



Optometry Council of Australia and New Zealand

Annual Report
July 2018 – June 2019

CONTENTS

1.0	CORPORATE INFORMATION FOR OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND.....	1
2.0	CHAIR'S REPORT.....	2
3.0	QUALITY FRAMEWORK REPORT.....	3
4.0	ACCREDITATION REPORT	4
5.0	ASSESSMENT OF OVERSEAS TRAINED OPTOMETRISTS REPORT	8
6.0	FINANCE AND RISK REPORT	12
7.0	SPECIAL PURPOSE FINANCIAL REPORT 2018-2019	14
7.1	DIRECTORS' REPORT	14
7.2	AUDITOR'S INDEPENDENCE DECLARATION	21
7.3	STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30TH JUNE 2019	22
7.4	STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30TH JUNE 2019	23
7.5	STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30TH JUNE 2019.....	24
7.6	STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2019	25
7.7	NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2019.....	26
8.0	DIRECTORS' DECLARATION	32
9.0	INDEPENDENT AUDITOR'S REPORT	33

1.0 CORPORATE INFORMATION FOR OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND (OCANZ)

ABN / ACN: ABN 38 074 875 111
ACN 074 875 111

Members: Mr Colin Waldron (nominee of Optometry Board of Australia)
Mr Damien Koppens (nominee of Optometrists and Dispensing Opticians Board)
Mr Wilson Sue (nominee of New Zealand Association of Optometrists)
Dr Michael Pianta (nominee of Accredited Heads of Schools)
Ms Lyn Brodie (nominee of Optometry Australia)

Directors: Emeritus Professor Leo Carney
Dr Andrew Collins (Deputy Chair)
Professor Alex Gentle (from 16 November 2018) (Chair Elect)
Associate Professor Peter Hendicott (Chair)
Ms Wendy Hill
Associate Professor Robert Jacobs (to 16 November 2018)
Associate Professor Isabelle Jalbert
Mr Tony Lund
Dr Linda Turner
Dr Lynn Weekes
Ms Katrina Yap (from 16 November 2018)

Company Secretary:
Ms Sian Lewis

Registered Office and Principal Place of Business:

Suite 3, Level 10
167 Queen Street
Melbourne VIC 3000

Auditors: RDL Accountants
60-64 Railway Road
Blackburn VIC 3130

Staff: Ms Sian Lewis, Executive Officer, 0.6 FTE
Ms Susan Kelly, Accreditation Manager, 0.4 FTE
Ms Lisa Vella, Office Manager, 0.6 FTE
Ms Tamara McKenzie, Examination Manager, 0.5 FTE

OCANZ as required engages consultants and temporary staff to support the accreditation and examination activities and other OCANZ functions.

2.0 CHAIR'S REPORT

On behalf of OCANZ, I acknowledge the traditional custodians of country throughout Australia and New Zealand and recognise their continuing connection to land, waters and community. I pay my respects to them and their cultures; and to Elders past, present and emerging.

This will be my last Chair's report on behalf of the OCANZ Board. I will step aside as an OCANZ Director and Chair later this year having served the maximum nine years allowed under the OCANZ constitution.

I take this opportunity to acknowledge the substantial accomplishments of OCANZ over my time as an OCANZ Director. The results are a testament to the professionalism, commitment and passion of the OCANZ staff, OCANZ Members, Directors and the many education, community and optometry professionals who support the work of OCANZ. In particular, I thank outgoing Director and Deputy Chair Associate Professor Rob Jacobs for his outstanding service to the OCANZ Board over many years.

OCANZ continues to play a key role in promoting and protecting the eye health of the public by assuring the quality of optometric education and assessing overseas trained optometrists' competence to practise optometry in Australia and New Zealand. During the year the Board made substantive progress in implementing its July 2018–June 2023 strategic plan, in support of the OCANZ vision to be a leading voice for quality optometry education and training and deliver excellence in our accreditation and assessment services. The following key outputs were achieved:

- ✓ OCANZ published the Optometry Aboriginal and Torres Strait Islander Health Curriculum Framework in November 2018 as part of the OCANZ Board's commitment to ensuring that accredited programs of study produce culturally safe graduates. A workshop to assist academics to implement the Framework was hosted in June 2019.
- ✓ OCANZ has commissioned the creation of surveys to enable optometry graduates and their employers to comment on the extent to which programs of study are preparing graduates for the optometry workforce. The surveys will be administered for the first time at the end of 2019.
- ✓ With input from representatives from all accredited programs, work commenced to explore ways in which to benchmark assessment and student outcomes across optometry programs.
- ✓ Research into a best practice framework for the development of entry-to-health professional practice competencies was completed, as an input into the development of the next iterations of optometry competency standards in Australia and New Zealand.
- ✓ The Competency in Optometry Examination (COE) was enhanced by the development of refreshed marking guides for a number of the short answer paper questions. Additional quality assurance oversight of the clinical examination component of the COE was instigated.

The Board continued its commitment to helping close the gap on Indigenous health. An expert Indigenous Strategy Taskforce has been appointed, initially for three years, to advise the Board on how to improve the contribution of optometry education functions to better health outcomes for First Nations peoples in Australia and New Zealand. The Taskforce is developing an annual work plan for the Board's consideration.

Our collaborative relationships with the Optometry Board of Australia (OBA) and the Optometrists and Dispensing Opticians Board New Zealand (ODOB), for whom we provide accreditation and assessment services, remain positive and ongoing. During the year OCANZ was pleased to be reappointed as the accreditation authority for optometry in Australia until 30 June 2024.

In October 2018, Health Ministers finally released the 2017 Report of the Independent Review of Accreditation Systems within the National Registration and Accreditation Scheme for Health Professionals in Australia. The Ministers are currently consulting on the costs, benefits and risks of implementing the recommendations. The OCANZ Board has responded to this consultation through the Health Professions Accreditation Collaborative Forum. We look forward to assisting with the implementation of changes which enhance the quality of optometry education and assessment when they are announced in November.

I want to finish by thanking the OCANZ staff team led by Sian Lewis and comprising Sian, Susan Kelly, Tamara McKenzie and Lisa Vella. The hard work and dedication of this small team to the achievement of the Board's strategic directions cannot be overstated. I thank them for their input and achievements.

Associate Professor Peter Hendicott, Chair

3.0 QUALITY FRAMEWORK REPORT

OCANZ reports to the Optometry Board of Australia (OBA) and the Optometrists and Dispensing Opticians Board (ODOB) against a Quality Framework for the Accreditation Function (Quality Framework) that was developed in Australia. The Quality Framework has the following eight domains. A summary of how OCANZ meets the requirements of each domain follows.

Governance

OCANZ has a robust governance structure with well-defined governance policies and processes in place that ensure that OCANZ meets its legislative and statutory obligations. The Board of Directors of OCANZ has adopted a strategic plan for July 2018-June 2023 which is supported each year by an annual business plan. Directors review progress against the annual business plan at every OCANZ Board meeting. A joint meeting with the Members is held annually to discuss strategic and operational issues.

Independence

There are clear procedures in place for ensuring the independence of OCANZ's activities, including identifying and managing conflicts of interest, complaints and appeals. Two appeals about examination issues were received and resolved during the year via the OCANZ administrative review process.

Operational management

OCANZ employs its own staff to provide administrative and executive services to the organisation, which it supplements by the use of consulting and professional services, including academic experts, external accountants and information technology support services. During the year the OCANZ Examination Manager position was filled on a temporary basis for five months while the permanent incumbent was on leave. The permanent staff fraction increased from 2.0 to 2.1 FTE in 2019 to help support the Board's project work, with staff working alongside several consultants to deliver the year's work program. The members of the Examination Committee provided oversight over the implementation of enhancements to the assessment of overseas trained optometrists.

Accreditation standards

No accreditation standards were updated during the year. The next review is due in 2022.

Processes for accreditation of education providers and programs of study

OCANZ continued to accredit eight programs at seven institutions against standards for the accreditation of optometry programs that OCANZ develops, maintains and applies. The assessment of an application to deliver a new entry-level program is still in train. OCANZ has clearly defined procedures to ensure consistency, transparency and equity in undertaking accreditation decisions. These ensure fair assessment team selection and robust accreditation decisions as well as the engagement of education providers in the ongoing quality improvement of optometry programs of study through annual reporting and monitoring. Accreditation assessments are detailed in section 4.0 of this report.

Assessing authorities in other countries

This domain is not applicable because OCANZ assesses the competence of overseas trained optometrists as described below rather than evaluating assessing authorities in other countries.

Assessing overseas qualified practitioners

OCANZ assesses overseas trained optometrists by evaluating their qualifications and the subsequent conduct of standardised written and clinical examinations. During the year, various process improvements were implemented. 43 candidates attempted either the written and/or clinical components of the OCANZ Competence in Optometry Examination in 2017-2018. More detailed examination information and statistics are presented in section 5.0 of this report.

