



ANNUAL REPORT

2016-2017

Contents

Overview	3
About AOAC	3
Aims	3
AOAC Highlights 2016-2017	4
Message from the Chair	5
AOAC Board	7
Board Directors	7
Board Committees	8
Governance, Finance, Audit and Risk (Executive) Committee	8
Purpose	8
Objectives	8
Qualification and Skills Assessment Committee	9
Purpose	9
Objectives	9
Accreditation Committee	10
Purpose	10
Objectives	10

Overview

About AOAC

The Australasian Osteopathic Accreditation Council (AOAC) is the independent accrediting authority for osteopathy education under Australia's National Registration and Accreditation Scheme.

AOAC helps protect the health and safety of the Australian community by establishing high-quality standards of osteopathic education, training and assessment.

AOAC is responsible for facilitating the development of content for accreditation standards in consultation with our stakeholders and representatives from the profession. AOAC is also responsible for determining whether programs of study for osteopaths seeking to practice in Australia meet the required accreditation standards.

AOAC's Qualification and Skills Assessment Committee is responsible for assessing the skills of osteopaths who want to migrate to Australia under the General Skilled Migration program. It also undertakes skills assessments on behalf of the Osteopathy Board of Australia for overseas qualified osteopaths who seek to gain their registration in Australia.

Annual reporting is an integral part of our corporate governance framework. It describes the achievements, performance, outlook and financial position of ANMAC for each financial year.

Aims

The aims of AOAC are to:

- Develop, review and maintain accreditation standards and processes to assess osteopathic programs.
- Assess for the purpose of granting accreditation to programs leading to the eligibility of people for registration as an osteopath in Australia.
- Advise and make recommendations to the osteopathic regulatory authorities relating to the accredited status to be granted to an osteopathic program.
- Advise and make recommendations to the osteopathic regulatory authorities (or successor body(ies) and other relevant interest groups on matters concerning the registration of osteopaths.
- Provide information and advice to government bodies relating to law and policy concerning the registration of osteopaths in Australia.
- Assess the suitability of overseas-trained osteopaths to practise in Australia.
- Provide information and advice to government bodies concerning the adequacy of a person's skills in the field of osteopathy for the purposes of migration to Australia.
- Establish and maintain relationships with bodies or organisations having objects and functions in whole or in part similar to the objects and functions of AOAC
- Create a policy framework that helps ensure that 'equivalency', as encompassed in the Trans-Tasman Mutual Recognition Agreement, is maintained.

AOAC Highlights 2016-2017

- Accredited one program of study leading to a qualification eligible for registration
- Published the *Accreditation Standards for Osteopathic Courses in Australia 2016*
- Completed 14 Competent Authority Pathway assessments
- Completed 3 domestic assessments
- Finalised the evaluation of the Standard Pathway Assessment
- Facilitated a question writing workshop for Stage 2 of the Standard Pathway Assessment (February 2017)
- Prepared submission for the Accreditation Systems Review
- Attended the Osteopathic International Alliance conference in September 2016 in Anaheim, USA
- Hosted the Strategic Education Forum in September 2016 in cooperation with Osteopathy Australia
- Memorandum of Understanding signed between AOAC and TEQSA in February 2017

Message from the Chair

It has been another dynamic year for AOAC with a range of strategic projects being undertaken including:

- The finalisation of the Evaluation of the Standard Pathway Assessment
- The Strategic Education Forum held in Brisbane in September 2016 in collaboration with Osteopathy Australia
- The Question writing weekend held in Melbourne in February 2017
- One Osteopathy program was accredited this year.

In October 2016, we welcomed Ian Locke to the Board of Directors and in December 2016 we said farewell to Ms Marion Clark and Professor Christine Ewan. Brett Vaughan was appointed to the Chair of the Qualification and Skills Assessment Committee.

AOAC works closely with the Osteopathy Board of Australia as the body appointed to undertake accreditation functions for the osteopathy profession.

