



**Australian and New Zealand Podiatry Accreditation  
Council Limited**

(previously known as Australian and New Zealand Podiatry Accreditation  
Council (Holdings) Limited)

**ABN 64 160 358 609**

**Annual Report for the year ending 30 June 2014**

## Corporate Information

<b>Directors</b>	Dr Rolf Scharfbillig Dr Adam Bird Ms Alexandra Noble-Beasley Ms Fiona Angus Mr Matthew Carroll Mr Trent Johnston Mr David McKay Dr Anita Raspovic Ms Joan Russell	Chairperson Deputy Chairperson Treasurer Director Director Director Director Director Director
<b>Company Secretary</b>	Rachel Portelli	Executive Officer
<b>Registered Office</b>	12-16 Parker Street Williamstown VIC 3106	
<b>Principal Place of Business</b>	12-16 Parker Street Williamstown VIC 3016	
<b>Auditors</b>	Hourigan Partners Audit Pty Ltd Chartered Accountants	

# Chairperson's Report

With the impending review of the National Registration and Accreditation Scheme (NRAS) it is timely to reflect on the achievements of the Australian and New Zealand Podiatry Accreditation Council (ANZPAC) over the past year in fulfilling the objectives of the National Law.

## Financial Health

ANZPAC has limited income streams, deriving its revenue from contributions from the Podiatry Board of Australia, the Podiatrists Board of New Zealand, accreditation application fees and qualifications and skills assessment fees.

ANZPAC has finished the year comparatively well with a surplus of \$30,718. This surplus will allow us to build a reserve over time to ensure our ongoing viability and to further fund projects consistent with our objects.

From 1 January 2015, ANZPAC will introduce set fees for accreditation assessments that will provide both ANZPAC and education providers the ability to budget and plan for costs associated with accreditation. Qualifications and assessment fees were relative consistent with prior year and are expected to remain stable for the upcoming year.

## Collaboration with other Accreditation Authorities

ANZPAC is an active member of the Health Professions Accreditation Councils' Forum, the coalition of the accreditation councils of the regulated health professions, each being the appointed external accreditation authority for the profession National Board under the National Law. ANZPAC was represented at 4 Forum meetings over the year with our Executive Officer represented on two Forum Working Parties.

## Stakeholder Engagement

During the year, ANZPAC held regular meetings with the Podiatry Board of Australia and the Podiatrists Board of New Zealand.

ANZPAC's achievements would not be possible without the hard work and dedication of the Board and its Committees who work tirelessly to ensure that ANZPAC continues to meet its obligations as an accreditation authority. Thank you to Ms Fiona Oliver who retired from the Board during the year. Fiona's contribution as a community representative on the Board of Directors of ANZPAC was greatly appreciated.



**DR ROLF SCHARFBILLIG**  
Chairperson

# Accreditation Committee Report

## Committee members

Dr Rolf Scharfbillig (Chairperson)	Private Practitioner (South Australia)
Mr Tim Abrahams	Private Practitioner (South Australia)
Ms Fiona Angus	Private Practitioner (New Zealand)
Mr Matthew Carroll	AUT University (New Zealand)
Dr Sara Jones	University of South Australia (South Australia)
Ms Joan Russell	Community Representative (South Australia)

## Accreditation Standards

ANZPAC is responsible for accrediting education providers and programs of study for the podiatry profession. Accreditation standards are used to assess whether a program of study, and the education provider that provides the program of study, provide persons who complete the program with the knowledge, skills and professional attributes to practice the profession. Since joining the NRAS, ANZPAC has developed three accreditation standards:

- The ANZPAC *Accreditation Standards for Podiatry Programs for Australia and New Zealand* transitioned on 1 July 2010 under section 253(3) of the Health Practitioner Regulation National Law Act (National Law) as in force in each state and territory as an approved accreditation standard for the purpose of general registration. ANZPAC has subsequently separated the procedures for accreditation from the accreditation standards document and has published the procedures separately on our website
- *Accreditation Standards for Podiatric Surgery Programs* were finalised in early 2012 and approved by the Podiatry Board of Australia at its meeting on 25 May 2012
- *Accreditation Standards for Endorsement for Scheduled Medicines* were finalised in mid 2012 and approved by the Podiatry Board of Australia at its meeting on 22 August 2012. These standards are broken down into Part A: *Podiatric Therapeutics* and Part B: *Supervised Practice*

## Review of Entry-Level Accreditation Standards

In 2013-2014 the review of the *Accreditation Standards for Podiatry Programs for Australia and New Zealand* began under the project leadership of Dr Anita Raspovic. Initial stakeholder consultation commenced in late May 2014 and a final set of revised accreditation standards will be issued in early 2015. ANZPAC is fortunate to also be represented on the Australian Dental Council Program Accreditation Standards Steering Committee that provides an ideal forum for increasing cross-professional collaboration and innovation.