Stakeholder collaboration

OCANZ has mechanisms in place to build stakeholder support and collaboration. This includes active membership of the Health Professions Accreditation Collaborative Forum which works collectively on interprofessional issues. The OCANZ Board has just commissioned a review of its communication and stakeholder engagement strategy.

4.0 ACCREDITATION REPORT

Purpose

OCANZ assesses, for the purposes of accreditation, programs designed to produce graduates suitable for registration as optometrists in Australia or New Zealand. The accreditation process assesses whether a program of study, and the education provider that provides the program of study, is able to deliver graduates with the knowledge, skills and attributes to meet standards required for competent professional practice and with the necessary skills to maintain those competencies.

Accreditation Committee

The Accreditation Committee makes recommendations to the OCANZ Board on matters concerning the accreditation of entry-level and ocular therapeutics training in Australia and New Zealand. The committee is responsible for implementing and administering accreditation in accordance with set procedures and standards.

The committee's roles include:

- to help develop and maintain OCANZ Accreditation Standards
- to oversee the accreditation assessments of programs and education providers by assessment teams which have been recommended by the committee and appointed by the OCANZ Board
- to review and approve the annual reports and evaluation reports from accredited programs
- to report decisions and recommendations to the OCANZ Board
- to regularly review and evaluate the accreditation process to ensure fairness, transparency and conformity with good practice.

In 2018-2019, there were three meetings of the Accreditation Committee. The committee comprises 6 members. The term of appointment for each committee member is two years. Members are eligible for re-appointment on two occasions only (maximum of six years in total), unless otherwise determined by the OCANZ Board. Professor Stephen Dain and Ms Vivian Edgar both completed their third and final terms on the Accreditation Committee in August 2018. Emeritus Professor Joyce Kirk and Ms Jane Duffy were appointed to the committee by the OCANZ Board at their August 2018 meeting.

Member	Date of Commencement	No. meetings eligible to attend	No. attended
Mr Peter Grimmer (Chair)	21/08/2015	3	3
Dr Andrew Anderson	04/12/2015	3	3
Emeritus Professor Leo Carney	16/03/2018	3	3
Ms Jane Duffy	10/08/2018	2	2
Emeritus Professor Joyce Kirk	10/08/2018	2	2
Dr Linda Turner	03/05/2017	3	2
Ms Vivien Edgar	07/08/2012	1	1
Professor Stephen Dain	07/08/2012	1	0

Accreditation Standards

OCANZ accreditation standards are focussed on outcomes and are in harmony with and operate alongside the Tertiary Education Quality and Standards Agency (TEQSA) *Higher Education Standards Framework*. OCANZ is one of several Accreditation Councils which have consulted on and subsequently adopted largely in-common accreditation standards for its programs of study. The standards include guidance notes which are profession- specific and have been developed in collaboration with optometry stakeholders.

Entry-level Standards

The OCANZ Standards and Evidence Guide for Entry-Level Optometry Programs were approved by the Optometry Board of Australia in July 2016 and became effective on 1 January 2017. The Standards explicitly address government priorities such as interprofessional learning and cultural competence and ask providers how they are training optometrists to meet future health care needs. They require entry-level programs of study in optometry to be aligned with the cross-disciplinary *Threshold Learning Outcomes (TLOs) for Health, Medicine and Veterinary Science*. OCANZ has now conducted three accreditation assessments under the new Standards.

Ocular Therapeutic Standards

The OCANZ Standards for Programs of Study in Ocular Therapeutics were approved by the OCANZ Board and the Optometry Board of Australia in 2017 and became effective on 1 January 2018. The standards for programs of study in ocular therapeutics have been aligned with the entry-level standards to minimise duplication and overlap for providers.

Accredited Programs of Study

OCANZ publishes summaries of accreditation reports after the reports have been approved by the OCANZ Board. The summary reports are on the OCANZ website at <http://ocanz.org/accreditation/accredited-programs-of-study>

New Program

The University of Canberra notified OCANZ early in 2017 of its interest in being accredited to deliver an entry-level optometry program from 2018. The program first enrolled students in 2018. An assessment team reviewed the University's June 2018 Stage 1 accreditation submission and recommended to the Accreditation Committee and the OCANZ Board that the University be invited to proceed to the next stage of assessment (Stage 2), without prejudice to the outcome. The OCANZ Board endorsed this recommendation at their October 2018 meeting. The University of Canberra submitted its Stage 2 accreditation submission in July 2019. OCANZ has scheduled a site visit to the University in October 2019 to assist with evaluation of this submission.

Programs Examined by Assessment Teams and/or Accreditation Committee during 2018-2019

Deakin University

Program: Bachelor of Vision Science and Master of Optometry

Accreditation Status: Accredited without conditions until 31 July 2027

In November 2018, Deakin tendered its reaccreditation submission, addressing each of the 2017 OCANZ Accreditation Standards for Entry-Level Optometry Programs and providing the associated evidence outlined in the OCANZ Accreditation Standards and Evidence Guide. An assessment team reviewed the submission and conducted a site visit to the University in March 2019 which included interviews with graduates, employers of graduates, external clinical supervisors and various other external experts involved in the program, as well as staff and students. The assessment team report was considered by the OCANZ Accreditation Committee at their July 2019 meeting, with accreditation for eight years without conditions recommended and subsequently approved by the OCANZ Board in July 2019.

Flinders University

Program: Bachelor of Medical Science (Vision Science) and Master of Optometry

Accreditation Status: Accredited with two conditions until 31 December 2023

The Flinders program is being monitored with respect to two conditions of accreditation. The first condition requires Flinders to produce and then implement a workforce plan to address a range of issues related to the understaffing of the program. The second condition requires comparing over time the progress of students entering through various entry pathways. In their 2018 Annual Report to OCANZ, the Accreditation Committee found at their February 2019 meeting that Flinders University had produced the required workforce plan. Flinders University is due to report on the implementation of the plan, and provide an overview of outcomes for students transferring into the program from sub-quota agreements, in their November 2019 Annual Report to OCANZ.

University of New South Wales (UNSW)

Program: Bachelor of Vision Science and Master of Clinical Optometry

Accreditation Status: Accredited until 31 December 2019 with one condition

The UNSW optometry program made a major change from a double bachelor degree program to a Bachelor of Vision Science and Master of Clinical Optometry in 2017. In their October 2017 report, the OCANZ assessment team recommended that the changed program should be accredited to 31 December 2019, subject to satisfactory unit outlines for each of the revised units of study in the changed program being provided in UNSW's 2017 and 2018 annual reports to OCANZ. The OCANZ Accreditation Committee and the OCANZ Board adopted the recommendation of the assessment team.

UNSW had already provided satisfactory 2018 unit outlines as part of its 2017 annual report, with the 2019 unit outlines submitted with its 2018 annual report. OCANZ had no concerns with the 2019 outlines and advised UNSW that it had met the condition on accreditation.

UNSW submitted their reaccreditation submission on 1 July 2019. An assessment team appointed by the OCANZ Board reviewed this submission and conducted a three-day site visit from 9-11 September 2019. The final report of the assessment team will be considered by the OCANZ Board in December 2019.

University of Auckland

Program: Bachelor of Optometry

Accreditation Status: Accredited until 31 December 2025 with two conditions

Two conditions of accreditation are in place, one to monitor various curriculum changes in train but not yet implemented and the other to monitor clinical training provision due to the closure of one on-campus clinic previously operated by the University. These conditions were to be addressed in the program's 2018, 2019 and 2020 Annual Reports to OCANZ. The University addressed the condition regarding 2019 curriculum changes in its 2018 annual report to the satisfaction of OCANZ. .

Routine Monitoring of Programs

Monitoring of all accredited programs of study is conducted through receipt of annual reports. In addition to the programs mentioned above, the following programs were monitored:

Australian College of Optometry

Program: Australian College of Optometry Certificate in Ocular Therapeutics (ACO-COT)

Accreditation Status: Accredited until 31 December 2021

Program was accredited in 2013 for eight years with no conditions.

Queensland University of Technology

Program: Bachelor of Vision Science and Master of Optometry

Accreditation Status: Accredited until 31 December 2022

Program was accredited in 2014 for eight years with no conditions.

University of Melbourne

Program: Doctor of Optometry

Accreditation Status: Accredited until 31 December 2023

Program was accredited in 2015 for eight years with no conditions.

University of New South Wales

Program: Graduate Certificate in Ocular Therapeutics

Accreditation Status: Accredited until 31 December 2024

Program was accredited in 2016 for eight years with no conditions.

