

**NEW SOUTH WALES
DENTAL TECHNICIANS
REGISTRATION BOARD**

**ANNUAL REPORT FOR THE YEAR ENDED
30 JUNE 2005**



NEW SOUTH WALES

DENTAL TECHNICIANS REGISTRATION BOARD

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5 October 2005

The Hon John Hatzistergos MLC
Minister for Health
Level 31, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Dear Mr Hatzistergos

Pursuant to the provisions of the Annual Reports Act 1984, I have pleasure in submitting this Annual Report of the New South Wales Dental Technicians Registration Board for the year ended 30 June 2005 for presentation to Parliament.

The underlying objective of the Board is to protect the health and safety of the public by providing mechanisms to ensure that dental technicians and dental prosthetists are fit to practise. With that in mind, the Board prepared a draft set of principles during the year, to guide and inform registrants about the standards against which their professional and ethical performance will be measured. The Board plans to seek industry comment before publishing and promoting the guidelines.

Throughout the year, the Board continued to fulfil its statutory obligations and pursued a number of new initiatives, including the aforementioned. I would therefore like to publicly record my appreciation firstly to the members of the Board for the dedication and enterprise they have shown, and secondly, to Mr Rob Boshier, who presided at the meetings of the Board during eight of the past twelve months, pending my appointment as Chairperson.

Yours faithfully

Meredith Kay
Chairperson

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DENTAL TECHNICIANS REGISTRATION BOARD

1. CHARTER

The Dental Technicians Registration Board is established under the provisions of the Dental Technicians Registration Act 1975 to exercise the powers, authorities, duties and functions necessary for carrying the provisions of the Act into effect.

Dental technicians are involved in all aspects of the construction of removable and fixed appliances to restore function to the human mouth. There have been a number of technological advances in this area however, it is still a craft oriented profession as all such appliances are made largely by hand to a clinician's prescription. Training for the profession is a nationally approved Diploma of Dental Technology code 3051. This is delivered two to three days a week over two years. The students are required to be employed in an approved dental laboratory when not attending TAFE and they must accrue 3500 hours of paid employment and pass the Diploma in order to gain registration in NSW. Students who completed all previous courses are additionally required to pass the examination conducted by the Dental Technicians Registration Board.

Dental prosthetists are dental technicians who have undertaken a further two years part time study in the Advanced Diploma of Dental Prosthetics. Minimum entry level is registration as a dental technician in NSW and completion of a Diploma in Dental Technology or an upgrade to the Diploma as stated in the National Health Training Package. Dental prosthetists are qualified to deal directly with the public for the construction of removable prosthetic appliances.

2. AIMS AND OBJECTIVES

- o To maintain a register of qualified dental technicians and an index of qualified dental prosthetists entitled to practise in New South Wales;
- o To arrange examinations and determine the standards to be achieved in those examinations for eligibility to practise as dental technicians or dental prosthetists;
- o To promote the establishment of courses of training for persons wishing to become dental technicians or dental prosthetists in New South Wales;
- o To inquire into the competence of registered dental technicians and dental prosthetists to practise, and suspend or cancel registration or practising certificates, where appropriate.

3. ACCESS

Address:	<i>Street</i>	<i>Postal</i>
	Level 6	PO Box K599
	477 Pitt Street	Haymarket NSW 1238
	SYDNEY NSW 2000	

Telephone:	(02) 9219 0233	E-mail:	dtech@doh.health.nsw.gov.au
Facsimile:	(02) 9211 9318	Internet:	www.dtechreg.health.nsw.gov.au

Hours: 8.30 a.m. - 5.00 p.m., Monday to Friday. (*Cashier services cease at 4.30 p.m.*)

4. BOARD MANAGEMENT AND STRUCTURE

4.1 MEMBERSHIP

Membership of the Board is prescribed under section 6 of the Act and comprises nine members, as follows.

One person, not being a registered dentist or a registered dental technician, nominated by the Minister for Health and appointed by the Governor as Chairperson.

Mr. Michael von Kolpakow MBA UTS BA SAIT (1 July – 13 August 2004)

Ms Meredith Kay Cert DTherapy, Cert HR, GradDip Hlth Sc Ed (6 April – 30 June 2005)

One dentist nominated by the Dental Board.

Associate Prof. Sybille Katherine Lechner BDS Sydney 1956 MDS Sydney 1961
FRACDS, FPFA

One dentist nominated by the Board of the Sydney Dental Hospital.

Dr Alicja Smiech BDS (Hons) Poland 1984 FFDF

One dental technician nominated by the Dental Technicians Association of New South Wales.

Mr. Reginald Francis Scott OAM

One dental technician nominated by the Australian Commercial Dental Laboratories Association of New South Wales.

Mr. Derek William Tracey JP Craftsman's Certificate DT 1981

Two dental technicians nominated by the Minister for Health.

