



# Annual Report

## 2014-15

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## About

The Australasian Osteopathic Accreditation Council (AOAC) assesses and accredits osteopathic education programs leading to eligibility for registration as an osteopath in Australia, and to assess the suitability of overseas qualified osteopaths to practice in Australia. Previously known as the Australian and New Zealand Osteopathic Council Limited (ANZOC), AOAC underwent a change of name in July 2014 to better reflect its current area of operations.

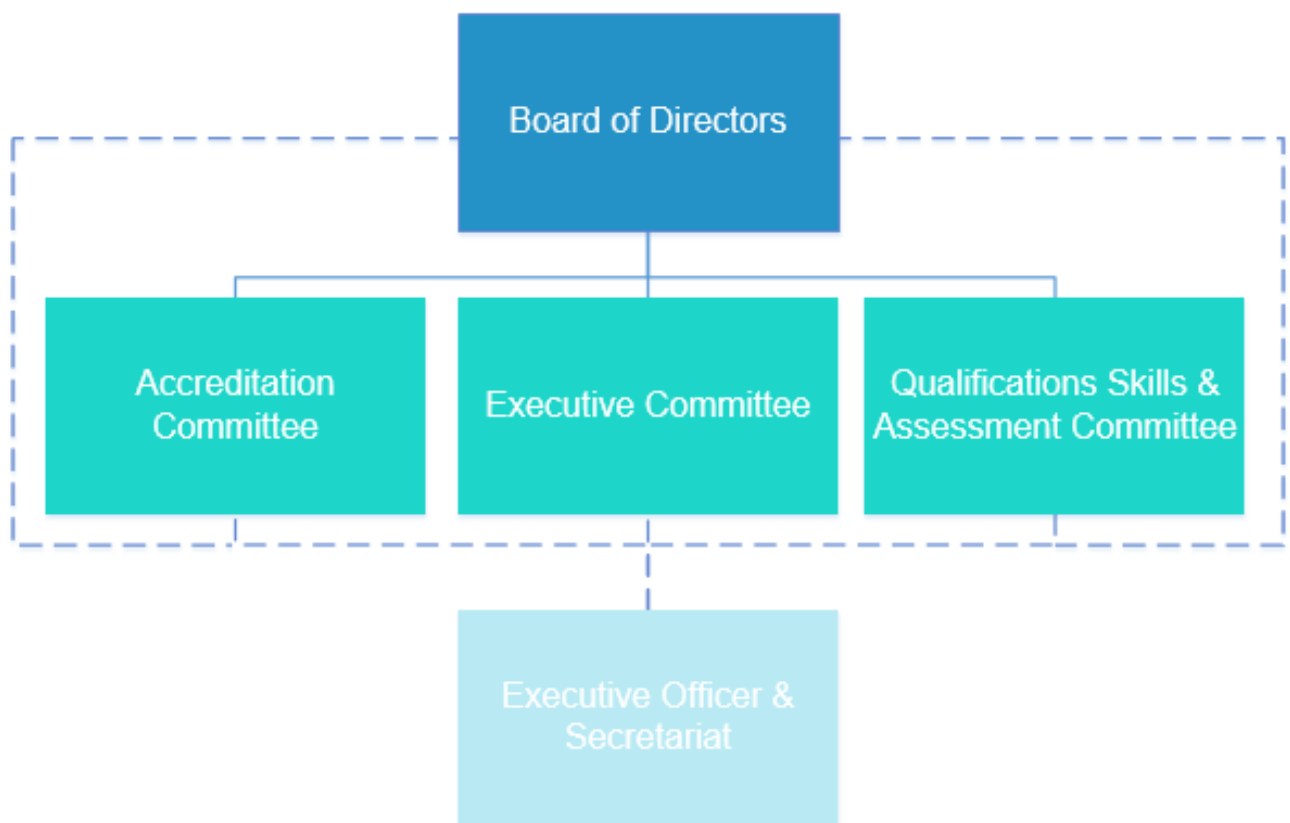
## Aims

The aims of AOAC are to:

- Create a policy framework that helps ensure that 'equivalency', as encompassed in the Trans-Tasman Mutual Recognition Agreement, is maintained.
- 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(s)) and other relevant interest groups on matters concerning the registration of osteopaths.
- Develop, review and maintain accreditation standards and processes to assess osteopathic programs.
- 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.
- Provide information and advice to government bodies relating to law and policy concerning the registration of osteopaths in 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.

## Governance

AOAC is a company limited by guarantee. The governance structure consists of a Board of Directors supported by an Executive Committee, an Accreditation Committee and a Qualifications and Skills Assessment Committee.



