



# Annual Report

## 2015-16



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## About

The Australasian Osteopathic Accreditation Council (AOAC) is an independent organisation, (under the Corporations Act 2001). It assesses and accredits osteopathic education programs leading to eligibility for registration as an osteopath in Australia, and assesses the suitability of overseas qualified osteopaths to practise in Australia.

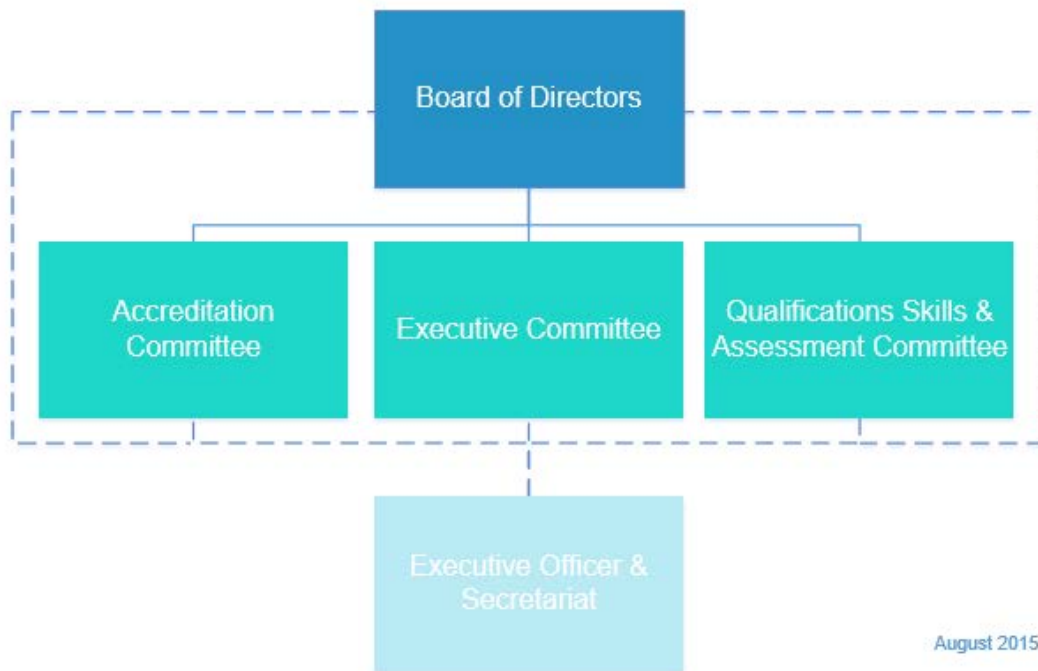
## Aims

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

Marion Clark	Chairperson
Louise Adam	Deputy Chairperson
Brett Vaughan	Treasurer
Christine Ewan AM	Director
Gopi McLeod	Director
Clive Standen	Director
Peter Hartley	Director

## Corporate Information

### Administration

AOAC administration is managed by the Australian Nursing and Midwifery Accreditation Council (ANMAC) under a Service Agreement. ANMAC relocated to new premises at Majura Park in April 2016.

### Company Secretary

Cathryn Taylor (Appointed May 2015)

### Executive Officer

Susan Grainger (Until March 2016)

Fiona Stoker (From March 2016)

### Registered Office

Level 1, 15 Lancaster Place, Majura Park, Canberra Airport ACT 2609, 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

The release of the *Report of the Independent Review of the National Registration and Accreditation Scheme* (The NRAS Review) and the publication of the decisions and recommendations of the Australian Health Ministerial Council in August 2015 was very important for all involved in the scheme. The Review and its conclusions has set AOAC's strategic agenda for the next period and resulted in a significant increase in inter-agency work as the partners of the scheme work together to address the recommendations and prepare for the announced review of accreditation. AOAC has been well represented in the work of Accreditation Liaison Group (ALG), representing accreditation councils, national boards and the Australian Health Practitioners Regulation Authority (AHPRA) as we all work together to achieve the success of the NRAS and address the recommendations from the review, with the appointment of the EO to the ALG and the Chairperson as alternate member.