The *National Health Practitioner Regulation Law 2009* sets out the requirements for consultation with stakeholders in the development of standards for accreditation. AOAC recognised the vital role our stakeholders have in contributing to the work of AOAC including input into the development of our accreditation standards. We would like to thank everyone who takes the time to contribute to the development of the accreditation standards and the pool of people who form the assessment teams.

AOAC continues to work towards improving operational effectiveness and efficiencies. AOAC has also included in its risk assessment strategy plans for contingencies as we wait for the outcome of the National Review of Accreditation Systems due later this year.

We continue collaborating with the Health Professional Accreditation Collaborative Forum to identify ways we can improve interprofessional learning and practice. The Australian Nursing and Midwifery Accreditation Council continues to provide the Secretariat function for AOAC. Both organisations benefit from sharing information about accreditation across the osteopathy, nursing and midwifery professions.

AOAC continues to actively engage with its stakeholders. AOAC and the Osteopathy Board of Australia hold regular meetings that allow an informal platform to discuss matters of mutual interest. Meetings were also held with other stakeholders, including the General Osteopathic Council (UK), Osteopathy Australia, Osteopathy New Zealand, Osteopathic Council of New South Wales and the Osteopathic Council of New Zealand. In September 2017, the Board Chair attended the Osteopathic International Alliance Conference in Anaheim. This was an opportunity to engage with stakeholders from Australia, New Zealand and the international osteopathic community.

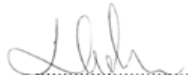
AOAC actively participates with the following networks and regularly attends meeting and events with

- Skilled Migration policy and process meetings by the Department of Education and Training
- Joint AHPRA, National Boards and Accreditation Councils meetings

- Regular meetings/teleconferences are held with Osteopathic Council of New Zealand and GOsC to enable shared best international osteopathic accreditation practice
- Accreditation Liaison Group (ALG) network activities and projects as we all work towards meeting Government objectives to improve efficiency and consistency in accreditation.
- GOsC and Health Care Professions Council (HCPC) in London.

I would like to thank all the Directors of the Board who have provided high level leadership and I thank them for the dedication they have shown in making AOAC the organisation it is today. I would also like to thank the staff and committee members who undertake the valuable work that contributes to the quality and safety of care the Australian community received through the services osteopaths provide.

AOAC is committed to providing high value, high quality services and looks forward to another productive year. Next financial year, we also look forward to the outcome of the National Accreditation Systems Review and will continue to fulfil our obligations under the *Health Practitioner Regulation National Law 2009*.



Louise Adam

Board Chair

AOAC Board

The AOAC Board comprises a wide range of representatives, enabling us to maximise robust expert and community input into our governance decisions. The Board meets a minimum of four times per year. Six meetings were held in 2016-2017 (Table 1).

Board Directors

- Dr Louise Adam
- Ms Marion Clark (appointment ceased 12 December 2016)
- Professor Christine Ewan AM (appointment ceased 12 December 2016)
- Associate Professor Peter Hartley
- Mr Ian Locke (appointed 21 October 2017)
- Dr Gopi McLeod
- Mr Clive Standen
- Mr Brett Vaughan

Table 1: Attendance at board meetings by directors in 2016–17

Name	21 July 2016	21 October 2016	25 November 2016	15 February 2017	24 March 2017	5 May 2017
Louise Adam	✓	✓	✓	✓	✓	✓
Marion Clarke	✓	✓	✓	-	-	-
Christine Ewan	✓	✓	✓	-	-	-
Peter Hartley	x	✓	✓	x	✓	✓
Ian Locke	-	-	x	✓	✓	✓
Gopi McLeod	✓	✓	x	✓	✓	✓
Clive Standen	✓	✓	✓	✓	✓	✓
Brett Vaughan	✓	✓	x	✓	✓	✓