Mr. Robert Ashley Boshier AdvDipDP(Syd)

Mr. Graham James Key AdvDipDP(Syd) DipTech(Syd) DipTeach(Tech)

One solicitor nominated by the Minister for Health.

Mr. Michael Miceli LL.M

One dental technician nominated by the Health Sector Union of New South Wales.

Mr. Kenneth Alfred Iles RFD MIMFT

The Board was appointed on 3 September 2003 for a three-year term.

4.1.1 ATTENDANCE AT MEETINGS

The Board met on 11 occasions, usually on the fourth Thursday of each month.

Mr. von Kolpakow	attended	1 meeting
Ms Kay	attended	3 meetings
Mr. Boshier	attended	10 meetings
Dr. Alicja Smiech	attended	6 meetings
Prof. Lechner	attended	7 meetings
Mr. Scott	attended	8 meetings
Mr. Tracey	attended	9 meetings
Mr. Key	attended	8 meetings
Mr. Miceli	attended	8 meetings
Mr. Iles	attended	8 meetings

4.1.2 COMMITTEES OF THE BOARDComplaints Screening Committee

Mr. Scott
Mr. Key
Mr. Iles

Qualifications Committee

Prof. Lechner
Mr. Key
Mr. Scott

4.1.3 FEES

Remuneration of part-time members of Boards and Committees, is as follows:

	Current fee
Chairperson	\$2200.00 p.a.
Members	\$1650.00 p.a.

5. REVIEW OF OPERATIONS

5.1 APPEALS AGAINST DECISIONS OF THE BOARD

No appeals were lodged with the District Court against decisions of the Board.

5.2 COMPLAINTS AND DISCIPLINARY MATTERS

The Health Care Complaints Act 1993 requires the Board and the Health Care Complaints Commission (HCCC) to advise each other of complaints received and to consult concerning the resolution of complaints. A complaint made to the Board is deemed to be also made to the HCCC, and vice-versa.

To assist in the administrative arrangements to implement the requirements of the Act, the Board had established a Complaints Screening Committee to consider complaints and consult with the Commission. The Board delegated to the Committee the authority to make decisions relating to complaints on its behalf. Complaints concerning the provision of services by dental technicians and dental prosthetists were considered by the Committee, and complaints concerning alleged breaches of the Dental Technicians Registration Act and Regulations were considered by the Board.

5.2.1 COMPLAINTS SCREENING COMMITTEE

The Committee comprised three members of the Board, Messrs. Key, Scott and Iles. An officer of the HCCC attended the meetings for the purpose of consultation.

The Committee met on 9 occasions and considered 20 new complaints, in addition to three that had been carried over from the previous period. The nature of the complaints and the outcome was as follows:

Dissatisfaction with Dental Appliance	18 complaints
Conciliate:	3
Assisted resolution:	7
Referral to other body:	1
Direct Resolution:	2
Ongoing:	4
Unsubstantiated:	1
Unsatisfactory Professional Conduct:	2 cases
Ongoing:	2
Professional Misconduct:	2 cases
Ongoing:	1
Unsubstantiated:	1
Unregistered practitioner:	1 case
Unsubstantiated	1

5.2.2 BOARD

The Board also considered various complaints relating to breaches of the Act such as technicians dealing directly with the public, infection control issues, acting outside the scope of practice and breaches of the advertising guidelines.

5.3 EXAMINATION FOR REGISTRATION

5.3.1 EXAMINATION RESULTS

The Board conducted two examinations at Sydney Dental Hospital with a total of 13 candidates participating. Seven of the twelve candidates who undertook the full examination were successful. The candidate who sat for a re-examination was successful. Of the seven candidates who passed the full examination, two had graduated from Sydney Institute of Technology and five had gained their qualifications either interstate or overseas.

5.3.2 EXAMINERS

Mr. Christiaan Claassens continued in the position of Chief Examiner. The other examiners who served during the year included Messrs. Jim Antoniou, Bill Lawton and Martin Dunn.

5.3.3 EXAMINATION POLICY

The Board has maintained its policy regarding applicants for registration who trained overseas in a language other than English. Effective from mid 2004, such applicants have been required to demonstrate their competence in the English language by achieving a minimum pass mark of 6 in each of IELTS' four academic language skills before being eligible to sit the Board's examination.

5.3.4 APPROVALS TO PRACTISE UNDER SECTION 13(2)(F) OF THE ACT

The Board did not grant approval to any applicants for registration to practise under supervision pursuant to section 13(2)(f) of the Act (i.e. in circumstances where they had undertaken their training overseas, but had failed the Board's examination).

5.4 REGISTRATION

The Board maintained the Register of dental technicians and Index of dental prosthetists as required under the provisions of sections 14 and 18A of the Act.

