

TABLE OF CONTENTS

	Page
Foreword.....	3
1. Constitution.....	4
2. Goals.....	4
3. Functions.....	4-5
4. Membership of the Board	5-7
5. Board and Sub Committee Meetings.....	7
6 The Register	8-10
7. Administrative Structure.....	11
8. Access	11-12
9. Review of Activities and Operations	
9.1 New Registration Act and Regulation	12-13
9.2 Complaints	13-14
9.3 Code of Practice for Registered Occupational Therapists	14
9.4 Assessment of Qualifications of Overseas Qualified Occupational Therapists	14
9.5 Council of Occupational Therapists Registration Boards (Australia and New Zealand) and the Trans Tasman Conference of Occupational Therapists Registration Boards	14-15
9.6 Medico-Legal Reports	15
9.7 Practice Names	15
9.8 Privacy of Information held by the Board.....	16
9.9 Freedom of Information.....	16

9.10	Statement of Reasons: Judicial Review Act	17
9.11	Fees	17
9.12	Consultancies	17-18
9.13	Code of Conduct of the Board	18
9.14	Combined Meetings of the Chairpersons of the Health Practitioner Registration Boards.....	18
10.	Statement of Affairs Supplement.....	19-22

**Organisational Chart, Financial Statements, Accompanying Notes
and Audit Certificate**

FOREWORD

The Hon Wendy Edmond MP
Minister for Health and Minister Assisting the
Premier on Women's Policy
Parliament House
BRISBANE QLD 4000

Dear Minister

I have pleasure in submitting the 2001-02 Annual Report and Financial Statements of the Occupational Therapists Board of Queensland.

My appreciation is extended to all members of the Board and its committees for their considerable efforts during the year.

The Board also records its appreciation for the administrative and operational support provided by the staff of the Office of Health Practitioner Registration Boards in assisting the Board to fulfil its statutory functions and obligations.

Judith Trevan-Hawke
Chairperson

1. CONSTITUTION

The Occupational Therapists Board of Queensland is constituted under the provisions of Section 9 of the *Occupational Therapists Registration Act 2001* (“the Act”) as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999* and the *Financial Administration and Audit Act 1977*.

2. GOALS

Consistent with section 7(1) of the Act, the Board’s primary goals are:

- to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way; and
- to uphold standards of practice within the profession; and
- to maintain public confidence in the profession.

3. FUNCTIONS

The Board is directly responsible for the administration of the Act and the *Occupational Therapists Registration Regulation 2001* (as amended from time to time).

The Board’s major functions are set out in section 11 of the Act as follows:

- to assess applications for registration;
- to register persons who satisfy the requirements for registration;
- to monitor and assess whether registrants comply with any conditions of registration;
- to keep a register of, and records relating to, registrants;
- to promote high standards of practice of the profession by registrants;
- to develop or adopt programs for the continuing professional education of registrants, and encourage their participation in the programs;
- to develop or adopt training programs in the practice of the profession that are relevant to a person’s eligibility for registration;
- to confer and cooperate with interstate regulatory authorities;
- to confer and cooperate with entities engaged in the development of national

- policies about the regulation of the profession;
- to confer and cooperate with the following entities about the education of persons in the practice of the profession-
 - ◊ educational institutions
 - ◊ entities responsible for accrediting courses, or accrediting institutions to educate persons for the profession;
- to inform registrants and the public about the operation of the legislative scheme in its application to the profession;
- to examine, and advise the Minister about, the operation of the legislative scheme in its application to the profession;
- to monitor, and enforce, compliance with this Act;
- to undertake research, relevant to the legislative scheme, into the regulation of the profession; and
- to collect, and give to persons, information about the practice of the profession by registrants.

The registration and disciplinary functions of the Board reduce the risk to public health and safety by:

- ensuring only appropriately qualified and fit persons may be registered as Occupational Therapists; and
- requiring that proper professional standards are maintained by registered Occupational Therapists.

4. MEMBERSHIP OF THE BOARD

The following Board Members were appointed on 5 July 2001 for a three year term and held office during the year:

- (a) Four persons nominated by the Minister of whom at least two shall be Occupational Therapists

Ms JA Trevan-Hawke	Dip OT (UK), M Occ Thy	[Chairperson]
Mr JT Carmichael	B Occ Thy, Grad Dip Occ Hlth & Safety, M Hlth Sc	[Deputy Chairperson]
Mrs J Rabbitt	Dip OT	
Dr J Ziviani	Dip OT, B App Sc (OccThy), BA, M ed, PhD	

- (b) Three Occupational Therapists acceptable to and nominated by the Minister from a panel or panels of names submitted by one or more associations

accepted by the Minister as representative of Occupational Therapists

Ms M Boyle	B OccThy
Dr C McBryde	B Occ Thy (Hons), PhD
Ms J Willey	B OccThy

(c) One person representing users of the services of Occupational Therapists

Ms L Hakansson Ware BA, Grad Dip Ed, Barrister at law

(d) A barrister or solicitor of the Supreme Court

Ms S Field Dip Nurs Ed, BA, M Ed Admin, LLB

The Board members' current term of appointment expires on 4 July 2004.