The co-ordination by the Health Professions Accreditation Council Forum (the Forum) of an exercise to identify the revenue and expenditure on accreditation functions in a consistent way across all accreditation councils in preparation for the review, led to a significant amount of work in tracking through accounts for the past three years to pull out the information in a different format from our Chart of Accounts and customary financial reporting framework.

Other strategic projects undertaken in the 2015/16 year included:

- Development and Adoption of a new Board Charter
- Evaluation of the Standard Pathway Assessment
- Finalisation of Standards for accreditation of pre-registration osteopathic courses and Capabilities for Osteopathic Practice.

### Board Composition

The terms of four directors expired at the end of February 2016. The Board farewelled Suzie Linden and Clive Standen after six years and extended the terms of Christine Ewan and Ray Myer for one and two years respectively in order to improve the continuity of expertise on the Board and ensure a more even process of Board renewal into the future. After a call for nominations, Gopi McLeod and Peter Hartley were welcomed as new members onto the Board. Following Ray Myer's sudden resignation due to ill-health in April, we were grateful that Clive Standen accepted a reappointment to the Board.

I particularly want to acknowledge the significant contribution of Suzie Linden to AOAC and its predecessor ANZOC. Her sound and wise legal advice has steered the Board through the challenges of the establishment of the new regulatory environment, with new legislation (*Health Practitioners National Regulation Act, 2009*) and new relationships.

In February, Brett Vaughn took over the role of Treasurer.

### Executive Services

Following the appointment of the Australian Nursing and Midwifery Accreditation Council to provide administration services to AOAC in May 2015, the 2015-16 year has moved us from familiarisation to reaping the advantages of the new partnership. The opportunity to increase efficiencies identified by the NRAS Review and benefit from ANMAC's experience and expertise as a larger accreditation council has assisted AOAC with achieving 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 the Australian Health Practitioner Regulation Agency (AHPRA).

The Agreement for administrative services with the Australian Nursing and Midwifery Accreditation Council (ANMAC) was re-negotiated for a further five years. AOAC appreciates the benefits in joining with a much larger and more experienced accreditation council with a wider range of expertise available for support.

A focused effort was made in 2015/16 to formalise the steps taken for processing of competency assessments and applications from candidates including a review of internal processes. Various checklists, standard templates and forms were developed and are now being utilised for applications and assessments. Following the review of the Competent Assessment Process (CAP), a tendering process culminated in the appointment of the EQT Management Consulting to undertake a review of the Standard Pathway Assessment.

### Financial Health

AOAC has finished the financial year with a profit of \$50,711. This is primarily attributed to efficiencies with the change in administration and a significant increase in overseas applications under the Competent Authority Pathway.

### Stakeholder Engagement

AOAC is an active member of the Health Professional Accreditation Council Forum, (“the Forum”), the coalition of the accreditation councils of the regulated health professions. The Forum provides a network for the member councils to collaborate towards an inter-professional approach to accreditation issues. By sharing examples of what works well, Forum members can help accreditation authorities in our own self-assessment and quality improvement and, where appropriate, facilitate joint approaches to common challenges to improve standards. AOAC was ably represented at the Forum by the Chairperson, Deputy Chairperson and Executive Officer.

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. Monthly teleconferences with the Chair and Executive Director of the Osteopathy Board Australia enable discussions of matters of mutual interest and ensure that the work of each remains aligned. Meetings were also held with other stakeholders, including the General Osteopathic Council (UK) (GOsC), Osteopathy Australia (OA), and Osteopathy New Zealand (ONZ) and the Osteopathic Council of New Zealand (OCNZ).