5.4.1 STATISTICS

Dental technicians registered as at 30 June 2005		723
Dental prosthetists registered as at 30 June 2005		419
New DT registrations		45
Section 15(1)(a) <i>Recognised quals</i>	7	
Section 15(1)(c) <i>Examination</i>	5	
Mutual Recognition Act	33	
New DP registrations		15
Section 18B(1)(a) <i>Recognised quals</i>	14	
Mutual Recognition Act	1	
Re-registrations		31
DT re-registrations	14	
DP re-registrations	17	
Deletions		43
DT deletions	28	
DP deletions	15	

5.4.2 STANDARD TIMES FOR PROVISION OF SERVICES

The Board provided an efficient response to applicants for registration, and in doing so complied with relevant sections of the Act by processing applications within 30 days.

5.5 UNFINANCIAL PRACTITIONERS

The Board informed Dental Technicians and Dental Prosthetists who had been removed from the Register for non-payment of their annual practising fee, that should they intend to practise in New South Wales they will need to apply for re-registration as a dental technician and for a practising certificate as a dental prosthetist.

5.6 FEES

The fees charged for the Board's services were unchanged as follows.

	<u>Dental Technician</u>	<u>Dental Prosthetist</u>
	\$	\$
Registration Fee	120	240
Re-registration Fee	120	240
Annual Roll Fee	80	160
Inspection of the Register	10	
Inspection of the Index		10

5.7 FREEDOM OF INFORMATION

There were no applications under the Freedom of Information Act for information held by the Board.

5.8 COUNCIL OF REGULATING AUTHORITIES (CORA)

The Council of Regulating Authorities (CORA) for Dental Technicians and Dental Prosthetists held their annual conference in Hobart on 16 & 17 June 2005. The Board Secretary, Michael Jaques and Messrs Boshier, Iles and Scott attended on the Board's behalf. Significant outcomes from the meeting included the agreement to adopt uniform policies in relation to matters that fell within and outside the scope of practice of dental technicians and dental prosthetists and to continue to prepare draft protocols for assessing overseas trained applicants for registration, with the aim of having a common approach in all Australian and New Zealand jurisdictions.

5.9 INSPECTIONS

5.9.1 RANDOM INSPECTIONS

Inspectors appointed by the Board undertook random inspections, and made assessments in respect of practitioners and their compliance with the provisions of the Dental Technicians Registration Act 1975. Random inspections have become a regular feature of the Board's compliance strategy.

All practitioners are expected to operate in accordance with the provisions of the Act. A particular focus was placed on ensuring that practitioners were compliant with infection control guidelines, as set out in the Dental Technicians Regulation 2003.

5.10 LEGISLATIVE CHANGE

During the year, penalties were increased from \$550 to \$5,500 for various offences under the Act. It is unlikely that there will be a complete review of the Act in the immediate future.

5.11 GUIDELINES

Throughout the year, the Board has been compiling sets of general principles to guide and inform registrants about their professional and ethical responsibilities in the delivery of services within their scope of practice. The guidelines will also be used by disciplinary committees and the Dental Technicians Registration Board in their consideration of whether an act or omission constitutes a matter requiring sanction. During the coming year, the Board will seek comment on the guidelines from industry groups and other regulatory authorities before promulgating them.

5.12 TAKING OF IMPRESSIONS FOR IMPLANTS

The Board reaffirmed its policy that a dental prosthetist, with appropriate training and/or experience, may be involved in the planning and construction of implant retained over-dentures in co-operation with a dentist and may deal directly with the public to take impressions and construct such dentures, once healing of implant/abutment sites is complete.

5.13 INFECTION CONTROL STANDARDS

The Board distributed copies of the ACDLA/ACT WorkCover/ADPA Occupational Health and Safety guidelines for Dental Technicians and Dental Prosthetists to all new registrants.

5.14 PUBLICATIONS

Existing publications available from the Board:

- Registration of dental technicians in NSW
- Joining Instructions (relating to the Board's examination for registration)
- Memoranda to Dental Technicians and Dental Prosthetists
- Newsletters
- ACDLA/ACT WorkCover/ADPA Occupational Health and Safety guidelines for Dental Technicians and Dental Prosthetists

5.15 OVERSEAS TRAVEL

In July 2004, Messrs Boshier, Key and Scott attended a meeting in Dunedin New Zealand to advance protocols to standardise the assessment of overseas trained applicants for registration.

5.16 CONSULTANCIES

No consultants were engaged by the Board.