A brief outline of the professional background and interests of each Board member is given below.

Judith Trevan-Hawke is Associate Professor and Head of the Occupational Therapy Department, James Cook University. She obtained her initial Occupational Therapy qualification in 1969 followed by a Master of Occupational Therapy degree in 1993. Judith's special interests are in mental health, the provision of rural/remote occupational therapy services, clinical research and curriculum development. She has been a Board member since June 1990 and Chair of the Board since April 1992.

Jim Carmichael is Director of Program Services of the Queensland Division of Workplace Health and Safety. He has responsibility for the operational program that administers the *Workplace Health and Safety Act 1995* across Queensland. Jim has occupational therapy experience in industrial rehabilitation, ergonomics, occupational health and safety and risk management. He has been a Board member since April 1992.

Maira Boyle operates a private occupational therapy practice in paediatrics, her area of special interest. She graduated from the University of Queensland in 1972 and has been a Board member since October 1994.

Susan Field is a Senior Research Assistant in Elder Law at the University of Western Sydney.

Cathy McBryde operates a private occupational therapy practice in paediatrics, her area of special interest. She was appointed to the Board in July 2001.

Judy Rabbitt is Director of Occupational Therapy Services for the Townsville District Health Service. She has been a Board member since May 1993.

Laila Hakansson Ware is self-employed making cheese and dairy products. Her special interests are in dairy farming, jersey breeding and cheese making. Laila

was appointed to the Board in July 2001.

Judith Willey is Senior Occupational Therapist, Mackay Base Hospital. Judith has extensive occupational therapy experience with both the public and private sectors and with community based organisations. She has been a Board member since May 1998.

Jenny Ziviani is Associate Professor in the Department of Occupational Therapy at the University of Queensland. She has undergraduate qualifications in occupational therapy and psychology, a masters degree in Education and was awarded a PhD in 1988. Jenny's clinical, educational and research interests pertain to children with development disabilities. She has been a Board member since May 1998.

Regular Ordinary Meetings of the Board are convened on the second Thursday of each month at 5.00 pm in a boardroom at the Office of Health Practitioner

5. BOARD AND SUB COMMITTEE MEETINGS

Registration Boards. In addition, Board Sub-committees comprising selected Board members are established for specific tasks and held as required.

During 2001-02, 11 Ordinary Board Meetings and six Sub-committee meetings were held. Attendance by Board members at these meetings was as follows:

	Meeting Attendance 2001-02	
	Ordinary Meetings	Sub Committee Meetings
Ms Moira Boyle	11	4
Mr Jim Carmichael	8	1
Ms Susan Field	11	2
Dr Cathy McBryde	11	4
Mrs Judy Rabbitt	11	3
Ms Judith Trevan-Hawke	8	3
Ms Laila Hakansson Ware	10	3
Ms Judith Willey	8	-
Dr Jenny Ziviani	9	-

The Board maintains a Register of Occupational Therapists pursuant to section 11(d) of

6. THE REGISTER

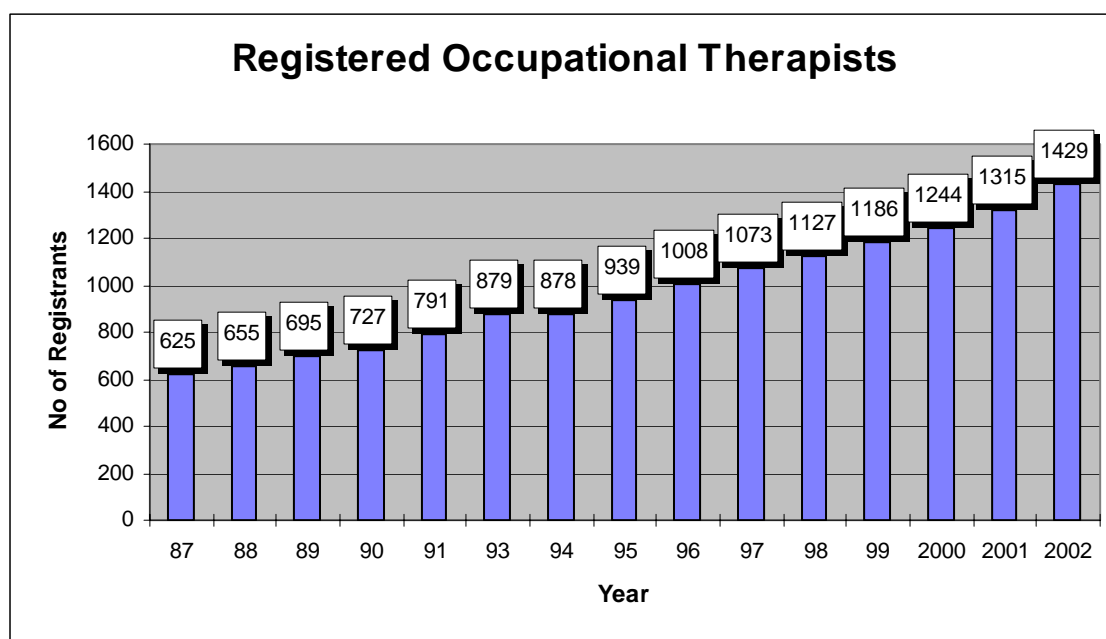
the Act.