### Board of Directors

Ms Marion Clark	Chairperson
Dr Louise Adam	Deputy Chairperson
Mr Clive Standen	Treasurer
Professor Christine Ewan AM	Director
Ms Suzie Linden	Director
Mr Ray Myers	Director
Mr Brett Vaughan	Director

## Corporate Information

### Administration

On 25 May 2015, AOAC appointed the Australian Nursing and Midwifery Accreditation Council (ANMAC) to manage AOAC's administration. Previously this was managed by Intensive Group Limited, through Ms Rachel Portelli. Accordingly, AOAC's registered business address changed, along with the occupants of the Company Secretary and Executive Officer position.

### Company Secretary

Ms Cathryn Taylor (Appointed May 2015)

### Executive Officer

Ms Cathryn Taylor (Appointed May 2014)

### Registered Office

Level 3, Empire Chambers, 1– 13 University Avenue, Canberra City ACT 2601, Australia

### Contact Information

Phone: +61 2 62749190

Email: [admin@osteopathiccouncil.org.au](mailto:admin@osteopathiccouncil.org.au)

Website: <http://www.osteopathiccouncil.org.au/index.html>

### Australian Business Number (ABN)

45 142 289 049

### Auditor

Hourigan Partners Audit Pty Ltd  
Chartered Accountants

## Chairperson's Report

On 26 February 2015, AOAC celebrated 5 years since incorporation. During this time, and especially during the last twelve months, we have continued to achieve the aims and objectives as set out in our governing documents, and in accordance with the expectations of the Osteopathy Board of Australia (OsteoBA) and our current funding agreement with the Australian Health Practitioner Regulation Agency (AHPRA).

The 2014/15 year proved to be a very busy year with a range of strategic projects, including:

- Adoption of a revised Constitution, including a change of name to the Australasian Osteopathic Accreditation Council (AOAC)
- Participation in the Review of the National Registration and Accreditation Scheme, including several meetings with the review team, provision of information, and the development of a comprehensive submission
- Review of the *Candidate Guide* for migration to, and/or registration in Australia
- Evaluation of the Implementation of the Competent Authority Pathway (CAP)
- Review of standards for accreditation of pre-registration osteopathic courses in Australia
- Review of capabilities for practising osteopathy in Australia

### Executive Services

A key focus (and workload) for the AOAC Board during this financial year was securing ongoing executive and administration services, following the Notice of Termination of Contract received from Intensive Group Limited in February 2015. A robust tendering process culminated in the appointment of the Australian Nursing and Midwifery Accreditation Council (ANMAC) to provide these services from 25 May 2015.

The Board was pleased at the opportunity to link with another experienced accreditation authority, which will enable efficiencies through taking advantage of ANMAC's experience and advice and facilitate consistency of accreditation processes. As part of this process, the appointment of Ms Cathryn Taylor as AOAC's Company Secretary and initial new Executive Officer was welcomed by the Board. The Board appreciated the commitment that Ms Taylor and ANMAC's CEO, Clinical Professor Fiona Stoker made to ensuring a smooth transition. We look forward to our continued partnership into the future.

On behalf of the Board, I would like to formally thank Ms Rachel Portelli for her significant contribution to the work of the AOAC as previous Executive Officer. The Board has greatly appreciated the professional expertise that she, and her colleagues at Intensive Group Ltd, brought to improving AOAC's administration.

### Board Composition

Dr Louise Adam was reappointed to the Board as of 22 September 2014 and also was re-appointed to the office of Deputy Chair and Chair of the Qualifications and Skills Assessment Committee (QSAC). We also welcomed Dr Brett Vaughan as a Director on 28 November 2014, bringing the composition of the Board up to seven (7) members.

### Financial Health

AOAC has finished the year slightly overspent with a loss of \$7,465. This is primarily attributable to a reduction in Standard Pathway assessment applications and the transfer of administrative

arrangements, requiring an increased focus on governance during the first part of 2015. Forecasting income from qualifications and skills assessment is very difficult and can change each year.

### Review of National Registration and Accreditation Scheme (NRAS)

A significant focus during 2014 was the review of the NRAS, chaired by Kim Snowball. AOAC valued the opportunity to contribute to the review and worked with the Health Professions Accreditation Councils Forum (HPAC Forum) to ensure that the review was informed on accreditation, including several consultation meetings with the review team and the provision of financial and other information. AOAC developed and forwarded a comprehensive submission to the review.

Early feedback from the review team was useful in driving an evaluation of AOAC's processes, and led, in part, to the decision to choose to link more closely with other accreditation councils, including the administrative link with ANMAC. As a member of the Forum, we have also strongly supported the alignment of activities such as accreditation standards and processes with which the Forum is currently engaged.

### Stakeholder Engagement

AOAC is an active member of the HPAC Forum, the coalition of the Accreditation Councils of the regulated health professions. AOAC was represented at all Forum meetings, and at a workshop on Interprofessional Education in May, 2015. I also attended a joint meeting between AHPRA, the National Boards and Accreditation Authorities.