6. ADMINISTRATION

6.1 MANAGEMENT AND STRUCTURE HEALTH PROFESSIONALS REGISTRATION BOARDS

The Health Administration Corporation manages the accounts and employs the staff required to administer the Health Professionals Registration Boards established by the following Acts:

- Chiropractors Act 2001
- Dental Technicians Registration Act 1975
- Nurses and Midwives Act 1991
- Optical Dispensers Act 1963
- Optometrists Act 2002
- Osteopaths Act 2001
- Physiotherapists Act 2001
- Podiatrists Act 1989
- Psychologists Act 2001

The Boards as statutory bodies deal with professional issues under their respective Acts. The functions of the Boards include the determination of health professional standards, qualifications and experience required for registration and the maintenance of professional and ethical standards through the administration of disciplinary provisions.

The Boards are self-funding and performed within their commitment of service. Registration notices were issued expeditiously and routine renewals were processed within five (5) days of receipt.

In accordance with legislation, the Boards' accounts were paid by the Health Administration Corporation from fees received and transmitted to the Corporation. Within the Boards' accumulated funds recognition has been given for future expenditure for the election of Board members (where required) litigation and disciplinary costs.

The total administrative expenditure for all the above Boards in 2004/2005 was \$7,443,721 compared with \$6,430,981 in 2003/2004.

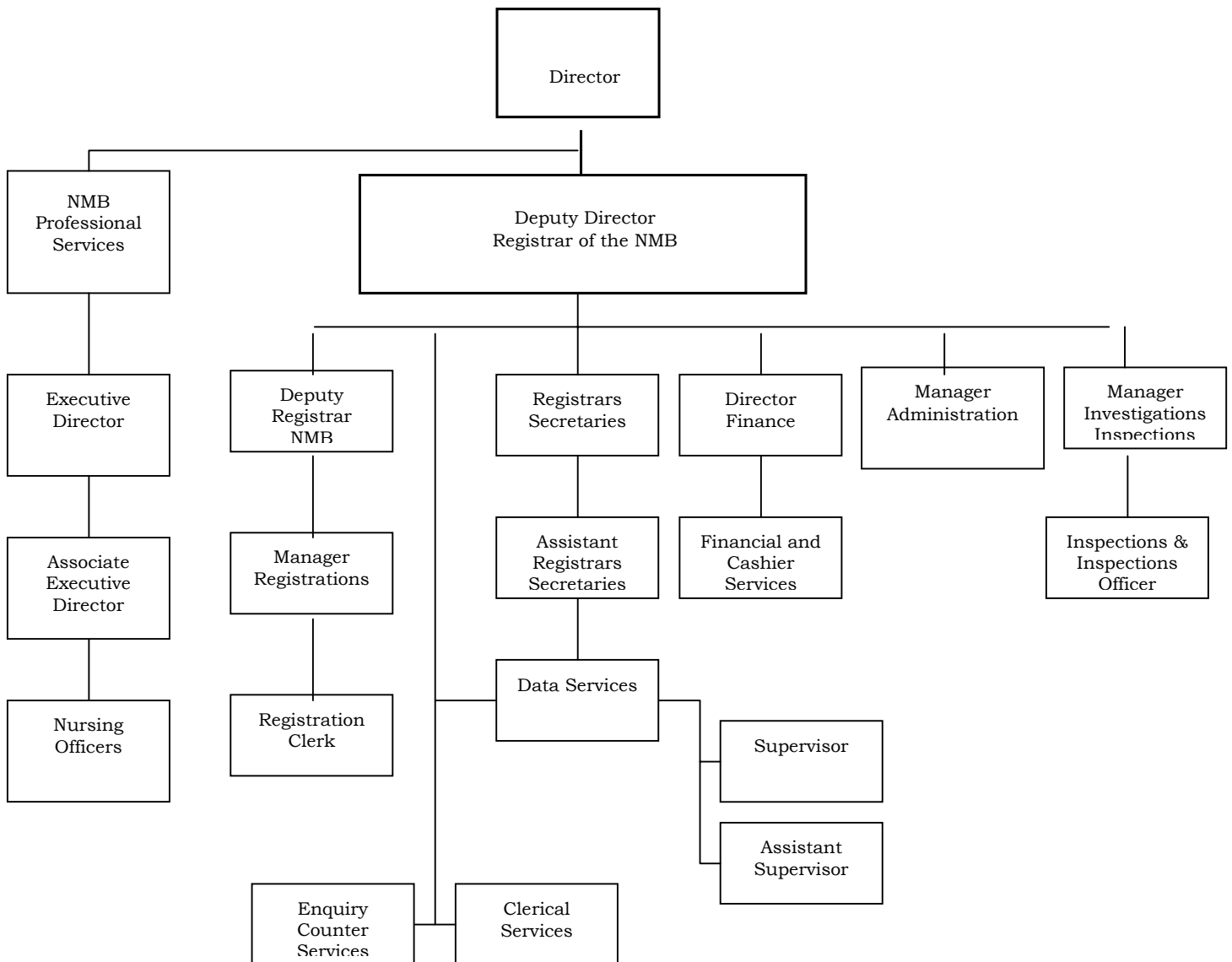
During the year the Department of Commerce was engaged to provide consultancy services in relation to the relocation of the Boards' offices. The total cost of this consultancy of \$212,028 was met by the Boards.