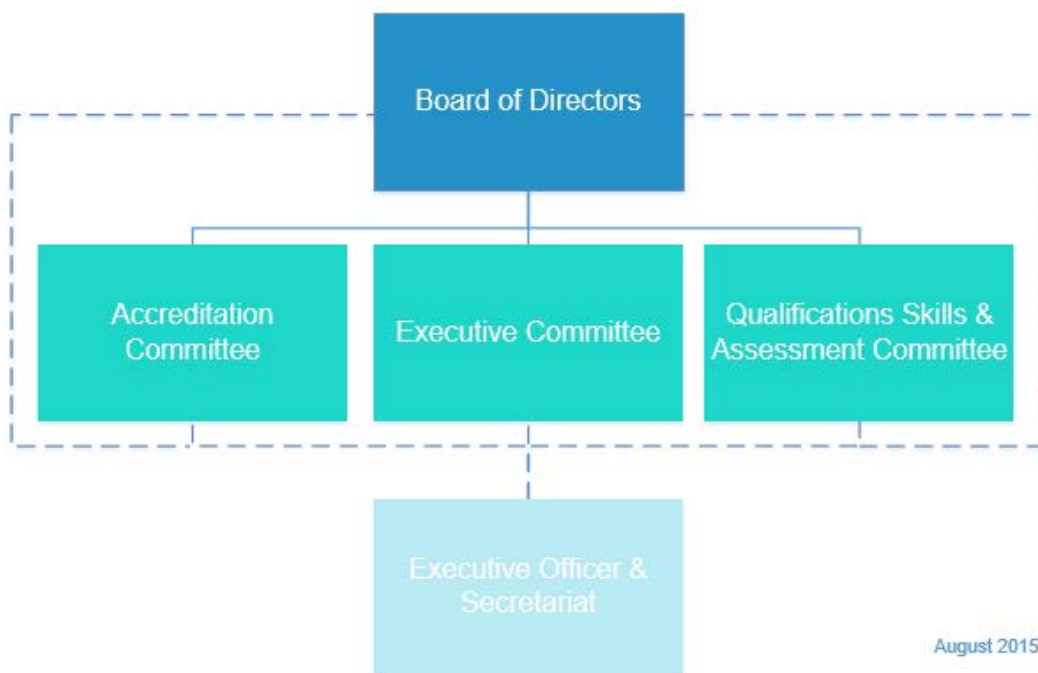
✓ Present

x Absent

- not a member at time of meeting

Board Committees

As part of our governance arrangements and accreditation responsibilities, the AOAC Board has established several committees, supported by a Secretariat. These committees help us fulfil our strategic goals and meet our legal obligations. The Board appoints a Chair and develops Terms of Reference for each committee. Each committee makes recommendations to the Board. The Board and committees are governed under AOAC's Constitution and Board Charter.



Governance, Finance, Audit and Risk (Executive) Committee

Purpose

The Executive Committee (above diagram) has been renamed the Governance, Finance, Audit and Risk (GFAR) Committee with an amended Terms of Reference. The purpose of the GFAR Committee is to assist the Board by providing high level oversight of financial reporting, risk management, advice on governance and audit.

Objectives

- a) Monitoring monthly and annual financial statements
- b) Review of annual capital and operating budgets; and recommending approval to the Board
- c) The quarterly financial results of budgeted activities including at a minimum monitoring of the balance sheet, profit and loss and cash flow statements and any noted variance

- d) Oversight and review of the external audit process including assessment of the terms of engagement and remuneration of the auditor; recommending to the Board the appointment of the auditor; considering the scope and quality of external audits; and review of audit reports
- e) Review the effectiveness of internal audits and internal control systems
- f) Oversight of AOAC’s risk management practices and periodic review of key risks to the organisation
- g) Periodic review of AOAC’s Risk Management Plan, Insurances, Delegations Policy, Procurement Policy, Business Continuity Plan and other high-level policies relevant to the Committee’s purpose

Membership as of 30 June 2017
Louise Adam (Chair)
Brett Vaughan
Ian Locke

Qualification and Skills Assessment Committee

Purpose

To oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified osteopaths and other individuals referred to AOAC who are seeking registration as osteopaths in Australia.