AOAC and the OsteoBA hold regular meetings that allow an informal platform to discuss matters of mutual interest. Meetings were also held with other stakeholders, such as the General Osteopathic Council (UK), Osteopathy Australia, Osteopathy New Zealand, Osteopathic Council of New South Wales and the Osteopathic Council of New Zealand.

Our previous Executive Officer, Ms Rachel Portelli, co-moderated at the Osteopathic International Alliance (OIA) in London during October 2014 within the Regulation Pillar. This involvement with the OIA brings with it many benefits, not least the ability to network with our international colleagues on a regular basis.

AOAC works in partnership with the OsteoBA and AHPRA to ensure that the regulatory objectives are met. We particularly value the good relationship and support we have had with Dr Nikole Grbin, Chair of the OsteoBA, and her fellow directors over the past year.

AOAC's achievements would not be possible without the hard work and dedication of the Board, its committees and executive staff. These people work tirelessly to ensure that AOAC continues to meet its obligations as an accreditation authority. With a new Constitution, new administrative arrangements in place and continued quality improvement being applied, we look forward to a productive and very positive future.



MARION CLARK

Chairperson

## Accreditation Committee Report

### Committee members

Mr Clive Standen (Chairperson)	Private Practitioner	New Zealand
Dr Angie Bruce	Private Practitioner	Victoria
Ms Suzanne Evans	Community Representative	Victoria
Professor Christine Ewan AM	Community Representative	New South Wales
Dr Suzanne McCleary	Private Practitioner	New South Wales

The Accreditation Committee is a standing committee of AOAC and administers the processes involved in granting accreditation to programs that lead to the eligibility of people for registration as an osteopath in Australia. Up to six (6) meetings are conducted via teleconference per year, with regular reports provided to the Board.

### Accreditation Standards

AOAC is responsible for accrediting education providers and programs of study for the osteopathy profession. Accreditation standards are used to assess whether a program of study, and the education provider that provides the program of study, provide persons who complete the program, with the knowledge, skills and professional attributes to practise the profession.

The AOAC *Standards for the Accreditation of Osteopathic Courses in Australia* transitioned on 1 July 2010 under section 253(3) of the Health Practitioner Regulation National Law Act (National Law) as in force in each state and territory, as an approved accreditation standard for the purpose of general registration. AOAC has subsequently made minor amendments to the standards, including separating the procedures for accreditation from the accreditation standards document.

### Review of standards for the accreditation of pre-registration osteopathic courses in Australia

In 2013-2014 AOAC commenced a review of the *Standards for the Accreditation of pre-registration osteopathic courses in Australia* under the project leadership of the Chair of the AOAC Accreditation Committee, Mr Clive Standen. Initial stakeholder consultation commenced in May 2014 and a final set of revised accreditation standards, along with the reviewed *Capabilities for practising osteopathy in Australia* (Annexure A) was accepted by AOAC in July 2015, for submission to the OsteoBA.

The revised accreditation standards and capabilities were developed through a rigorous process which involved an extensive international literature review, initial meetings with senior staff of all three universities providing programs of study in osteopathy in Australia and with the OsteoBA to discuss their expectations. Facilitated workshops were also held whereby representatives from all key stakeholder groups, including education providers, were invited. Circulation of various draft documents took place for feedback and comment.

All feedback was carefully considered and informed the finalisation of the standards and capabilities. The final round of consultation indicated widespread general agreement with the standards and capabilities as drafted. The standards review process focused on aspects of the educational and professional context in which the standards will be applied.

### Accredited Programs of Study

Under the National Law, AOAC may grant accreditation if it is reasonably satisfied that a program of study and the education provider that provides it, meet an approved accreditation standard. It may also grant accreditation if it is reasonably satisfied that the provider and the program of study, substantially meet an approved accreditation standard, and the imposition of conditions on the approval will ensure that the program meets the standard within a reasonable time. AOAC reports its decision to the OsteoBA to enable the Board to make a decision on the approval of the program of study for registration purposes. No accreditation assessments were undertaken during the year.

### Monitoring of Accredited Programs of Study

Between formal accreditations, AOAC monitors progress in accredited osteopathy programs of study through annual progress reports that programs are required to provide. Furthermore, AOAC monitors any conditions that have been placed on the program following accreditation.

These reports inform AOAC of any emerging issues that may affect the program's ability to deliver its osteopathy curriculum and respond to issues raised in AOAC accreditation reports. In the last year, AOAC received and considered annual monitoring reports from:

- RMIT University
- Southern Cross University

Due to the receipt of a substantial accreditation application in June 2015, the Accreditation Committee agreed that Victoria University would not be required to provide an annual report for the 2014/15 reporting period. Victoria University's accreditation evaluation will take place in September 2015.