## Accredited Programs of Study

Under the National Law, ANZPAC may grant accreditation if it is reasonably satisfied that a program of study and the education provider that provides it meet an approved accreditation standard. It may also grant accreditation if it is reasonably satisfied that the provider and the program of study substantially meet an approved accreditation standard, and the imposition of conditions on the approval will ensure that the program meets the standard within a reasonable time. ANZPAC reports its decision to the Podiatry Board of Australia to enable the Board to make a decision on the approval of the program of study for registration purposes.

## Accreditation Committee Report

Under the direction of the ANZPAC Board, the Accreditation Committee is responsible for the management of the ANZPAC assessment of podiatry programs of study in Australia and New Zealand. Table 1 summarises assessments completed during the year.

Queensland University of Technology	Accreditation to 7 March 2019
Southern Cross University	Accreditation Refused
University of Western Sydney	Accreditation to 30 June 2019 with conditions

**Table 1: Summary of accreditation assessments undertaken during 2013-2014**

ANZPAC would not be able to fulfill its role without the help of experienced accreditation assessors. I would like to take this opportunity to thank all those individuals who have contributed their time and expertise as either a team leader or member of an accreditation assessment team over the past year.

### Monitoring of Accredited Programs of Study

Between formal accreditations, ANZPAC monitors progress in accredited podiatry programs of study through annual progress reports that programs are required to provide and by monitoring any conditions that have been placed on accreditation. These reports inform ANZPAC of any emerging issues that may affect the program's ability to deliver its podiatry curriculum and respond to issues raised in ANZPAC accreditation reports. In the last year, ANZPAC accepted annual reports from:

- Auckland University of Technology (annual report)
- Central Queensland University (monitoring of conditions)
- Charles Sturt University (annual report)
- University of Newcastle (annual report)
- University of South Australia (annual report)
- University of Western Australia (Bachelor of Podiatric Medicine) (annual report)
- University of Western Australia (Doctor of Podiatric Medicine) (monitoring of conditions)

In order to streamline the annual reporting process, a template was introduced in June 2014 to also ensure consistency in reporting to ANZPAC.



**DR ROLF SCHARFBILLIG**  
Chair, Accreditation Committee

# Qualifications and Skills Assessment Committee Report

## Committee members

Dr Adam Bird (Chairperson)	La Trobe University (Victoria)
Dr Vivienne Chuter	Newcastle University (New South Wales)
Ms Belinda Ihaka	AUT University (New Zealand)
Mr Trent Johnston	Private Practitioner (Queensland)
Ms Susanne Owen	Community Representative (South Australia)
Mr Anthony Short	Private Practitioner (Queensland)

## Assessment of international podiatry graduates

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

The National Law recognises that accreditation authorities administer the assessment of overseas-qualified health practitioners seeking registration. As the appointed accreditation authority in Australia for podiatry, ANZPAC assesses the skills of podiatrists applying for skilled migration visas to enter the country. ANZPAC is also responsible for the assessment of overseas-qualified podiatrists seeking registration in New Zealand.

Under our *Agreement for the Accreditation Function* with AHPRA and the Podiatry Board of Australia, ANZPAC is also responsible for the assessment of qualifications in podiatric therapeutics and for conducting competency assessments for podiatrists who hold a qualification from an approved program of study but have been absent from the profession for a period of time.

ANZPAC assesses podiatrists under two categories:

- Modified assessment, for those holding current registration in Australia or New Zealand
- Full assessment, for those holding current registration outside Australia or New Zealand.

In addition, candidates wishing to apply for registration in New Zealand are required to undertake the *Professional Practice and Culture in the New Zealand Context Open Book Examination* (OBE).

Table 2 provides a summary of the number of assessments undertaken in the last year.

During 2013-2014, ANZPAC received 56 applications from podiatrists seeking migration and/or registration to Australia and New Zealand, compared to 64 applications received in the previous year (for Australia only). As in previous years, the majority of applications were received from graduates of programs of United Kingdom education providers. A number of applicants have also taken advantage of the priority processing option introduced in late 2012 with 25% of applications assessed within 2 working days of lodgement.

There were no individual assessments of qualifications in podiatric therapeutics, which would seem to align to the slow take up rate of persons working through the requirements for an Endorsement for Scheduled Medicines in Australia.

# Qualifications and Skills Assessment Committee Report

The most likely explanation for the decrease in Australian applications is the changes introduced by DIBP to its permanent and temporary migration policy with accompanying substantial fee increases. This is in contrast to New Zealand immigration policy that has simpler requirements and lower fees.

	30 June 2014	30 June 2013
Full Assessment	36	51
Modified Assessment	11	10
Competency Assessment	1	3
Assessment for Registration in New Zealand	8	N/A
Assessment of Podiatric Therapeutic Qualification	0	0
<b>TOTAL</b>	<b>56</b>	<b>64</b>

**Table 2: Summary of assessment undertaken during 2013-2014**

## Electronic lodgement of applications

In November 2012, the Qualifications and Skills Assessment Committee (QSAC) agreed that applications for assessment could be lodged electronically. This has continued to prove popular with applicants with over 90% of applications now received by this method. Electronic lodgement of applications has resulted in a higher rate of documentary compliance and improved administrative efficiency.