Objectives

- a) Make determinations on the outcome of the assessment of applicants
- b) Oversee the operation of the AOAC overseas assessment process as detailed in the AOAC Procedures Manual – Assessment of Professional Qualification in Osteopathy for Registration and General Skilled Migration and other assessment of competency to practice as an osteopath as referred to AOAC
- c) Ensure ongoing review and development of the assessment process to ensure it remains robust, defensible and equitable
- d) Ensure the ‘equivalency’ as per the Trans-Tasman Mutual Recognition Agreement (TTMRA) is maintained
- e) Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of overseas trained osteopaths for registration in Australia and for general skilled migration to Australia
- f) Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of Australian trained osteopaths referred for assessment
- g) Review the schedule of fees for assessment processes annually and make recommendations to the AOAC Board of Directors for variations as appropriate.

Membership as of 30 June 2017
Brett Vaughan (Acting Chair)

Gopi McLeod
Heath Williams
Phil Austin
Lainie Cameron

Accreditation Committee

Purpose

To oversee the processes involved in granting accreditation to, and monitoring, programs that lead to the eligibility of people for registration as an osteopath in Australia.

Objectives

- a) Advise and make recommendations to the AOAC Board relating to the accreditation status to be granted to an osteopathic program
- b) Develop, review and maintain accreditation standards and procedures to assess osteopathic programs and make recommendations to the Board
- c) Appoint accreditation assessment teams as required
- d) Maintain a schedule of accreditation status
- e) Monitor each accredited program and report to the Board, including review and follow up of Annual Reports and Periodic Reports from institutions
- f) Recommend to the AOAC Board of Directors on the suitability of osteopathy programs undergoing accreditation and graduates being qualified for registration in Australia
- g) Ensure ongoing review and development of the accreditation procedures to ensure they remain robust, defensible, and equitable and make recommendations to the Board as required.
- h) Ensure that 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement, is maintained
- i) Manage the relevant appeals process

Membership as of 30 June 2017
Clive Standen (Chair)
Christine Ewan
Peter Hartley
Angie Bruce
Rachel Adkins

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Financial Statements

For the Year Ended 30 June 2017

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Contents

For the Year Ended 30 June 2017

	Page
Financial Statements	
Directors' Report	1
Auditor's Independence Declaration under Section 307C of the Corporations Act 2001	6
Statement of Profit or Loss and Other Comprehensive Income	7
Statement of Financial Position	8
Statement of Changes in Equity	9
Statement of Cash Flows	10
Notes to the Financial Statements	11
Responsible Persons' Declaration	16
Independent Audit Report	17

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Directors' Report For the Year Ended 30 June 2017

The directors present their report on Australasian Osteopathic Accreditation Council Limited for the financial year ended 30 June 2017.

Directors

The names of the directors in office at any time during, or since the end of, the year are:

Names	Appointed/Resigned
Marion Clark	Resigned: 12 December 2016
Dr Louise Adam	
Clive Standen	
Christine Ewan AM	Resigned: 12 December 2016
Dr Brett Vaughan	
Dr Gopi Mcleod	
Associate Professor Peter Hartley	
Ian Locke	Appointed: 21 October 2016

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Information on directors

Marion Clark
Qualifications

Marion has extensive health sector experience in New Zealand and Australia with a long career encompassing clinical (nursing), hospital management, public policy development and management and international development roles. She brings to the Board an extensive background in health professional regulation, with over ten years' experience as Chief Executive and Registrar of the Nursing Council of New Zealand, experience in accreditation of health professional programs and in depth knowledge of the Health Practitioner Regulation National Law 2009 (the National law).

Dr Louise Adam
Qualifications

Louise has over 35 years' experience as an osteopath in private practice. She is a past President of the Australian Osteopathic Association and a former member of the NSW Osteopaths Registration Board. Louise has taught clinical practice at the University of Western Sydney where she held the position of head of the osteopathy program.

Clive Standen
Qualifications

Clive graduated from the British School of Osteopathy (BSO) (London) and later completed an MA in Philosophy and Healthcare at the University of Wales. He was Principal and Chief Executive of the BSO from 1990 to 1998 and Associate Professor and Head of School for Osteopathy at Unitec in New Zealand for over 10 years. Clive has lectured and examined in many different countries also developing educational osteopathy programs. Clive was a member of the Osteopathic Council of New Zealand from 2010-2013, and Chair of the Osteopathic International Alliance from 2008 through to 2010.

