



# ANNUAL REPORT

## 2019-20

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# Overview

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## About AOAC

The Australian Osteopathic Accreditation Council (AOAC) is the external accreditation entity appointed by the Osteopathy Board of Australia for osteopathy under Australia's National Registration and Accreditation Scheme.

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

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

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

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

## Aims of AOAC

The aims of AOAC are to:

- (a) develop, review and maintain accreditation standards and processes to assess osteopathy programs of study in Australia;
- (b) determine whether programs of study for osteopaths seeking to practice in Australia meet the required education standards;
- (c) assess for the purpose of granting accreditation to programs leading to the eligibility for registration as an osteopath in Australia;
- (d) advise and make recommendations to the osteopathic regulatory authorities relating to the accredited status to be granted to an osteopathy program of study;
- (e) advise and make recommendations to the osteopathy regulatory authorities (or successor body or bodies and other relevant interest groups on matters concerning the registration of osteopaths;
- (f) provide information and advice to government bodies relating to law and policy concerning the registration of osteopaths in Australia;
- (g) assess the suitability of overseas trained osteopaths to practice in Australia;

- (h) 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;
- (i) 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; and
- (j) create a policy framework that helps ensure that 'equivalency' as encompassed in the Trans-Tasman Mutual Recognition Agreement is maintained.

## **AOAC Highlights 2019-20**

2019-20 AOAC had many highlights including:

- Completion of 6 Competent Authority Pathway (CAP) assessments
- Completion of 2 domestic assessments
- Qualifications and Skills Assessments Committee completed the project to develop an alternative Standards Pathway Assessment (SPA) process for overseas trained osteopaths. The new SPA process has 3 new assessments (Stages 2, 3 and 4) and Stages 1 and 5 are the same as the former process:
  - Stage 1: Initial assessment
  - Stage 2: Written Examination – 120 new questions developed
  - Stage 3: Online Practical Assessment – 5 new case studies developed
  - Stage 4: Face-to-face practical assessment including Objective Structured Clinical Examination (OSCE) and patient consultations
  - Stage 5: Open book exam
- Explored options for the aspects of the new SPA Process to be completed online by candidates. Engagement of online platform for candidates to complete Stages 3 and 5 securely while maximising efficiency for marking
- The Osteopathy Board of Australia approved AOAC as the accreditation authority for a further five years, until 2024
- The Council provided first report to the Australian Health Practitioner Regulation Agency (Ahpra) and the OBA against the ten new Key Performance Indicators
- Commenced the review and development of the Accreditation Standards for Osteopathic Courses in Australia – July 2016
  - Established governance framework for the review, through a Professional Reference Group and Steering Committee who report to the AOAC Board
  - Mapped the current accreditation standards against a five standards framework to align the osteopathic accreditation standards with those of other accreditation authorities and reduce duplication with the Tertiary Education Quality and Standards Agency.

- Commenced the provision of Aboriginal and Torres Strait Islander cultural safety training for Board Directors to meet the strategic initiative in the *National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025*
- Appointed Dr Gopi McLeod and Ian Locke for a second term as Directors of AOAC
- Invited Professor Wendy Cross and Tracy Denning to continue as Directors of AOAC for a second term.
- Continued our engagement with other health profession accreditation councils through the Health Professions Accreditation Collaborative Forum
- Supported education providers to make changes to the delivery mode of their programs as a response to the COVID-19 pandemic.

# Message from the Chair

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This year has certainly been unprecedented. We witnessed tragic bushfires in summer that affected so many communities across Australia. Shortly after summer we found ourselves facing a worldwide pandemic which was declared on 12 March 2020 by the World Health Organization.

We recognised the importance of supporting and communicating with our stakeholders and education providers during this time. We released a communique to our education providers to help them navigate making changes to the programs to enable students to continue to progress their studies during the pandemic. Our education providers increased online delivery of their programs and delayed students undertaking clinical placements.

The Council continued to work closely with the Osteopathy Board of Australia (OBA). We were appointed as the external accreditation entity to undertake accreditation functions for the osteopathy profession for a further five years. This appointment is linked to six monthly reporting against 10 key performance indicators, we submitted our first report against the KPIs in March 2020.

We commenced the review and development of the Accreditation Standards for Osteopathic Courses in Australia – July 2019. The review of the accreditation standards will see AOAC move to a five-standard framework. This will align our standards with other accreditation authorities and reduce duplication within the standards, particularly around the accreditation for higher education providers by the Tertiary Education Quality and Standards Agency.

AOAC recognises the vital role our stakeholders have in contributing to the work of AOAC including input into the development of our accreditation standards. We thank everyone who takes the time to contribute to the development of the accreditation standards. We look forward to producing new accreditation standards in the next financial year.

The Qualifications and Skills Assessment Committee, led by Tracy Denning as the Committee Chair, completed the project to develop an alternate Standard Pathway Assessment (SPA) process. The alternative SPA process is more efficient for candidates to undertake and aligns with contemporary assessment practices. The new process has five stages with Stages 3 and 5 being completed online via a secure platform.