Clive Standen represented AOAC at the Osteopathic International Alliance annual conference in Montreal which provided excellent opportunities to meet with a range of international stakeholders, as well as ensuring that AOAC keeps abreast of the latest international trends in osteopathic education and regulation.

AOAC’s Deputy Chair and Executive Officer met with other Accreditation Councils in September to review examination processes and share knowledge around general process. This was hosted by the Optometry Council of Australia and New Zealand.

AOAC also 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 with international regulators enable shared best international osteopathic accreditation practice.

AOAC has signed a Memorandum of Understanding with the OBA, OCNZ and GOsC to exchange information on regulatory issues.



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 Board Charter, new administrative arrangements in place and continued quality improvement being applied, we look forward to a productive and very positive future.

A handwritten signature in purple ink, appearing to read 'M Clark'.

MARION CLARK

Chairperson

## Accreditation Committee Report

### Committee members

Clive Standen (Chairperson)	Private Practitioner	New Zealand
Angie Bruce	Private Practitioner	Victoria
Suzanne McCleary	Private Practitioner	New South Wales
Peter Hartley (from February 2016)	Academic Representative	Victoria
Professor Christine Ewan AM (until February 2016)	Community Representative	New South Wales

The Accreditation Committee is a standing committee of AOAC and administers the processes involved in granting accreditation and monitoring of programs that lead to qualifications making graduates eligible 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.

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

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 were reviewed in 2015 and submitted to the OsteoBA in August 2015. At the year's end they were still under consideration by the OsteoBA, which is required to approve them under S.47 of the Health Practitioners National Regulation Act 2009 (The National Law).

### 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.

The new Bachelor of Science (Clinical Sciences)/Master of Health Science (Osteopathy) at Victoria University was assessed and accredited in November 2015 and subsequently approved by the OsteoBA for registration.

At the year's end assessment of an application for accreditation of a substantially modified program from Southern Cross University was in process.

### Monitoring of Accredited Programs of Study

Between formal accreditations, AOAC monitors progress in delivery of accredited osteopathy programs of study through annual reports that providers are required to submit. In addition, 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 institution's ability to deliver its accredited 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
- Victoria University

Due to the receipt of a substantial accreditation application in December 2016, the Accreditation Committee agreed that Southern Cross University would not be required to provide an annual report for the 2015/16 reporting period.



CLIVE STANDEN (Osteopath)

Chairperson, Accreditation Committee

## Qualifications and Skills Assessment Committee Report

### Committee members

Louise Adam (Chairperson)	Private Practitioner	New South Wales
Gopi Macleod	Southern Cross University	New South Wales
Christopher Pallies	Private Practitioner	New Zealand
Heath Williams	Private Practitioner	Victoria
Phillip Austin	Researcher	New South Wales
Lesley Fitzpatrick (until 17 June 2016)	Community Representative	Australian Capital Territory

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.

### 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 2015/2016, AOAC received 24 applications from osteopaths seeking migration and/or registration to Australia. The majority of the applications (20) came through the CAP as graduates of programs of approved United Kingdom education providers. All 20 applicants under the CAP successfully passed the assessment. Details of the remaining 4 applications for assessment are as follows:

- 3 new applications were received under the Standard Pathway Assessment (SPA) and will be sitting the written examination in September 2016.
- 1 candidate failed the written exam in March 2016.

AOAC also conducts competence assessments for registration purposes on referral from the OsteoBA for Australian osteopaths. One competence assessment was conducted under this category. The candidate failed this assessment and an appeal was lodged which was under consideration at the years' end.

As at 30 June 2016

Competent Authority Pathway	20
Standard Assessment Pathway	4
Competency Assessment - Other	1
Total	25

Table 1: Summary of assessments undertaken during 2015-2016

#### Evaluation of the Standard Pathway Assessment (SPA)

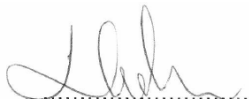
A call for tender went out on 23 March 2016 to AOAC Stakeholders seeking suitably qualified and experienced parties for the evaluation of the Standard Pathway Assessment for overseas trained osteopaths.

