



**NEW SOUTH WALES
CHIROPRACTORS
REGISTRATION BOARD**

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



NEW SOUTH WALES

CHIROPRACTORS REGISTRATION BOARD

PO Box K599
HAYMARKET 1238

Level 6, 477 Pitt Street
SYDNEY NSW 2000

Telephone: (02) 9219 0277
Facsimile: (02) 9211 9318

1 July 2005

The Hon. John Hatzistergos, MLC
73 Miller St
NORTH SYDNEY NSW 2060

Dear Mr. Hatzistergos,

Pursuant to the provisions of the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finance and Audit Act 1983*, we have pleasure in submitting this Annual Report of the New South Wales Chiropractors Registration Board for the year ended 30 June 2005 for presentation to Parliament.

Yours faithfully

Handwritten signature of Peter Cowie in black ink.

Peter Cowie
PRESIDENT

Handwritten signature of Geoff Irvine in black ink, with "De." written at the end.

Geoff Irvine
DEPUTY PRESIDENT

TABLE OF CONTENTS

1.	CHARTER	1
2.	AIMS AND OBJECTIVES.....	1
3.	ACCESS	1
4.	MANAGEMENT AND STRUCTURE	2
4.1	Board Membership.....	2
4.2	Attendance at Meetings	3
4.3	Committees.....	3
4.4	Registrar/Assistant Registrar	3
5.	SUMMARY REVIEW OF OPERATIONS.....	4
5.1	Registration Statistics	4
5.2	Fees	4
5.3	Council on Chiropractic Education	4
5.4	Australasian Conference of Chiropractors Registration Boards (ACCRB) ...	5
5.5	Compliance	5
5.6	Code of Professional Conduct	6
5.7	Complaints Committee and Complaints	6
5.8	Inquiries by the Chiropractors Tribunal	7
5.8.1	<i>Board Inquiries.....</i>	<i>7</i>
5.8.2	<i>Chiropractic Care Assessment Committee</i>	<i>8</i>
5.8.3	<i>Impaired Registrants Panel.....</i>	<i>8</i>
5.9	Professional Indemnity Insurance	8
5.10	Reporting of Convictions and Criminal Findings	8
5.11	Annual Renewal to be Submitted.....	9
5.12	Education Committee.....	9
5.13	Chiropractic Education and Research Account.....	10
5.14	Assessment of Overseas Trained Chiropractors.....	10
5.15	Examinations for Registration as a Chiropractor.....	10
5.15.1	<i>Examination Committee.....</i>	<i>10</i>
5.16	Qualifications Committee	10
5.17	Federation of Chiropractic Licensing Boards (FCLB).....	11
5.18	Overseas Travel.....	11
5.19	Publications.....	11
5.20	Consultants	11
5.21	Freedom of Information.....	12
6.	ADMINISTRATION.....	12
6.1	Management and Structure.....	12
6.2	Organisational Chart Health Professionals Registration Boards	14
6.3	NSW Department of Health Code of Conduct.....	15
6.4	Ethnic Affairs Priorities Statement.....	15
6.5	NSW Government Action Plan for Women	17
6.6	Waste Reduction and Purchasing Policy	18
7.	FINANCE AND BUDGET	20
12.1	Independent Audit Report	22
12.2	Statement By Members Of The Board	25

1. CHARTER

The Chiropractors Registration Board is established pursuant to the provisions of the *Chiropractors Act 2001* (the Act) to exercise the powers, authorities, duties and functions imposed on it by the Act.

2. AIMS AND OBJECTIVES

The Board has the following objectives:

- Protect the health and safety of the public by providing mechanisms to ensure that chiropractors are fit to practise
- Maintain the Register of appropriately qualified chiropractors
- Maintain a high standard of chiropractic practice within a registration system, by ensuring that practitioners meet minimum competence and practice standards
- Contribute to the aim of NSW Health to provide a sustainable health system for the people of NSW

Within these aims and objectives its role is to:

- Grant, suspend or cancel registration, annul such suspension or cancellation and apply practice conditions as appropriate
- Recommend the courses of study and training to be undertaken as acceptable qualifications for registration
- Maintain a code of professional conduct and relevant guidelines, to ensure observance of ethical best practice in respect of the public and the profession
- Undertake inquiries into professional conduct, chiropractic care, practitioner impairment and other complaints and reportable issues, by way of Board inquiries, Chiropractic Care Assessment Committees, Impaired Registrant Panels and other resolution procedures
- Achieve compliance with the legislation
- Advise the Minister for Health on matters relating to registration, standards of practice and other matters arising under the Act or Regulations.

3. ACCESS

The Board is located at the following address:

Level 6
477 Pitt Street
SYDNEY NSW 2000

Correspondence
PO Box K599
HAYMARKET NSW 1238

Telephone: 02 9219 0277
Facsimile: 02 9211 9318

E-mail: chiroreg@doh.health.nsw.gov.au
Website: www.chiroreg.health.nsw.gov.au

Hours 8.30 a.m. – 5.00 p.m. Monday to Friday
Cashier services close at 4.30 p.m.