## Assessment of qualifications in podiatric therapeutics

During the year, ANZPAC conducted an evaluation of the podiatric therapeutics content of the Bachelor of Podiatry (Pass and Honours) at Charles Sturt University as providing a qualification in podiatric therapeutics for the purpose of endorsement for scheduled medicines.

## Future projects

QSAC is considering a number of future projects that will allow ANZPAC to ensure the appropriate assessment of internationally qualified podiatrists for migration to Australia and New Zealand. This includes continuing discussions with the HCPC-UK and South Africa to explore options for mutual recognition and liaison with other relevant international assessing authorities in Europe, North America and the Asia Pacific region.



**DR ADAM BIRD**  
**Chair, Qualifications and Skills Assessment Committee**

## Quality Framework Reporting

ANZPAC reports to the Podiatry Board of Australia and AHPRA against a *Quality Framework for the Accreditation Function* (“Quality Framework”) that was developed by AHPRA, the National Boards and the health professions accreditation councils. The Quality Framework has eight domains. ANZPAC meets these domains on the following ways.

---

### ***Governance***

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

---

### ***Independence***

There are clear procedures in place for ensuring the independence of ANZPAC’s activities, including clear procedures for identifying and managing conflicts of interest. No complaints nor appeals were received in the year

---

### ***Operational management***

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

---

### ***Accreditation standards***

ANZPAC is responsible for the development of accreditation standards for podiatry programs in Australia and New Zealand, podiatric surgery and endorsement for scheduled medicines. The accreditation standards meet relevant Australian and international benchmarks, are based on available research and evidence and are developed with extensive stakeholder consultation. ANZPAC currently accredits podiatry programs of study at 10 education providers across Australia and New Zealand.

---

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

ANZPAC has a range of processes and supporting material in place to ensure consistency, transparency and equity in undertaking accreditation decisions. These ensure selection and training of suitable assessors, fair and robust accreditation decisions and engagement of accredited providers in the ongoing quality improvement of podiatry programs of study.

---

### ***Assessing authorities in other countries***

With the vast majority of overseas-trained podiatrist applications coming from the United Kingdom, ANZPAC will continue to pursue the establishment of reciprocal accreditation recognition between Australia, New Zealand and the United Kingdom. This will involve ongoing discussion and negotiation with the Health and Social Care Professions Council (HCPC). A future step may involve the shadowing of a HCPC accreditation team to strengthen the existing desktop-based work that has been undertaken in comparing the respective accrediting authorities’ entry-level accreditation standards in podiatry.

---

### ***Assessing overseas qualified practitioners***

ANZPAC assesses applicants using established and recognised tools such as the Country Education Profiles Online tool and an overall primary assessment of qualifications, registration, work experience and letters of good standing. The secondary assessment uses a practical examination comprised of four separate assessments: clinical assessment, clinical review, candidate interview and objective, structured, clinical examinations (OSCEs).

---

### ***Stakeholder collaboration***

ANZPAC has in place a number of mechanisms in place codified in Stakeholder Consultation Guidelines to build stakeholder support and collaboration both within Australia and internationally

---

# Directors' Report

The directors of the Australian and New Zealand Podiatry Accreditation Council Limited ("ANZPAC" or the "company") submit herewith the financial report of the company for the year ending 30 June 2014. In order to comply with section 300B of the *Corporations Act 2001*, the directors' report as follows:

## Principal Activities, Objectives and Measures of Performance

### Principal Activities

Under the National Registration and Accreditation Scheme (NRAS), ANZPAC is designated the independent accreditation agency for podiatry in Australia until June 2018. The objects of ANZPAC as outlined in the Constitution are to:

- a) Develop accreditation standards for podiatry programs of study in Australia and New Zealand
- b) Assess programs of study and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards
- c) Assess authorities in other countries who conduct examinations for registration as a podiatrist, 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 podiatry in Australia
- d) Oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration as a podiatrist in Australia or New Zealand
- e) Advise and make recommendations in relation to:
- f) Matters concerning accreditation or accreditation standards for podiatry programs of study in Australia and New Zealand
- g) Matters concerning the regulation, including general and specialist registration of podiatrists
- h) Matters concerning the assessment of overseas qualified podiatrists and
- i) Matters concerning the recognition and assessment of overseas qualifications of podiatrists
- j) Create a policy framework that helps ensure that equivalency as encompassed in the Trans Tasman Mutual Recognition Agreement (TTMRA) established under the Trans Tasman Mutual Recognition Act 1997 (Clth) and the Trans Tasman Mutual Recognition Act 1997 (New Zealand), is maintained

### Objectives

ANZPAC's short-term objectives are to:

- ensure continued alignment of its accreditation and assessment functions with the Podiatry Board of Australia (PodBA) and the Australian Health Practitioner Regulation Agency (AHPRA)
- maintain a stable governance structure with access to efficient support services
- fulfil the requirements of the Agreement for the Accreditation Function with the PodBA and AHPRA