EQ Management Consulting was appointed in May 2016 to conduct the evaluation which was still in progress at the end of the year.

#### Development of Guidelines on the Potential Risk Factors in the use of cervical techniques

The identification of potential risk factors in the use of cervical spine techniques was developed QSAC to inform candidates requiring assessment of clinical competence for the purpose of gaining registration as an Osteopath in Australia.

As part of the development process, the guide was circulated to education providers for comment and has since been redistributed for wider consultation.



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

There are currently three osteopathy programs in Australia accredited 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.

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 Standards were developed through a process involving widespread consultation and discussion. Accreditation standards are important to the profession into which graduates of programs of study enter including, in this instance, osteopaths. Educational providers, professional associations, as well as current and intending students therefore have a significant interest in the evolution and impact of these standards.

Effective accreditation is an on-going process, not a series of discrete events. Successful accreditation depends upon maintaining robust, respectful and productive relationships between the accrediting authority and providers and regulators. The standards are compatible with and complementary to the accreditation standards and processes regulated by the Australian regulatory body for higher education (currently TEQSA) and outlined in the Australian Higher Education Standards Framework.

### 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 GOsC in the United Kingdom has been assessed as substantially providing the knowledge, clinical skills and professional attributes necessary to practise osteopathy in Australia. A review in 2016 confirmed that it was still equivalent.

Applicants from approved programs in the UK are eligible to apply for assessment in Australia through the CAP, a streamlined process.

### 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 Open Book Exam (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 2016. 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 has been duly appointed as the accreditation authority under the National Law s.43 (1) (a).

The objects for which the Company is established (**the Aims**) are as follows:

- (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:
  - (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
- (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:

- 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.

## 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>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>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>Clive Standen</b>  <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 – 26 February 2016. Reappointed 16 May 2016.</i></p>
<b>Christine Ewan AM</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 2016</i></p>
<b>Suzie Linden</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, appointment ceased 26 February 2016</i></p>

<i>Ray Myers</i>	<p>Ray was the osteopathic discipline lead at RMIT University in Melbourne. In this role he was 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, resigned 12 April 2016</i></p>
<i>Brett Vaughan</i>  <i>Treasurer</i>	<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>
<i>Gopi McLeod</i>	<p>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 is in the final stages of completing her PhD. 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.</p> <p>Gopi is committed to the facilitation in student osteopaths 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. These include the National Office for Learning and Teaching Award for Outstanding Contribution to Student Learning in 2015, the Southern Cross University Vice Chancellor's Award for Excellence in Teaching and Learning in 2016 and 2013 and the Head of Health &amp; Human Sciences Award for mentoring students in 2010.</p> <p><i>Date of appointment: 26 February 2016</i></p>
<i>Peter Hartley</i>	<p>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 had over 30 years clinical education experience nationally and internationally. Associate Professor 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 practice 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).</p> <p><i>Date of appointment: 26 February 2016</i></p>

## Director's Meetings

	Board		Executive		Accreditation		QSAC	
Director	A	B	A	B	A	B	A	B
M Clark	3	4	9	9	*	*	*	*
L Adam	4	4	7	9	*	*	5	5
C Standen	4	4	6	6	6	6	*	*
C Ewan	2	4	*	*	5	6	*	*
S Linden (until Feb 2016)	2	4	*	*	*	*	*	*
R Myers (until April 2016)	3	4	*	*	*	*	*	*
B Vaughan	4	4	2	3	*	*	*	*
G McLeod (from Feb 2016)	0	0	*	*	*	*	2	2
P Hartley (from Feb 2016)	0	0	*	*	0	1	*	*

\* Director is not a member of this Committee

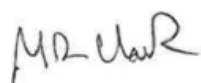
^ Comprises Chairperson, Deputy Chairperson and Treasurer