4. MANAGEMENT AND STRUCTURE

4.1 Board Membership

Seven members of the Board are nominated by the Minister for Health and appointed by the Governor pursuant to section 87 of the Chiropractors Act 2001, as follows.

One is an officer of the Department of Health or an employee of an area health service, statutory health corporation, or affiliated health organisation within the meaning of the Health Services Act 1997, pursuant to section 87(2)(a) of the Act

Ms Margaret Banks

Two are registered chiropractors nominated from a panel of chiropractors nominated by the Chiropractors Association Australia NSW, and such other bodies representing chiropractors as may be determined by the Minister, pursuant to section 87(2)(b) of the Act

Mr Peter Cowie President
Mr Geoff Irvine Deputy President

One is a registered chiropractor involved in the tertiary education of persons for qualification in NSW as chiropractors, pursuant to section 87(2)(c) of the Act

Dr Sharyn Eaton

One is a registered chiropractor of the Minister's own choosing, pursuant to section 87(2)(d) of the Act

Mr Ray Murphy – resigned April 2005

One is a person (not being a registered chiropractor) to represent the community, pursuant to section 87(2)(e) of the Act

Ms Patricia Warn

One is a legal practitioner, pursuant to section 87(2)(f) of the Act

Ms Sigrid Higgins

The Board was appointed for the balance of a four-year term on and from 3 July 2002 expiring on 19 December 2005.

The Board has concerns regarding the lengthy delay in obtaining appointments to replace retiring members. This creates difficulty in meeting quorum requirements for meetings and the reduced ability of the Board to function without the broad scope of membership specified in the Act.

4.2 Attendance at Meetings

During the reporting period the Board met on 11 occasions, usually on the last Tuesday of each month. The Board did not meet in November 2004.

Mr Peter Cowie	attended	11	meetings
Dr Sharyn Eaton	attended	9	meetings
Mrs Sigrid Higgins	attended	9	meetings
Mr Geoffrey Irvine	attended	11	meetings
Mr Raymond Murphy	attended	3	meetings
Ms Margaret Banks	attended	7	meetings
Ms Patricia Warn	attended	10	meetings

Mr Ray Murphy resigned effective April 2005 and that position remained vacant as at the close of the reporting period.

4.3 Committees

The Board has established the following committees comprised of the nominated persons:

Examination Committee	Dr Peter Bull (Chairperson), Dr Sharyn Eaton, Mr Joseph Ierano
Qualifications Committee	Dr Sharyn Eaton (Chairperson), Mr Geoff Irvine
Chiropractic Care Committee	Mr Andrew Paul (Chairperson), Mr Mark Uren, Ms Sonya Fogerty, Mr Geoff Honnor
Complaints Committee	(see compliance)
Impaired Registrants Panel	Mr W Bateman, Ms S Fogerty, Mr W Minter and Ms S Lovrovich

4.4 Registrar/Assistant Registrar

The position of Registrar of the Board was occupied by Gordon Crossley BA, Dip Ed, MA, RN, Psychologist, MAPS, JP and Corrine Warby was the Assistant Registrar throughout the reporting period. Amanda McEacharn acted in the position of Registrar from January 2005 to the end of the reporting period.

5. SUMMARY REVIEW OF OPERATIONS

5.1 Registration Statistics

The Board maintained the Register of chiropractors as required under the provisions of Schedule 1 Part 4 Clause 21(1) of the Act.

Statistics	<i>As at 30/06/04</i>	<i>As at 30/06/05</i>
Registered chiropractors	1244	1305
New registrations		151
Australian graduates		113
Overseas graduates		1
Mutual Recognition Act		30
Trans-Tasman Mutual Recognition		4
Temporary		3
Re-Registrations		59
Deletions		136
Unfinancials		119
At own request		16
Deceased		2
Changes of name		4
Additional qualifications		0

5.2 Fees

The schedule of fees charged for the Board's services are as follows:

Application for Registration:	\$270.00
Application for Temporary Registration:	\$270.00
Annual Registration:	\$250.00
Re-Registration	
Under three months	\$250.00
Between four and twelve months	\$520.00
Over twelve months	\$270.00
Application to Sit Examination:	\$250.00
Examination:	\$1500.00
Duplicate Certificate:	\$20.00
Additional Qualifications:	\$20.00
Inspection of the Register:	\$20.00

5.3 Council on Chiropractic Education

The Board continued to conduct discussions with the Health Administration Corporation in respect to joining the Council on Chiropractic Education in Australia. Discussions concern the issues of membership, funding, voting rights, accountability and accreditation.

The Board has been frustrated at the interminable (3 year) delay in negotiating a funding agreement between the CCEA and the HAC. It has been noted by the Board that the other states and territories of Australia and New Zealand have been members since its inception.

Proposed participation in the Council regarding membership, funding, voting rights, accountability and accreditation provisions, remains an important issue to the Board.

5.4 Australasian Conference of Chiropractors Registration Boards (ACCRB)

A delegation from the Board attended the ACCRB on 11 September 2004, in Melbourne, Victoria – Peter Cowie (President), Geoffrey Irvine (Deputy President) and Gordon Crossley (Registrar).