MR CLIVE STANDEN

Chairperson, Accreditation Committee

## Qualifications and Skills Assessment Committee Report

### Committee members

Dr Louise Adam (Chairperson)	Private Practitioner	New South Wales
Dr Lesley Fitzpatrick	Community Representative	Australian Capital Territory
Dr Gopi Macleod	Southern Cross University	New South Wales
Dr Christopher Pallies	Private Practitioner	New Zealand
Dr Heath Williams	Private Practitioner	Victoria
Dr Phillip Austin	Researcher	New South Wales

The Qualifications and Skills Assessment Committee (QSAC) is a standing committee of AOAC and administers the assessment of qualifications and skills for migration to, and registration in, Australia. Up to six (6) meetings are conducted via teleconference per year, with regular reports provided to the Board. In August 2014, the committee welcomed Dr Phillip Austin to its membership.

### Assessment of overseas trained osteopaths

AOAC, as the gazetted assessing authority for the Department of Immigration and Border Protection (DIBP), assesses internationally qualified osteopaths who apply for permanent migration under Australia's General Skilled Migration (GSM) and Employer Nomination Scheme (ENS) programs.

Accreditation functions under The National Law include the assessment of overseas-qualified health practitioners seeking registration. As the appointed accreditation authority in Australia for osteopathy, AOAC assesses the qualifications and skills of osteopaths applying for registration in Australia.

From 1 January 2014, under the Osteopathy Board of Australia's *Framework: Pathways for Registration of Overseas Trained Osteopaths*, osteopaths who have certain qualifications post 2000 accredited by the General Osteopathic Council (GOsC) in the United Kingdom, now have two pathways to registration in Australia – the competent authority pathway (CAP) or the standard pathway. Osteopaths with qualifications not specified in the Framework, will continue to be assessed through the standard pathway for eligibility for general registration.

On completion of the requirements for the relevant pathway, the overseas-qualified osteopath may apply for general registration in Australia. Registration is subject to satisfying the requirements for general registration in the National Law, including the Osteopathy Board's five registration standards.

During 2014/2015, AOAC received 16 applications from osteopaths seeking migration and/or registration to Australia. The majority of the applications (14) came through the CAP and were graduates of programs of United Kingdom education providers.

As at 30 June 2015

Competent Authority Pathway	14
Standard Assessment Pathway	2
Total	16

Table 1: Summary of assessment undertaken during 2014-2015

### Development of the Open Book Examination (OBE) for overseas trained osteopaths

With the introduction of the CAP, AOAC developed the *Information on the Practice of Osteopathy in Australia: A guide for graduates trained overseas* (the Guide) providing CAP and standard pathway candidates with information on the competence of osteopathic practice that specifically relates to practising within the Australian health care system. This guide is reviewed annually and kept updated.

Following the review, minor amendments were made to the guide. An applicant's competence level in this context is assessed via an OBE.

Victoria University was contracted to develop and test a question bank for the purposes of assessing the knowledge and skills of candidates in relation to osteopathy in the Australian health care setting. In June 2015, a draft final report was provided by the VU research team which is currently being considered by AOAC. The project developed approximately 120 questions and then evaluated them by having a small number of recent graduates sit them to provide information on the utility of each question.

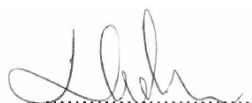
#### Evaluation of the CAP

In September 2014, Dr Amanda Adrian was contracted to review of the CAP, with the aim to enable identification of any further improvements into the future. In June 2015, the draft report was received from Dr Adrian and was considered by AOAC, before being forwarded to OsteoBA. This project gathered qualitative and quantitative data from individuals who have an interest in the CAP process, including applicants, supervisors, professional organizations and those involved in the regulation of Osteopathy.

#### Future projects

QSAC is considering a number of future projects that will allow AOAC to continuously improve the appropriate assessment of internationally qualified osteopaths for migration to Australia. This includes:

- A review of the standard pathway process.
- Annual review of the *Information on the Practice of Osteopathy in Australia: A guide for graduates trained overseas* (the Guide).



DR LOUISE ADAM (OSTEOPATH)

Chairperson, Qualifications and Skills Assessment Committee

## Quality Framework Reporting

AOAC reports to the OsteoBA and AHPRA against a *Quality Framework for the Accreditation Function* (Quality Framework) that was developed by AHPRA, the National Boards and the health professions accreditation councils. The Quality Framework has eight domains. AOAC meets these domains in the following ways.

### Governance

AOAC has a robust governance structure with well-defined governance policies and processes in place that ensure that AOAC meets its legislative and statutory obligations.

### Independence

There are clear procedures in place for ensuring the independence of AOAC's activities, including identifying and managing conflicts of interest.