We continue to be ably supported in our administrative functions by the Australian Nursing and Midwifery Accreditation Council (ANMAC) led by Clinical Professor Fiona Stoker. The Council was pleased to agree in principle for ANMAC to provide executive and administrative services to AOAC for a further five years.

AOAC continues to actively engage with its stakeholders and participates with the following networks and regularly attends meeting and events:

- joint Ahpra, National Boards and Accreditation Councils meetings;

- Accreditation Liaison Group network activities and projects as we all work towards meeting government objectives to improve efficiency and consistency in accreditation;
- skilled migration policy and process meetings by the Australian Department of Education and Training;
- regular meetings are held with the Osteopathic Council of New Zealand and the General Osteopathic Council (GOsC) to enable shared best international osteopathic accreditation practice;
- GOsC and Health and Care Professions Council in London; and
- the Council on Licensure, Enforcement and Regulation.

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

The Council is committed to providing high value, high quality services and looks forward to another productive year of innovation and improvement.

**Brett Vaughan**  
AOAC Board Chair

# AOAC Board

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The AOAC Board comprises a diverse group of individuals with varying expertise, enabling us to maximise robust expert and community input into our governance decisions. The Board meets a minimum of four times per year. Four Board meetings were held during 2019-20, as indicated in Table 1.



**Pictured (L-R): Gopi McLeod, Tracy Denning, Brett Vaughan, Pip Leedham, Wendy Cross and Ian Locke.**

## **Directors of the Board during 2019-20**

- Brett Vaughan (Chairperson)
- Dr Gopi McLeod (Deputy Chairperson)
- Professor Wendy Cross
- Tracy Denning
- Phillipa Leedham
- Ian Locke



**Table 1. Attendance of Directors at meetings during 2019-20**

Name	23/08/2019 Zoom	8/11/2019 F2F	31/01/2020 Zoom	3/04/2020 Zoom
Brett Vaughan (Chairperson)	✓	✓	✓	✓
Dr Gopi McLeod (Deputy Chairperson)	✓	✓	✓	✓
Professor Wendy Cross	✓	✓	✓	✓
Tracy Denning	✓	✓	✓	✓
Phillipa Leedham	✓	✓	✓	✓
Ian Locke	X	✓	X	✓

✓ Present

X Absent

### **Strategic Objectives of the Board**

The AOAC Board's strategic objectives are to:

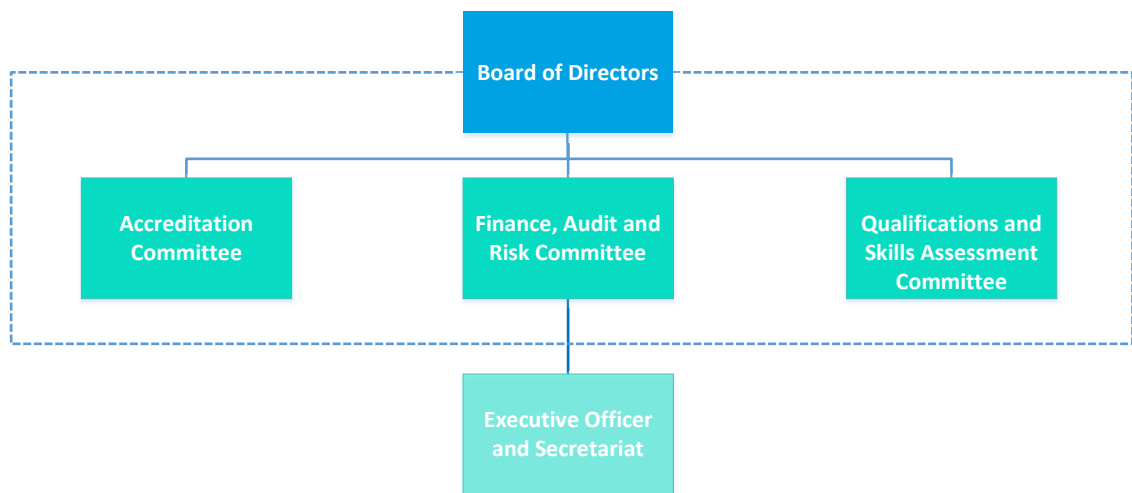
1. provide evidence-based standards, and qualification skills assessment;
2. improve Aboriginal and Torres Strait Islander health;
3. effective stakeholder engagement; and
4. ensure strong governance and compliance framework.

# Board Committees

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

## Organisational Structure



June 2020

## Accreditation Committee

### Purpose

The purpose of the Accreditation Committee is to oversee the processes involved in granting accreditation to, and monitoring programs that lead to, the eligibility for registration as an osteopath in Australia.

### Objectives

The role of the Accreditation Committee is to:

- (a) advise and make recommendations to the AOAC Board relating to the accreditation status to be granted to an osteopathy program of study;

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

#### Membership as of 30 June 2020

- Professor Wendy Cross (Chairperson)
- Rachel Adkins
- Danielle Baxter
- Associate Professor Lainie Cameron
- Dr Gopi McLeod (appointed 8 November 2019)

The Accreditation Committee met five times in the reporting period (**Table 2**).