Staff of the Health Professionals Registration Boards filled the equivalent of 55 full time positions (including one executive officer position at level 2). For the preceding two (2) years the staff establishment was the equivalent of 53 and 52 full-time positions respectively.

Staff, as employees of the Corporation, derive the benefits of the personnel policies of the Department of Health including occupational practices and are subject to the Department's Code of Conduct.

The Boards are managed by Mr J Tzannes, Director and Mr R Dwyer, Deputy Director, for the Corporation.

6.2 HEALTH PROFESSIONALS REGISTRATION BOARDS ORGANISATION CHART



6.3 NSW HEALTH DEPARTMENT CODE OF CONDUCT

Board staff adhere to the Health Department's Code of Conduct, which remains unchanged from the previous reporting year.

6.4 ETHNIC AFFAIRS PRIORITIES STATEMENT

The Dental Technicians Registration Board is one of nine registration boards administered by the Health Professionals Registration Boards (HPRB) on behalf of the Health Administration Corporation. The Board in conjunction with the HPRB maintains a number of initiatives to support our culturally diverse population under the key areas of social justice, economic and cultural opportunities.

These initiatives include to:

- (i) promote the recognition and registration of overseas trained health professionals
- (ii) assist overseas trained applicants to register in NSW
- (iii) maintain a range of bilingual health professionals/staff employed by HPRB
- (iv) ensure the Board receives advice on matters within its jurisdiction relating to people of culturally diverse backgrounds
- (v) promote a culturally diverse workforce
- (vi) ensure the Board is aware of the Government's commitment to implementing the principles of multiculturalism as set out in section 3 of the Community Relations Commission and Principles of Multiculturalism Act 2000

Overseas Training - Recognition of Qualification

The Board conducts practical examinations for applicants trained outside New South Wales, who are seeking registration as a dental technician. Following successful completion of the examination, applicants of good character are eligible to apply for registration.

In addition, under the provisions of the Mutual Recognition (NSW) Act 1992 and the Trans Tasman Mutual Recognition (NSW) Act 1996, overseas trained health professionals with current registration in another Australian state or territory or in New Zealand are able to apply for registration in NSW based on their registration status and good standing.

Interpreter and Translation Services

Professional interpreters and translation services are made available as required for the Board's clients. In addition, HPRB staff members are able to provide assistance in the following languages: Arabic, Bengali, Filipino (Tagalog), French, German, Greek, Hindi, Punjabi, Romanian, Russian, Singhalese, Spanish, Turkish, and Ukrainian. During the reporting period these resources, both external and in-house, continued to be accessible to Board clients who made contact either via telephone, mail, electronic media or face-to-face.

Key Strategies

The EAP Statement developed in consultation with the Community Relations Commission includes initiatives relating to the Dental Technicians Registration Board under the key result areas of social justice, community harmony and economic and cultural opportunities.

Within the Board's legislative framework, pathways for the registration of overseas trained professionals were applied.

The major initiatives of this Statement remain the key strategies for the coming year. These are to: -

- (i) promote the recognition and registration of overseas trained health professionals as provided for in legislation,
- (ii) assist overseas trained applicants through the provision of information, interpreters and translation services, as required, to understand the Board's documentary requirements in order that they may apply for registration.

6.5 NSW GOVERNMENT ACTION PLAN FOR WOMEN

The principle of equality of access and rights of participation are the cornerstones of the NSW Government's philosophy in relation to women. In keeping with this principle, the Government has sought to ensure that the promotion of the position of women in all aspects of society is central to the core business of all government agencies through its Action Plan for Women.

The key objectives of the Government's Action Plan are to eradicate violence against women, to improve the health and quality of life of women and to provide a responsive environment for women to participate fully in the economic, social and educational life of society. One of the initiatives developed to promote the involvement of women is achieved by ensuring that membership of statutory boards and bodies reflects the broader community and that in filling vacancies consideration is given, inter-alia, to the nomination of female representatives. It is the Government's intention to progressively increase the number of women on statutory boards to 50% board representation.

In relation to the registration boards administered by the Health Professionals Registration Boards (HPRB), nominations to Boards are made by the Minister as well as nominating bodies or via mechanisms stipulated in the legislation. Where vacancies occur or when membership nominations for a new Board are requested, the nominating bodies are advised of the Government's policy in relation to female representation.

Of the nine (9) members, the Dental Technicians Registration Board currently has three (3) female members.