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Directors' Report

For the Year Ended 30 June 2017

Information on directors

Christine Ewan AM

Qualifications

Christine is an Emeritus Professor of the University of Wollongong and has been a Deputy Vice Chancellor Academic, Pro Vice Chancellor Academic and Dean. She was awarded a Member of the Order of Australia for contributions in these areas in the Illawara. She has authored numerous books and articles on higher education, especially in the health professions.

Dr Brett Vaughan

Qualifications

Brett graduated from the osteopathy program at Victoria University in 2002. He is currently a lecturer in the osteopathy program at Victoria University and is also in private practice in Doncaster East, Victoria. His current professional roles include being a member of the Executive Committee of the Chiropractic & Osteopathic College of Australasia. His professional interests include clinical education, professional development, educational assessment and evaluation, and musculoskeletal rehabilitation. Brett is currently enrolled in a PhD exploring the quality of clinical teaching in osteopathy and is an active researcher in the osteopathic profession.

Dr Gopi McLeod

Qualifications

Gopi is a lecturer and clinical examiner in the osteopathy program at Southern Cross University and also works in clinical osteopathic practice at Kingscliff Beach Osteopathy. Gopi completed her PhD in 2017. Using a longitudinal design, this research investigated the impact of embedding a pedagogical intervention of reflective learning across four years of the five-year osteopathic course. Gopi is committed to the facilitation in students of not only academic excellence but also to their personal and professional development. She has received a number of awards for excellence in teaching and mentoring students.

Associate Professor Peter Hartley

Qualifications

Associate Professor Peter Hartley is the Deputy Dean within the College of Health and Biomedicine at Victoria University and has a multi-discipline background in health, sociology, education and has over 30 years clinical education experience nationally and internationally. Associate Professor Peter Hartley is presently serving as the National President of Paramedics Australasia - the peak industry professional body representing paramedic practitioners in Australasia promoting the profession and paramedic practitioners in the public interest, and influencing policy development in healthcare. He also serves as Secretary of PA'S Vic Chapter. Additionally, Associate Professor Hartley is a member of the Australian Education Council housed with the Council of Ambulance Authorities serving as chair of accreditation of university paramedic programs, and the American Education Research Association (AERA).

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Directors' Report

For the Year Ended 30 June 2017

Information on directors

Ian Locke

Qualifications

Ian brings skills from his professional career in commerce and corporate governance gained primarily in the sectors of agriculture, food and beverage, allied health, sports, peak-industry bodies and senior management with major public and private organisations in Australia and overseas. This experience includes memberships of boards, expert panels and advisory groups in Australia where his knowledge and understanding of board effectiveness, strategy and risk, finance, and corporate governance makes valuable contributions to organisations. Ian is an independent director of Osteopathy Australia Ltd. Ian holds several Masters Degrees in Business and Administration and is a Graduate of the Australian Institute of Company Directors. As a director, he maintains a specific focus on financial audit, corporate ethics, innovation and succession planning.

Principal activities

The principal activities of Australasian Osteopathic Accreditation Council Limited during the financial year are:

- Develop accreditation standards for osteopathic programs of study for approval by the Osteopathy Board of Australia
- Assess programs of study and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards
- Assess authorities in other countries who conduct examinations for osteopathy registration, or accredit programs of study relevant to registration as an osteopath, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and attributes necessary to practise osteopathy in Australia
- Oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration as an osteopath in Australia and whose qualifications are not approved osteopathy qualifications
- Advise and make recommendations in relation to:
 - i) Matters concerning accreditation or accreditation standards for osteopathic programs of study
 - ii) Matters concerning the regulation, including general and specialist registration of osteopaths
 - iii) Matters concerning the assessment of overseas qualified osteopaths and
 - iv) Matters concerning the recognition and assessment of overseas qualifications of osteopaths
- Create a policy framework that helps ensure that 'equivalency', as encompassed in the Trans-Tasman Mutual Recognition Agreement (TTMRA) established under the *Trans Tasman Mutual Recognition Act 1997* (Cth) and the *Trans-Tasman Mutual Recognition Act (1997)* (New Zealand), is maintained
- Cooperate with state, national and international associations, authorities and organisations in a manner consistent with the attainment of these purpose.