Items discussed by the Boards were:

- Standards for Manipulative Care
- Professional Indemnity Insurance
- Waiting List Practice
- The Level of Foreign Trained Chiropractors wishing to be Registered
- The process for determining the rate per registrant for the CCEA Inc yearly fee
- Animal Chiropractors
- Clinical Placements for Undergraduates
- Qualifications from Australian Institutions gained offshore
- Temporary Registration
- Registration Fees
- Recency of Practice

5.5 Compliance

The Board achieves compliance with the Act and Regulations through:

- random inspections throughout NSW by its authorised Inspector, checking compliance, disseminating information and issuing both warning and factual correspondence
- prosecution of persons operating in contravention of the Act
- the resolution of complaints concerning the professional conduct of and provision of chiropractic services by, registered chiropractors (see “Legal Change” at section 6 of this report for a description of complaint resolution procedures)
- publication of information pamphlets and the posting of information and legislation links on its website

An important part is also played in compliance in general, through the maintenance of a *Code of Professional Conduct*, detailing the

parameters for the professional conduct of chiropractors and their practices.

5.6 Code of Professional Conduct

The Code of Professional Conduct was approved by the Minister for Health and issued to all registered chiropractors. It is also available on the Board's website.

5.7 Complaints Committee and Complaints

The provisions of both the Act and the Health Care Complaints Act 1993, require the Board and the Health Care Complaints Commission (HCCC) to advise each other of complaints received and consult concerning resolution.

The Complaints Committee assists the Board by considering complaints lodged with the Board. The Committee has the delegated authority of the Board to make decisions regarding complaints.

The Complaints Committee acts as a screening committee in that it considers complaints regarding alleged contraventions of the Act, the Regulation or Code of Professional Conduct.

The Committee comprising Mr. Peter Cowie, Mr. Geoffrey Irvine, Mrs. Sigrid Higgins and an officer of the HCCC, met on 10 occasions and considered 37 complaints during the reporting year. The nature of the complaints and action taken are summarised in the table below:

Issue	From Previous period	Current period	Total	Ongoing
Provision of service/ Access to x-rays/ Pre-paid plans	10	7	17	8
Use of the title "Dr"	1	-	1	-
Hurt or injured patient	2	3	5	3
Sexual boundaries	6	-	6	1
Unregistered person	1	-	1	-
Breach of Act	-	2	2	2
Fraud	-	1	1	1
Good character	-	2	2	2

Of the complaints 21 were carried from the previous reporting period and 15 were new complaints.

Those carried forward involved transgressions of professional boundaries.

One complaint was dealt with by the Chiropractors Tribunal and another complaint was referred to the Tribunal and will be heard in the next reporting period.

One complaint was dealt with by a Board inquiry.

In respect of the 36 complaints, 17 have been carried forward to the next reporting period, inclusive of 21 from the previous period.

5.8 Inquiries by the Chiropractors Tribunal

The Chiropractors Tribunal conducted one inquiry during the reporting period. A complaint was lodged against the chiropractor which alleged that he behaved inappropriately by pursuing a personal relationship with a client.

Following a Tribunal hearing held on 25, 26 & 27 October 2004, the chiropractor was found guilty of unsatisfactory professional conduct and/or professional misconduct within the meaning of section 24 and section 25 of the Chiropractors Act 2001.

The chiropractor's registration was suspended until 30 June 2005 and he was ordered to pay costs.

5.8.1 Board Inquiries

Complaints may be dealt with by way of disciplinary proceedings held at a Meeting of the Board. The Inquiry has the powers to caution/reprimand, impose practice/reporting conditions, order the withholding or refund of payment for chiropractic services and order the attendance of educational courses or the obtaining of practice management advice.

During the reporting period the Board received two complaints concerning the one registrant for an Inquiry by the Board. This was dealt with by a Board inquiry, the registrant was strongly reprimanded and had the following conditions placed on his registration:

Attend of psychological counselling conducted by a psychologist approved by the Board, on a one to one basis to address the following:

- his attitude to women
- professional boundaries
- gender issues
- use of inappropriate language

The psychologist is to provide a plan for a course of counselling for the chiropractor and provide a report to the Board upon completion of the counselling course.

5.8.2 Chiropractic Care Assessment Committee

The Chiropractic Care Assessment Committee (CCAC) met 2 times during the reporting period. There were 5 matters referred to CCAC.

5.8.3 Impaired Registrants Panel

The Impaired Registrants Panel's purpose is to assist chiropractors with complaint-reported and self-reported impairment problems, to be managed in the registration system in a non-disciplinary way, through registration conditions and impairment management solutions.

During the reporting period there was one registrant referred to the Impaired Registrants Panel.

5.9 Professional Indemnity Insurance

It is a requirement under Principle 16 of the revised Chiropractic Code of Professional Conduct, that chiropractors in practice maintain \$10,000,000.00 in professional indemnity insurance coverage.

The Board continued to notify chiropractors in practice, including educators within the profession, of the requirement that they maintain professional indemnity insurance coverage while practising in New South Wales, for a period of 7 years after they cease practising.