**Table 2. Attendance of Committee members at meetings during 2019-20**

Name	12/08/2019 Zoom	28/10/2019 Zoom	17/01/2020 Zoom	16/03/2020 Zoom	26/06/2020 Zoom
Professor Wendy Cross (Chairperson)	✓	✓	✓	✓	✓
Rachel Adkins	X	✓	✓	X	✓
Danielle Baxter	X	✓	✓	X	✓
Associate Professor Lainie Cameron	✓	✓	✓	✓	✓
Dr Gopi McLeod	N/A	N/A	✓	✓	✓
Rob Moran (resigned 31 October 2019)	✓	X	N/A	N/A	N/A

✓ Present

X Absent

N/A Not a Committee member at the time

## Finance, Audit and Risk Committee

### Purpose

The purpose of the Finance, Audit and Risk (FAR) Committee is to assist the AOAC Board by providing high level oversight of financial reporting, risk management, and advice on governance and audit.

### Objectives

The role of the FAR Committee is to:

- (a) monitor monthly, quarterly and annual financial statements including monitoring the balance sheet, profit and loss and cash flow statements and any noted variance;
- (b) review the annual capital and operating budgets;
- (c) provide oversight and review of the external audit process including assessment of the terms of engagement and remuneration of the auditor; recommending to the Board the appointment of the auditor; considering the scope and quality of external audits; and review of audit reports;
- (d) review the effectiveness of internal audits and internal control systems;
- (e) oversee AOAC's risk management practices and review periodically key risks to the organisation;
- (f) review periodically AOAC's Risk Management Plan, Insurances, Delegations Policy, Procurement Policy, Business Continuity Plan and other high-level policies relevant to the Committee's purpose;
- (g) review the draft budget developed by the Executive Officer in time for the AOAC Board meeting;
- (h) review the contract and performance of ANMAC and Executive Officer and make recommendations to the Board with respect to the contract.

### Membership as of 30 June 2020

- Ian Locke (Chairperson)
- Phillipa Leedham (Deputy Chairperson) (appointed 31 January 2020)
- Tracy Denning
- Dr Gopi McLeod

The Finance, Audit and Risk Committee held six meetings in the reporting period (**Table 3**).

**Table 3. Attendance of Committee members at meetings during 2019-20**

Name	9/08/2019 Zoom	6/09/2019 Zoom	25/10/2019 Zoom	17/01/2020 Zoom	20/03/2020 Zoom	19/06/2020 Zoom
Ian Locke (Chairperson)	✓	✓	✓	✓	X	✓
Phillipa Leedham (Deputy Chairperson)	N/A	N/A	N/A	N/A	✓	✓
Tracy Denning	✓	✓	✓	✓	✓	✓
Dr Gopi McLeod	✓	✓	✓	✓	✓	X

✓ Present

X Absent

N/A Not a Committee member at the time

## Qualification and Skills Assessment Committee

### Purpose

The purpose of the Qualification and Skills Assessment Committee (QSAC) is to oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified osteopaths and other individuals referred to AOAC who are seeking registration as an osteopath in Australia.

### Objectives

The role of the QSAC is to:

- make determinations on the outcome of the assessment of applicants;
- oversee the operation of the AOAC overseas assessment process as detailed in the AOAC Procedures Manual – *Assessment of Professional Qualification in Osteopathy for Registration and General Skilled Migration* and other assessment of competency to practice as an osteopath as referred to AOAC;
- ensure ongoing review and development of the assessment process to ensure it remains robust, defensible and equitable;
- ensure the 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement is maintained;
- make recommendations to the AOAC Board on processes and policies regarding the assessment of overseas trained osteopaths for registration in Australia and for general skilled migration to Australia;
- make recommendations to the AOAC Board on processes and policies regarding the assessment of Australian trained osteopaths referred for assessment; and

- (g) review the schedule of fees for assessment processes annually and make recommendations to the AOAC Board for variations as appropriate.

#### **Membership as of 30 June 2020**

- Tracy Denning (Chairperson)
- Dr Phil Austin
- Narelle Hyde
- Melanie Hunt
- Alison Sim

The Qualification and Skills Assessment Committee held four meetings in the reporting period (**Table 4**).

*Table 4. Attendance of Committee members at meetings during 2019-20*

<b>Name</b>	<b>9/07/2019 Zoom</b>	<b>29/10/2019 Zoom</b>	<b>15/01/2020 Zoom</b>	<b>21/04/2020 Zoom</b>
Tracy Denning (Chairperson)	✓	✓	✓	✓
Dr Phil Austin	X	✓	X	✓
Melanie Hunt	✓	✓	✓	✓
Narelle Hyde	X	✓	X	✓
Alison Sim	✓	X	✓	✓

✓ Present

X Absent

**Australian Osteopathic Accreditation Council Limited  
(formerly Australasian Osteopathic Accreditation Council  
Limited)**

**ABN: 45 142 289 049**

**Financial Statements**

**For the Year Ended 30 June 2020**

# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

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# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Directors' Report For the Year Ended 30 June 2020

The directors present their report on Australian Osteopathic Accreditation Council Limited (AOAC) (formerly Australasian Osteopathic Accreditation Council Limited) for the financial year ended 30 June 2020.