### Operational Management

AOAC has mechanisms in place to ensure operational efficiency and effectiveness. Key performance indicators are used to assess AOAC's performance against its strategic priorities. There are robust systems for ensuring confidentiality and managing information.

### Accreditation Standards

AOAC currently accredits three programs against the standards for the accreditation of osteopathy programs of study that AOAC is responsible for developing, maintaining and applying. The accreditation standards meet relevant Australian and international benchmarks, are based on available research and evidence, and are developed with extensive stakeholder consultation. The accreditation standards have recently been reviewed.

AOAC is fully embracing and participating in working with other accreditation authorities through the Forum to increase the consistency and alignment between accreditation standards and processes. The targets are ambitious but these joint projects are important steps as we continue to strive for quality improvements in our accreditation functions. It is anticipated that these developments will increase the efficiency of accreditation and reduce the compliance costs for educators. The early focus has been to identify commonalities between standards, focusing on inter-professional learning and collaboration.

### Processes for the accreditation of education providers and programs of study

AOAC has clearly defined procedures to ensure consistency, transparency and equity in undertaking accreditation decisions. These ensure selection and training of suitable reviewers, fair and robust accreditation decisions and engagement of education providers in the ongoing quality improvement of osteopathy programs of study.

### Assessing authorities in other countries

The General Osteopathic Council in the United Kingdom has been assessed as substantially providing the knowledge, clinical skills and professional attributes necessary to practise osteopathy in Australia, leading to the introduction of a CAP from 1 January 2014. This is in addition to the current standard assessment pathway. In 2015 AOAC evaluated the CAP to assess the early strengths, weaknesses and opportunities for improvement.

### Assessing overseas qualified practitioners

Using agreed standards, processes and guidelines, AOAC assesses applicants using established and recognised tools such as the Country Education Profiles Online tool and an overall primary assessment of qualifications, registration and work experience.

Further assessment involves a written and practical examination as well as completion of a portfolio exercise. All applicants undertake an OBE on practising osteopathy in Australia.

### Stakeholder engagement

AOAC has a number of mechanisms in place to build stakeholder support and collaboration both within Australia and internationally.

## Directors' Report

The directors of the Australasian Osteopathic Accreditation Council (AOAC or the company) submit herewith the financial report of the company for the year ended 30 June 2015. In order to comply with section 300B of the *Corporations Act 2001*, the directors' report is as follows:

### Principal Activities, Objectives and Measures of Performance

#### Principal Activities

AOAC was formed in 2010. Under NRAS, AOAC is designated the independent accreditation agency for osteopathy in Australia until June 2018. The objects of AOAC as outlined in the Constitution are to:

- a) Develop accreditation standards for osteopathic programs of study for approval by the Osteopathy Board of Australia
- b) Assess programs of study and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards
- c) 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
- d) 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
- e) Advise and make recommendations in relation to:
  - a. Matters concerning accreditation or accreditation standards for osteopathic programs of study
  - b. Matters concerning the regulation, including general and specialist registration of osteopaths
  - c. Matters concerning the assessment of overseas qualified osteopaths and
  - d. Matters concerning the recognition and assessment of overseas qualifications of osteopaths
- f) 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
- g) Cooperate with state, national and international associations, authorities and organisations in a manner consistent with the attainment of these purposes.

#### Objectives

AOAC'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

AOAC'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, AOAC has adopted the following strategies:

- ensure 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
- formalise 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.

#### *Directors*

The names and details of the company's directors in office during the financial year and until the date of this report are as follows. Directors were in office for the entire year unless otherwise stated.

<b>Ms Marion Clark</b> <i>Chairperson</i>	<p>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 <i>Health Practitioner Regulation National Law 2009</i> (the National Law).</p> <p><i>Date of appointment: 13 December 2010, reappointed 12 December 2013</i></p>
<b>Dr Louise Adam</b> <i>Deputy Chairperson</i>  <i>Chair, Qualifications &amp; Skills Assessment Committee</i>	<p>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.</p> <p><i>Date of appointment: 22 September 2011, reappointed 22 September 2014</i></p>
<b>Mr Clive Standen</b> <i>Treasurer</i>  <i>Chair, Accreditation Committee</i>	<p>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.</p> <p><i>Date of appointment: 26 February 2010, reappointed 26 February 2013. Appointed as Treasurer 22 April 2013.</i></p>