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Directors' Report For the Year Ended 30 June 2017

Principal activities

No significant changes in the nature of the Company's activity occurred during the financial year.

Short term objectives

The Company's short-term objectives are to:

- ensure continued alignment of its accreditation and assessment functions with other accreditation authorities;
- maintain a stable governance structure with access to efficient support services; and
- fulfil the requirements of the *Agreement for the Accreditation Function* with AHPRA.
- implement the new accreditation standards

Long-term objectives

The Company's long-term objectives are to:

- consolidate and maintain its position as a leader in osteopathy accreditation and assessment standards;
- advocate for quality and safety in osteopathy education;
- support and encourage the exchange of expertise and information relating to osteopathy accreditation and assessment both nationally and internationally; and
- remain adaptable and responsive to the regulatory environment relating to osteopathy accreditation and assessment.

Strategies for achieving the objectives

To achieve these objectives, the Company has adopted the following strategies:

- ensured ongoing review of governance and operational processes to ensure these continue to reflect current best practice;
- secured administrative and executive services until 30 June 2018;
- developed and implemented a comprehensive appointment policy to attract quality applications to vacancies on the Board of Directors and its Committees; and
- formalised links with relevant accreditation and assessment bodies nationally and internationally and participate actively in the quality improvement of accreditation and assessment processes.

Key performance indicators

As part of the agreement with AOAC's funding body, AHPRA, AOAC is required to report against a quality framework on a six-monthly basis. The Board of Directors consider the key performance indicators in this report as a basis of their ongoing assessment of successful achievement of the company's goals and objectives.

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049


Directors' Report For the Year Ended 30 June 2017


Meetings of directors

During the financial year, 6 meetings of directors (including committees of directors) were held. Attendances by each director during the year were as follows:

	Directors' Meetings	
	Number eligible to attend	Number attended
Marion Clark	3	3
Dr Louise Adam	6	6
Clive Standen	6	6
Christine Ewan AM	3	2
Dr Brett Vaughan	6	5
Dr Gopi Mcleod	6	5
Associate Professor Peter Hartley	6	4
Ian Locke	3	3

Signed in accordance with a resolution of the Board of Directors:

Director: 
Louise Adam
Board Chair

Director: 
Brett Vaughan
Treasurer

Date: 18 October 2017

Auditor's Independence Declaration under Section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 to the Directors of Australasian Osteopathic Accreditation Council Limited

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2017, there have been:

- (i) no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profit Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Hardwickes

Hardwickes
Chartered Accountants



Robert Johnson FCA
Partner

Canberra

Date: 19 October 2017

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 30 June 2017

		2017	2016
	Note	\$	\$
Revenue	3	245,782	266,772
Other income	3	556	641
Accreditation expenses		(19,413)	(21,046)
Administrative expenses		(116,695)	(107,373)
Governance costs		(45,021)	(41,170)
Overseas assessments		(31,725)	(10,803)
Project expenses		(3,637)	(11,151)
Stakeholder engagement		(48,085)	(25,159)
(Deficit)/surplus before income tax		(18,238)	50,711
Income tax expense	2(c)	-	-
(Deficit)/surplus for the year		(18,238)	50,711
Other comprehensive income		-	-
Total comprehensive income for the year		(18,238)	50,711

The accompanying notes form part of these financial statements.

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Statement of Financial Position

As At 30 June 2017

	Note	2017 \$	2016 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	92,202	109,183
Trade and other receivables	5	4,455	30,525
Other assets	6	4,706	11,160
TOTAL CURRENT ASSETS		101,363	150,868
TOTAL ASSETS		101,363	150,868
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	6,357	37,624
TOTAL CURRENT LIABILITIES		6,357	37,624
TOTAL LIABILITIES		6,357	37,624
NET ASSETS		95,006	113,244
EQUITY			
Retained earnings		95,006	113,244
TOTAL EQUITY		95,006	113,244

The accompanying notes form part of these financial statements.