A Number of meetings attended

B Number of meetings held during the time the director was in office for the year ending 30 June 2016

QSAC Qualifications and Skills Assessment Committee

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



MARION CLARK

Chairperson

17 October 2016



# 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 2016, 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 2016 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 21<sup>st</sup> day of October 2016  
Melbourne

Liability limited by a scheme approved under Professional Standards Legislation



# Hourigan Partners

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## Auditor's Independence Declaration

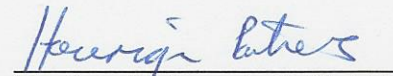
### To the Directors of Australasian Osteopathic Accreditation Council Limited

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 2016,

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 21<sup>st</sup> day of October 2016

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# Statement of Comprehensive Income for the year ended 30 June 2016

	Note	Year Ended 30 June 2016	Year Ended 30 June 2015
Revenue	3	266,772	257,486
Other income	4	641	1,873
<b>Revenue and other income</b>		<b>267,413</b>	<b>259,359</b>
Administration expenses		107,373	110,142
Governance costs		41,170	45,237
Stakeholder engagement		25,159	29,108
Overseas assessments		10,803	35,431
Accreditation costs		21,046	3,410
Project expenses		11,151	43,496
<b>Expenditure</b>		<b>216,702</b>	<b>266,824</b>
<b>Surplus before income tax</b>		<b>50,711</b>	<b>(7,465)</b>
Income tax (benefit)/expense	5	-	-
<b>Net surplus for the year</b>		<b>50,711</b>	<b>(7,465)</b>
<b>Other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>50,711</b>	<b>(7,465)</b>

*The accompanying notes form part of these financial statements*

# Statement of Financial Position at 30 June 2016

	Note	2016	2015
		\$	\$
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6	109,183	69,737
Trade and other receivables	7	30,525	-
Other current assets	8	11,160	39,290
Total Current Assets		150,868	109,027
<b>Total Assets</b>		<b>150,868</b>	<b>109,027</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	9	37,624	46,494
Total Current Liabilities		37,624	46,494
<b>Total Liabilities</b>		<b>37,624</b>	<b>46,494</b>
<b>Net Assets</b>		<b>113,244</b>	<b>62,533</b>
Accumulated surplus		113,244	62,533
<b>Total Equity</b>		<b>113,244</b>	<b>62,533</b>

*The accompanying notes form part of these financial statements*



# Statement of Changes in Equity for the year ended 30 June 2016

	Accumulated Surplus \$
Balance at 30 June 2014	69,998
Net surplus for the financial year	(7,465)
Other comprehensive income for the year	-
<b>Balance at 30 June 2015</b>	<b>62,533</b>
Balance at 30 June 2015	62,533
Net deficit for the financial year	50,711
Other comprehensive income for the year	-
<b>Balance at 30 June 2016</b>	<b>113,244</b>

*The accompanying notes form part of these financial statements*

# Statement of Cash Flows

## for the year ended 30 June 2016

	Note	2016 \$	2015 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from funding bodies		199,933	177,465
Receipts from accreditation and assessments		86,691	68,665
Payments to suppliers and employees		(247,819)	(254,373)
Interest received		641	1,872
Tax amounts paid		-	-
		<hr/>	<hr/>
Net cash generated/(expended) by operating activities		<u>39,446</u>	<u>(6,371)</u>
<b>Cash Flows from Investing Activities</b>			
Net cash used in investing activities		<hr/> - <hr/>	<hr/> - <hr/>
<b>Cash Flows from Financing Activities</b>			
Net cash used in financing activities		<hr/> - <hr/>	<hr/> - <hr/>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		39,446	(6,371)
<b>Cash and Cash Equivalents at the Beginning of the Financial Year</b>		<u>69,737</u>	<u>76,108</u>
<b>Cash and Cash Equivalents at the End of the Financial Year</b>	6(a)	<u>109,183</u>	<u>69,737</u>