## Directors' Report continued

ANZPAC's long-term objectives are to:

- consolidate its position as a leader in podiatry accreditation and assessment standards
- advocate for standards and safety in podiatry education
- support and encourage the exchange of expertise and information relating to podiatry accreditation and assessment both nationally and internationally
- remain adaptable and responsive to legislative and regulatory changes to podiatry accreditation and assessment

### **Strategies for achieving the objectives**

To achieve these objectives, ANZPAC adopted the following strategies:

- consistently review its governance and operational processes to ensure these continue reflect current best practice
- secured executive officer services until 30 June 2018
- developed and implemented a comprehensive appointment policy to attract quality applications to vacancies on the Board of Directors and its Committee
- formalised links with relevant accreditation and assessment bodies internationally and is an active participant in the advancement of accreditation and assessment processes both nationally and internationally

### **Key performance indicators**

As part of the agreement with ANZPAC's funding body, AHPRA, ANZPAC is required to report against a quality framework on a six-monthly basis. The Board of Directors consider the key performance indicators in this report as a basis of their ongoing assessment of successful achievement of the company's goals and objectives.

## Directors' Report continued

### Directors

The names and details of the company's directors in office during the year 1 July 2013 until the date of this report are as follows. Directors were in office for the entire period unless otherwise stated.

---

<p>Dr Rolf Scharfbillig (Chairperson)</p> <p>(Chair, Accreditation Committee)</p>	<p>Rolf combines work in private practice with supervision of honours and PhD students at the University of South Australia. Rolf has been Chairperson of ANZPAC since late 2009. Previous roles include Deputy Chairperson of the Podiatry Board of South Australia, state representative on the national podiatry representative body and President of the South Australian Podiatry Association. Rolf completed his PhD in 2006 in which he examined the difference between children with Sever's Disease and non-symptomatic counterparts.</p>
<p>Date of appointment: 1 July 2010</p>	
<p>Dr Adam Bird (Deputy Chairperson)</p> <p>(Chair, Qualifications and Skills Assessment Committee)</p>	<p>Adam is a Senior Lecturer in Podiatry and the Domestic Educational Partnerships Liaison for the Faculty of Health Sciences at La Trobe University. Adam was Head of Podiatry at La Trobe University from 2007 – April 2014. Adam has been a Board member of ANZPAC since 2009 and the Deputy Chair since 2010. In this time, Adam has either lead or had substantial involvement in developing resources for Scheduled Medicines Endorsement and overseas assessment (including a two-stage project investigating reciprocal registration with the UK). Adam has also recently lead a national project that scoped existing Simulated Learning Environments (SLE) in podiatry, and developed a consensus as to which SLE educational resources should be developed in the future.</p>
<p>Date of appointment: 1 July 2010</p>	
<p>Ms Alexandra Noble-Beasley (Treasurer)</p>	<p>Alexandra graduated from the Central Institute of Technology with a Bachelor of Health Sciences in Podiatry. With a keen interest in Foot Surgery Alexandra extended her studies to gain a Postgraduate Diploma in Podiatric Surgery. Alexandra is the principal podiatrist at Footcare Solutions in Auckland. As well as her role as a member of the ANZPAC Board of Directors, Alexandra is a member of the Executive Board of Podiatry New Zealand and a recent past Senior Vice President of the Australasian Podiatry Council.</p>
<p>Date of appointment: 1 July 2010</p>	
<p>Ms Fiona Angus</p>	<p>Fiona trained in podiatry in Sydney and has practised for the past 20 plus years. She has worked extensively in the area of foot complications secondary to medial conditions (high-risk foot). Fiona is Deputy Chair of the Podiatrists Board of New Zealand, member of the ANZPAC Board of Directors and Accreditation Committee, and member of the executive of the New Zealand Society for the Study of Diabetes Podiatry Special Interest Group (NZSSD PSIG).</p>
<p>Date of appointment: 1 July 2010</p>	