### Directors

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

#### Names

Brett Vaughan  
Dr Gopi McLeod  
Ian Locke  
Professor Wendy Cross  
Tracy Denning  
Pip Leedham

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

### Information on directors

#### Brett Vaughan

Qualifications and experience

Chairperson

Brett graduated from the osteopathy program at Victoria University in 2002. He is currently a lecturer in clinical education in the Department of Medical Education at the University of Melbourne and is also in private practice in Doncaster East, Melbourne. He was previously a lecturer in the osteopathy program at Victoria University. His current professional associations include being a member of the Accreditation Committee of the Nursing & Midwifery Board of Australia and an Associate Fellow of the Australian and New Zealand Association of Health Professional Educators. His professional interests include clinical education, professional development, health professions education assessment and evaluation, and musculoskeletal rehabilitation. Brett is currently enrolled in a PhD exploring the quality of clinical teaching in osteopathy.

#### Dr Gopi McLeod

Qualifications and experience

Gopi is a senior lecturer and clinical examiner in the osteopathy program at Southern Cross University and also works in clinical osteopathic practice at Kingscliff Beach Osteopathy. Her PhD investigated the impact of embedding a pedagogical intervention of reflective practice learning across the osteopathy course. Her current research areas include work-related musculoskeletal injuries and the integration of evidence-based procedures into osteopathic practice. Gopi has received a number of awards for excellence in teaching including the Australian National Office of Learning & Teaching Award for Outstanding Contribution to Student Learning.

## **Directors' Report**

### **For the Year Ended 30 June 2020**

#### **Information on directors (continued)**

##### **Ian Locke**

###### **Qualifications and experience**

MBA, M. Bus and GAICD

Ian brings skills from an extensive career in commerce and executive management gained in sectors of agri-business, food and beverage, allied health, sports events, peak-industry bodies and senior management roles with major public and private organisations in Australia and overseas. He is highly experienced in international trade and consultancy and has travelled extensively to major northern hemisphere markets. His experience as a director, includes Chair and member of board committees, expert panels and advisory groups in Australia where his knowledge and understanding of board effectiveness, finance, strategy and risk, and corporate governance provides respected insights and valuable know-how. Currently, Ian is a director of Australia China Business Council, Tasmania. Ian has been a director of Osteopathy Australia for the past six years, with his term ending on 30 June 2020. As a director of AOAC, Ian maintains a specific focus on finance, audit, remuneration, corporate ethics, innovation, governance and succession planning.

##### **Professor Wendy Cross**

###### **Qualifications and experience**

Professor Wendy Cross is the Dean, School of Nursing and Healthcare Professions at Federation University, Australia. She has built a successful career in nursing, nursing research and nurse education and has been awarded numerous research and teaching grants and has extensive experience in a range of nursing and management roles. Professor Cross has extensive experience in strategic and operational management and governance, practice development, clinical governance, policy and procedure development, performance management and appraisal, workforce planning and other activities. In 2007, she joined Monash University, School of Nursing and Midwifery with a focus on mental health nursing research and was appointed Professor and Head of the School of Nursing and Midwifery, a post she held from 2009 to 2016, when she was appointed to the position of Associate Dean, Nursing and Allied Health, in the Faculty of Medicine, Nursing and Health Sciences. She has a Bachelor of Applied Science in Advanced Nursing, a Master of Education by research (Ed Psych) and a Doctor of Philosophy (Transcultural Psychiatry). Wendy's primary research interests include mental health and mental health nursing, clinical supervision, service evaluation and development, workplace learning and broad-based research methods including both quantitative and qualitative paradigms.

##### **Tracy Denning**

###### **Qualifications and experience**

Tracy Denning joined the AOAC Board of Directors in September 2017. Tracy currently works as a Senior Lecturer in Anatomy at the Royal Melbourne Institute of Technology (RMIT) and has been involved in a broad range of health professional programs over the last ten years. She is a registered osteopath with seven years of private practice experience. Prior to commencing her appointment with RMIT, Tracy held a Lecturer appointment at Victoria University (VU) and from late 2013 led the development of the first integrated osteopathy program in Australia. The new program was developed in 2014-15 and implemented in 2016. Tracy is passionate about quality education in osteopathy and health professional education. She has experience in developing and implementing simulated based education (SBE) activities into osteopathy education and in other health disciplines. Her particular interest in SBE is Simulated Patients (SPs), where actors, students or volunteers are trained to portray the role of a patient presenting to the student with pre-determined condition/s that meet specified learning outcomes for the students.

# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Directors' Report For the Year Ended 30 June 2020

### Information on directors (continued)

#### Pip Leedham

##### Qualifications and experience

Pip is an experienced health service executive who held policy development, purchasing and operational management roles. She has keen interest in health system reform particularly in the broader primary health arena and its interface with the acute and aged care sectors. Prior to ceasing full time employment with the Department of Health and Human Services she was a deputy secretary and had more than 5 years as the Director Community Planning and Strategy and 10 years as the CEO Primary Health. Pip is currently a member of the University of Tasmania Council and its finance subcommittee, Menzies Institute of Medical Research Board, a Director of Tennis Tasmania and independent member of the Department of Health Audit Committee. She is a former member of the Tasmanian Institute of Sport Board and National Council of the Australian Hospitals and Healthcare Association.

### Principal activities and significant changes in nature of activities

The principal activities of Australian Osteopathic Accreditation Council Limited during the financial year were:

- Assess programs of study and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards.
- Assess authorities in other countries who conduct examinations for osteopathy registration, or accredit programs of study relevant to registration as an osteopath, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and attributes necessary to practise osteopathy in Australia.
- Oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration as an osteopath in Australia and whose qualifications are not approved osteopathy qualifications.
- Advise and make recommendations in relation to:
  - i. Matters concerning accreditation or accreditation standards for osteopathic programs of study
  - ii. Matters concerning the regulation, including general and specialist registration of osteopaths
  - iii. Matters concerning the assessment of overseas qualified osteopaths and
  - iv. Matters concerning the recognition and assessment of overseas qualifications of osteopaths.
- Cooperate with state, national and international associations, authorities and organisations in a manner consistent with the attainment of these purposes.

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

# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Directors' Report For the Year Ended 30 June 2020

### Short term objectives

The Company's short term objectives are to:

- Ensure continued alignment of its accreditation and assessment functions with other accreditation authorities;
- Maintain a stable governance structure with access to efficient support services; and
- Fulfil the requirements of the 2019-2024 Accreditation Agreement between the Australian Health Practitioner Regulation Agency (AHPRA) and AOAC.

### Long term objectives

The Company's long term objectives are to:

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

### Strategy for achieving the objectives

To achieve these objectives, AOAC adopted the following strategies:

- Ensured ongoing review of governance and operational processes to ensure these continued to reflect current best practice;
- Secured the provision of administrative and executive services to AOAC by Australian Nursing and Midwifery Accreditation Council Limited (ACN 143 879 396);
- 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 participated actively in the quality improvement of accreditation and assessment processes.

### Key performance indicators

AOAC is required to meet the reporting requirements set out in the 2019-2024 accreditation agreement between AHPRA and AOAC. AOAC measures its performance through the fulfillment of these reporting requirements.

## Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

### Directors' Report For the Year Ended 30 June 2020


#### Meetings of directors

During the financial year, 4 meetings of directors were held. Attendances by each director during the year were as follows:

	Directors' Meetings	
	Number eligible to attend	Number attended
Brett Vaughan	4	4
Dr Gopi McLeod	4	4
Ian Locke	4	2
Professor Wendy Cross	4	4
Tracy Denning	4	4
Pip Leedham	4	4

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

Director:   
Brett Vaughan  
Board Chair

Director:   
Ian Locke  
Finance Audit and Risk Committee Chair

Dated this 16th day of October 2020

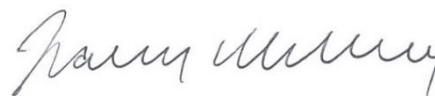
**Auditor's Independence Declaration  
Under Subdivision 60 – 40 of the Australian Charities and Not-for-profits  
Commission Act 2012**

**To the Members of Australian Osteopathic Accreditation Council Limited**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2020 there have been no contraventions of the auditor independence requirements as set out in any applicable code of professional conduct in relation to the audit.



**Nexia Duesburys (Audit)**  
Canberra, 16 October 2020



**G J Murphy**  
**Partner**

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# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Statement of Comprehensive Income For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
<b>Revenue</b>			
Funding income AHPRA		185,555	181,030
Accreditation fees		6,000	21,000
Competency assessments - overseas		13,421	21,350
Competency assessments - domestic		1,100	1,091
Interest income		370	458
		<u>206,446</u>	<u>224,929</u>
<b>Expenditure</b>			
Accreditation expenses		960	5,814
Administrative expenses		193,682	122,839
Governance costs		21,403	30,818
Project expenses		21,088	2,771
Overseas assessments		5,764	9,689
Stakeholder engagement		13,117	13,453
		<u>256,014</u>	<u>185,384</u>
<b>Surplus/(loss) before income tax</b>		(49,568)	39,545
Income tax expense	1(a)	-	-
<b>Total comprehensive income for the year</b>		<u>(49,568)</u>	<u>39,545</u>

The accompanying notes form part of these financial statements.

# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Statement of Financial Position

As At 30 June 2020

	Note	2020 \$	2019 \$
<b>ASSETS</b>			
CURRENT ASSETS			
Cash and cash equivalents	2	194,210	179,379
Trade and other receivables	3	2,171	2,229
Other assets	4	5,015	5,179
TOTAL CURRENT ASSETS		201,396	186,787
TOTAL ASSETS		201,396	186,787
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade and other payables	5	82,374	18,197
TOTAL CURRENT LIABILITIES		82,374	18,197
TOTAL LIABILITIES		82,374	18,197
NET ASSETS		119,022	168,590
<b>EQUITY</b>			
Retained surplus		119,022	168,590
TOTAL EQUITY		119,022	168,590

The accompanying notes form part of these financial statements.



# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Statement of Changes in Equity

For the Year Ended 30 June 2020

### 2020

	Retained surplus \$	Total \$
Balance at 1 July 2019	168,590	168,590
Surplus for the year	(49,568)	(49,568)
Balance at 30 June 2020	119,022	119,022

### 2019

	Retained surplus \$	Total \$
Balance at 1 July 2018	129,045	129,045
Surplus for the year	39,545	39,545
Balance at 30 June 2019	168,590	168,590

The accompanying notes form part of these financial statements.

## Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

### Statement of Cash Flows For the Year Ended 30 June 2020

	2020	2019
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from customers	<b>225,290</b>	244,954
Payments to suppliers and employees	<b>(210,829)</b>	(194,371)
Interest received	<b>370</b>	458
Net cash provided by/(used in) operating activities	<b>14,831</b>	51,041
Net increase/(decrease) in cash and cash equivalents held	<b>14,831</b>	51,041
Cash and cash equivalents at beginning of year	<b>179,379</b>	128,338
Cash and cash equivalents at end of financial year	<b>2</b> <b>194,210</b>	179,379

The accompanying notes form part of these financial statements.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **1 Summary of Significant Accounting Policies**

##### **Basis for Preparation**

The financial statements of the Australian Osteopathic Accreditation Council Limited (the Company) are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards (Reduced Disclosure Requirements of the Australian Accounting Standards Board) and the Australian Charities and Not-for-profits Commission Act 2012. Up to 20 December 2019, the Company was known as Australasian Osteopathic Accreditation Council Limited.

The Company is a not-for-profit public company limited by guarantee, incorporated in the Australian Capital Territory under the Corporations Act 2001 and domiciled in Australia. The financial statements cover the Company as an individual entity. The financial statements are presented in Australian currency which is the Company's functional and presentation currency.

The financial statements have been prepared on an accruals basis and are based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

##### **New, revised or amended accounting standards adopted**

The Company has adopted all of the new, revised or amended accounting standards and interpretations issued by the Australian Accounting Standards Board that are mandatory for the current reporting period. The adoption of these Accounting Standards and Interpretations did not have any material impact on the financial performance or position of the Company in either the current or prior financial reporting periods except as described below.

For the year ended 30 June 2020, the Company has adopted the following new Accounting Standards (and their relevant amending standards issued by the AASB):

- AASB 15 *Revenue from Contracts with Customers*
- AASB 1058 *Income of Not-for-Profit Entities*
- AASB 16 *Leases*

##### **AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities**

The mandatory date of adoption for AASB 15 and AASB 1058 was 1 July 2019. The Company has elected to apply the modified retrospective approach allowable under the Standard, reflecting the cumulative impact arising from adoption (if any) as an adjustment to opening accumulated surplus at 1 July 2019. As a result, comparative financial information has not been restated.

AASB 15 involves the use of a five-step recognition model for recognising revenue, the steps are:

Step 1 – Identify the contract with the customer

Step 2 – Identify the sufficiently specific performance obligations to be satisfied

Step 3 – Measure the expected consideration

Step 4 – Allocate that consideration to each of the performance obligations in the contract

Step 5 – Recognise revenue

The Company has described its new accounting policy below in Note 1(d). The Company has elected to adopt the practical expedient whereby contracts that are considered to be 'complete' (where revenue has been fully recognised in accordance with previous standards) are not adjusted upon the adoption of the new standards.

AASB 1058 measures income by reference to the fair value of the asset received. The asset received, which could be a financial or non-financial asset, is initially measured at fair value when the consideration paid for the asset is significantly less than fair value, and that difference is principally to enable the Company to further its objectives. Otherwise, assets acquired are recognised at cost.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **1 Summary of Significant Accounting Policies (continued)**

##### **New, revised or amended accounting standards adopted (continued)**

Where the asset has been measured at fair value, AASB 1058 requires that elements of other Accounting Standards are identified before accounting for the residual component. These standards are:

- AASB 15 *Revenue from Contracts with Customers*
- AASB 16 *Leases*
- AASB 1004 *Contributions*
- AASB 137 *Provisions, Contingent Liabilities & Contingent Assets*
- AASB 9 *Financial Instruments*

A transfer that requires the entity to use those funds to acquire or construct a recognisable non-financial asset to identified specifications; does not require the Company to transfer the non-financial asset to the transferor or other parties; and occurs under an enforceable agreement is recognised as income when (or as) the Company satisfies its obligations under the transfer.

Any donations, bequests or grants not recognised as described above are recognised as income when the Company obtains control of those funds.