While the Board and the HPRB are not responsible for the promotion of access to the profession for women, from its registration records the Board is in a position to indicate that at the time of this report, the number of female dental technicians is 179, being 25% of the total number of registrants, as compared with 172 (24.2%) of total registrants at the end of the financial year 2003-2004). The Board's records also indicate that a total of 55 female dental prosthetists, representing slightly in excess of 13% of the total index are listed with the Board. It should be noted that these figures vary during the reporting period in line with the changing status of registrants during renewal periods.

6.6 WASTE REDUCTION AND PURCHASING POLICY (WRAPP)

The NSW Government's Waste Reduction and Purchasing Policy (WRAPP) requires all government agencies to implement plans to reduce waste and increase the purchase of recycled content materials. Agencies are also required to report on the progress and achievements in regard to WRAPP plans in their Annual Reports.

Throughout the reporting period, the Health Professionals Registration Boards (HPRB) continued to work towards improvements in reducing waste, recycling of paper products, consumables and office equipment and the extent of purchases of consumables containing recycled content. The strategies that were put in place in previous years were maintained and environmentally sound solutions were applied to changing circumstances. In managing changing circumstances, the HPRB faced a significant challenge in the relocation of its offices during the year.

The relocation to new premises in December 2004 presented the HPRB with several waste management and re-use issues. Primarily, the relocation generated a significant cull of the material stored by the various Boards resulting in the disposal to recycling schemes of larger volumes of paper, including sensitive material for secure recycling, and other office materials, such as cardboard folders. In addition, rather than enlarging the volume of material sent to recycling, the HPRB updated quantities of letterheads bearing the superseded address for re-use.

With regard to office equipment, HPRB ensured that, where possible, its equipment was retained and re-used with appropriate modifications. An example of the effective re-use of out-dated equipment has been the reallocation of several computers to other functional uses that require lesser standards of functionality, such as use as 'dumb terminals' for specific single applications. In other circumstances where equipment was not suited to the use of copy paper with a higher proportions of recycled content, the HPRB has been able to maintain usage of white copy paper with a 50% recycled content.

During the reporting period, HPRB:

- Purchased all A4 copy paper with 50% recycled content;
- Recycled approximately 90-95% of total paper waste;
- Recycled 100% of paper/cardboard packaging at its previous location and at the new premises separated and directed packaging material to the building's centralised disposal systems for recycling
- Sent 90% of toner cartridges for recycling.
- Provided an increased number of recycled paper "wheelie" bins throughout the office.
- Provided additional desk-side recycling bins to encourage diversion of paper from the waste stream and promote active recycling.

The following waste avoidance strategies remained in place throughout the year:

- Scrap recycled paper is diverted for use as message pads and for note taking;
- Use of email to communicate within HPRB and with Board members and other personnel;
- Allocation of paper recycling containers at all workstations to divert paper from waste bins and landfill;
- Referral of clients to Board websites as the preferable alternative to supplying hard copy information packages; and
- Use of double sided printing where possible.
- Where office equipment must be replaced, HPRB sends non-operational computer processing units, monitors and ancillary parts for recycling in accordance with NSW Government's Reconnect.nsw Computer Program requirements. During the year, HPRB reused components and parts in-house to maintain or extend the life span of current equipment so that no computers (CPUs) or monitors were sent for recycling.

Over the past year, the HPRB has maintained its focus on the critical assessment of waste management issues associated with the Boards' operational responsibilities and monitoring of its facilities, product and usage patterns, to enable strategic updates to the Boards' WRAPP plan.

7. FINANCE AND BUDGET

7.1 FORMAT

In order to comply with statutory and audit requirements the Board's fees received and transmitted to the Health Administrative Corporation are shown as the only entries in the Statement of Income and Expenditure. The income and expenditure for administrative purposes appear in the accounts of the Department of Health for the Health Administration Corporation. Details of the administrative operations are also contained in the notes to the audited accounts set out in the annual report.

7.2 PERFORMANCE

The accounts in respect of the Board's administrative operating expenditure for the year showed expenditure of \$154,639. This compares with the budgeted expenditure of \$155,387 as contained in last year's annual report.

7.3 BUDGET

The Budget in respect of the administrative operation for the period 1 July 2005 to 30 June 2006 is as follows:-

	\$
INCOME	
Fees	129,115
Interest	32,923
Total	<u>162,038</u>
EXPENDITURE	
Salaries & Associated Staff Costs	102,776
Building Expenses	5,276
Subsistence & Transport	12,411
Members Fees	29,000
Fees for Service	15,500
Post & Communications	3,314
Printing & Stationery	2,628
Plant & Equipment	238
Education & Research	-
Miscellaneous	21,973
Depreciation	2,072
Total	<u>195,188</u>
Operations Deficit	<u>(33,150)</u>

7.4 EXPENSES

The 2005/2006 year's budget includes salary oncost charges which reflect provision for Superannuation.