---

## Directors' Report continued

---

Mr Matthew Carroll	<p>Matthew is Head of Podiatry at AUT University, Auckland, New Zealand. He received his Bachelor's degree in podiatry from CIT, New Zealand and Masters degree from Curtin University, Perth. He is currently a PhD candidate at AUT University. Matthew's research interests include investigation of neural foot problems and the use of ultrasound imaging to examine nerve and tendon characteristics in the lower limb. He has 15 years clinical experience, practicing in both New Zealand and Australia.</p> <p>Date of appointment: 1 July 2010</p>
Mr Trent Johnston	<p>Trent commenced work as a podiatrist in the public sector establishing an outreach podiatry service from Townsville after graduating from QUT. He became Chair of the Public Sector Special Interest Group in 2002 and a Councillor of the Australian Podiatry Association (Qld) in 2003. In 2005 he established a private practice, Fit Feet Podiatry Clinic. He also undertook consultative work with industry, the Australian Podiatry Council and established an orthopaedic podiatry training clinic in Townsville for Queensland Health. He was President of the Queensland branch of the Australian Podiatry Association (2006-2010). In 2013 he merged his private practice with Balance Podiatry to enable him to focus on his interest area of biomechanics and sports injuries.</p> <p>Date of appointment: 1 July 2010</p>
Mr David McKay	<p>David graduated 1983 Diploma in Applied Science (Podiatry) at SAIT, Adelaide. Moved to Tasmania in 1984 and has run his private practice since 1988. Since 1987 has been a board member of Australian Podiatry Association (Tasmania), Podiatrists Registration Board of Tasmania and/or ANZPAC.</p> <p>Date of appointment: 1 July 2010.</p>
Ms Fiona Oliver	<p>Fiona has 20 years of experience in policy, research, management, executive coaching and consulting roles. Her professional interests and experience encompass organisational research in the areas of performance, quality management, business improvement, middle management competencies and working with individuals and teams to improve their effectiveness and efficiency. Fiona's engagement with the allied health sector began in 2001 when she joined the ACT Podiatrists Registration Board as the community representative and served in this capacity for 5 ½ years. She was appointed to the Board of Management of the Australian New Zealand Podiatry Accreditation Council in 2009 as one of two community representatives.</p> <p>Date of appointment: 1 July 2010 Date of retirement: 22 November 2013</p>

---

## Directors' Report continued

---

Dr Anita Raspovic

Anita is a podiatrist who graduated with honours from La Trobe University and went on to complete a Doctor of Philosophy and a Graduate Certificate in Higher Education Curriculum, Teaching and Learning. Across her career, Anita has undertaken a variety of roles in clinical practice, education, research and consultancy. She is currently a Senior Lecturer and the Course Co-ordinator at La Trobe University's Department of Podiatry and is a member of the Lower Extremity Gait Studies Program at La Trobe University. Anita is currently a Trustee of the Australian Podiatry Education and Research Foundation (APERF) and sits on the Editorial Board of the Journal of Foot and Ankle Research (JFAR). Her interests lie in researching mechanics and offloading in diabetes-related foot ulceration and work related to the quality education of podiatrists.

Date of appointment: 22 November 2013

---

Ms Joan Russell

Joan sits as a community, or "public interest" representative on the ANZPAC Board of Directors. She is also a member of the Accreditation Committee and has worked on a number of ANZPAC accreditation assessment teams. Joan brings to her role wide experience and expertise in policy and strategy and ethics and probity in public administration from her years as an executive member of the South Australian public service. Joan's career in public service was characterised by a commitment to equity and diversity, social justice, management improvement and customer service excellence. She has also been a member of, and chaired, several Boards in the public and not-for-profit sectors.

Date of appointment: 1 July 2010

---

## Director's Meetings

Director	Board		Accreditation		QSAC	
	A	B	A	B	B	A
R Scharbillig	5	5	6	6	*	*
A Bird	3	5	*	*	1	1
A Noble-Beasley	5	5	*	*	*	*
F Angus	5	5	6	6	*	*
M Carroll	5	5	6	6	*	*
T Johnston	3	5	*	*	1	1
D McKay	5	5	*	*	*	*
F Oliver	0	2	*	*	*	*
A Raspovic	3	3	*	*	*	*
J Russell	4	5	5	6	*	*

\* Director is not a member of this Committee

A Number of meetings attended

B Number of meetings held during the time the director was in office for the period

QSAC Qualifications and Skills Assessment Committee

### Company limited by 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 2014 the number of members was 4 (2013: 4 members).

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



**DR ROLF SCHARFBILLIG**

Chairperson

23 October 2014

# Hourigan Partners

---

## Auditor's Independence Declaration

To the directors of  
**Australian and New Zealand Podiatry Accreditation Council Limited.**  
*(previously known as Australian and New Zealand Podiatry Accreditation Council (Holdings) Limited)*

In accordance with section 307C of the Corporations Act 2001, as lead audit partner for the audit of Australian and New Zealand Podiatry Accreditation Council Limited for the financial year ended 30 June 2014, to the best of my knowledge and belief, there have been:

- no contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.

  
Simon Hourigan  
Director

  
Hourigan Partners Audit Pty Ltd  
ACN 149 707 960

Melbourne  
Dated this 23 day of October 2014

Liability limited by a scheme approved under Professional Standards Legislation

## Statement of Comprehensive Income for the year ended 30 June 2014

	Note	Year Ended 30 June 2014	Year Ended 30 June 2013
Revenue	3	259,579	319,922
Other income	4	1,514	3,457
<b>Revenue and other income</b>		<b>261,093</b>	<b>323,379</b>
Administration expenses		86,781	96,353
Board and sub-committee expenses		44,808	68,834
Stakeholder engagement		8,661	7,203
Overseas assessments		2,827	3,200
Information technology		1,634	1,753
Accreditation costs		84,563	90,978
Project expenses		1,101	25,716
<b>Expenditure</b>		<b>230,375</b>	<b>294,037</b>
<b>Surplus before income tax</b>		<b>30,718</b>	<b>29,342</b>
Income tax expense	2(f)	-	-
<b>Net surplus for the year</b>		<b>30,718</b>	<b>29,342</b>
<b>Other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>30,718</b>	<b>29,342</b>