<b><i>Professor Christine Ewan AM</i></b>	<p>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.</p> <p><i>Date of appointment: 26 February 2010, reappointed 26 February 2013</i></p>
<b><i>Ms Suzie Linden</i></b>	<p>Suzie has practised in the field of health law and bioethics for most of her professional career, dealing with complex health law, medico-legal, regulatory and ethical issues. Suzie was the founder and continues to be the editor of the Australian Health Law Bulletin, which she established in 1992. She has been a member of numerous Federal and State Government advisory bodies, and currently sits as a member of the Victorian Government Human Research Ethics Committee. Suzie also teaches Clinical Ethics and Law in the Faculty of Medicine at Monash University.</p> <p><i>Date of appointment: 26 February 2010, reappointed 26 February 2013</i></p>
<b><i>Dr Ray Myers</i></b>	<p>Ray is the osteopathic discipline lead at RMIT University in Melbourne. In this role he is responsible for the coordination and program quality assurance of the osteopathic program of study. Qualifying with a Bachelor of Applied Science in Osteopathy in 1995 and a Master of Osteopathic Science in 1998, Ray's two main research interests include the examination of processes of determining outcomes for osteopathy where standard clinical trial methodology is not appropriate and investigating the phenomena and therapeutic processes associated with osteopathy in the cranial field.</p> <p><i>Date of appointment: 26 February 2010, reappointed 26 February 2013</i></p>
<b><i>Mr Brett Vaughan</i></b>	<p>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 &amp; 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.</p> <p><i>Date of appointment: 28 November 2014</i></p>

### Director's Meetings

	Board		Executive		Accreditation		QSAC	
Director	A	B	A	B	A	B	A	B
M Clark	5	6	7	7	*	*	2	4
L Adam	6	6	7	7	*	*	4	4
C Standen	6	6	6	7	2	2	*	*
C Ewan	4	6	*	*	2	2	*	*
S Linden	6	6	*	*	*	*	*	*
R Myers	5	6	*	*	*	*	*	*
B Vaughan	2	3	*	*	*	*	*	*

\* Director is not a member of this Committee

^ Comprises Chairperson, Deputy Chairperson and Treasurer

A Number of meetings attended

B Number of meetings held during the time the director was in office for the year ending 30 June 2015

QSAC Qualifications and Skills Assessment Committee

### Proceedings on Behalf of the Company

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 obligations of the company. At 30 June 2015 the number of members was 4.

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



MARION CLARK

Chairperson

# Hourigan Partners

## Independent Auditor's Report

To the members of Australasian Osteopathic Accreditation Council Limited ACN 142 289 049

### Report on the financial report

We have audited the accompanying financial report of Australasian Osteopathic Accreditation Council Limited, which comprises the statement of financial position as at 30 June 2015, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and the directors' declaration.

### Directors' responsibility for the financial report

The directors of Australasian Osteopathic Accreditation Council Limited are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and Australian Charities and Not-for-profits Commission Act 2012 and for such internal controls as the directors determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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


### Independence

In conducting our audit, we have complied with the independence requirements of the Australian Charities and Not-for-profits Commission Act 2012.

### Opinion

In our opinion, the financial report of Australasian Osteopathic Accreditation Council Limited is in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- (a) giving a true and fair view of the company's financial position as at 30 June 2015 and of its performance for the year ended on that date; and
- (b) complying with Australian Accounting Standards – Reduced Disclosure Requirements and the Australian Charities and Not-for-profits Commission Regulation 2013.

  
Simon Hourigan  
Director

  
Hourigan Partners Audit Pty Ltd  
ACN 149 707 960

Dated this 15<sup>th</sup> day of October 2015  
Melbourne

Liability limited by a scheme approved under Professional Standards Legislation

# Hourigan Partners

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## Auditor's Independence Declaration

### To the directors of Australasian Osteopathic Accreditation Council Limited

In accordance with section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012, as lead auditor of Australasian Osteopathic Accreditation Council Limited for the financial year ended 30 June 2015,

I declare that, to the best of my knowledge and belief, there have been:

- no contraventions of the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.

  
Simon Hourigan  
Director

  
Hourigan Partners Audit Pty Ltd  
ACN 149 707 960

Melbourne  
Dated this 15<sup>th</sup> day of October 2015

Liability limited by a scheme approved under Professional Standards Legislation

# Statement of Comprehensive Income for the year ended 30 June 2015

	Note	Year Ended 30 June 2015	Year Ended 30 June 2014
Revenue	3	257,486	254,788
Other income	4	1,873	2,484
<b>Revenue and other income</b>		<b>259,359</b>	<b>257,272</b>
Administration expenses		110,142	110,866
Governance costs		45,237	40,745
Stakeholder engagement		29,108	26,697
Overseas assessments		35,431	31,580
Accreditation costs		3,410	1,320
Project expenses		43,496	41,309
<b>Expenditure</b>		<b>266,824</b>	<b>252,517</b>
<b>Surplus before income tax</b>		<b>(7,465)</b>	<b>4,755</b>
Income tax (benefit)/expense	5	-	(12,538)
<b>Net surplus for the year</b>		<b>(7,465)</b>	<b>17,293</b>
<b>Other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>(7,465)</b>	<b>17,293</b>

