health.

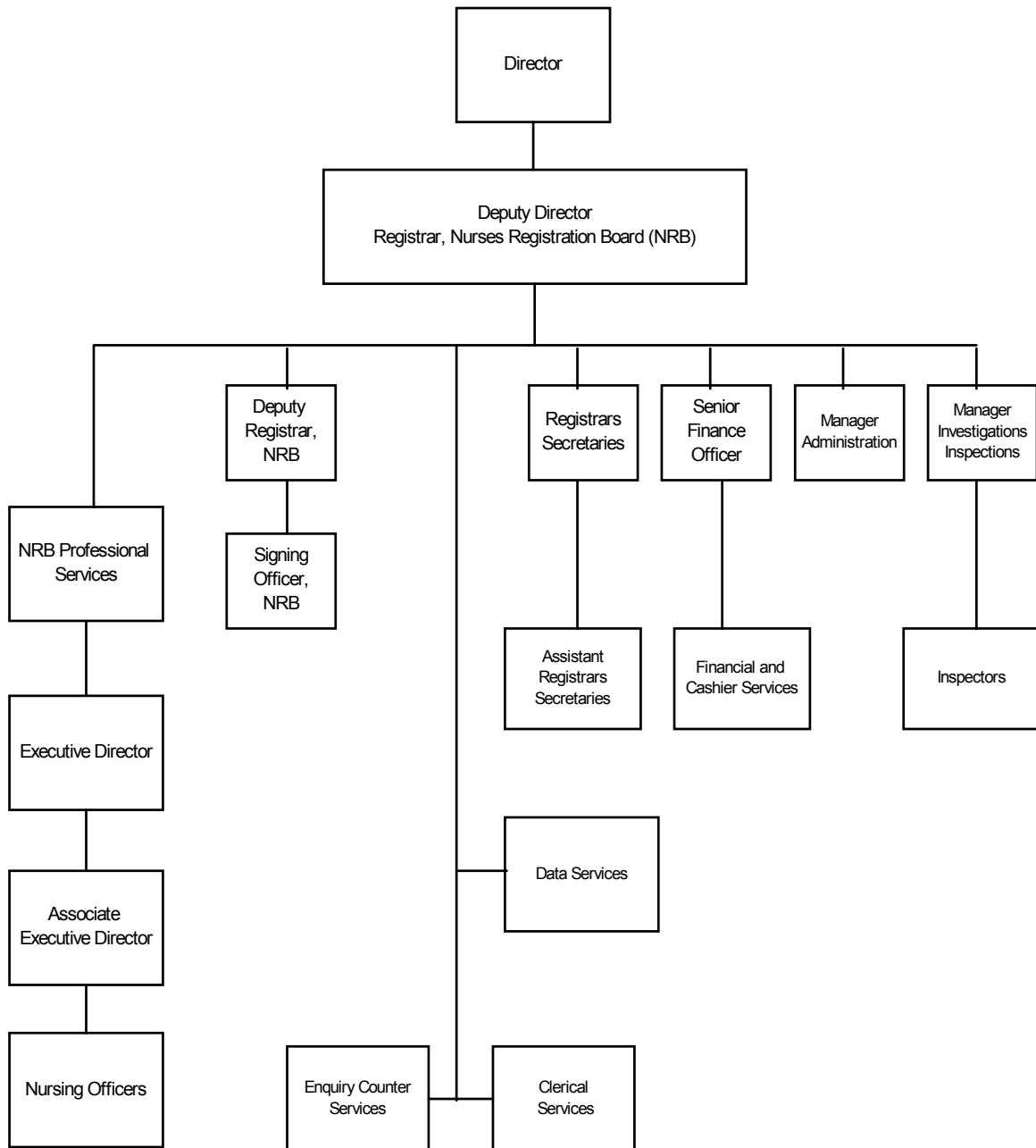
The Boards are managed by Mr J Tzannes (Director) and Mr R Dwyer (Deputy Director) for the Corporation.

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 1998 /99 was \$4,516,374 compared with \$4,342,960 in 1997/98.