*The accompanying notes form part of these financial statements*

# Notes to the Financial Statements

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Note	Contents
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- |    |  |
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| 3  | Revenue  |
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| 10 | Economic Dependency                            |
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| 13 | Commitments                                    |
| 14 | Contingent Liabilities                         |
| 15 | Events after Reporting Period                  |
| 16 | Members' Guarantee                             |

## 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 21 October 2016.

### 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 2016</b>	<b>30 June 2015</b>
	<b>\$</b>	<b>\$</b>
Funding income AHPRA	181,757	161,332
Accreditation fees	26,000	6,000
Competency Assessments - Overseas	38,965	33,166
Competency Assessments - Domestic Projects	3,300	-
	16,750	56,988
<b>Total Revenue</b>	<b>266,772</b>	<b>257,486</b>

### Note 4: Other Income

Interest income	641	1,873
<b>Total Other Income</b>	<b>641</b>	<b>1,873</b>

### Note 5: Income Tax Expense

Income tax expense		
- Current year	-	-
- Prior year overprovision	-	-
	<b>-</b>	<b>-</b>

### Note 6: Cash and Cash Equivalents

Cash at bank	109,183	69,737
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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	109,183	69,737
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#### (b) Reconciliation of cash flow from operations with surplus for the reporting period

(Deficit)/Surplus for the year	50,711	(7,465)
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#### Non cash flows

Movement in working capital		
(Increase)/Decrease in receivables	(30,525)	5,074
(Increase)/Decrease in other current assets	28,130	(25,749)
(Increase)/Decrease in trade and other payables	(8,871)	21,769
<b>Net cash (from)/used in operating activities</b>	<b>39,446</b>	<b>(6,371)</b>

## Notes to the Financial Statements (continued)

<b>Note 7: Trade and Other Receivables</b>	<b>30 June 2016</b>	<b>30 June 2015</b>
	<b>\$</b>	<b>\$</b>
Trade receivables	30,525	-
Other receivables	-	-
Total trade and other receivables	<u>30,525</u>	<u>-</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	6,000	34,375
Prepaid insurance	4,704	4,845
Other prepaid expenses	456	70
Total other current assets	<u>11,160</u>	<u>39,290</u>

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

### **Current**

Trade creditors	24,073	37,966
Goods and services tax payable	6,551	1,528
Audit fees payable	7,000	7,000
Income tax payable	-	-
Total trade and other payables	<u>37,624</u>	<u>46,494</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:

	<b>30 June 2016</b>	<b>30 June 2015</b>
	<b>\$</b>	<b>\$</b>
Director compensation	50,979	52,136
Executive officer*#	-	-

\* 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 2 May 2015. At the time she was also a Director of, and jointly controlled Intensive Group Pty Ltd. Intensive Group Pty Ltd was considered to be "related" to AOAC. AOAC 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 were considered related party transactions. The contract that was entered into in June 2012 for a period of 5 years, ended in April 2015.



## Notes to the Financial Statements (continued)

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

	30 June 2016	30 June 2015
	\$	\$
Fees paid	-	70,680

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 2016	30 June 2015
	\$	\$
Marion Clark	17,702	14,089
Jane Louise Adam	15,366	13,904
Christine Ewan	1,614	2,508
Suzie Linden (resigned 26 February 2016)	1,214	2,428

#### (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 2016 (30 June 2015: Nil).

### **Note 14: Contingent Liabilities**

The directors are not aware of any material contingent liabilities as at 30 June 2016 (2015: 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**

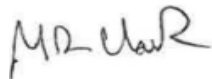
The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the Constitution states that each member is required to contribute a maximum of \$20 each towards meeting any outstandings and obligations of the company. At 30 June 2016 the number of members was 4 (2015: 4 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

21-Oct-16