*The accompanying notes form part of these financial statements*

## Statement of Financial Position at 30 June 2015

	Note	2015	2014
		\$	\$
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6	69,737	76,108
Trade and other receivables	7	-	5,074
Other current assets	8	39,290	13,541
Total Current Assets		109,027	94,723
<b>Total Assets</b>		109,027	94,723
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	9	46,494	24,725
Total Current Liabilities		46,494	24,725
<b>Total Liabilities</b>		46,494	24,725
<b>Net Assets</b>		62,533	69,998
Accumulated surplus		62,533	69,998
<b>Total Equity</b>		62,533	69,998

*The accompanying notes form part of these financial statements*

## Statement of Changes in Equity for the year ended 30 June 2015

	Accumulated Surplus \$
Balance at 30 June 2013	52,705
Net surplus for the financial year	17,293
Other comprehensive income for the year	-
<b>Balance at 30 June 2014</b>	<b>69,998</b>
Balance at 30 June 2014	69,998
Net deficit for the financial year	(7,465)
Other comprehensive income for the year	-
<b>Balance at 30 June 2015</b>	<b>62,533</b>

*The accompanying notes form part of these financial statements*

# Statement of Cash Flows for the year ended 30 June 2015

	Note	2015 \$	2014 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from funding bodies		177,465	164,877
Receipts from accreditation and assessments		68,665	104,900
Payments to suppliers and employees		(254,373)	(270,199)
Interest received		1,872	2,484
Tax amounts paid		-	(2,080)
		<u>          </u>	<u>          </u>
Net cash generated/(expended) by operating activities		<u>(6,371)</u>	<u>(18)</u>
<b>Cash Flows from Investing Activities</b>			
Net cash used in investing activities		<u>-</u>	<u>-</u>
<b>Cash Flows from Financing Activities</b>			
Net cash used in financing activities		<u>-</u>	<u>-</u>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		(6,371)	(18)
<b>Cash and Cash Equivalents at the Beginning of the Financial Year</b>		<u>76,108</u>	<u>76,126</u>
<b>Cash and Cash Equivalents at the End of the Financial Year</b>	6(a)	<u>69,737</u>	<u>76,108</u>

*The accompanying notes form part of these financial statements*

# Notes to the Financial Statements

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<b>Note</b>	<b>Contents</b>
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3	Revenue
4	Other Income
5	Income Tax
6	Cash and Cash Equivalents
7	Trade and Other Receivables
8	Other Current Assets
9	Trade and Other Payables
10	Economic Dependency
11	Key Management Personnel Compensation
12	Related Parties and Related Party Transactions
13	Commitments
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## Notes to the Financial Statements

### Note 1: Corporate Information

The financial statements are for the Australasian Osteopathic Accreditation Council (AOAC or the company) as an individual company, incorporated and domiciled in Australia. AOAC is a company limited by guarantee. The financial report was authorised for issue on 15 October 2015.

### Note 2: Summary of Significant Accounting Policies

#### Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, Australian Accounting Standards – Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board and Urgent Issues Group interpretations.

The company complies with Australian Accounting Standards – Reduced Disclosure Requirements as issued by the Australian Accounting Standards Board.

The adoption of these Standards has resulted in significantly reduced disclosures in respect of related parties and financial instruments. There was no other impact on the current or prior year financial statements.

The financial statements have been prepared on an accruals 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.

#### (a) Revenue

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

##### Interest Revenue

Revenue is recognised as interest accrues.

#### (b) Significant accounting judgments, estimates and assumptions

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

## Notes to the Financial Statements

### Note 2: Summary of Significant Accounting Policies cont.

#### Accounting Policies

**(f) Income tax**

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

**(g) Goods and services tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(h) Comparative figures**

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

## Notes to the Financial Statements

<b>Note 3: Revenue</b>	<b>30 June 2015</b>	<b>30 June 2014</b>
	<b>\$</b>	<b>\$</b>
Funding income AHPRA	161,332	149,888
Accreditation fees	6,000	6,000
Overseas assessment fees	33,166	62,900
Project payments	56,988	36,000
<b>Total Revenue</b>	<b>257,486</b>	<b>254,788</b>

### Note 4: Other Income

Interest income	1,873	2,484
<b>Total Other Income</b>	<b>1,873</b>	<b>2,484</b>

### Note 5: Income Tax Expense

Income tax expense		
-Current year	-	-
- Prior year overprovision	-	(12,538)
	<b>-</b>	<b>(12,538)</b>

### Note 6: Cash and Cash Equivalents

Cash at bank	69,737	76,108
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#### (a) Reconciliation of cash

The above figures are reconciled to cash at the end of the financial period as shown in the statement of cash flows as follows:

Balance per Statement of Cash Flows	69,737	76,108
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#### (b) Reconciliation of cash flow from operations with surplus for the reporting period