The Board is considering its options regarding making professional indemnity insurance mandatory for registrants who practice chiropractic in New South Wales. The Australian Conference of Chiropractic Registration Boards supports mandatory professional indemnity insurance.

5.10 Reporting of Convictions and Criminal Findings

Section 21 of the Chiropractors Act requires a chiropractor to advise the Board in writing within 7 days in the event of being convicted of a criminal offence in NSW or elsewhere.

Part 3, Division 2 of the Act makes provision for the self-reporting of (inter alia) convictions and criminal findings, in annual returns to the Board.

5.11 Annual Renewal to be Submitted

Section 20 of the Act provides for the annual return in writing of the following information:

- details of any conviction of the chiropractor for an offence in this State or elsewhere during the return period (together with details of any penalty imposed for the offence),
- details of the making of a sex/violence criminal finding against the chiropractor for an offence, in this State or elsewhere, during the return period (together with details of any penalty imposed for the offence),
- details of the making of a criminal finding against the chiropractor for an offence committed in the course of the practice or purported practice of chiropractic, in this State or elsewhere, during the return period (together with details of any penalty imposed for the offence),
- details of any criminal proceedings pending against the chiropractor at the end of the return period, in this State or elsewhere, for a sex/violence offence alleged to have been committed in the course of the practice or purported practice of chiropractic,
- details of any criminal proceedings pending against the chiropractor at the end of the return period, in this State or elsewhere, for a sex/violence offence alleged to have been committed against a minor or to involve child pornography (whether or not alleged to have been committed in the course of the practice or purported practice of chiropractic),
- details of any significant illness (physical or mental) from which the chiropractor suffered at any time during the return period and that may reasonably be thought likely to detrimentally affect the chiropractor's physical or mental capacity to practise chiropractic,
- details of any suspension of, cancellation of, or imposition of conditions on, the registration of the chiropractor as a chiropractor in another jurisdiction (either within Australia or elsewhere) during the return period,
- details of any suspension of, cancellation of, or imposition of conditions on, any registration of the chiropractor under a health registration Act during the return period,
- a statement as to whether the chiropractor is registered under a health registration Act as at the date of the return,
- a statement as to whether the chiropractor has been refused registration as a chiropractor in another jurisdiction (either within Australia or elsewhere) during the return period,
- details of any continuing professional education undertaken by the chiropractor during the return period,
- details of professional indemnity insurance held

5.12 Education Committee

The Education Committee did not meet during the reporting year.

5.13 Chiropractic Education and Research Account

Section 126 of the Chiropractic Act 2001 provides that the Board shall establish a Chiropractic Education and Research Account. Such amounts as are determined by the Minister from time to time are to be paid into the account by the Board from fees payable under this Act or the Regulations.

The Board has developed an information package and application for funds from the Chiropractic Education and Research Account. The closing date for receipt of applications is 31 September each year. Copies of the information package and application are available from the Registrar of the Board or can be downloaded from the Board's website at www.chiroreg.health.nsw.gov.au.

The Board approved a revised research grant application from Macquarie University of \$30,600.00 titled "*Qualitative and Quantitative Aspects in Chiropractic in NSW*". The purpose or aim of this study is to provide a quantitative assessment of chiropractors in rural and urban areas in NSW and to systematically investigate various factors influencing the demand of chiropractic in the long and short term.

5.14 Assessment of Overseas Trained Chiropractors

The Board assesses the qualifications of chiropractor applicants who seek to migrate to Australia and to provide the applicant with documentation as required by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

5.15 Examinations for Registration as a Chiropractor

Applicants who do not have the required educational qualifications for registration, may be eligible to sit for the Board's competency examination provided they meet certain prerequisites. The Board's examination is conducted through Macquarie University. The examination guidelines are available on the Board's website or by telephoning the Board.

5.15.1 Examination Committee

The Examination Committee comprising of Dr Peter Bull (Chairperson), Dr Sharyn Eaton and Mr Joseph Ierano did not meet during the reporting period.

5.16 Qualifications Committee

The Qualifications Committee comprising of Dr Sharyn Eaton (Chairperson) and Mr Geoff Irvine did not meet during the reporting period.

The use of titles is addressed pursuant to section 18 of the Chiropractors Act 2001 as follows:

s.18 Use of titles

(1) A registered chiropractor must not use the title “doctor” in the course of the practice of chiropractic unless the chiropractor is the holder of a qualification conferred by a university that entitles the chiropractor to use that title and that qualification is a recognised qualification at the time the chiropractor uses the title.

recognised qualification means:

- (a) a qualification that is prescribed by the regulations as a recognised qualification, or
- (b) when no qualification is prescribed under paragraph (a), a qualification that is for the time being recognised by the Board for the purposes of this section.

There were no qualifications prescribed by the Regulations as recognised qualifications.

5.17 Federation of Chiropractic Licensing Boards (FCLB)

The Board maintained its association with the FCLB, enabling it to access CIN-BAD, an international disciplinary database in respect of chiropractors.

5.18 Overseas Travel

Board members did not undertake any overseas travel during the reporting period.