As at 30 June 2002, the Register of Occupational Therapists contained a total of 1,429 names representing a net increase of 114 (approximately 8.7%) over the June 2001 figure. The 1,429 registrants comprised 1,416 general registrants and 13 provisional general registrants.

The net change in registrant numbers during the year is the product of significant numbers of additions and deletions to the Register. During 2001-02, a total of 199 registrants were registered for the first time.

Of the 199 new names added to the Register, 13 (approximately 6.5%) were granted registration in Queensland under mutual recognition. Of the 13 mutual recognition registrants, 11 lodged registration notices pursuant to the provisions of the *Mutual Recognition (Queensland) Act 1992* on the basis of holding current registration as Occupational Therapists in other Australian States or Territories; while two persons lodged registration notices pursuant to the provisions of the *Trans-Tasman Mutual Recognition (Queensland) Act 1999* on the basis of holding current registration as Occupational Therapists in New Zealand.

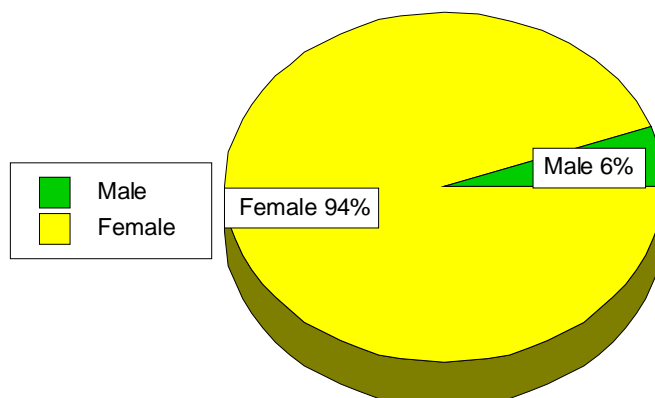
The following bar chart illustrates the significant growth since 1987 in the number of registered Occupational Therapists at 30 June each year.



An analysis of the registration data base as at 30 June 2002 provides the following information.

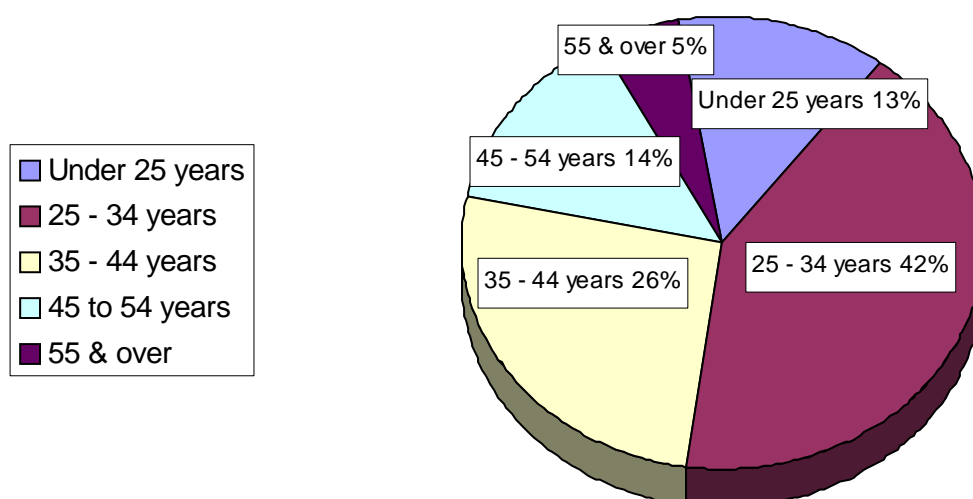
Gender of Queensland Occupational Therapists

- 6% of registrants were male; 94% were female.