*The accompanying notes form part of these financial statements*

## Statement of Financial Position at 30 June 2014

	Note	2014 \$	2013 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5	44,646	36,632
Trade and other receivables	6	28,314	45,971
Other current assets	7	12,024	1,225
Work in progress	8	20,735	-
<b>Total Current Assets</b>		<b>105,719</b>	<b>83,828</b>
<b>Non Current Assets</b>			
Property, Plant & Equipment	9	1,318	2,754
<b>Total Non Current Assets</b>		<b>1,318</b>	<b>2,754</b>
<b>Total Assets</b>		<b>107,037</b>	<b>86,582</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	10	11,150	34,336
Deferred Income	11	12,923	-
<b>Total Current Liabilities</b>		<b>24,073</b>	<b>34,336</b>
<b>Total Liabilities</b>		<b>24,073</b>	<b>34,336</b>
<b>Net Assets</b>		<b>82,964</b>	<b>52,246</b>
Accumulated surplus		82,964	52,246
<b>Total Equity</b>		<b>82,964</b>	<b>52,246</b>

*The accompanying notes form part of these financial statements*

## Statement of Changes in Equity for the year ended 30 June 2014

	<b>Accumulated Surplus \$</b>
Balance at 30 June 2012	22,904
Net (deficit) for the financial year	29,342
Other comprehensive income for the year	-
<b>Balance at 30 June 2013</b>	<b>52,246</b>
Balance at 30 June 2013	52,246
Net surplus for the financial year	30,718
Other comprehensive income for the year	-
<b>Balance at 30 June 2014</b>	<b>82,964</b>

*The accompanying notes form part of these financial statements*

## Statement of Cash Flows for the year ended 30 June 2014

	Note	2014 \$	2013 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from funding bodies		144,573	166,760
Receipts from accreditation and assessments		136,924	151,260
Payments to suppliers and employees		(274,997)	(343,316)
Interest received		1,514	1,860
<b>Net cash used in operating activities</b>	5(b)	8,014	(23,436)
<b>Cash Flows from Investing Activities</b>			
Payments for property, plant & equipment		-	(3,536)
<b>Net cash used in investing activities</b>		-	(3,536)
<b>Cash Flows from Financing Activities</b>			
<b>Net cash used in financing activities</b>		-	-
<b>Net (Decrease) in Cash and Cash Equivalents</b>		8,014	(26,972)
<b>Cash and Cash Equivalents at the Beginning of the Financial Year</b>		36,632	63,604
<b>Cash and Cash Equivalents at the End of the Financial Year</b>	5(a)	44,646	36,632

*The accompanying notes form part of these financial statements*

# Notes to the Financial Statements

---

<b>Note</b>	<b>Contents</b>
1	Corporate Information
2	Summary of Significant Accounting Policies
3	Revenue
4	Other Income
5	Cash and Cash Equivalents
6	Trade and Other Receivables
7	Other Current Assets
8	Work In Progress
9	Property, Plant & Equipment
10	Trade and Other Payables
11	Deferred Income
12	Economic Dependency
13	Key Management Personnel Compensation
14	Related Parties and Related Party Transactions
15	Commitments
16	Contingent Liabilities
17	Events after the Reporting Period
18	Members' Guarantee

## Notes to the Financial Statements

### Note 1: Corporate Information

The financial statements are for the Australian and New Zealand Podiatry Accreditation Council (ANZPAC or the company) as an individual company, incorporated and domiciled in Australia. ANZPAC is a company limited by guarantee. The financial report was authorised for issue on 23 October 2014.

### Note 2: Summary of Significant Accounting Policies

#### Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the requirements of the Corporations Act 2001, Australian Accounting Standards – Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board and Urgent Issues Group interpretations.

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

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

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

#### Accounting Policies

##### (a) Revenue

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

##### Interest Revenue

Revenue is recognised as interest accrues.

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

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

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

## Notes to the Financial Statements

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

**(c) Cash and cash equivalents**

Cash and cash equivalents in the statement of financial position comprise cash at bank. For the purposes of the cash flow statement, cash and cash equivalents consist of cash at bank net of any outstanding bank overdrafts.

**(d) Trade and other receivables**

Trade receivables, which comprise amounts due from services provided, are recognised and carried at original invoice amount less an allowance for any uncollectable amounts. Normal terms of settlement are within 30 days. The carrying amount of the receivables balance is deemed to reflect fair value.

An allowance for doubtful debts is made when there is objective evidence that the company will not be able to collect the debts. Bad debts are written off when identified.

**(e) Trade creditors and other payables**

Trade and other payables represent liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability. The carrying amount of the payables balance is deemed to reflect fair value.