##### **AASB 16 Leases**

AASB 16 replaces AASB 117 *Leases* and has been applied for the first time from 1 July 2019.

On initial application of AASB 16 and during the year, the Company did not have any leases.

##### **Accounting policies**

The following is a summary of the material accounting policies adopted by the Company in the preparation of the financial statements. Unless otherwise stated, the accounting policies adopted are consistent with those of the previous year.

##### **(a) Income tax**

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

##### **(b) 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 (ATO).

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

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

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **1 Summary of Significant Accounting Policies (continued)**

##### **(c) Financial instruments**

###### **Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the Company becomes a party to the contractual provisions to the instrument. For financial assets, this is the date that the Company commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately. In most circumstances trade receivables are initially measured at the transaction price.

###### **Classification and subsequent measurement**

Financial instruments are subsequently measured at either fair value or amortised cost using the effective interest rate method. The subsequent measurement depends on the classification of the financial instrument as described below.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

The effective interest method is used to allocate interest income or interest expense over the relevant period.

###### *Financial assets*

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Financial assets that meet the following conditions are subsequently measured at amortised cost:

- the financial asset is held within a business model whose objective is to hold financial assets in order to collect contractual cash flows; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Financial assets that meet the following conditions are subsequently measured at fair value through other comprehensive income (FVTOCI):

- the financial asset is held within a business model whose objective is achieved by both collecting contractual cash flows and selling the financial assets; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

By default, all other financial assets are subsequently measured at fair value through profit or loss (FVTPL).

Despite the above, the Company may make the following irrevocable election/designation at initial recognition of a financial asset:

- the Company may irrevocably elect to present subsequent changes in fair value of an equity instrument in other comprehensive income if certain criteria are met; and
- the Company may irrevocably designate a financial asset that meets the amortised cost or FVTOCI criteria as measured at FVTPL if doing so eliminates or significantly reduces an accounting mismatch.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **1 Summary of Significant Accounting Policies (continued)**

##### **(c) Financial instruments (continued)**

###### *Financial liabilities*

All financial liabilities are subsequently measured at amortised cost using the effective interest method or at FVTPL.

###### *Impairment of financial assets*

The Company recognises a loss allowance for expected credit losses on financial assets that are measured at amortised cost or at FVTOCI. No impairment loss is recognised for investments in equity instruments. The amount of expected credit losses is updated at each reporting date to reflect changes in credit risk since initial recognition of the respective financial asset.

The Company recognises lifetime expected credit losses for trade receivables. The expected credit losses on these financial assets are estimated based on the Company's historical credit loss experience adjusted for factors that are specific to the debtors, general economic conditions and an assessment of both the current as well as the future direction of conditions at the reporting date, including time value of money where appropriate.

##### **(d) Revenue and other income**

In the previous financial year, revenue recognised in accordance with AASB 118 *Revenue* was measured at the fair value of the consideration received or receivable. The Company recognised revenue when the amount of revenue could be reliably measured, it was probable that future economic benefits would flow to the Company and specific criteria had been met for each of the Company's activities.

Revenue recognised under AASB 15 is measured at the amount which the Company expects to receive in consideration for satisfying performance obligations to a customer. A performance obligation is the distinct good or service defined within the contract with a customer. The transaction price is allocated to one or more performance obligations contained within the contract, with revenue being recognised as or when the performance obligation is satisfied.

Where consideration comprises variable components, the amount recognised as revenue is constrained to that amount that would not result in a significant reversal of the cumulative revenue recognised when that uncertainty is resolved.

###### *Timing of Revenue Recognition*

Revenue is recognised either at a point in time or over time, when (or as) the Company satisfies performance obligations by transferring the promised goods or services to its customers.

If the Company satisfies a performance obligation before it receives the consideration, the Company recognises either a contract asset or a receivable in its statement of financial position, depending on whether something other than the passage of time is required before the consideration is due.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **1 Summary of Significant Accounting Policies (continued)**

##### **(d) Revenue and other income (continued)**

The following specific recognition criteria must also be met before revenue is recognised:

- Revenue from accreditation services is recognised over the period that the accreditation process is performed. A portion of the accreditation fees are received at the time of application with the remainder being invoiced after the completion of a site visit.
- Revenue from assessment fees is recognised over the period that the assessment process is performed. Assessment fees are paid up front and are non-refundable.
- Interest revenue is recognised using the effective interest method.
- Grant funding that contains specific conditions on the use of those funds is recognised as income as and when the entity satisfies its performance obligations stated within the funding agreement. A contract liability is recognised for unspent grant funds for which a refund obligation exists in relation to the funding period. General grants that do not impose specific performance obligations on the entity are recognised as income when the entity obtains control of those funds, which is usually on receipt.

##### **(e) Comparative figures**

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

##### **(f) Economic dependence**

Australian Osteopathic Accreditation Council Limited (AOAC) has been appointed as the accreditation authority for osteopathic education programs until 30 June 2024. AOAC is dependent on the Osteopathy Board of Australia (OBA)/ Australian Health Practitioner Regulation Agency (AHPRA) for the majority of its revenue used to operate the business and funding for the financial year ending 30 June 2021 has been approved.