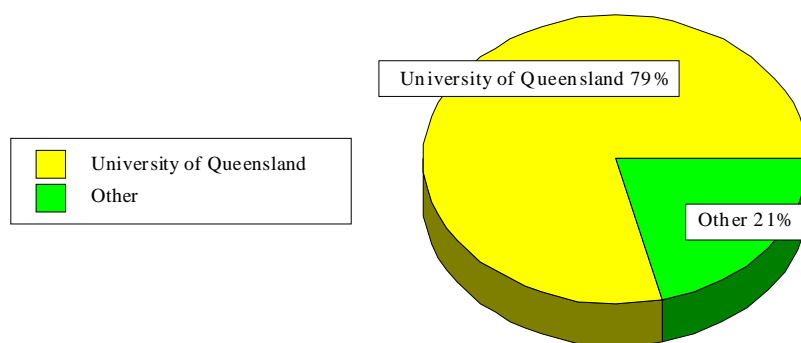
Age Groupings of Queensland Occupational Therapists

Age Grouping	% of Registrants
Under 25 years	13%
25 - 34 years	42%
35 - 44 years	26%
45 - 54 years	14%
55 years and over	5%
Total	100%



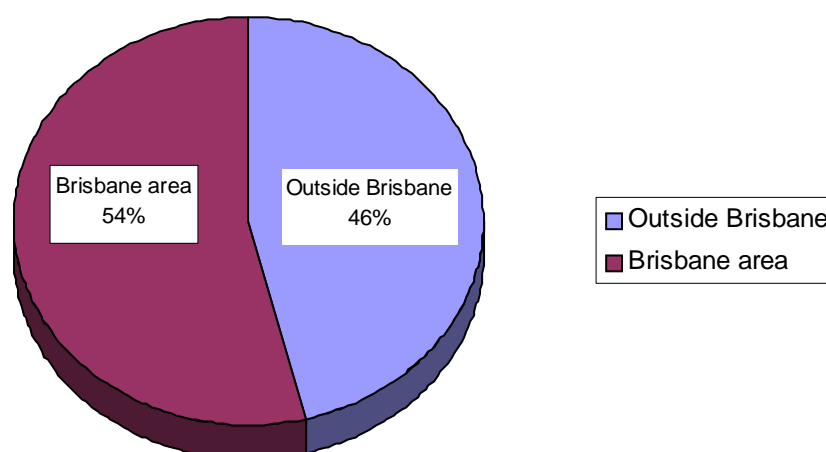
Educational Institution from which Initial Occupational Therapy Qualification Obtained

- 79% of Queensland registrants obtained their initial Occupational Therapy qualification from the University of Queensland; 21% from other educational institutions.



Geographical Distribution of Queensland Registrants

- 96% of registrants gave their addresses on the Register as within Queensland; 4% had addresses outside of Queensland.
- Of the registrants with addresses within Queensland, 54% had addresses within Brisbane and 46% had addresses elsewhere in Queensland.



The geographical statistics are based on an analysis of post codes of the addresses of the registrants as shown on the Register. In some cases the Register address differs from the practice address of a registrant. Registrants with addresses outside of Queensland have chosen to retain Queensland registration even though, in most cases, they do not currently practise their profession in Queensland.

7. ADMINISTRATIVE STRUCTURE

Administrative and operational support for the Board's day to day operations is provided by the Office of Health Practitioner Registration Boards under a Service Agreement between the Board and the Office. The Board is one of 13 Queensland Health Practitioner Registration Boards receiving such support from the Office which is constituted under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office has a permanent staffing establishment of 55 positions plus a variable number of temporary positions.

Members of the staff of the Office with primary responsibilities for the administrative tasks of the Board during the year were:

Executive Officer	Mr J Greenaway Mr J O'Dempsey (<i>from 4 March 2002</i>)
Deputy Registrar	Mr G Connell
Assistant Registrar	Mrs D Ramsay
Administrative Officers	Miss K McGee and Mrs J Crawford

The Assistant Registrar and Administrative Officers are assigned the task of handling and managing the day to day administrative affairs of the Board (and other Health Practitioner Registration Boards) under the direction of the Executive Officer and the Deputy Registrar.

A number of other staff of the Office support the Board by providing services in such areas as human resource management, financial management, information technology, counter enquiries, records management and general administrative assistance.

Further information regarding the interrelationship between the Board and the Office is provided in the Annual Report of the Office.

8. ACCESS

The Office of the Board is located at Level 19, Forestry House, 160 Mary Street, Brisbane, Qld 4000.