7.5 PAYMENTS PERFORMANCE

The payments in respect of the Boards' administration expenditure is included in the accounts of the Health Administration Corporation. A selected sample for each quarter of the year provided the following information: -

Quarter	Accounts paid on time		Less Than 30 days overdue (%)	Between 30 to 60 days overdue (%)	More than 90 days overdue (%)
	Target %	Actual %			
September	100.00	86.13	13.5	0.37	-
December	100.00	99.04	0.79	0.17	-
March	100.00	43.97	41.15	14.88	-
June	100.00	44.64	50.19	5.17	-

No interest was paid on late payments.

7.6 INVESTMENT PERFORMANCE

The Board through a Special Interest Arrangement with the Commonwealth Bank of Australia earned an average of 4.83%p.a. on its daily bank balances. In addition an average rate of interest of 5.36%p.a. was earned on investments held in Negotiable Certificates of Deposit.

7.7 INSURANCE AND RISK MANAGEMENT

Insurance activities were undertaken by the Department of Health Insurance cover, as follows:

- < Industrial Special Risks Policy to cover all buildings, plant and contents;
- < Comprehensive Motor Vehicle Insurance Policy;
- < Public/Liability Insurance Policy;
- < Personal Accident Policy.

Risk Management were as follows:-

- < Regular preventive maintenance programs on all plant and equipment;
- < Security alarm system for premises occupied by the Board;
- < Security entry system for access to the Board's building during office hours;
- < Disaster Recovery Plan for the computer system;
- < Off site back-up of computer data.

7.8 ANNUAL REPORT COSTS

This year the Board has planned to publish 200 copies of the Annual Report at an approximate cost of \$3.10 per copy (includes GST).

7.9 INDEPENDENT AUDIT REPORT

GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDIT REPORT**Dental Technicians Registration Board**

To Members of the New South Wales Parliament

Audit Opinion

In my opinion, the financial report of the Dental Technicians Registration Board

- (a) presents fairly the Dental Technicians Board's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 41B of the *Public Finance and Audit Act 1983* (the Act).

My opinion should be read in conjunction with the rest of this report.

The Board's Role

The financial report is the responsibility of the Board of the Dental Technicians Registration Board. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes.

The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Board in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Board had not fulfilled their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of the Dental Technicians Registration Board
- that it has carried out its activities effectively, efficiently and economically, or

- about the effectiveness of its internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.

P.K. Brown

P K Brown FCPA
Director, Financial Audit Services

SYDNEY
20 October 2005

7.10 STATEMENT BY MEMBERS OF THE BOARD**YEAR ENDED 30 JUNE 2005**

Pursuant to the Public Finance and Audit Act, 1983, and in accordance with the resolution of the members of the Dental Technicians Registration Board, we declare on behalf of the Board that in our opinion:-

1. The accompanying financial statements exhibit a true and fair view of the financial position of the fees received on behalf of the Health Administration Corporation as at 30 June 2005 and transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of Australian Accounting Standards, Urgent Issues Group Consensus views, other authoritative pronouncements for the Australian Accounting Standards Board, the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulation, 2000, and the Treasurer's Directions.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

R. P. Scott OAM

20.10.05
Date

[Signature]
20.10.05
Date

7.11 STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2005

	NOTES	2005 \$	2004 \$
CURRENT ASSETS			
Accrued expenses to be paid by Health Administration Corporation	1.4 & 4	23,192	14,275
TOTAL ASSETS		<u>23,192</u>	<u>14,275</u>
CURRENT LIABILITIES			
Accrued expenses	1.4 & 4	23,192	14,275
TOTAL LIABILITIES		<u>23,192</u>	<u>14,275</u>
Accumulated Funds		-	-
TOTAL EQUITY		<u>-</u>	<u>-</u>

The statement of financial position should be read in conjunction with the accompanying notes.

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2005

	NOTES	2005 \$	2004 \$
INCOME			
Value of services provided and costs met by Health Administration Corporation	3	154,639	131,270
		<u>154,639</u>	<u>131,270</u>
EXPENDITURE			
Expenses from ordinary activities	3	154,639	131,270
		<u>154,639</u>	<u>131,270</u>
Surplus/(Deficit) for the year from ordinary activities		-	-
Total changes in equity other than those resulting from transactions with owners as owners		<u>-</u>	<u>-</u>

The statement of financial performance should be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

1. ACCOUNTING POLICIES

- 1.1 The Dental Technicians Registration Board performs the duties and functions contained in the Dental Technicians Registration Act 1975 and its financial affairs are administered by the Health Administration Corporation.
- 1.2 The Board's financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus views, other authoritative pronouncements of the Australian Accounting Standards Board, the Public Finance and Audit Act, 1983, and the Treasurer's Directions. An accrual basis of accounting has been adopted. The statement of financial position has been prepared on an historical cost basis and does not take into account changing money values.
- 1.3 The assets held by the Board represent a commitment by Health Administration Corporation to pay expenses on behalf of the Board and the liability represents expenses incurred but not yet paid by Health Administration Corporation. Both assets and liabilities relating to the Dental Technicians Registration Board are recorded in the financial statements of the Department of Health (Health Administration Corporation).
- 1.4 All income and expenditure of the Board's operations, including those transactions accounted for through the Health Administration Corporation (HAC) (See Note 3), are prepared on an accrual basis.