OCANZ Accreditation Project Work

Optometry Aboriginal and Torres Strait Islander Health Curriculum Framework

The Optometry Aboriginal and Torres Strait Islander Health Curriculum Framework

<http://ocanz.org/assets/Accreditation/1e67933cc4/Optometry-Aboriginal-Torres-Strait-Islander-HCF-OCANZ-Board-October-2018.pdf> was developed by OCANZ and launched nationally in November 2018 at a workshop attended by representatives from each accredited school in Australia and New Zealand. The Framework supports the OCANZ Board's commitment to ensuring that accredited programs of study produce culturally safe graduates through the development of cultural capabilities during their training. A follow up masterclass was held in June 2019 to help academics embed the Framework into each program's curriculum. The next step by OCANZ in ensuring cultural safety for the First Nations peoples of Australia and New Zealand will include the development of an Optometry Māori Health Curriculum Framework.

Graduate and Employer Surveys

In March 2019, OCANZ commissioned the Social Research Centre to create survey questions for optometry graduates and their employers to explore the extent to which all optometry graduates are prepared for the workforce. The survey questions will be administered for at least the next four years. The data reported through the survey will, over time, assist the OCANZ accreditation function to compare the views of graduates and employers on the outcomes from all optometry programs. The first round of survey questions will be administered in November 2019, as additions to the existing Australian national survey instruments the Graduate Outcomes Survey and the Employer Satisfaction Survey.

Common Benchmarking Across Entry-Level Optometry Programs

OCANZ commissioned Professor Brian Jolly to help entry-level optometry programs explore the options for benchmarking assessment across providers. In March 2019, phone interviews were conducted with senior optometry academics from each accredited program. In April 2019, a follow-up workshop with representatives from all accredited programs was held. A report from the workshop was provided to the OCANZ Board in August 2019 to assist in determining the next steps.

Research into Professional Competency Frameworks

Professor Paul Hager conducted research for OCANZ into best practice models for describing professional competencies. The major aims were: to review/document the latest research/literature and recommend a best practice framework for the development of entry-to-health professional practice competencies; and to document the similarities and differences in optometry competencies in countries where optometry practice is comparable to Australia and New Zealand (mainly USA and Canada), against the proposed framework. The work was designed to provide a substantial input into the next iteration of competency standards for the optometry profession, whichever entity is responsible for their development. The OCANZ Board will review Paul's report at its August 2019 meeting.

Collaborative work with other Accreditation Councils in the NRAS Scheme

In 2018-2019 OCANZ has been active in the following projects:

- The OCANZ Accreditation Manager led a project of the Accreditation Managers' sub-committee of the Health Professions Accreditation Collaborative Forum (Forum) to help standardise the definitions and terminology used to obtain information from education providers annually. The definitions and terminology document was recently approved for use by all Forum members;
- The OCANZ Executive Officer leads the strategy planning working group of the Forum, and helped to develop a questionnaire about future directions which informed the Forum's recent strategy planning day;
- Together with four other accreditation authorities in the National Scheme, OCANZ is still leading a project to develop a shared risk management framework for consideration/application by each Accreditation Council/Committee as is appropriate for their health profession. Delivery of the project has been scheduled for next year and will include a revision of the OCANZ accreditation procedures manual.

5.0 ASSESSMENT OF OVERSEAS TRAINED OPTOMETRISTS REPORT

Purpose

OCANZ undertakes assessments of overseas trained optometrists wishing to obtain registration and ocular therapeutic endorsement in Australia and/or New Zealand. In addition, OCANZ undertakes assessments for optometry graduates who are seeking skilled migration to Australia.

Assessment for Skilled Migration to Australia

A person intending to migrate to Australia under the skilled migration program must obtain a skills assessment before applying to the Australian Department of Home Affairs. OCANZ is currently the assessing authority for the optometry profession. Skills assessments can be issued by OCANZ to people registered with the Optometry Board of Australia (OBA), and/or who have successfully completed the COE. In 2018-19 OCANZ provided 17 positive skills assessments.

Eligibility for the Competency in Optometry Examination (COE)

During the year 42 people applied and were deemed eligible to sit the COE compared to 31 eligible applications assessed in 2017-2018 and 33 eligible applications assessed in 2016-2017. This included 33 applications received from optometrists holding a qualification in optometry that entitles automatic admission to the examination and 9 applications which required individual assessment and were subsequently deemed eligible to sit the COE. 8 other applications were assessed either as not eligible or as not supplying adequate information for assessment.

Eligible applications for Competency in Optometry Examination by Country of Institution

Country of Institution	UK	South Africa	Hong Kong	Ireland	USA	India	Nepal	Pakistan	Nigeria
No. Eligible Applications (no. individually assessed)	9	15	3	2	2	5	1	2	3
						(3)	(1)	(2)	(3)

Examination Eligibility Committee

The OCANZ Examination Eligibility Committee (EEC) undertakes a qualification assessment for all applicants who do not hold a qualification in optometry that allows automatic admission to the Competency in Optometry Examination. The committee works predominantly by email to assess individual applications and met twice during the period.

The committee comprises three members appointed by the Board. The term of appointment for each committee member is two years. Members are eligible for re-appointment on two occasions only (maximum of six years in total), unless otherwise determined by the OCANZ Board. Due to the expert nature of the assessment work undertaken by the committee members, the Board had previously extended Mr Bill Robertson's term on the committee until 16 March 2019 and Associate Professor Rob Jacobs term until 16 March 2020. During the year, after twelve months shadowing the work of the Committee, Ms Alissa Maillet was appointed for two years from 16 March 2019 to replace Mr Robertson.

Member	Date of Commencement	No. meetings eligible to attend	No. attended
Dr Stephen Vincent (Chair)	18/09/2014	2	2
Mr Bill Robertson	16/03/2012	1	1
Associate Professor Rob Jacobs	16/03/2012	2	2
Ms Alissa Maillet	16/03/2019	1	1

Examination Committee

The Examination Committee oversees the conduct of, and makes recommendations on, matters concerning the Competency in Optometry Examination and the Assessment of Competence in Ocular Therapeutics examination of overseas trained optometrists. Members of the Examination Committee also serve on sub-committees, one focussed on the written components of the examination (written sc) and the other on the clinical components of the examination (clinical sc).

The committee comprised six members appointed by the Board. The committee met twice during the reporting period and there were also 4 sub-committee meetings. The sub-committees also approved the results of each examination session by teleconference and/or email.

Member	Attending	Date of Commencement	No. meetings eligible to attend (incl. sub-committees)	No. attended
Associate Professor Isabelle Jalbert (Chair)	Exam Committee; both sc	01/01/2017	6	6
Dr Simon Backhouse	Exam Committee; written sc	01/01/2017	4	4
Mr Neville Chiavaroli	Exam Committee; written sc	01/01/2017	4	4
Ms Anthea Cochrane	Exam Committee; clinical sc	01/01/2017	4	4
Associate Professor Katrina Schmid	Exam Committee; written sc	01/01/2017	4	4
Dr Geraint Phillips	Exam Committee; clinical sc	01/01/2018	4	4

Types of Exams

Competency in Optometry Examination (COE)

OCANZ has been conducting the Competency in Optometry Examination (COE) twice yearly since 1997. The COE tests the ability of overseas trained optometrists in the Optometry Australia's University Entry-level Competency Standards for Optometry, excluding the specific skills to be endorsed for ocular therapeutics. The COE is in four parts, two written and two clinical:

- Candidates who have previously been deemed eligible to sit the examination are required to pass two written papers before being able to proceed to the clinical section of the examination. The first paper, a multiple-choice question examination (MCQ) focuses on clinical science. The second paper, a short-answer question examination (SAQ) focuses on diagnosis and management. The Written Examination is held simultaneously at 8 venues (Melbourne, Sydney, Brisbane, Perth, Auckland, Johannesburg, London & Washington) over two days. The written examination was held in August 2018 and March 2019.
- The clinical examination comprises two parts – the skills testing examination and the patient examination. The candidate is required to pass the skills testing component before being able to proceed to the patient examination. The skills exam tests each candidate's ability to perform optometric techniques. All skills must be passed. The patient exam requires the candidate to conduct four patient examinations in a clinical setting. The candidate is required to achieve a pass in 3 out of 4 patient examinations. The clinical examination component of the COE is undertaken at the Australian College of Optometry in Melbourne in accordance with OCANZ requirements, and was held in November 2018 and June 2019.