Correspondence to the Board should be addressed to:

The Executive Officer
Occupational Therapists Board of Queensland
GPO Box 2438
BRISBANE QLD 4001

Board communication links are:

Telephone: (07) 3225 2517

Facsimile: (07) 3225 2527

E Mail: occupationaltherapy@healthregboards.qld.gov.au

Web Site: <http://www.occuptherapyboard.qld.gov.au>

Copies of this Annual Report and the Annual Report of the Office are accessible to members of the public at the abovementioned address.

9. REVIEW OF ACTIVITIES AND OPERATIONS

9.1 New Registration Act and Regulation

The Review of the Health Practitioner Registration Acts has progressed in two stages since its beginnings in 1993. The first stage was completed on 7 February 2000 with the commencement of the *Health Practitioner Registration Boards (Administration) Act 1999* and the *Health Practitioners (Professional Standards) Act 1999*.

The second stage of the Review was finalised during the first half of 2002 when new registration legislation commenced for a range of health practitioner professions. All of the new legislation was developed to take into account the changing environment in which health professions operate as well as regulatory reform principles, administrative efficiency and contemporary legislative standards.

The *Occupational Therapists Registration Act 2001* (replacing the former *Occupational Therapists Act 1979*) and the *Occupational Therapists Registration Regulation 2001* (replacing the former *Occupational Therapists By-law 1995*), commenced on 1 February 2002.

Three categories of registration are provided for in the new Registration Act: general registration; provisional general registration; and special purpose registration. The last mentioned category provides for eligible persons to be granted registration for a limited period of time to undertake activities within the profession such as studying or training at postgraduate level, teaching, research and clinical demonstrations.

The *Occupational Therapists Registration Act 2001* was amended on 15 November 2001 (prior to its commencement) by the *Health Legislation Amendment Act 2001*. The major changes involved:

- an amendment to sections 42 and 45 to enable the Board to obtain and

consider information about an applicant's criminal history when assessing an application for registration; and

- an amendment to section 70 to specify that an application for renewal of general registration may only be decided by the Board if it is received within 60 days before the expiry of the registration or on an earlier day, if any, stated in the notice of renewal issued by the Board.

Under section 36 of the *Occupational Therapists Registration Act 2001*, the Minister for Health may give the Board "a written direction about a matter relevant to the performance of its functions under this Act if the Minister is satisfied it is necessary to give the direction in the public interest". The Board did not receive any such directions from the Minister during the reporting period.

9.2 Complaints

During the 2001-02 year the Board did not receive any complaints against registrants. Nonetheless the *Health Practitioners (Professional Standards) Act 1999* ["Professional Standards Act"] requires the Board to include in its Annual Report, the following information relevant to that Act.

During 2001-02, the Board did not receive from the Minister for Health:

- any directions under section 13 of the Professional Standards Act, about matters relevant to the Board's functions; or
- any authorisations under section 392 of the Professional Standards Act, for a person performing functions under that Act to disclose information acquired in the performance of those functions, about another person's affairs.

The Board, under sections 118(1)(c)(iv), 165(2)(b), 276(2)(a), and 299(2)(c) of the Professional Standards Act, did not enter into any undertakings with registrants about their professional conduct or practice. Consequently no copies of undertakings with registrants were provided by the Board to the Health Rights Commissioner pursuant to section 379 (5) of the Professional Standards Act.

The following additional information is provided, as required by section 264(1) of the Professional Standards Act, on the Board's handling of complaints, disciplinary proceedings and health assessments under the Professional Standards Act during 2001-02:

- The Board did not receive any complaints either directly from clients of practitioners or from the Health Rights Commissioner.
- The Board did not refer any complaints to the Health Rights Commissioner.
- No investigations were conducted by the Board.
- The Board started one disciplinary proceeding against an Occupational

Therapist who had been practicing unregistered for a period of 12 months. The Board did not receive a complaint in relation to the matter but became aware of it through the registration process. The Board initiated the disciplinary proceedings pursuant to s126(1)(a) of the Professional Standards Act and reprimanded the Occupational Therapist concerned with respect to her period of unregistered practice.

- No Board's funds were spent on investigations.
- No Board's funds were spent on health assessments of practitioners.

9.3 Code of Practice for Registered Occupational Therapists

Following the commencement in 2002 of new registration legislation for health professions in Queensland, the Board chose to suspend further consideration of its Draft Code of Practice for registered Occupational Therapists. This decision was taken after receiving advice that draft guidelines in relation to the preparation of Codes of Practice were to be developed for all of the health professions.