5.19 Publications

Publications available from the Board and the Board’s website:

- Annual Report
- Chiropractors Act 2001
- Chiropractors Regulation 2002
- Code of Professional Conduct
- Education and Research Awards; Application Kit
- Information Guidelines for Candidates (Board examination and application form)
- Requirements for Registration as a Chiropractor in NSW
- Re-registration Kit

5.20 Consultants

The Board did not engage consultants during the reporting year.

5.21 Freedom of Information

There were no applications made pursuant to the Freedom of Information Act for information held by the Board.

6. ADMINISTRATION

6.1 Management and Structure

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

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

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

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

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

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

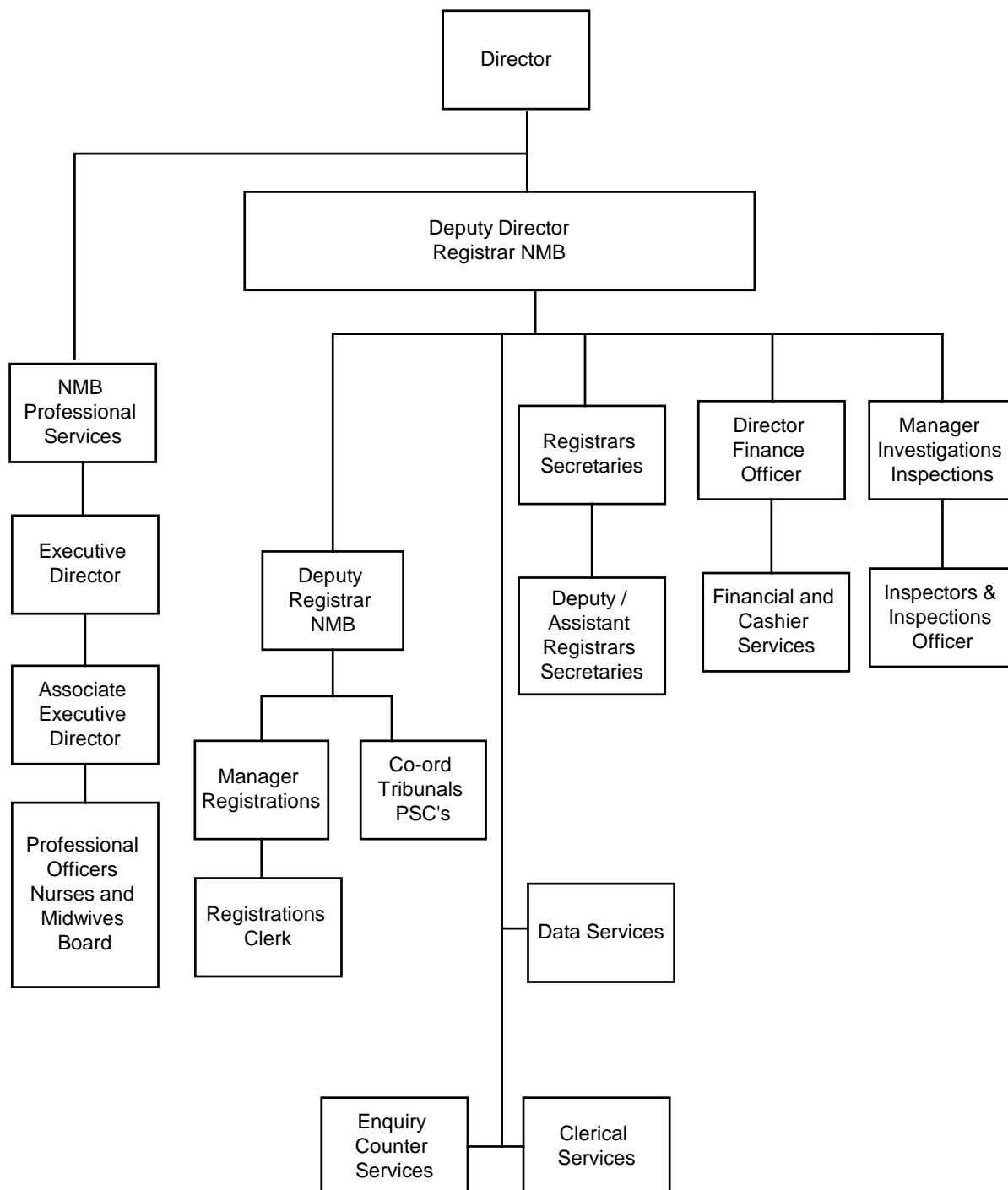
During the year the Department of Commerce was engaged to provide consultancy services in relation to the relocation of the Boards' offices. The total cost of this consultancy of \$212,028 was met by the Boards.

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

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

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

6.2 Organisational Chart Health Professionals Registration Boards



6.3 NSW Department of Health Code of Conduct

Board staff adhere to the Code of Conduct which remains unchanged from the previous reporting period.

6.4 Ethnic Affairs Priorities Statement

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

These initiatives include to:

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

Overseas Training - Recognition of Qualifications

The Board arranges for assessment examinations to be conducted for chiropractors holding non-recognised qualifications and assists the successful overseas-trained applicants, who are then eligible to apply for registration.