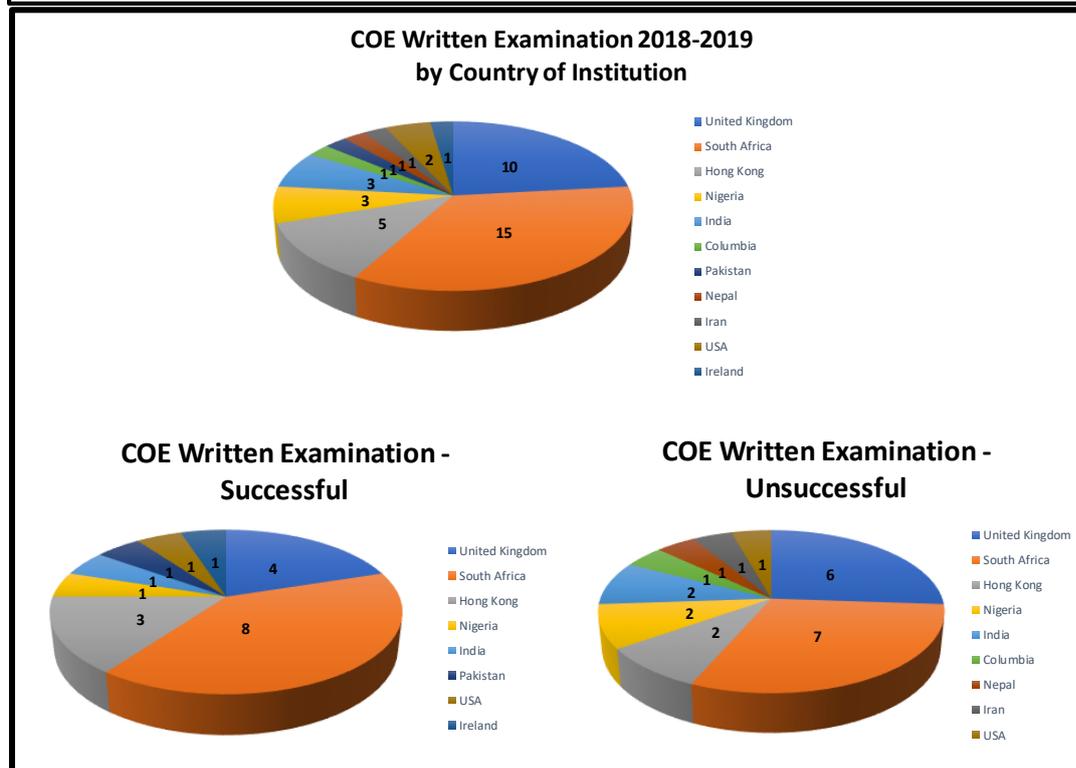
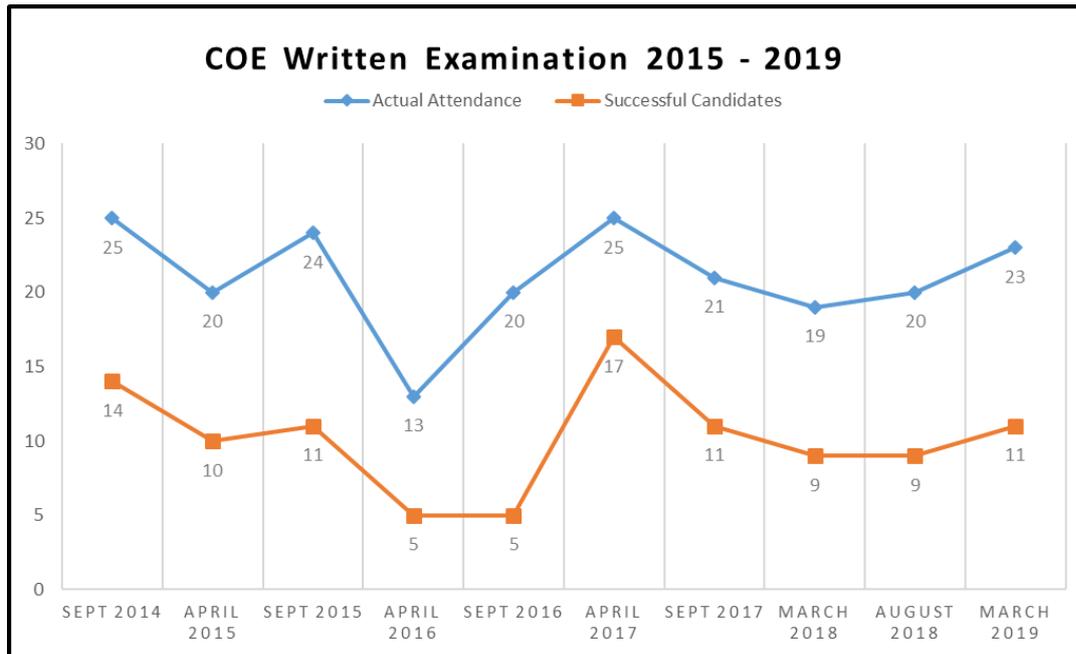
Candidates who pass the COE are eligible to apply for limited registration with the Optometry Board of Australia and provisional registration with the Optometrists and Dispensing Opticians Board in New Zealand and must then complete either the Assessment of Competence in Ocular Therapeutics (ACOT) examination or an accredited program in ocular therapeutics within specified timeframes to gain full registration.

Assessment of Competence in Ocular Therapeutics (ACOT)

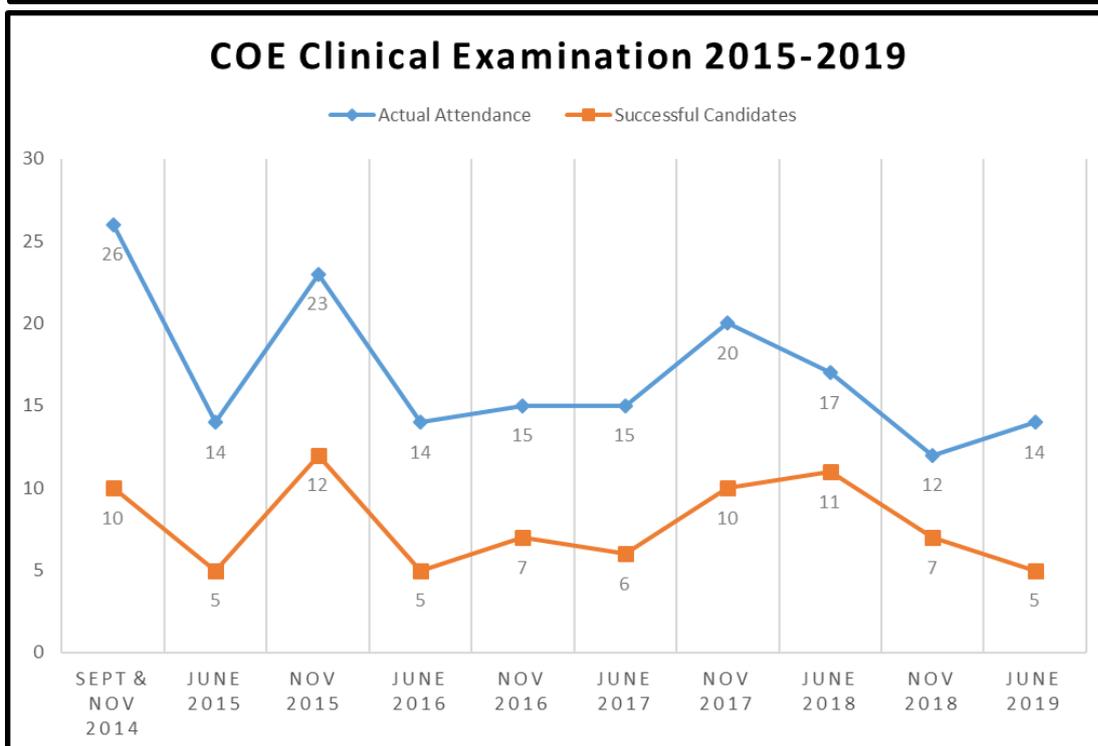
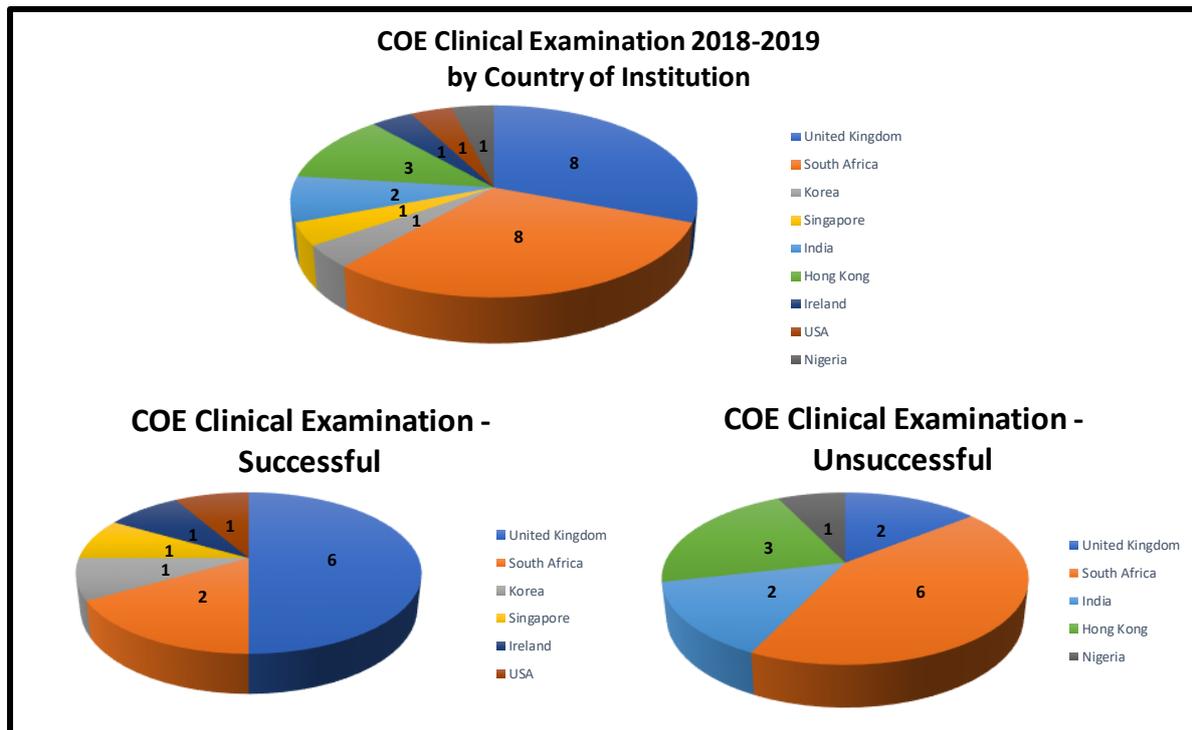
The purpose of this examination is to assess competence in Ocular Therapeutics (ACOT). To do this, candidates must demonstrate safe and competent use of ophthalmic therapeutic agents for a primary practice setting in the Australian or New Zealand situation. Candidates are required to prepare three case reports for assessment and sit an oral examination. No candidates undertook this examination during 2018-2019.