9.4 Assessment of Qualifications of Overseas Qualified Occupational Therapists

The Council of Occupational Therapists Registration Boards (Australia and New Zealand) [COTRB] has responsibility for assessing qualifications of overseas trained Occupational Therapists. Where the COTRB determines that the qualification of an overseas trained Occupational Therapist is acceptable for migration purposes, the Board is responsible for monitoring the applicant's practice for a limited period, usually equivalent to six months full-time.

At the close of the reporting period, the Board was monitoring the practice audits of 10 applicants.

9.5 Council of Occupational Therapists Registration Boards (Australia and New Zealand) and the Trans-Tasman Conference of Occupational Therapists Registration Boards

The Chairperson, J Trevan-Hawke and Board Member M Boyle, together with the Assistant Registrar, represented the Board at the following meetings hosted by the Board in Brisbane on 9-10 November 2001:

- the Trans-Tasman Conference of Occupational Therapists Registration Boards; and
- the COTRB Annual General Meeting.

The meetings included representatives from New Zealand, Queensland, Western Australia, South Australia and the Northern Territory.

The following major items were discussed at the Trans-Tasman Conference of

Occupational Therapists Registration Boards:

- Trans-Tasman Mutual Recognition
- Review of Legislation
- New Zealand Entry-Level Competencies for Registration
- Recency of Practice
- Disciplinary Action and Prosecutions
- Short-term Supervised Practice Audit
- Privacy Legislation
- Registration of Australian Defence Force Practitioners.

Major items considered at the COTRB meeting were:

- COTRB Finances and Budget
- Assessment of overseas qualifications
- Accreditation of Occupational Therapy schools in Australia
- Registration Nationally
- COTRB Committees.

The Chairperson, J Trevan-Hawke, also participated in a teleconference meeting of the COTRB held in May 2002. In addition Board member J Rabbitt and the Chairperson participated in teleconference meetings of the COTRB Marketing Committee held in October 2001 and March 2002 respectively.

The operations of the COTRB are funded by the participating Occupational Therapists Registration Boards. The Queensland Board contributed \$3,264.58 to the operations of the COTRB for 2001-02. This contribution was based on 1,349 Queensland registrants as at 31 December 2001, at \$2.20 per registrant plus GST.

9.6 Medico-Legal Reports

During the year the Chairperson, J Trevan-Hawke, and Board members C McBryde and L Hakansson Ware, represented the Board on a combined working party with OT Australia (Queensland) to develop guidelines for Occupational Therapists on the preparation of Medico-Legal reports.

9.7 Practice and Business Names

Prior to 1 February 2002, the Board was empowered under the *Occupational Therapists By-law 1995* (section 15) to approve any name (other than personal and partnership names) used in carrying on a practice as an Occupational Therapist. During the period from 1 July 2001 to 31 January 2002, the Board did not receive any applications for approval of a practice name.

With the commencement on 1 February 2002 of new legislation replacing the former Act and By-law, the Board is no longer required to approve practice names. Instead, under section 126 of the new Act, a registrant intending to carry on a business providing professional services under a business name other than the registrant's own name, must first notify the Board of the business name.

9.8 Privacy of Information held by the Board

In fulfilling its functions under the Act, the Board collects “personal information” about applicants for registration, Board members, vendors etc. The information includes names, addresses and other details relevant to the Board’s functions.

The Board is committed to ensuring that all such “personal information” held in its records is treated with respect and due confidentiality. The Board will not knowingly disclose any “personal information” unlawfully.

On 10 September 2001, the Queensland State Government approved Information Standard 42 in relation to “personal information” held by Queensland public sector agencies. That Standard - which reflects information privacy principles contained in the Commonwealth Government’s *Privacy Act 1998* - defines “personal information” as:

“Information or an opinion (including information or an opinion forming part of a database), whether true or not, whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.”

All Queensland public sector agencies are required to comply with Information Standard 42 by 10 September 2003.

Consistent with the Standard, the Board, in conjunction with other Health Practitioner Registration Boards and the Office of Health Practitioner Registration Boards, has adopted a Privacy and Security Policy, which:

- lists the legislation administered by the Board;
- explains why the Board collects and stores “personal information”;
- identifies staffing positions that have access to “personal information”;
- describes the processes for access to, and amendment of, “personal information” held by the Board; and
- outlines the Board’s implementation timetable for ensuring that it has met all of the requirements of Information Standard 42.

A copy of the Privacy and Security Policy can be obtained by writing to the Information Coordinator, Office of Health Practitioner Registration Boards, GPO Box 2438, Brisbane Qld 4001; or through the Internet at:

- ⇒ www.healthregboards.qld.gov.au; and
- ⇒ choosing the Board’s website.

9.9 Freedom of Information

During the reporting period the Board did not receive any applications under the *Freedom of Information Act 1992*, (“FOI Act”) for access to documents held by the Board.