The Board also continues to be involved in the national competency based assessment system in consultation with the other Australian and New Zealand registration bodies, and relevant stakeholders.

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

Interpreter and Translation Services

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

Languages

From its annual registration renewal survey data, the Board has recorded 171 registrants as speaking languages other than English. The languages (and the number of registrants per language) are set in the following table.

	2	8	1	6	1	8	7	1	6	5	1	1	9	11	19	2	2	2	1	21	6	1	2	
AFRIKAANS	ARABIC	EGYPTIAN	LEBANESE	ARMENIAN	CANTONESE	CROATIAN	CZECHOSLOVAKIAN	DANISH	DUTCH	FUJIAN	FINNISH	FRENCH	GERMAN	GREEK	HINDI	HUNGARIAN	INDONESIAN	MALAY	ITALIAN	JAPANESE	KOREAN	MACEDONIAN		
MALTESE	POLISH	RUSSIAN	SERBIAN	SERBO CROATIAN	SLOVAK	SPANISH	SWEDISH	UKRAINIAN	VIETNAMESE	YUGOSLAV	SUDANESE	MANDARIN	HAKKA	SHANGHAI	TAIWANESE	GUJARATI								
	2	2	2	4	1	1	7	6	1	1	1	1	13	2	1	2	1							171

Key Strategies

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

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

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

- (i) promote the recognition and registration of overseas trained health professionals as provided for in legislation,
- (ii) assist overseas trained applicants with the Board's registration and documentation requirements/to register through the provision of information, interpreters and translation services, as required.

6.5 NSW Government Action Plan for Women

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

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

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

Of the seven (7) members, the Chiropractors Registration Board currently has four (4) female members.

While the Board and the HPRB are not responsible for the promotion of access to the profession for women, from its registration records the Board is in a position to indicate that at the time of this report, the female registrants numbered 378, being 29% of total number of registrants, as compared with 355 (28.5% of total registrants) at the end of the financial year 2003-2004. It should be noted that these figures vary during the reporting period in line with the changing status of registrants during renewal periods.

6.6 Waste Reduction and Purchasing Policy

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

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

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

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

During the reporting period, HPRB:

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

- Provided additional desk-side recycling bins to encourage diversion of paper from the waste stream and promote active recycling.

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

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

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

7. FINANCE AND BUDGET

1. FORMAT

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

2. PERFORMANCE

The accounts in respect of the Board's administrative operating expenditure for the year show expenditure of \$133,779. This compares to the budgeted operating expenditure of \$182,154 (after allowing for the Education & Research allocation) as contained in last year's annual report.

3. BUDGET

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

INCOME	\$
Fees	318,656
Interest	34,154
Total	<u>352,810</u>
EXPENDITURE	
Salaries & Associated Staff Costs	139,630
Building Expenses	6,034
Subsistence & Transport	12,972
Members Fees	20,000
Fees for Service	44,000
Post & Communications	4,817
Printing & Stationery	5,289
Plant & Equipment	272
Education & Research	7,000
Miscellaneous	1,805
Depreciation	2,367
Total	<u>244,186</u>
Operations Surplus	<u>108,624</u>

4. EXPENSES

The 2005/2006 year's budget includes salary oncost charges which reflect deferred liability provisions for superannuation.

5. PAYMENTS PERFORMANCE

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

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

No interest was paid on late payments.

In regard to the payments paid out of the Education and Research Account administered by the Board, the total expenditure performance is as follows based on a selected sample:

Quarter	Total Accounts Paid on time	
	Target %	Actual %
September	-	-
December	-	-
March	-	-
June	-	-

6. INVESTMENT PERFORMANCE

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

7. INSURANCE AND RISK MANAGEMENT

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

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

Risk Management were as follows:-

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

8. ANNUAL REPORT COSTS

This year the Board has planned to publish 300 copies of the Annual Report at an approximate cost of \$2.27 per copy (includes GST).



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDIT REPORT

Chiropractors Registration Board

To Members of the New South Wales Parliament

Audit Opinion

In my opinion, the financial report of the Chiropractors Registration Board

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

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

The Board's Role

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

The Auditor's Role and the Audit Scope

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

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

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

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

My opinion does *not* provide assurance:

- about the future viability of the Chiropractors Registration Board
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

Audit Independence

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

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

P. K. Brown

P K Brown FCPA
Director, Financial Audit Services

SYDNEY
21 October 2005

9. STATEMENT BY MEMBERS OF THE BOARD

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

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

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

Sharyn Eaton

21/10/05
Date

[Signature]

21/10/05
Date

11. STATEMENT OF FINANCIAL POSITION

	NOTES	2005 \$	2004 \$
Current Assets			
Cash	9	86,649	75,923
Accrued expense to be paid by Health Administration Corporation	9	13,749	20,220
Receivables	5 & 9	342	288
Total Current Assets		<u>100,740</u>	<u>96,431</u>
Total Assets		<u>100,740</u>	<u>96,431</u>
Current Liabilities			
Accrued expenses	9	13,749	20,220
Total Current Liabilities		<u>13,749</u>	<u>20,220</u>
Total Liabilities		<u>13,749</u>	<u>20,220</u>
Net Assets		<u>86,991</u>	<u>76,211</u>
Accumulated Funds	1.1 & 6	86,991	76,211
Total Equity		<u>86,991</u>	<u>76,211</u>