Competency in Optometry Examination (COE) Activity

The following two tables report on the Written Examination component of the COE. Historically the number of candidates sitting the COE written examination has varied from year to year, although the pass rate has remained fairly constant over time at around 50 per cent. Candidate pass rates for the written examination in 2018-2019 were consistent with those in 2017-18.



The following two tables report on the COE Clinical Examination component. There were a lower number of candidates sitting the clinical examination in 2019-2018 than in 2018-2017, and the pass rate was slightly lower.



Other Work

During the year OCANZ invested in the development of new written examination questions and the updating of Short Answer Question marking guides. Independent academic experts appointed by OCANZ now provide expert advice to ACO examiners and OCANZ staff during the clinical examinations, with the OCANZ Examination Manager also participating in examination review meetings held after each skills examination and the patient examination. The Examination Committee is currently preparing for publication research demonstrating the validity of the OCANZ written examinations.

6.0 FINANCE AND RISK REPORT

Finance and Risk Committee

The Committee oversees OCANZ internal financial systems and accountabilities, monitors the accuracy and timeliness of the financial and non-financial reporting to the Board, reviews annual audit findings and the annual financial statements before presentation to the Board for adoption, and monitors corporate risk, including financial risk, and the internal controls instituted in response to such risks.

The committee comprises up to four members appointed by the Board, including a Chair who must be a Board Director. The term of appointment for each committee member is two years. Members are eligible for re-appointment on two occasions only (maximum of six years in total), unless otherwise determined by the OCANZ Board. At the end of 2018, Board Chair-elect Professor Alex Gentle joined the committee for one year to assist his orientation to OCANZ finances. Dr Linda Turner temporarily replaced Mr Tony Lund as Chair during his extended overseas holiday. In order to ensure continuity of expertise, the Board extended Mr Mitchell Anjou's term on the committee until 16 March 2022. The committee met 4 times during the financial year.

Member	Date of Commencement	No. meetings eligible to attend	No. attended
Mr Mitchell Anjou	17/04/2012	4	4
Professor Alex Gentle	17/12/2018	2	2
Mr Tony Lund (Chair 2018)	04/12/2015	4	4
Dr Linda Turner (Chair to Oct 2019)	09/12/2016	4	4

Financial Report Analysis 2018-2019

The subsequent Special Purpose Financial Report presents the finances of the Optometry Council of Australia and New Zealand for the financial year ended 30 June 2019. The following discussion and analysis is provided to assist readers to understand the financial performance and position of OCANZ in this period.

Statement of Comprehensive Income

The reported deficit from ordinary activities was \$40,712 (compared to a 2018 profit of \$18,229). This deficit represents a planned investment of retained earnings by the OCANZ Board into projects designed to improve OCANZ core business and deliver on its strategic plan objectives.

Total revenue decreased by a small margin (0.7%) in 2019, from \$752,639 in 2018 to \$747,417. The revenue from examinations decreased by 9.2%, from \$290,270 in 2018 to \$265,955 in 2019, predominantly related to a lower number of candidates enrolling and eligible to sit the clinical examination component of the COE during the year. The contributions from registration boards increased by around 3%, from \$340,520 in 2018 to \$349,050 in 2019. Accreditation revenue increased by 9.4%, or \$99,670 against the previous \$91,130 in 2018. This increase is attributable to an additional payment owed to OCANZ for assessing a new program plus an annual fee increase approved by the OCANZ Board with the support of the registration Boards in Australia and New Zealand. Other income increased marginally (from \$30,719 in 2018 to \$32,742 in 2019), and included a 2019 grant of \$6,000 from the Victorian Optometrists Training and Education (VOTE) Trust Training and Education Grants.

Total expenditure increased by 7.3% (from \$734,410 in 2018 to \$788,129 in 2019). Examination expenditure decreased by 26.7%, from \$152,040 to \$119,989, mainly reflecting the reduced cost of assessing smaller numbers of candidates. Accreditation assessment panel costs were 29.6% higher than the previous year (\$18,683 in 2018 and \$24,205 in 2019), reflecting that more accreditation site visits were scheduled to occur than in the previous year. These costs vary every year across an eight-year re-accreditation cycle depending on how much of the accreditation work program in any year requires assessment team oversight.

Employee benefits expense increased by 8.1% from the previous year (\$339,858 in 2019 compared to \$314,473 in 2018), reflecting an increase in the permanent staffing fraction of the OCANZ office from 2.0

FTE to 2.1 FTE to support the year's increased activities plus annual wage inflation. Office expenses were 31.8% higher in 2019 than 2018 (\$50,661 compared to \$38,422 in 2018), mainly one-off administrative costs to finalise a back payment to 2014 of Superannuation Guarantee liability to OCANZ Directors (\$6,227) and the cost of additional insurance (\$5,016 over twelve months to comply with new specifications by AHPRA in its accreditation functions agreement). There were minor cost savings in other areas of operation. For example, meeting costs, occupancy expenses and bank service charges all declined marginally.

Expenditure on projects was \$97,677 in 2019 compared to \$60,927 in 2018. This planned investment funded a range of activities described in more detail in earlier sections of this report. The funds spent in 2019 established the Board's Indigenous Strategy Group; supported implementation of the Optometry Aboriginal and Torres Strait Islander Health Curriculum Framework; funded development of the surveys to be administered to optometry graduates and their employers to explore the extent to which all optometry graduates are prepared for the workforce; and explored good practices in benchmarking and establishing competencies for health professions and the optometry profession in particular. Project funds also enhanced aspects of the Competency in Optometry Examination which assesses the competence of overseas trained optometrists for entry to practice in Australia and New Zealand.

Statement of Financial Position and Change in Equity

Total equity decreased by 6.3% to \$644,217. Total retained earnings of \$644,217 comprised mainly cash at bank and held to maturity term deposits plus non-current property plant and equipment.

Statement of Cash Flows

There was a net cash outflow for 2018-2019 of \$90,106 resulting in a cash and cash equivalent balance of \$154,394 at the end of the financial year.

Other work - Finance and Risk Committee

In 2018-2019 the OCANZ Finance and Risk Committee, in addition to its regular oversight of the OCANZ budget and financial reporting, continued to monitor OCANZ risks using the OCANZ Board's management framework for the management of the organisation's financial and operational risks.

The Committee again reviewed the annual business cases made to the Optometry Board of Australia and the Optometrists and Dispensing Opticians Board of New Zealand for funding and oversaw the setting of accreditation and examination fees taking into account national and international cost comparisons. The OCANZ Board's current policy remains to set accreditation and examination fees at a level which recoups: the direct costs of each function (assessors' and examiners' fees, travel, accommodation, exam production etc.) including staff overheads, and all committee costs associated with accreditation and examination processes. Fees do not cover the costs of policy development, establishing accreditation and examination standards, or the expenses associated with OCANZ governance and administration of the company.

A major task for the Finance and Risk Committee at the end of 2018 was responding to a request from the OBA/AHPRA to provide an indicative funding and work plan for five years from 1 July 2019 to 30 June 2024. The request was made at the end of December 2018 for a submission, if possible, by 8 March 2019. Previously only single year funding and work plans have ever been requested. The plan was approved by the OCANZ Board at its February 2019 meeting, and subsequently agreed by the OBA/AHPRA.