Section 18 of the FOI Act requires the Board to publish a Statement of Affairs annually setting out a range of information about the Board including details of the categories of documents it holds and the arrangements for obtaining access to such documents. That Statement is provided as a supplement at the end of this Report.

9.10 Statement of Reasons: Judicial Review Act

Under section 32 of the *Judicial Review Act 1991*, a person who is aggrieved by an administrative decision is entitled to request from the decision maker, a written Statement of Reasons in relation to the decision. The Board did not receive any requests for a Statement of Reasons during the year.

9.11 Fees

The Occupational Therapists Board of Queensland is self-funding in that monies raised from fees associated with registration are used to fund the Board's activities. Such fees payable by registrants are exempt from the Goods and Services Tax (GST) under the provisions of Division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*.

In November 2001 the annual registration fee was increased by \$4 to \$181. This increase was in line with the percentage increase in the Consumer Price Index for the same period since the previous fee increase.

With the commencement of the new legislation on 1 February 2002, the *Occupational Therapists Registration Regulation 2001* provided for the following fee changes:

- The application fee for new registrants was reduced by \$18 to \$120 to achieve cost recovery on the true cost of processing an application.
- New applicants for registration are now required to pay both the application fee and the annual registration fee (whereas previously only the application fee was payable).
- There is no longer a provision that had entitled applicants paying the annual registration fee in the final month of the registration year, to have payment of the subsequent year's fee waived.
- Pro-rata fees were introduced so that applicants who previously would have had to pay the full annual registration fee irrespective of when in the registration year they applied, now only pay a proportion of the annual fee depending on when they apply. For general registrants under the new provisions, 25% of the annual fee is payable for registration up to and including three months prior to the end of the registration period; 50% for registration of more than three months but not more than six months; and the full fee for in excess of six months.

9.12 Consultancies

Section 95(1)(eb) of the *Financial Management Standard 1997* requires every public sector agency to include in its Annual Report, information about the agency's

expenditure on consultancies. During the reporting period the Board engaged professional legal advisers as consultants for legal services. Total expenditure on legal service consultancies for the year was \$4,281.20.

9.13 Code of Conduct of the Board

Under section 23 of the *Public Sector Ethics Act 1994*, every public sector entity is required to ensure that each Annual Report of the entity includes a statement giving details of action taken during the reporting period to comply with various provisions in the Act pertaining to the entity's Code of Conduct.

The Board's Code of Conduct applies to all Board members and covers a range of issues including ethical obligations, professional conduct, accountability and protection of privacy. The Board's administrative procedures and management practices have proper regard to the Code and the ethics obligations of public officials as set out in the Act.

In accordance with the provisions of the Act, copies of the Code of Conduct:

- have been provided to all Board members;
- have been made available to all staff;
- are available upon request to interested persons free of charge; and
- have been placed on display at the Office of the Board [between 9 am and 4 pm, Monday to Friday] for inspection free of charge by interested persons.

9.14 Combined Meetings of the Chairpersons of the Health Practitioner Registration Boards

During the year a combined meeting of the Chairpersons of 11 Health Practitioner Registration Boards was held on 27 September 2001 to discuss issues of mutual concern and interest. Issues discussed at the meeting were:

- Health Practitioner Registration Acts
- Codes Of Conduct for Board Members
- Mutual Recognition
- Criminal Law (Rehabilitation Of Offenders) Act legislation
- Training
- Quarterly Service Agreement Reports
- Compulsory Indemnity Insurance for Registrants
- Appointment of Board Members
- Privacy Legislation
- Funding for the Upgrade of Registrant Database
- Investigation of Complaints and Disciplinary Action
- Office Accommodation
- Audit Reports
- Annual Reports
- Annual Registration Fees

10. STATEMENT OF AFFAIRS SUPPLEMENT

Introduction

It is a requirement under section 18 of the *Freedom of Information Act 1992* that an agency must publish at intervals of not more than 1 year, an up-to-date statement of the affairs of the agency. In accordance with that section, this Supplement contains information not already included elsewhere in this Annual Report, that the Board is required to publish every year about its affairs.