#### **Critical Accounting Estimates and Judgments**

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

##### *Superannuation payable*

During the current year the directors have estimated an amount relating to unpaid superannuation on directors fees paid over multiple years plus an allowance for fees, interest and penalties. There is a high risk of a material adjustment in the future once calculations are finalised and the necessary documentation lodged with the ATO.

The directors do not believe that there were any other key estimates or key judgments used in the development of the financial statements that give rise to a significant risk of material adjustment in the future.

# Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

## Notes to the Financial Statements For the Year Ended 30 June 2020

### 2 Cash and Cash Equivalents

	2020	2019
	\$	\$
Cash at bank and in hand	194,210	179,379

### 3 Trade and other receivables

	2020	2019
	\$	\$
CURRENT		
Trade and other receivables	2,171	2,229

### 4 Other Assets

	2020	2019
	\$	\$
Prepayments	5,015	5,179

### 5 Trade and Other Payables

	2020	2019
	\$	\$
Trade payables	703	9,603
Sundry payables and accrued expenses*	77,000	4,000
GST payable	2,171	4,594
Income in advance	2,500	-
	82,374	18,197

\*During the year the directors were made aware of unpaid superannuation on directors fees paid over multiple years. The directors have estimated an amount of \$73,000 for the unpaid superannuation including interest, fees and penalties that may apply.

### 6 Key Management Personnel Remuneration

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

#### Compensation

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

The amounts disclosed do not include the reimbursement of expenses paid to directors. The reimbursement of expenses is not considered to be compensation.

The aggregate compensation is set out below:

	2020	2019
	\$	\$
Director compensation	24,392	20,650



## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **7 Related Parties**

##### **(a) Key management personnel compensation**

Disclosures relating to key management personnel compensation are set out in Note 6.

##### **(b) Transactions with members of the Company**

All transactions with related parties were carried out on an "arm's length" basis. Members that serve in the capacity of director were paid professional fees to attend meetings as indicated below. Payments made to members of the Company, which are also included in Note 6 above, during the year are as follows:

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Gopi McLeod	3,828	2,024
Wendy Cross	3,228	2,828
Phillipa Leedham	4,860	607
Brett Vaughan	4,450	6,760
Jane Louise Adam	-	1,577
Ian Locke	1,238	2,089
Tracy Denning	6,788	4,765

##### **(c) Transactions with director-related entities**

No directors or executive has entered into a material contract with the Company (other than the provision of sitting fees noted in 7(b) above) since the end of the previous financial year and there were no material contracts involving directors' interests in existence at year-end.

#### **8 Contingencies**

In the opinion of the directors, the Company did not have any contingencies at 30 June 2020 (30 June 2019: Nil).

#### **9 Events after the end of the Reporting Period**

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

#### **10 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 2020, the number of members was 10 (2019: 10).

#### **11 Statutory Information**

The registered office and principal place of business of the Company is:

Australian Osteopathic Accreditation Council Limited  
Level 1, 15 Lancaster Place  
Majura Park  
Canberra Airport ACT 2609

## Australian Osteopathic Accreditation Council Limited

ABN: 45 142 289 049

### Directors' Declaration

The directors of Australian Osteopathic Accreditation Council Limited (the Company) declare that:

1. The financial statements and notes are in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and;
  - (a) comply with Australian Accounting Standards - Reduced Disclosure Requirements, and other mandatory professional reporting requirements; and
  - (b) give a true and fair view of the financial position as at 30 June 2020 and of the performance for the year ended on that date of the Company.
2. In the directors' opinion, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

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

Director  .....  
Brett Vaughan  
Board Chair

Director  .....  
Ian Locke  
Finance Audit and Risk Committee Chair

Dated 16 October 2020

## **Independent Auditor's Report to the Members of Australian Osteopathic Accreditation Council Limited**

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial statements of Australian Osteopathic Accreditation Council Limited (the Company), which comprise the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial statements of the Company are in accordance with the Australian Charities and Not-for-profits Commission Act 2012, including:

- (i) giving a true and fair view of the Company's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- (ii) complying with Australian Accounting Standards – Reduced Disclosure Requirements and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

#### **Basis for opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (including Independence Standards) (the Code) that are relevant to our audit of the financial statements in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### **Other information**

The directors are responsible for the other information. The other information comprises the information included in the Company's directors' report for the year ended 30 June 2020, but does not include the financial statements and the auditor's report thereon.

Our opinion on the financial statements does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact. We have nothing to report in this regard.

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**Directors' responsibilities for the financial statements**

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

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

**Auditor's responsibilities for the audit of the financial statements**

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

A further description of our responsibilities for the audit of the financial statements is located at The Australian Auditing and Assurance Standards Board website at: [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of our auditor's report.



**Nexia Duesburys (Audit)**  
Canberra, 16 October 2020



**G J Murphy**  
**Partner**