(Deficit)/Surplus for the year	(7,465)	17,293
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#### Non cash flows

Movement in working capital		
(Increase)/Decrease in receivables	5,074	(4,542)
(Increase)/Decrease in other current assets	(25,749)	(8,809)
(Increase)/Decrease in trade and other payables	21,769	(3,960)
<b>Net cash (from)/used in operating activities</b>	<b>(6,371)</b>	<b>(18)</b>

## Notes to the Financial Statements (continued)

<b>Note 7: Trade and Other Receivables</b>	<b>30 June 2015</b>	<b>30 June 2014</b>
	<b>\$</b>	<b>\$</b>
Trade receivables	-	5,074
Other receivables	-	-
Total trade and other receivables	<u>-</u>	<u>5,074</u>

### 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.

## **Note 8: Other Current Assets**

Accrued Income	34,375	-
Prepaid insurance	4,845	4,502
Other prepaid expenses	70	9,039
Total other current assets	<u>39,290</u>	<u>13,541</u>

## **Note 9: Trade and Other Payables**

### **Current**

Trade creditors	37,966	18,860
Goods and services tax payable	1,528	865
Audit fees payable	7,000	5,000
Income tax payable	-	-
Total trade and other payables	<u>46,494</u>	<u>24,725</u>

## **Note 10: Economic Dependency**

AOAC 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.

## Notes to the Financial Statements (continued)

### Note 11 Key Management Personnel Compensation

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 the reimbursement of expenses paid to Directors as incurred. The reimbursement of expenses is not considered to be compensation.

The aggregate compensation made to directors of the company is set out below:

	<u>30 June 2015</u>	<u>30 June 2014</u>
	\$	\$
Director compensation	52,136	33,055
Executive officer*	<u>-</u>	<u>-</u>

\* The previous Executive Officer, Ms Rachel Portelli is employed by Intensive Group Pty Ltd. AOAC and Intensive Group Pty Ltd are considered to be related parties. Related party transactions are set out in note 12.

### Note 12: Related Parties and Related-Party Transactions

#### (a) Key Management Personnel Compensation

Disclosures relating to key management personnel compensation are set out in note 11.

#### (b) Transactions with Related Parties

Ms Rachel Portelli, was the Executive Officer of AOAC until 25 May 2015. At the time she was also a Director of, and jointly controls Intensive Group Pty Ltd. Intensive Group Pty Ltd is considered to be "related" to AOAC. AOAC has entered contracts with Intensive Group Pty Ltd for the provision of executive services including the provision of an executive officer and company secretary, administrative services and office premises. These contracts and the payments made under these contracts are considered related party transactions. The current contract that was entered into in June 2012 for a period of 5 years, ended in April 2015.

	30 June 2015	30 June 2014
	\$	\$
Fees paid	<u>70,680</u>	<u>80,640</u>

## Notes to the Financial Statements (continued)

### Note 12: Related Parties and Related-Party Transactions cont.

There were no other transactions with related parties during the current and previous financial year.

#### Receivable and payable to related parties

There were no receivables or payables to related parties at the current and previous reporting date.

#### Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

#### (c) Transactions with Members of the Company

All transactions with related parties were carried out on an “arms 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 11 above, during the year are as follows:

	30 June 2015	30 June 2014
	\$	\$
Marion Clark	14,089	13,398
Christine Ewan	2,508	767
Suzie Linden	2,428	1,434
Jane Louise Adam	13,904	9,264

#### (d) Transactions with director-related entities

No director or executive has entered into a material contract with the company (other than the provision of sitting fees and with the exception of transactions noted in 12(c) above) since the end of the previous financial year and there were no material contracts involving directors' interests in existence at year-end.

## Notes to the Financial Statements (continued)

### Note 13: Commitments

The company has no material commitments as at 30 June 2015 (30 June 2014: Nil).

### Note 14: Contingent Liabilities

The directors are not aware of any material contingent liabilities as at 30 June 2015 (2014: Nil).

### Note 15: Events after the Reporting Period

No matters or circumstances have arisen since the end of the financial reporting year to the date of this report that have or may significantly affect the activities of the company, the results of those activities or the state of affairs of the company in the ensuing or any financial year.

### Note 16: 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 outstandings and obligations of the company. At 30 June 2015 the number of members was 4 (2014: 5 members).

## Directors' Declaration

The directors of the company declare that in their opinion:

- (a) The attached financial statements and notes thereto comply with accounting standards
- (b) The attached financial statements and notes thereto give a true and fair view of the financial position and performance of the company
- (c) The attached financial statements and notes are in accordance with the *Australian Charities and Not-for-profits Act 2012* and the Australian Charities and Not-for-profit Regulation 2013
- (d) There are reasonable grounds to believe the company will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the directors



**MARION CLARK**  
Chairperson  
15 October 2015