**(f) Income tax**

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

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

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

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

**(h) Comparative figures**

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

## Notes to the Financial Statements

<b>Note 3: Revenue</b>	<b>30 June 2014</b>	<b>30 June 2013</b>
	<b>\$</b>	<b>\$</b>
Funding income AHPRA	120,728	140,494
Funding income Podiatrists Board of New Zealand	11,772	12,217
Accreditation fees	85,434	86,694
Overseas assessment fees	40,110	45,517
Project revenue	1,535	35,000
Total Revenue	<u>259,579</u>	<u>319,922</u>

### Note 4: Other Income

Interest income	1,514	1,860
Other income	-	1,597
Total Other Income	<u>1,514</u>	<u>3,457</u>

### Note 5: Cash and Cash Equivalents

Cash at bank	44,646	36,632
--------------	--------	--------

#### (a) Reconciliation of cash

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

Balance per Statement of Cash Flows	44,646	36,632
-------------------------------------	--------	--------

#### (b) Reconciliation of cash flow from operations with surplus for the reporting period

Surplus for the year	30,718	29,342
<i>Non cash flows</i>		
Depreciation	1,436	1,436
Movement in working capital		
(Increase)/Decrease in receivables	17,657	(17,548)
(Increase)/Decrease in other current assets	(10,799)	886
(Increase) in work in progress	(20,735)	-
Increase in trade and other payables	(23,186)	(37,552)
Decrease in deferred income	12,923	-
Net cash from operating activities	<u>8,014</u>	<u>(23,436)</u>

## Notes to the Financial Statements (continued)

<b>Note 6: Trade and Other Receivables</b>	<b>30 June 2014</b>	<b>30 June 2013</b>
	<b>\$</b>	<b>\$</b>
Trade receivables	28,314	45,971
Total trade and other receivables	<u>28,314</u>	<u>45,971</u>

### Doubtful debts

The company has assessed the recoverability of amounts receivable and on the basis that no amounts are past due or are considered impaired; a doubtful debts provision is not required. Further there is no material credit risk exposure to any single receivable or group of receivables.

### **Note 7: Other Current Assets**

Prepaid insurance	1,138	1,130
Other prepaid expenses	10,886	95
Total other current assets	<u>12,024</u>	<u>1,225</u>

### **Note 8: Work In Progress**

Work in progress	<u>20,735</u>	-
Total work in progress	<u>20,735</u>	-

Project revenue comprises the initial amount agreed in the contract. The stage of completion is measured by reference to the proportion of project costs incurred to date. Such costs are shown as work in progress on the balance sheet unless it is not probable that such project costs are recoverable from the customers in which case, such costs are recognised as an expense immediately.

## Notes to the Financial Statements (continued)

### Note 9: Property, Plant & Equipment

	Computer Equipment
<b>Gross Carrying Amount</b>	
<b>Balance at 1 July 2013</b>	4,308
Additions	-
Disposals	-
<b>Balance at 30 June 2014</b>	<b>4,308</b>
<b>Accumulated Depreciation</b>	
<b>Balance at 1 July 2013</b>	(1,554)
Depreciation & amortisation expense	(1,436)
Eliminated on disposal of assets	-
<b>Balance at 30 June 2014</b>	<b>(2,990)</b>
<b>Net Book Value</b>	
<b>As at 1 July 2013</b>	2,754
<b>As at 30 June 2014</b>	<b>1,318</b>
<b>Gross Carrying Amount</b>	
<b>Balance at 1 July 2012</b>	772
Additions	3,536
Disposals	-
<b>Balance at 30 June 2013</b>	<b>4,308</b>
<b>Accumulated Depreciation</b>	
<b>Balance at 1 July 2012</b>	(118)
Depreciation & amortisation expense	(1,436)
Eliminated on disposal of assets	-
<b>Balance at 30 June 2013</b>	<b>(1,554)</b>
<b>Net Book Value</b>	
<b>As at 1 July 2012</b>	654
<b>As at 30 June 2013</b>	<b>2,754</b>

## Notes to the Financial Statements (continued)

Note 10: Trade and Other Payables	30 June 2014 \$	30 June 2013 \$
<b>Current</b>		
Trade creditors	1,966	29,782
Goods and services tax (receivable)/payable	4,184	(446)
Audit fees payable	5,000	5,000
Total trade and other payables	<u>11,150</u>	<u>34,336</u>

### Note 11: Deferred Income

Deferred income	<u>12,923</u>	<u>0</u>
Total deferred income	<u>12,923</u>	<u>0</u>

Project revenue comprises the initial amount agreed in the contract. The stage of completion is measured by reference to the proportion of project costs incurred to date. Where project payments are received in advance of specified stages of completion, such amounts are shown as deferred income in the balance sheet.

### Note 12: Economic Dependency

ANZPAC is dependent on the Australian Health Practitioner Regulation Agency (AHPRA) and the Podiatrists Board of New Zealand for the majority of its revenue used to operate the business. As per clause 4.1 of the Agreement for Accreditation Functions between AHPRA and ANZPAC, funding is reviewable annually. At the date of this report the Board of Directors has no reason to believe AHPRA will not continue to support ANZPAC.