The effect of the Board's functions on members of the public

The registration and disciplinary functions of the Board reduce risks to public health and safety by:

- ensuring only appropriately qualified and fit persons may be registered;
- requiring that proper professional standards are maintained by its registrants

Categories of documents held by the Board

The following categories of documents are held by the Board:

- Registrant Files
- Complaint Files
- Business files containing documents relating to:
 - ⇒ registration matters
 - ⇒ inter-state and overseas registration boards
 - ⇒ professional associations
 - ⇒ acquisition and maintenance of office furniture, equipment and supplies
 - ⇒ staff development and training courses
 - ⇒ Board insurances
 - ⇒ staffing arrangements
 - ⇒ statistics in relation to the profession
 - ⇒ audit reports
 - ⇒ records management
 - ⇒ information technology
 - ⇒ financial records
 - ⇒ legislation, subordinate legislation and legislative review
 - ⇒ service agreement between the Board and the Office of Health Practitioner Registration Boards
- Annual Reports of the Board (including Statement of Affairs)
- Service Agreement between the Board and the Office of Health Practitioner Registration Boards
- Codes of Conduct
- Policy documents and Internal procedures manuals
- Delegations

Arrangements to obtain access to the above-mentioned documents are explained later in this Supplement.

Literature available

The following publications are available for inspection and copies may be obtained *free of charge*:

- current Annual Report of the Board (incl Statement of Affairs);
- current Bulletins and Circulars published by the Board.

The following documents are available for inspection and copies may be purchased:

- current Policy Documents of the Board.

It should be noted however, that pursuant to section 19(2) of the *Freedom of Information Act 1992*, the Board may delete exempt matter from a copy of any policy document.

The Board does not have any literature available to the public for which a regular subscription is payable or by way of free mailing lists.

Arrangements to obtain access to documents held by the Board

Free of Charge Documents

These documents may be obtained by written request to the Board. Alternatively, these documents can be inspected at the Office of Health Practitioner Registration Boards, 19th Floor, Forestry House, 160 Mary Street, Brisbane, Qld 4000.

If inspection is sought, advance notice must be given so that a suitable time can be arranged for the inspection.

Policy Documents

Copies of the Board's policy documents may be inspected and/or obtained by either a written or telephone request.

Other Documents

The accessibility of other documents held by the Board is subject to the provisions of the *Freedom of Information Act 1992* and the associated Board procedures set out below.

Under the *Freedom of Information Act 1992*, the general community may apply for access to, or request an amendment of, any non-public document held by the Board.

FREEDOM OF INFORMATION ACT 1992

What is Freedom of Information?

The purpose of the *Freedom of Information Act 1992* is set out in the “short title” to the Act as follows:

An Act to require information concerning documents held by government to be made available to members of the community, to enable members of the community to obtain access to documents held by government and to enable members of the community to ensure that documents held by the government concerning their personal affairs are accurate, complete, up-to-date and not misleading, and for related purposes.

By these means, government agencies are made more accountable for their actions.

How to make a Freedom of Information application

There are two types of application available to any person under the *Freedom of Information Act 1992*:

- an application for access to any document held by the Board.
- an application that a document held by the Board about the applicant's personal affairs should be amended, if it is inaccurate, incomplete, out-of-date or misleading.

Documents concerning an applicant's 'Personal Affairs'

There are no fees or charges payable by the applicant for this type of document.

To apply for access to 'personal affairs' document(s):

- the application must be in writing (email is acceptable);
- the application should include the term Freedom of Information;
- the application must specify as clearly as possible the sort of documents requested;
- the application must include a contact address (a contact telephone/email number would also be helpful);
- post or email the application to one of the contact addresses given below.

Documents concerning an applicant's 'Non-personal' affairs

The legislation requires the applicant to pay an initial application fee of \$31 [\$32.50 from September 2002] and processing costs (\$5 per 15 minutes) for this type of document.

To apply for access to 'non-personal' document(s):

- the application must be in writing (email is acceptable);
- the application should include the term Freedom of Information;

- the application must specify as clearly as possible the sort of documents requested;
- the application must include a contact address (a contact telephone/email number would also be helpful);
- the application must include a cheque/money order for payment of the prescribed application fee;
- post or email the application to one of the contact addresses given below.

To Amend a Document

To apply for an amendment of a document:

- the application must be in writing (email is acceptable);
- the application should include the term Freedom of Information;
- the application must specify exactly which document is to be amended and how;
- the application must include a contact address (a contact telephone/email number would also be helpful);
- post or email the application to one of the contact addresses given below.

Processing of Applications

An application is acknowledged in writing within 14 days of its receipt by this agency. The *Freedom of Information Act 1992* allows for a period of 45 days from the date of receipt to process an application (60 days if consultation with any third party or person is required in an access application only). Applicants will receive the Board's decision in writing, which will advise:

- the actual decision;
- the reasons for the decision; and
- how to appeal the decision (if so desired).

Freedom of Information contact addresses

Enquiries: Mr John Posner
Information Coordinator
Tel 3234 1548 or
Fax 3225 2527
Email: foi@healthregboards.qld.gov.au

Applications: Mr Jim O'Dempsey
Executive Officer
Office of Health Practitioner Registration Boards
GPO Box 2438
Brisbane Qld 4001