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

12. STATEMENT OF FINANCIAL PERFORMANCE

	NOTES	2005 \$	2004 \$
Income			
Contributions by Health Administration Corporation for Education & Research	3	7,000	7,000
Interest	4	3,780	3,103
Value of Services provided and costs met by Health Administration Corporation	8	<u>133,779</u>	<u>150,436</u>
		<u>144,559</u>	<u>160,539</u>
Expenditure			
Expenses from ordinary activities excluding Education & Research activities	8	133,779	150,436
Surplus for the year from ordinary activities		<u>10,780</u>	<u>10,103</u>
Total changes in equity other than those resulting from transactions with owners as owners	6	<u>10,780</u>	<u>10,103</u>

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

13. STATEMENT OF CASH FLOWS

	NOTES	2005 \$	2004 \$
Cash flows from operating activities			
Allocation from Fees		7,000	7,000
Interest Received		3,726	3,028
Net cash flows provided/(used) by operating activities	7	10,726	10,028
Cash at the beginning of the financial year		75,923	65,895
Cash at the end of the financial year		<u>86,649</u>	<u>75,923</u>

The statement of cash flows should be read in conjunction with the accompanying notes.

1 ACCOUNTING POLICIES

- 1.1 The Chiropractors Registration Board performs the duties and functions contained in the Chiropractors Act 2001 and its financial affairs are administered by the Health Administration Corporation.
- 1.2 The Board's financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus views, other authoritative pronouncements of the Australian Accounting Standards Board, Public Finance and Audit Act, 1983, and the Treasurer's Directions. An accrual basis of accounting has been adopted. The Statement of Financial Position has been prepared on an historical cost basis and does not take into account changing money values.
- 1.3 The Board only holds the assets of the Education and Research Account in its name and is responsible only for the liabilities arising from the operation of the Education and Research Account. All other assets and liabilities relating to the Board are recorded in the financial statements of the Department of Health (Health Administration Corporation).
- 1.4 All income and expenditure of the Board's operations, including those transactions accounted for through the Health Administration Corporation (HAC) (See Note 8), are prepared on an accrual basis.

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

2. TRANSMISSION OF FEES

The Chiropractors Registration Board is required by statute to collect fees from its registrants and transmits the monies to the Health Administration Corporation. The Corporation may pay out from such monies the amounts required to meet the costs incurred in the administration or execution of the Act establishing the Board. An amount of \$318,656 (\$314,230 in 2003/2004) was transmitted in the 2004/05 Financial Year.

3. FEES FOR EDUCATION AND RESEARCH PURPOSES

The Chiropractors Registration Board is responsible for the administration of the Education and Research Account.

The Minister for Health may determine that a set amount out of the fees received from chiropractors be transferred to the Education and Research Account. In 2004/2005 an amount of \$7,000 (\$7,000 in 2003/2004) was transferred.

4. INTEREST

	2005	2004
	\$	\$
Interest Income	<u>3,780</u>	<u>3,103</u>

The interest received from the Commonwealth Bank of Australia, was paid under a Special Interest Arrangement with the Bank which applied to all daily balance of bank accounts administered on behalf of all Health Professional Boards by the Health Administration Corporation. In addition to daily balances receiving interest at a rate revised each week, the Bank also waived normal bank fees payable such as transaction fees, dishonoured cheques fees and charges applicable to overseas drafts.

The average interest rate earned for the year was:
Special interest arrangement 4.83% p.a. (4.55% p.a. in 2003/2004).

5. RECEIVABLES

	2005	2004
	\$	\$
Interest receivable - Commonwealth Bank of Australia	342	288
	<u>342</u>	<u>288</u>

6. ACCUMULATED FUNDS

	2005	2004
	\$	\$
Total accumulated funds at the beginning of the year	76,211	66,108
Surplus for the year from ordinary activities	<u>10,780</u>	<u>10,103</u>
	<u>86,991</u>	<u>76,211</u>

7. NOTES TO THE STATEMENT OF CASH FLOWS

7.1 Reconciliation of net cash flows from operating activities to surplus for the year.

	2005	2004
	\$	\$
Surplus for the year from ordinary activities	10,780	10,103
Increase in receivables	<u>(54)</u>	<u>(75)</u>

	<u>10,726</u>	<u>10,028</u>
Net Cash flows provided by operating activities		

7.2 For the purpose of the statement of cash flows, cash relates to cash in the Bank.

8. EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

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

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

Expenditure	2005	2004
	\$	\$
Salaries & Associated Staff Costs	83,934	95,168
Building Expenses	5,566	3,001
Subsistence & Transport	9,491	5,297
Members Fees	19,275	13,023
Fees for Service	372	14,899
Post & Communications	4,549	5,478
Printing & Stationery	4,974	6,503
Plant & Equipment	1,134	459
Miscellaneous	2,489	4,708
Audit Fees (allocation)	1,995	1,900
Total	<u>133,779</u>	<u>150,436</u>

As at 30 June 2005 the Health Administration Corporation recorded cash and investments of \$931,162 (\$706,407 in 2003/2004) held in relation to this Board.

9. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of either the company or its counterpart and a financial liability (or equity instrument) of the other party. They include cash at bank, receivables and creditors. All classes of financial instruments, including revenue, expenses or other cash flows arising from instruments, are recognised at cost on an accrual basis.

In accordance with Australian Accounting Standard AAS33, information is disclosed regarding interest risk and credit risk of financial instruments. All

amounts are carried in the accounts at net fair value which is considered to be the same as the carrying amount in the balance sheet.

Interest rate risk affects cash at bank and investments where the value of these instruments is subject to fluctuation due to changes in market interest rates.

The Board's exposure to interest rate risk and the effective interest rates of financial instruments at year end are:

	2005	2004
	\$	\$
Cash all at floating interest rates	86,649	75,923
Receivables all at non-interest bearing	342	288
Accrued expenses – Health Administration Corporation all at non-interest bearing	13,749	20,220
Accrued expenses all at non-interest bearing	13,749	20,200

It is considered that the receivables are not subject to a credit risk.

10. CONSULTANCY CHARGES

The Health Administration Corporation arranged for consultancy services on behalf of the boards it administered during the year. The Chiropractors Registration Board's share of these consultancy costs was \$2,269 (nil in 2003/2004).

11. SUBSEQUENT EVENTS

None to report.

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

Shown below is the Standard Department of Health table for setting out the best estimates as at the date of preparing the 30 June 2005 financial report of the estimated financial impacts of AEIFRS on the Health Professionals Registration Board's (HPRB) equity and profit/loss. The HPRB does not anticipate any material impacts on its cash flows. The actual effects of the transition may differ from the estimated figures below because of pending changes to the AEIFRS, including the urgent issues group (UIG) interpretations and/or emerging accepted practice in their interpretation and application. The HPRB's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends on when this standard is finalised and whether it can be adopted in

2005-06. HPRB has reviewed the requirements and has assessed that there is no effect on the Board's accounts.

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

	2005**	2004*
	\$	\$
Total equity under AGAAP	86,991	76,211
Adjustments to accumulated funds	-	-
Effect of valuing assets individually rather than by class	-	-
Recognition of major inspection costs	-	-
Recognition of restoration costs	-	-
Write back asset revaluation reserve for investment properties	-	-
Derecognition of intangible assets	-	-
Effect of discounting long-term annual leave	-	-
Adjustments to other reserves	-	-
Effect of valuing assets individually rather than by class	-	-
Write back asset revaluation reserve for investment properties	-	-
Write back asset revaluation reserve for intangibles	-	-
 Total equity under AEIFRS	 86,991	 76,211

*= adjustments as at the date of transition

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

	\$
Result from Operating Activities	
Year ended 30 June 2005	
Result from Operating Activities	10,780
Grants (AASB 120)	-
Restoration costs	-
Investment properties	-
Long-term annual leave	-
Assets held for sale	-
Results from Operating Activities	10,780

13. CONTINGENT LIABILITIES

None to report.

14. COMMITMENTS

	\$
Rental Charges	
LESS THAN 1 YEAR	6,084
BETWEEN 1 AND 5 YEARS	23,960
Later than 5 years	<u>-</u>
TOTAL	<u><u>30,044</u></u>

The above charges reflect input tax which is recoverable.

End of Audited Financial Statements

INDEX

Access.....	1	Federation of Chiropractic Licensing Boards (FCLB)	11
Administration	12	Fees.....	4
Aims and Objectives.....	1	Finance And Budget	20
Annual Renewal to be Submitted	9	Freedom of Information	12
Assessment of Overseas Trained Chiropractors	10	Impaired Registrants Panel	8
Attendance at Meetings.....	3	Inquiries by the Chiropractors Tribunal	7
Australasian Conference of Chiropractors Registration Boards (ACCRB).....	5	Interpreter and Translation Services	16
Board Inquiries	7	Key Strategies	16
Board Membership	2	Languages	16
Charter	1	Management and Structure	2, 12
Chiropractic Care Assessment Committee	8	NSW Department of Health Code of Conduct.....	15
Chiropractic Education and Research Account.....	10	NSW Government Action Plan for Women.....	17
Code of Professional Conduct.....	6	Organisational Chart.....	14
Committees	3	Overseas Training – Recognition of Qualifications.....	15
Complaints Committee and Complaints.....	6	Overseas Travel	11
Compliance	5	Professional Indemnity Insurance.....	8
Consultants	11	Publications	11
Council on Chiropractic Education	4	Qualifications Committee	10
Education Committee	9	Registrar/Assistant Registrar	3
Ethnic Affairs Priorities Statement.....	15	Registration Statistics	4
Examination Committee	10	Reporting of Convictions and Criminal Findings	8
Examinations for Registration as a Chiropractor	10	Summary Review of Operations	4
		Waste Reduction and Purchasing Policy	18