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Statement of Changes in Equity

For the Year Ended 30 June 2017

2017

	Retained Surplus	Total
	\$	\$
Balance at 1 July 2016	113,244	113,244
Deficit attributable to members of the entity	(18,238)	(18,238)
Balance at 30 June 2017	95,006	95,006

2016

	Retained Surplus	Total
	\$	\$
Balance at 1 July 2015	62,533	62,533
Surplus attributable to members of the entity	50,711	50,711
Balance at 30 June 2016	113,244	113,244

The accompanying notes form part of these financial statements.

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Statement of Cash Flows For the Year Ended 30 June 2017

	2017	2016
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	297,226	286,624
Payments to suppliers and employees	(314,763)	(247,819)
Interest received	556	641
Net cash provided by/(used in) operating activities	11 <u>(16,981)</u>	<u>39,446</u>
Net increase/(decrease) in cash and cash equivalents held	(16,981)	39,446
Cash and cash equivalents at beginning of year	109,183	69,737
Cash and cash equivalents at end of financial year	4 <u>92,202</u>	<u>109,183</u>

The accompanying notes form part of these financial statements.

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Notes to the Financial Statements

For the Year Ended 30 June 2017

The financial report covers Australasian Osteopathic Accreditation Council Limited as an individual entity. Australasian Osteopathic Accreditation Council Limited is a Company, incorporated and domiciled in Australia.

The functional and presentation currency of Australasian Osteopathic Accreditation Council Limited is Australian dollars.

The financial report was authorised for issue by those charged with governance on 19 October 2017.

1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards - Reduced Disclosure Requirements and the *Australian Charities and Not-for-profits Commission Act 2012*.

Australian Accounting Standards set out accounting policies that AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest revenue

Interest revenue is recognised using the effective interest method.

All revenue is stated net of the amount of goods and services tax (GST).

(b) Critical Accounting Estimates and Judgements

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

(c) Income Tax

The Company is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Notes to the Financial Statements

For the Year Ended 30 June 2017

2 Summary of Significant Accounting Policies

(d) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing and financing activities, which is recoverable from or payable to the ATO, are presented as operating cash flows included in receipts from customers or payments to suppliers.

(e) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

3 Revenue and Other Income

	2017	2016
	\$	\$
Revenue		
- Funding income AHPRA	174,000	181,757
- Accreditation fees	20,000	26,000
- Competency assessments - Overseas	41,812	38,965
- Competency assessments - Domestic	3,220	3,300
- Projects	6,750	16,750
Total Revenue	245,782	266,772

Other Income

	2017	2016
	\$	\$
Other Income		
- Interest income	556	641
Total other income	556	641

4 Cash and Cash Equivalents

	2017	2016
	\$	\$
Cash at bank and in hand	92,202	109,183
	92,202	109,183

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Notes to the Financial Statements

For the Year Ended 30 June 2017

4 Cash and Cash Equivalents

Reconciliation of cash

Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows:

	2017	2016
	\$	\$
Cash and cash equivalents	92,202	109,183
Balance as per statement of cash flows	92,202	109,183

5 Trade and Other Receivables

	2017	2016
	\$	\$
CURRENT		
Trade receivables	4,455	30,525
Total current trade and other receivables	4,455	30,525

Doubtful debts

The company has assessed the recoverability of amounts receivable and on the basis that no amounts are past due or are considered impaired; a doubtful debts provision is not required. Further there is no material credit risk exposure to any single receivable or group of receivables.

6 Other Assets

	2017	2016
	\$	\$
CURRENT		
Prepayments	4,706	5,160
Accrued income	-	6,000
	4,706	11,160

7 Trade and Other Payables

	2017	2016
Note	\$	\$
Current		
Trade payables	-	16,806
GST payable	2,721	6,551
Sundry payables and accrued expenses	3,636	14,267
	6,357	37,624

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Notes to the Financial Statements

For the Year Ended 30 June 2017

8 Economic Dependency

Australasian Osteopathic Accreditation Council Limited is dependent on the Australian Health Practitioner Regulation Agency (AHPRA) for the majority of its revenue used to operate the business. AHPRA has agreed to fund the operations of AOAC to 30 June 2018.