Organisational Chart

Health Professionals Registration Boards



Year 2000 (Millennium Bug)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the Health Professionals Registration Boards=operation on the date change from 1999 to 2000.

The Department of Health which provides computerised support systems for the Boards through the Health Administration Corporation implemented a program to address the potential computer system failures attributable to the date change from 1999 to 2000. The program includes risk analysis, remedial action, including internal testing and contingency planning. There is no indication to suggest that the program will not be achieved.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of remedial action will not be fully determinable until the year 2000 and thereafter.

PHYSIOTHERAPISTS REGISTRATION BOARD ETHNIC AFFAIRS PRIORITIES STATEMENT

The Physiotherapists Registration Board is one of eight health professional Boards administered by the Health Professional Registration Boards (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 under the key result areas of social justice, economic and cultural opportunities.

These initiatives 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 staff employed by HPRB
- iv) ensure ethnic media is used in any information sponsored by the Board
- v) ensure the Board receives advice on matters relating to people of culturally diverse backgrounds
- vi) promote use of culturally diverse workforce
- vii) ensure Board is aware of the Government's commitment to implementing the NSW Charter of Principles for a Culturally Aware Community

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 Physiotherapists, assistance may be made available to Australian residents preparing to meet recognition requirements.

Interpreter and Translation Services

Professional 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, French, German, Greek, Italian, Mandarin, Philippino (Tagalog), Sinhalese, Spanish, Taiwanese.

Key Strategies

The EAPS statement developed in consultation with the Ethnic Affairs Commission 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.

The main initiatives of the existing statement remain the key strategies for 1999-2000.

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, professional 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.

It is recognised that women's issues, including promoting the position of women in all aspects of society 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 (1998-99) the number of female registrants was 4161 (78.1% 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 Board's fees received and transmitted to the Health Administrative Corporation are shown as entries in the Statement of Income and Expenditure. The income and expenditure for administrative purposes 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 audited accounts set out in the annual report.

Performance

The accounts in respect of the Board's administrative operations for the year show a surplus of \$62,711. This is more than the budgeted operating surplus of \$48,691 as shown in last year's annual report.

Reported income was \$314,486 which is more than 1998/99 budget.

The actual expenditure for the year was \$251,775 which was slightly less than budget.

Budget

The Budget in respect of the administrative operation for the period 1 July 1999 to 30 June 2000 is as follows:-

	\$
INCOME:-	
Fees	291,777
Interest	38,643
Total	<u>330,420</u>
Expenditure:-	
Salaries & Associated Staff Costs	170,298
Building Expenses	8,345
Subsistence & Transport	9,803
Members Fees	17,375
Fees for Service	101,100
Post & Communications	14,500
Printing & Stationery	6,550
Plant & Equipment	1,000
Education & Research	20,000

Miscellaneous	6,490
Depreciation	1,462

Total	356,923

Operations Deficit	(26,503)

Capital Expenditure (share of purchases bought on behalf of 8 Boards administered by the Health Administration Corporation)	1,514

Expenses

The 1999/2000 year's budget includes salary oncost charges which reflect provision for superannuation. The deficit will be comfortably covered by the accumulated funds.

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 4.18% and 4.49% 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 \$3.24 per copy.

PHYSIOTHERAPISTS REGISTRATION BOARD

YEAR ENDED 30 JUNE 1999

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 1999 and transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of Australian Accounting Standards, other mandatory professional reporting requirements, the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulation, 1995, and the Treasurers Directions.