During the year OCANZ renewed the lease on its current office premises for five years. The office upgraded its telephony to be compliant with the NBN.

7.0 SPECIAL PURPOSE FINANCIAL REPORT 2018-2019

7.1 Directors' Report

The Directors present their report, together with the financial statements, on the company for the year ended 30 June 2019.

Directors

The following persons were Directors of the Company during the whole of the financial year and up to the date of this report, unless otherwise stated:

Emeritus Professor Leo Carney

Dr Andrew Collins

Professor Alex Gentle - appointed 16 November 2018

Associate Professor Peter Hendicott

Ms Wendy Hill

Associate Professor Robert Jacobs - retired 16 November 2018

Associate Professor Isabelle Jalbert

Mr Tony Lund

Dr Linda Turner

Dr Lynn Weekes

Ms Katrina Yap - appointed 16 November 2018

In compliance with Section 23 of the OCANZ Constitution, Rotation of Directors, Associate Professor Robert Jacobs, Associate Professor Isabelle Jalbert, Mr Tony Lund, and Dr Lyn Weekes all retired as Directors at the Annual General Meeting 2018. Associate Professor Robert Jacobs was ineligible for re-appointment having served the maximum three terms permitted under the OCANZ Constitution. He was replaced by the appointment of Professor Alex Gentle. Associate Professor Isabelle Jalbert, Mr Tony Lund, and Dr Lynn Weekes were all re-appointed. Ms Katrina Yap was also appointed, to a tenth vacancy on the OCANZ Board of Directors which had been unfilled since the previous annual general meeting.

Objectives

The objects of OCANZ, as set out in its Constitution, are all of the following:

- a) To grant accreditation to Australian and New Zealand optometry schools, departments and academic units and the courses/programs conducted by them leading to eligibility for registration as an optometrist in Australia and New Zealand.
- b) At the OCANZ's discretion, to vary, withdraw or suspend any accreditation previously granted by the OCANZ in the event that OCANZ resolves that such accreditation should be varied, withdrawn or suspended.
- c) To assess for admission to practice in Australia and New Zealand overseas trained optometrists.
- d) To advise and make recommendations to the Optometry Board of Australia (OBA) and Optometrists and Dispensing Opticians Board (ODOB) and to assist on matters concerning the registration of optometrists.

- e) To provide information to any Governmental Agency relating to law and policy concerning the registration of optometrists in Australia and New Zealand.
- f) To provide information and advice to any Governmental Agency relating to law and policy concerning the adequacy or otherwise of a person's skills in the field of optometry for the purposes of migration to Australia or New Zealand.
- g) To assess Australian and New Zealand postgraduate courses of study in the field of optometry (including but not limited to ocular therapeutic drugs) for the purpose of granting, varying, withdrawing or suspending accreditation.
- h) To assess the therapeutic competence of optometrists registered in Australia or New Zealand who have completed a non-accredited course of study in ocular therapeutic drugs.
- i) To perform activities ancillary to the education and registration of optometrists and accreditation of optometry courses or any other incidental activity related to the objects described above.

O CANZ is continuing to meet its short-term objectives to:

- Safeguard organisational governance through use of efficient and effective business processes
- Ensure the standards for the accreditation of optometry programs and the standards for the examination of overseas trained optometrists remain best practice
- Continue to deliver the accreditation function as defined under agreements with the Registration Boards of Australia and New Zealand
- Continue to plan and develop, in consultation with key stakeholders, O CANZ strategy and resources in response to the outcomes of the Australian Accreditation Systems review and other external factors.

O CANZ long-term objectives remain to:

- Consolidate O CANZ's position as a leader in accreditation and assessment standards
- Advocate for standards and safety in optometry education
- Support and encourage the exchange of expertise and information relating to accreditation and assessment nationally and internationally.

Strategy to Achieving the Objectives

Directors have agreed a strategic plan to 30 June 2023 which is published on the O CANZ website at <http://ocanz.org/about/strategic-plan/>

O CANZ has four standing subcommittees that help Directors to oversee the activities of O CANZ:

- An Accreditation Committee that oversees the accreditation of programs of study
- An Examination Eligibility Committee that determines candidate eligibility to sit the O CANZ examinations
- An Examination Committee that oversees the examination of overseas qualified optometrists and
- A Finance and Risk Committee that supports O CANZ Directors in ensuring sound financial control and risk management.

In late 2018, OCANZ established an Indigenous Strategy Taskforce. Its role is to make recommendations to Directors on how to improve the contribution of optometry accreditation functions to better health outcomes for Indigenous Peoples in Australia and New Zealand and to help implement Board approved initiatives in this area.

OCANZ engages with over 50 academics, clinicians, educationalists and experts in accreditation and assessment to support its activities.

OCANZ has a dedicated team of four staff to provide management and administrative oversight of OCANZ operational activities and to support the OCANZ committees and the Indigenous Strategy Taskforce. The staff are in regular communication with the OBA and ODOB with respect to registration matters and the Australian Government with respect to migration matters.

OCANZ has developed informal links with relevant accreditation and assessment bodies nationally and internationally and participates in the Health Professions Accreditation Collaborative Forum and the World Council of Optometry.

OCANZ collaborates with the Optometrists and Dispensing Opticians Board of New Zealand and the Optometry Board of Australia to support the achievement of OCANZ objectives.

Principal Activities

The Optometry Council of Australia and New Zealand (ABN 38 074 875 111) was registered as a company limited by guarantee in 1996.

The principal activity of OCANZ during the financial year was to provide the accreditation function as defined in the *Health Practitioners Regulation National Law (Victoria) Act 2009* (the National Law) to the Optometry Board of Australia, the optometric profession's registration body in Australia. The same activity (accreditation function) is also provided to the Optometrists and Dispensing Opticians Board of New Zealand.

The accreditation function has two primary activities - the examination of overseas trained optometrists, and the assessment, against agreed standards, of the optometry programs of study in Australia and New Zealand which lead to registration as an optometrist. Both functions provide a system of quality assurance for the Registration Boards that registered optometrists are competent to practise to contemporary standards.

There were no significant changes in the nature of the OCANZ's principal activities during the financial year.

Performance Measures

OCANZ has adopted a number of mechanisms to measure performance:

- OCANZ enacts annual business activity plans which outline a range of ways in which the OCANZ Board monitors and measures its performance
- OCANZ has published timelines for the processing of candidate application materials and the provision of results to candidates. Examination results are scrutinised externally to ensure transparency and accuracy
- OCANZ is currently assigned the role of providing the accreditation function for the Optometry Board of Australia as outlined in the National Law for a period of five years until 30 June 2024. A new Service Agreement with the Australian Health Practitioner Regulation Authority (AHPRA) was signed in June 2019. The Service Agreement contains regular and defined performance reporting requirements
- The Finance and Risk Committee support the Directors in their oversight of the financial performance of OCANZ.

Information on Directors

Emeritus Professor Leo Carney	
Qualifications	Bachelor of Applied Science, Master of Science (Optometry), Doctor of Philosophy, Doctor of Science
Experience	Emeritus Professor, Queensland University of Technology; Previous Head of School, School of Optometry, and Director, Centre for Eye Research, Queensland University of Technology; Previous Professor and Associate Dean, College of Optometry, The Ohio State University; Member, Optometry Australia; Fellow, Cornea and Contact Lens Society of Australia; Fellow, American Academy of Optometry, Member, Association for Research in Vision and Ophthalmology
Special Responsibilities	OCANZ Accreditation Committee member

Dr Andrew Collins	
Qualifications	Bachelor of Optometry, Master of Science, Doctor of Philosophy, Certificate in Ocular Pharmacology <i>Auckland</i>
Experience	Employed as Academic Director in the School of Optometry and Vision Science, University of Auckland; Member, New Zealand Association of Optometrists; Member, The Cornea and Contact Lens Society (NZ)
Special Responsibilities	OCANZ Board of Directors Deputy Chair from 17 December 2018

Professor Alex Gentle	
Qualifications	BSc (in Optometry) with First Class Honours, Diploma in Clinical Optometry (MCOptom), PhD, GCertUniTeach, PGCertOcTher,
Experience	Employee of Deakin University, School of Medicine; Member of the Optometry Board of Australia Scheduled Medicines Advisory Committee; Member of the Victorian Optometrists Training and Education (VOTE) Trust Advisory Committee; Fellow, College of Optometrists; Fellow, Australian College of Optometry; Fellow, American Academy of Optometry; Member, Association for Research in Vision and Ophthalmology
Special Responsibilities	OCANZ Finance Committee member from 17 December 2018