## Notes to the Financial Statements (continued)

### Note 13: Key Management Personnel Compensation

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

#### Compensation

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

The amounts disclosed for each Director do not include the reimbursement of expenses paid to Directors as incurred. The reimbursement of expenses is not considered to be compensation.

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

	<u>30 June 2014</u>	<u>30 June 2013</u>
	\$	\$
Director compensation	75,188	52,927
Executive officer*	-	-

\* The Executive Officer, Ms Rachel Portelli is employed by Intensive Group Pty Ltd. ANZPAC and Intensive Group Pty Ltd are considered to be related parties. Related party transactions are set out in note 14.

## Notes to the Financial Statements (continued)

### Note 14: Related Parties and Related-Party Transactions

#### (a) Key Management Personnel Compensation

Disclosures relating to key management personnel compensation are set out in note 13.

#### (b) Transactions with Related Parties

Ms Rachel Portelli, the Executive Officer of ANZPAC was appointed on 1 January 2012. Rachel is a Director and jointly controls Intensive Group Pty Ltd. Intensive Group Pty Ltd is considered to be "related" to ANZPAC. ANZPAC has entered contracts with Intensive Group Pty Ltd for the provision of executive services including the provision of an executive officer and company secretary, administrative services and office premises. The current contract was entered into on 1 June 2013 for a period of 5 years. These contracts and the payments made under these contracts are considered related party transactions.

	<u>30 June 2014</u>	<u>30 June 2013</u>
	\$	\$
Fees paid	<u>67,080</u>	<u>67,080</u>

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

#### (c) Receivable and payable to related parties

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

#### (d) Loans to/from related parties

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

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

All transactions with related parties were carried out on an "arms length" basis.

Members that serve in the capacity of director were paid sitting fees as indicated below. Payments made to members of the company, which are also included in Note 13 above, during the year are as follows:

	<u>30 June 2014</u>	<u>30 June 2013</u>
	\$	\$
Rolf Scharbillig	13,797	5,000
Adam Bird	10,081	2,945
Alexandra Noble-Beasley	7,996	2,468
	<u>31,875</u>	<u>10,413</u>

Members that contribute funding income to ANZPAC are as indicated below. Payments received from members of the company during the year are as follows:

Podiatrists Board of New Zealand	<u>11,772</u>	<u>12,217</u>
	<u>11,772</u>	<u>12,217</u>

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

No director or executive has entered into a material contract with the company (other than the provision of sitting fees and with the exception of transactions noted in 14(e) above) since the end of the previous financial year and there were no material contracts involving directors' interests in existence at year-end.

## Notes to the Financial Statements (continued)

### Note 15: Commitments

The company has no material commitments as at 30 June 2014 (30 June 2013: Nil).

### Note 16: Contingent Liabilities

The directors are not aware of any material contingent liabilities as at 30 June 2014 (2013: Nil).

### Note 17: Events after the Reporting Period

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

### Note 18: 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 2014 the number of members was 4 (2013: 4 members).

## Directors' Declaration

The directors of the company declare that in their opinion:

- (a) The attached financial statements and notes thereto comply with accounting standards
- (b) The attached financial statements and notes thereto give a true and fair view of the financial position and performance of the company
- (c) The attached financial statements and notes are in accordance with the *Corporations Act 2001* and the Corporations Regulations 2001
- (d) There are reasonable grounds to believe the company will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the directors made pursuant to s295 (5) of the *Corporations Act 2001*.



**Dr Rolf Scharfbillig**  
Chairperson  
23 October 2014

# Hourigan Partners

## Independent Auditor's Report To the members

**Australian and New Zealand Podiatry Accreditation Council Limited ACN 160 358 609**  
(previously known as Australian and New Zealand Podiatry Accreditation Council (Holdings) Limited)

### Report on the financial report

We have audited the accompanying financial report of Australian and New Zealand Podiatry Accreditation Council Limited, which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and the directors' declaration.

### Directors' responsibility for the financial report

The directors of Australian and New Zealand Podiatry Accreditation Council Limited are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and Corporations Act 2001 and for such internal controls as the directors determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

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

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

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

### Independence

In conducting our audit, we have complied with the independence requirements of the Corporations Act 2001.

### Opinion

In our opinion, the financial report of Australian and New Zealand Podiatry Accreditation Council Limited is in accordance with the Corporations Act 2001, including;

- (a) giving a true and fair view of the company's financial position as at 30 June 2014 and of its performance for the year ended on that date; and
- (b) complying with Australian Accounting Standards – Reduced Disclosure Requirements and the Corporations Regulations 2001.

  
Simon Hourigan  
Director

  
Hourigan Partners Audit Pty Ltd  
ACN 149 707 960

Melbourne  
Dated this 23 day of October 2014

Liability limited by a scheme approved under Professional Standards Legislation