9 Key Management Personnel Remuneration

The Directors of the company and the Executive Officer are considered to be key management personnel of the company.

Compensation

Compensation paid to key management personnel includes sitting fees paid to directors for attendance at board meetings and involvement with accreditation and assessment activities and consulting service fees paid to directors for work on specific projects.

The amounts disclosed for each director do not include reimbursement of expenses paid to directors are incurred. The reimbursement of expenses is not considered to be compensation.

The aggregate compensation is set out below:

	2017	2016
	\$	\$
Director compensation	<u>63,408</u>	<u>50,979</u>

10 Related Parties

(a) Key management personnel compensation

Disclosures relating to key management personnel compensation are set out in Note 9.

(b) Transactions with members of the company

All transactions with related parties were carried out on an "arm's length" basis. Members that serve in the capacity of director were paid professional fees to attend meetings as indicated below. Payments made to members of the company, which are also included in Note 9 above, during the year are as follows:

	30 June 2017	30 June 2016
Marion Clark	19,510	17,702
Jane Louise Adam	19,838	15,366
Christine Ewan	1,677	1,614
Suzie Linden	-	1,214
Peter Hartley	1,007	-

Australasian Osteopathic Accreditation Council

ABN: 45 142 289 049

Notes to the Financial Statements

For the Year Ended 30 June 2017

10 Related Parties

(c) Transactions with director-related entities

No directors or executive has entered into a material contract with the company (other than the provision of sitting fees with the exception of transactions noted in 10(b) above) since the end of the previous financial year and there were not material contracts involving directors' interests in existence at year-end

11 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2017	2016
	\$	\$
(Deficit)/Surplus for the year	(18,238)	50,710
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	26,070	(30,523)
- (increase)/decrease in other assets	6,454	28,130
- increase/(decrease) in trade and other payables	(31,267)	(8,871)
Cashflows from operations	<u>(16,981)</u>	<u>39,446</u>

12 Commitments

The company has no material commitments as at 30 June 2017 (30 June 2016: Nil).

13 Contingencies

In the opinion of the directors, the Company did not have any contingencies at 30 June 2017 (30 June 2016: None).

14 Events after the end of the Reporting Period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Company, the results of those operations or the state of affairs of the Company in future financial years.

15 Members' Guarantee

The Company is incorporated under the *Corporations Act 2001* and is a Company limited by guarantee. If the Company is wound up, the constitution states that each member is required to contribute a maximum of \$ 20 each towards meeting any outstanding and obligations of the Company. At 30 June 2017 the number of members was 4 (2016: 4).

Australasian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

Directors' Declaration

The directors of the Company declare that:

1. The financial statements and notes, as set out on pages 7 to 15, are in accordance with the *Australian Charities and Not-for-profit Comissions Act 2012* and:
 - a. comply with Australian Accounting Standards - Reduced Disclosure Requirements; and
 - b. give a true and fair view of the financial position as at 30 June 2017 and of the performance for the year ended on that date of the Company.
2. In the directors' opinion, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

Director  Louise Adam, Board Chair

Director  Brett Vaughan, Treasurer

Dated this 18th day of October 2017

Independent Audit Report to the members of Australasian Osteopathic Accreditation Council Limited

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Australasian Osteopathic Accreditation Council Limited (the Company), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and managements' assertion statement.

In our opinion, the accompanying financial report presents fairly, in all material respects, including:

- (i) giving a true and fair view of the Company's financial position as at 30 June 2017 and of its financial performance for the year ended; and
- (ii) complying with Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Company in accordance with the auditor independence requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as management determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the directors, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Hardwickes

Hardwickes
Chartered Accountants

R Johnson

Robert Johnson FCA
Partner

Canberra

Date: 19 October 2017