Associate Professor Peter Hendicott	
Qualifications	Diploma Applied Science (Optometry) <i>QIT</i> , Masters Applied Science, PhD, Graduate Certificate (Ocular Therapeutics) <i>QUT</i>
Experience	Associate Professor and previous Head of School, School of Optometry, Queensland University of Technology; Member, Optometry Queensland and Northern Territory; Chair, Education Sub-Committee, World Council of Optometry; Delegate of Optometry Australia to the Asian Pacific Council of Optometry; President and Chair, Executive Council, Asia Pacific Council of Optometry; Member, Executive Committee and Board of Directors, World Council of Optometry
Special Responsibilities	OCANZ Board of Directors Chair

Ms Wendy Hill	
Qualifications	Batchelor of Optometry <i>Rand Afrikaans University</i> , The Auckland Programme in Ocular Therapeutics (TAPIOT) <i>Auckland</i> , Approved Optometrist Glaucoma Prescriber NZ
Experience	Registered optometrist and ophthalmology in private practice in New Zealand; Member, NZ Association of Optometrists; Member, Cornea and Contact Lens Society NZ; external examiner, University of Auckland; Member, Professional Conduct Committee (PCC) of the NZ Optometrists and Dispensing Opticians Board (ODOB)

Associate Professor Robert Jacobs MNZM	
Qualifications	Bachelor of Science (Optometry) <i>Melb</i> , LOSc, Master of Science (Optometry) <i>Melb</i> , PhD <i>Melb</i> , Certificate of Ocular Pharmacology, Graduate Diploma in Business (Health Management), The Auckland Programme in Ocular Therapeutics (TAPIOT) <i>Auckland</i>
Experience	Associate Professor, School of Optometry and Vision Science, University of Auckland; Member, Optometrists Panel, Health Practitioners Disciplinary Tribunal; Fellow, Australian College of Optometry; Member, NZ Association of Optometrists; Fellow, American Academy of Optometry; Member of the Editorial Board of the journal <i>Clinical and Experimental Optometry</i> ; appointed as a Member of the New Zealand Order of Merit 2017 for significant service to optometry and education
Special Responsibilities	O CANZ Board of Directors Deputy Chair to 19 October 2018; O CANZ Examination Eligibility Committee member

Associate Professor Isabelle Jalbert	
Qualifications	Doctorat en optométrie <i>Montréal</i> ; PhD <i>UNSW</i> , Masters of Public Health <i>UNSW</i> , Postgraduate Certificate in Ocular Therapeutics <i>UNSW</i>
Experience	Associate Professor, School of Optometry and Vision Science, UNSW; Registered optometrist, Optometry Board of Australia; Member, Editorial Board and Associate Editor, <i>Clinical and Experimental Optometry</i> ; Fellow, American Academy of Optometry; Member, Optometry New South Wales; Member, Association for Vision Research in Ophthalmology; Member, International Society for Contact Lens Research; Member, Tear Film and Ocular Surface Society; Honorary member, <i>Ordre des optométristes du québec</i> ; Member, Optometry Australia MBS Review Advisory Group; Associate Dean, International and Engagement, Faculty of Science, UNSW; Member, American Academy of Optometry Awards Committee
Special Responsibilities	O CANZ Examination Committee Chair

Mr Tony Lund	
Qualifications	Master of Arts <i>Cambridge</i> ; Fellow Chartered Management Accountant, CIMAG; JP NSW; MAICD
Experience	Director MHM Limited, Japan; Director Copyright Licensing and Administration Society of Singapore; Member, China Book International Advisory Board; Consultant with Joint Education Company, China; Formerly: Managing Director Asia and Regional Finance Director, Asia Pacific, Cambridge University Press.
Special Responsibilities	O CANZ Finance and Risk Committee Chair to 17 December 2018; O CANZ Finance and Risk Committee member

Dr Linda Turner	
Qualifications	Doctor of Business Administration <i>Southern Cross</i> , Bachelor of Arts, Bachelor of Commerce and Master of Commerce <i>Auckland</i> , Dip Teaching, <i>NSTC, Auckland</i> , FCA; GAICD
Experience	Fellow, Chartered Accountant; Graduate and Member, The Australian Institute of Company Directors; Business academic, University of Melbourne; Non-Executive Director Surveyors Registration Board of Victoria (SRBV)
Special Responsibilities	OCAZ Finance and Risk Committee member to 17 December 2018, then OCAZ Finance and Risk Committee Chair; OCAZ Accreditation Committee member

Dr Lynn Weekes AM	
Qualifications	Bachelor of Pharmacy <i>Syd</i> , MSc <i>Syd</i> , PhD <i>UNSW</i> , GAICD
Experience	Former Chief Executive Officer and Board Director of NPS MedicineWise; Adjunct Professor University of Queensland; Non-Executive Director National Return Unwanted Medicines; Director, Health Strategy and Sciences Pty Ltd; Registered pharmacist; Reviewer <i>Annals of Pharmacotherapy</i> , <i>Medical Journal of Australia</i> , <i>British Journal of Clinical Pharmacology</i> , <i>Journal of Pharmacy Practice and Research</i> ; appointed as a Member of the Order of Australia 2013 for significant service to Australian community health through the promotion of quality use of medicines.

Ms Katrina Yap	
Qualifications	Bachelor of Optometry <i>Melb</i>
Experience	Registered optometrist, Optometry Board of Australia; Member, Optometry Australia; Optometrist, Vision at Mill Park and Vision at Broadway; Clinical Teaching Instructor, University of Melbourne; Committee Member, Early Career Optometrists Victoria, Victorian Committee member, Cornea and Contact Lens Society Australia

Meetings of Directors

The number of meetings of the company's Board of Directors ('the Board') and each Board committee held during the year ended 30 June 2019, and the number of meetings attended by each Director were:

	Directors' Meetings		Committee Meetings	
	Attended	Held	Attended	Held
Emeritus Professor Leo Carney	5	5	3	3
Dr Andrew Collins	5	5	-	-
Professor Alex Gentle	3	3	2	2
Associate Professor Peter Hendicott	5	5	-	-
Ms Wendy Hill	3	5	-	-
Associate Professor Robert Jacobs	2	2	1	1
Associate Professor Isabelle Jalbert	5	5	6	6
Mr Tony Lund	2	5	4	4
Dr Linda Turner	3	5	6	7
Dr Lynn Weekes	5	5	-	-
Ms Katrina Yap	3	3	-	-

'Held' represents the number of meetings held during the time the Director was in office or was a member of the relevant committee.

Contributions on Winding Up

In the event of the company being wound up, ordinary members are required to contribute a maximum of \$10 each towards any outstanding obligations of the company.

At 30 June 2019 the total amount that members of the company are liable to contribute to outstanding obligations were the company to be wound up is \$50, based on 5 current ordinary members.

Auditor's Independence Declaration

A copy of the auditor's independence declaration as required under division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* is set out immediately after this Directors' report.

This report is made in accordance with a resolution of Directors, pursuant to section 298(2)(a) of the *Corporations Act 2001*.

Signed on behalf of the Directors



Director

Dated this 18th day of October 2019

7.2 Auditor's Independence Declaration



AUDITOR'S INDEPENDENCE DECLARATION UNDER DIVISION 60 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012 TO THE DIRECTORS OF OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019 there have been:

- i. no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profit Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

A handwritten signature in black ink that reads 'Matthew Hung'.

Matthew Hung, CA
rdl.accountants

22 October 2019
Blackburn, Victoria

OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

**7.3 STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019**

	Note	2019 \$	2018 \$
Revenue	4	<u>747,417</u>	752,639
		747,417	752,639
Assessment panels		(24,204)	(18,683)
Office expenses		(50,661)	(38,422)
Employee benefits expense		(339,858)	(314,473)
Examination costs		(119,989)	(152,040)
Depreciation and amortisation expense		(10,981)	(8,402)
Major projects		(97,677)	(60,927)
Meeting costs		(60,764)	(61,416)
Rent and occupancy expense		(42,730)	(43,059)
Professional fees		(21,538)	(15,037)
Miscellaneous		(14,498)	(15,447)
Finance expense		(5,229)	(6,504)
		<u>(788,129)</u>	(734,410)
Surplus/(deficit) before income tax expense		(40,712)	18,229
Income tax expense		-	-
		<u>(40,712)</u>	18,229
Surplus/(deficit) after income tax expense for the year attributable to the members of Optometry Council of Australia & New Zealand		(40,712)	18,229
Other comprehensive income for the year, net of tax		-	-
		<u>-</u>	<u>-</u>
Total comprehensive income for the year attributable to the members of Optometry Council of Australia & New Zealand		(40,712)	18,229
		<u><u>(40,712)</u></u>	<u>18,229</u>

OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

7.4 STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30TH JUNE 2019

	Note	2019 \$	2018 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	154,394	244,500
Trade and other receivables	6	(4,985)	(3,643)
Held-to-maturity investments	7(a)	650,000	669,312
TOTAL CURRENT ASSETS		799,409	910,169
NON-CURRENT ASSETS			
Held-to-maturity investments	7(b)	22,825	-
Property, plant and equipment	8	18,478	22,485
TOTAL NON-CURRENT ASSETS		41,303	22,485
TOTAL ASSETS		840,712	932,654
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	148,433	209,473
Employee benefits	10(a)	42,774	31,921
TOTAL CURRENT LIABILITIES		191,207	241,394
NON-CURRENT LIABILITIES			
Employee benefits	10(b)	5,288	6,331
TOTAL NON-CURRENT LIABILITIES		5,288	6,331
TOTAL LIABILITIES		196,495	247,725
NET ASSETS		644,217	684,929
EQUITY			
Retained earnings	11	644,217	684,929
TOTAL EQUITY		644,217	684,929

OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

7.5 STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30TH JUNE 2019

2019

	Retained Earnings \$	Total \$
Balance at 1 July 2018	684,929	684,929
Surplus/(deficit) after income tax expense for the year	(40,712)	(40,712)
Balance at 30 June 2019	644,217	644,217

2018

	Retained Earnings \$	Total \$
Balance at 1 July 2017	666,700	666,700
Surplus/(deficit) after income tax expense for the year	18,229	18,229
Balance at 30 June 2018	684,929	684,929

OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

7.6 STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2019

	Note	2019	2018
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from AHPRA		313,650	306,000
Payments to suppliers and employees		(823,151)	(711,626)
Receipts from New Zealand Board		35,400	34,520
Receipts from Examination Candidates		267,299	299,531
Interest received		20,742	19,784
Interest paid		(5,229)	(6,504)
Receipts from Accreditations		99,670	85,110
Sundries		12,000	10,806
Net cash provided by/(used in) operating activities	13	<u>(79,619)</u>	<u>37,621</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Payment for property, plant and equipment		(6,974)	(10,312)
Proceeds from / (payments for) investments		(3,513)	(527)
Net cash provided by/(used in) investing activities		<u>(10,487)</u>	<u>(10,839)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:			
Net increase/(decrease) in cash and cash equivalents held		(90,106)	26,782
Cash and cash equivalents at beginning of year		244,500	217,718
Cash and cash equivalents at end of financial year	5	<u>154,394</u>	<u>244,500</u>

OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

7.7 NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2019

The financial report covers Optometry Council of Australia & New Zealand as an individual entity. Optometry Council of Australia & New Zealand is a not-for-profit company limited by guarantee, incorporated and domiciled in Australia.

The functional and presentation currency of Optometry Council of Australia & New Zealand is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of those charged with Governance the company is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

2 Summary of Significant Accounting Policies

(a) Income Tax

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

(b) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the company and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest revenue

Interest is recognised using the effective interest method.

Rendering of services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Other income

Other income is recognised on an accruals basis when the company is entitled to it.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a net basis.

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a reducing balance basis over the assets useful life to the company, commencing when the asset is ready for use.

The estimated useful lives used for each class of depreciable asset are shown below:

Fixed asset class	Useful life
Office Furniture & Equipment	5-10 years
Computer Equipment	2-3 years

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(e) Financial instruments

Financial instruments are recognised initially using trade date accounting, i.e. on the date that the company becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity. Investments are classified as held-to-maturity if it is the intention of the company's management to hold them until maturity.

(f) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(g) Employee benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements.

(h) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The company has decided not to early adopt these Standards and their impact on the company where the standard is relevant has not yet been assessed.

3 Critical Accounting Estimates and Judgments

Those charged with governance make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. The impairment provision is based on the best information at the reporting date.

Key estimates - useful lives of assets

The company determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

4 Revenue and Other Income

Revenue from continuing operations

	2019	2018
	\$	\$
- Interest	20,742	19,913
- Examination fees	265,955	290,270
- AHPRA contribution	313,650	306,000
- Accreditation	99,670	91,130
- New Zealand board	35,400	34,520
- Other revenue	12,000	10,806
Total Revenue	747,417	752,639

5 Cash and Cash Equivalents

	2019	2018
	\$	\$
Cash at bank	154,394	244,500
	154,394	244,500

6 Trade and Other Receivables

	2019	2018
	\$	\$
Trade receivables	(14,350)	(14,320)
BAS receivable	2,179	-
Other receivables	7,186	10,677
	(4,985)	(3,643)

7 Held-to-maturity investments

(a) Current

	2019	2018
	\$	\$
Term deposits	650,000	651,162
Bank guarantee	-	18,150
	650,000	669,312

(b) Non-current

	2019	2018
	\$	\$
Bank guarantee	22,825	-
	22,825	-

8 Property, plant and equipment

	2019	2018
	\$	\$
Office furniture		
At cost	4,518	4,518
Accumulated depreciation	(3,286)	(3,015)
Total office furniture	<u>1,232</u>	<u>1,503</u>
Office equipment		
At cost	20,789	17,159
Accumulated depreciation	(11,602)	(7,767)
Total office equipment	<u>9,187</u>	<u>9,392</u>
Computer equipment		
At cost	48,487	48,253
Accumulated depreciation	(40,428)	(36,663)
Total computer equipment	<u>8,059</u>	<u>11,590</u>
Total property, plant and equipment	<u>18,478</u>	<u>22,485</u>

9 Trade and Other Payables

	2019	2018
	\$	\$
Trade payables	7,233	65,267
Exam fees in advance	29,455	19,715
BAS payable	-	1,449
Credit card	2,730	1,367
Accreditation fees	109,015	121,675
	<u>148,433</u>	<u>209,473</u>

10 Employee Benefits**(a) Current liabilities**

	2019	2018
	\$	\$
Annual and long service leave	42,774	31,921
	<u>42,774</u>	<u>31,921</u>

(b) Non-current liabilities

	2019	2018
	\$	\$
Long service leave	5,288	6,331
	<u>5,288</u>	<u>6,331</u>

11 Retained Earnings

	2019	2018
	\$	\$
Retained surpluses at the beginning of the financial year	684,929	666,700
Surplus/(deficit) after income tax expense for the year	(40,712)	18,229
Retained earnings at end of the financial year	644,217	684,929

12 Auditors' Remuneration

During the year the following fees were paid or payable for services provided by RDL Accountants, the auditors of the company:

	2019	2018
	\$	\$
- audit of the financial statements	5,938	5,887
- other services	7,900	6,650
Total	13,838	12,537

13 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2019	2018
	\$	\$
Surplus/(deficit) after income tax expense for the year	(40,712)	18,229
Non-cash flows in profit:		
- depreciation	10,981	8,402
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	1,342	9,792
- increase/(decrease) in trade and other payables	(61,040)	(8,053)
- increase/(decrease) in employee benefits	9,810	9,251
Cashflows from operations	(79,619)	37,621

14 Events Occurring After the Reporting Date

The financial report was authorised for issue on 19 October 2019 by the board of directors.

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

15 Statutory Information

The registered office and principal place of business is:

Optometry Council of Australia & New Zealand
Level 10, Suite 1003
167 Queen Street
MELBOURNE VIC 3000

8.0 DIRECTORS' DECLARATION

The directors have determined that the company is not a reporting entity and that these special purpose financial statements should be prepared in accordance with the accounting policies described in Note 2 of the financial statements.

The directors of the company declare that:

1. The financial statements and notes, as set out on pages 22 to 31, are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*. and:
 - (a) comply with Australian Accounting Standards as stated in Note 1; and
 - (b) give a true and fair view of the financial position as at 30 June 2019 and of the performance for the year ended on that date of is in accordance with the accounting policy described in Note 2 of the financial statements.
2. In the directors' opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

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



Director
Dated this 18th day of October 2019

9.0 INDEPENDENT AUDITOR'S REPORT



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OPTOMETRY COUNCIL OF AUSTRALIA AND NEW ZEALAND

Report on the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Optometry Council of Australia and New Zealand (the company), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and 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 other explanatory information, and the directors' declaration.

In our opinion the financial report of Optometry Council of Australia and New Zealand has been prepared in accordance with Division 60 of the *Australian and Not-for-profits Commission Act 2012*, including:

- a. giving a true and fair view of the company's financial position as at 30 June 2019 and of its performance for the year ended on that date; and
- b. complying with Australian Accounting Standards to the extent described in Note 1 and complying with Division 60 of the *Australian and Not-for-profits Commission Act Regulation 2013*.

Basis for Opinion

We have conducted our audit in accordance with the Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the company in accordance with the ethical requirements of the *Australian and Not-for-profits Commission Act 2012* and the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 2 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities under the *Australian and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Directors for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control 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.

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

60-64 Railway Road, Blackburn 3130
PO Box 189, Blackburn 3130
t: (03) 9878 1477 f: (03) 9894 1798
contact@rdlaccountants.com.au
rdlaccountants.com.au

ABN 84 144 947 290

Liability limited by a scheme approved under Professional Standards Legislation



Auditor's Responsibility for the Audit of the Financial Report

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

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Matthew Hung, CA
rdl.accountants

22 October 2019
Blackburn, Victoria