The expenses paid by HAC on behalf of the Board, are not included in the Statement of Cashflows as they are not a cashflow of the Board.

2. TRANSMISSION OF FEES

The Dental Technicians Registration Board is required by statute to collect fees from its registrants and transmits the monies to the Health Administration Corporation. The Corporation may pay out from such monies the amounts required to meet the costs incurred in the administration or execution of the Act establishing the Board. An amount of \$129,115 (\$132,448 in 2003/2004) was transmitted in the 2004/05 Financial Year.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

3. EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

Expenditure in respect of the Board's operations form part of the accounts of the Department of Health for the Health Administration Corporation. The Health Administration Corporation has determined which costs are allocated to the Board and the basis of allocation. The costs may not include all costs associated with running the Board.

Details of transactions accounted for through the Health Administration Corporation are as follows:

	2005	2004
	\$	\$
EXPENDITURE		
Salaries & Associated Staff Costs	63,163	60,077
Building Expenses	4,944	2,668
Subsistence & Transport	12,173	9,080
Members Fees	27,788	19,950
Fees for Service	13,318	12,835
Post & Communications	3,053	2,499
Printing & Stationery	2,493	2,385
Plant & Equipment	997	409
Miscellaneous	25,309	20,033
Audit Fees (allocation)	1,401	1,334
Total	<u>154,639</u>	<u>131,270</u>

As at 30 June 2005 the Health Administration Corporation recorded cash and investments of \$692,690 (\$689,246 in 2003/2004) held in relation to this Board.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

4. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of either the Board or its counterpart and a financial liability (or equity instrument) of the other party. The financial asset of the Board is a receivable of \$23,192 (\$14,275 in 2003/2004). The financial liability represents accrued expenses of \$23,192 (\$14,275 in 2003/2004).

There is no interest rate risk on the above items.

5. CONSULTANCY CHARGES

The Health Administration Corporation arranged for consultancy services on behalf of the boards it administered during the year. The Dental Technicians Registration Board's share of these consultancy costs was \$1,993 (\$nil in 2003/2004).

6. SUBSEQUENT EVENTS

None to report.

7. IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (AEIFRS)

Shown below is the Standard Department of Health table for setting out the best estimates as at the date of preparing the 30 June 2005 financial report of the estimated financial impacts of AEIFRS on the Health Professionals Registration Board's (HPRB) equity and profit/loss. The HPRB does not anticipate any material impacts on its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the urgent issues group (UIG) interpretations and/or emerging accepted practice in their interpretation and application. The HPRB's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends on when this standard is finalised and whether it can be adopted in 2005-06. HPRB has reviewed the requirements and has assessed that there is no effect on the Board's accounts.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

7. IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (AEIFRS) cont

Reconciliation of equity existing Standards (AGAAP) to equity under AEIFRS:

	2005**	2004*
	\$	\$
Total equity under AGAAP	-	-
Adjustments to accumulated funds	-	-
Effect of valuing assets individually rather than by class	-	-
Recognition of major inspection costs	-	-
Recognition of restoration costs	-	-
Write back asset revaluation reserve for investment properties	-	-
Derecognition of intangible assets	-	-
Effect of discounting long-term annual leave	-	-
<i>Adjustments to other reserves</i>	-	-
Effect of valuing assets individually rather than by class	-	-
Write back asset revaluation reserve for investment properties	-	-
Write back asset revaluation reserve for intangibles	-	-
Total equity under AEIFRS	-	-

*= adjustments as at the date of transition

**= cumulative adjustments as at the date of transition plus the year ended 30 June 2005

	\$
Result from Operating Activities	
Year ended 30 June 2005	
Result from Operating Activities	-
Grants (AASB 120)	-
Restoration costs	-
Investment properties	-
Long-term annual leave	-
Assets held for sale	-
Results from Operating Activities	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005**8. CASH FLOW**

No transactions occurred.

9. CONTINGENT LIABILITIES

None to report.

10. COMMITMENTS

	\$
RENTAL CHARGES	
LESS THAN 1 YEAR	5,342
BETWEEN 1 AND 5 YEARS	21,040
Later than 5 years	<u>-</u>
TOTAL	<u><u>26,382</u></u>

The above charges reflect input tax which is recoverable.

End of Audited Financial Statements

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