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

PHYSIOTHERAPISTS REGISTRATION BOARD

BALANCE SHEET AS AT 30 JUNE 1999

1998		Notes	1999
\$			\$
	Current Assets		
125,901	Cash at Bank	8 & 9	142,303
467	Receivables	5, 8 & 9	497
<u>126,368</u>	Total Current Assets		<u>142,800</u>
=====			=====
126,368	Total Assets		142,800
=====			=====
-	Total Liabilities		-
126,368	Net Assets		142,800
=====			=====
	Equity		
126,368	Accumulated Funds		142,800
<u>126,368</u>	Total Equity		<u>142,800</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 1999

1998		1999
\$		\$
	Income	
	Notes	
249,710	Fees for transmission to the Health Administration Corporation	259,624
20,000	Allocation of Fees for Education and Research	20,000
4,819	Interest Received	5,554
274,529		285,178
	Expenditure	
249,710	Fees Transmitted to Health Administration Corporation	259,624
1,030	Operating expenses	9,122
250,740		268,746
23,789	Surplus for the Year	16,432
102,579	Accumulated funds at the beginning of the financial year	126,368
126,368	Accumulated funds at the end of the financial year	142,800

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 1999

1998		Notes	1999
\$			\$
	Cash Flows from Operating Activities		
269,710	Annual Fees		279,624
4,739	Interest Received		5,524
(1,030)	Operating Expenses (Cash)		(9,122)
(249,710)	Transmitted to Health Administration Corporation		(259,624)
-----			-----
23,709	Net Cash Flows from Activities	6	16,402
102,192	Cash at beginning of financial year		125,901
-----			-----
125,901	Cash at end of financial year		142,303
=====			=====

The statement of cash flows 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 1999

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 financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements, the Public Finance and Audit Act, 1983 and the Treasurer's Directions. 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 1998/99 an amount of \$20,000 was transferred (\$20,000 in 1997/98).

4.INTEREST RECEIVED BY EDUCATION AND RESEARCH ACCOUNT

1998		1999
\$		\$
4,819	Colonial State Bank	5,554
<u> </u>		<u> </u>

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.

The average interest rate earned for the year was 4.31% p.a..

PHYSIOTHERAPISTS REGISTRATION BOARD

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1999

5. RECEIVABLES

1998		1999
\$		\$
467	Interest receivable - Colonial State Bank of NSW	497
<u>467</u>		<u>497</u>

6. NOTES TO THE STATEMENT OF CASH FLOWS

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.

23,789	Surplus for the year	16,432
(80)	(Increase) Decrease in receivables	(30)
-	(Decrease) Increase in accruals	-
<u>23,709</u>	Net Cash inflows from operations	<u>16,402</u>
<u>23,709</u>		<u>16,402</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1999

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:-

1998		1999	\$
	Income		\$
265,370	Fees	275,843	
36,636	Interest	38,643	
302,006	Total	314,486	
	Expenditure		
98,924	Salaries & Associated Staff Costs	143,724	
7,267	Building Expenses	7,511	
12,516	Subsistence & Transport	9,978	
13,964	Members Fees	17,375	
29,238	Fees for Service	25,426	
10,831	Post & Communications	13,785	
5,629	Printing & Stationery	6,194	
2,477	Plant & Equipment	1,268	
20,000	Education & Research	20,000	
7,558	Miscellaneous	6,104	
389	Audit Fees (allocation)	410	
208,793	Total	251,775	
93,213	Surplus	62,711	

8. ASSETS AND LIABILITIES ACCOUNTED FOR BY HEALTH ADMINISTRATION CORPORATION

As at 30 June 1999 the Health Administration Corporation recorded assets totalling \$865,996 (\$799,908 in 1997/98) and liabilities totalling \$151,492 (\$138,985 in 1997/98) which related to the Physiotherapists Registration Board. Included within assets are cash and investments of \$854,199 (\$792,702 in 1997/98).

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.

PHYSIOTHERAPISTS REGISTRATION BOARD

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1999

9. FINANCIAL INSTRUMENTS (Cont)

In accordance with Australian Accounting Standard AAS 33, 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 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:

1998 \$				1999 \$		
Education and Research	Administration	Total		Education and Research	Administration	Total
125,901	792,702	918,603	Cash all at floating interest rates	142,303	854,199	996,502
467	3,126	3,593	Receivables all at non-interest bearing	497	4,640	5,137
-	10,867	10,867	Creditors all at non-interest bearing	-	18,770	18,770

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

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 \$1,868 (\$1,990 in 1997/98).

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