



NEW SOUTH WALES
CHIROPRACTORS
REGISTRATION BOARD

ANNUAL REPORT FOR THE YEAR ENDED
30 JUNE 2006



NEW SOUTH WALES

CHIROPRACTORS REGISTRATION BOARD

PO Box K599
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SYDNEY NSW 2000

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1 July 2006

The Hon. John Hatzistergos, MLC
Minister for Health
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 2006 for presentation to Parliament.

Yours faithfully

Handwritten signature of Sharyn Eaton in cursive script.

Sharyn Eaton
PRESIDENT

Handwritten signature of Peter Cowie in cursive script.

Peter Cowie
DEPUTY PRESIDENT

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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@hprb.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 Wayne Minter – effective September 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 which expired on 19 December 2005.

The Board was re- appointed effective from the 11 January 2006.

Membership is 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 Deborah Hyland

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 Deputy President
Mr Geoff Irvine

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Dr Sharyn Eaton President

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Mr Wayne Minter

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

Mr David Swain

4.2 Attendance at Meetings

During the reporting period the Board met on 9 occasions, usually on the last Tuesday of each month. The Board did not meet in November 2005, January 2006 and April 2006.

Dr Sharyn Eaton	attended	8	meetings	
Mr Peter Cowie	attended	9	meetings	
Mrs Sigrid Higgins	attended	3	meetings	Term expired 12 December 2005
Ms Deborah Hyland	attended	4	meetings	Appointed 11 January 2006
Mr Geoffrey Irvine	attended	9	meetings	
Mr Wayne Minter	attended	7	meetings	
Mr David Swain	attended	4	meetings	Appointed 11 January 2006
Ms Patricia Warn	attended	9	meetings	

4.3 Committees

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

Examination Committee	Dr Peter Bull Mr Wayne Minter
Qualifications Committee	Dr Sharyn Eaton (Chairperson), Mr Geoff Irvine
Chiropractic Care Committee	Mr Andrew Paul (Chairperson) Mr Mark Uren Ms Sonya Fogerty,
Complaints Committee	Mr Peter Cowie Mr Geoff Irvine Mr David Swain
Impaired Registrants Panel	Mr Warwick Bateman Ms Susan Lovrovich

4.4 Registrar/Assistant Registrar

Ms Amanda McEacharn acted in the position of Registrar of the Board and Corinne Warby was the Assistant Registrar throughout 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 30/06/05</i>	<i>As at 30/06/06</i>
Registered chiropractors	1305	1346
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
Unfinancial		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	\$200.00
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 (HAC) in respect to joining the Council on Chiropractic Education in Australia (CCEA). Discussions concern the issues of membership, funding, voting rights, accountability and accreditation.

The Board has been frustrated at the inordinately lengthy delay (4 years) 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 10 September 2005, in Darwin, Northern Territory – Peter Cowie (President), Geoffrey Irvine (Deputy President) and Amanda McEacharn (Acting 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 warnings;
- 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
- 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 and an officer of the HCCC met on 9 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	8	5	13	5
Use of the title "Dr"	0	4	4	1
Hurt or injured patient	3	6	9	2
Sexual boundaries	1	1	1	0
Unregistered person	0	0	0	0
Breach of Act	2	3	5	0
Fraud	1	2	3	2
Good character	2	2	4	1

Of the complaints, 17 were carried forward from the previous reporting period and 20 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.

In respect of the 37 complaints, 12 are ongoing matters, inclusive of 17 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 29 and 30 August 2005, the chiropractor was found guilty of unsatisfactory professional conduct within the meaning of section 24 and section 25 of the Chiropractors Act 2001.

The chiropractor was reprimanded and 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 there were no Inquiries conducted against a registered chiropractor.

5.8.2 Chiropractic Care Assessment Committee

Sections 39 – 43 of the Act outline the kinds of complaints that can be dealt with by the Chiropractic Care Assessment Committee (CCAC), how the complaints are dealt with, skills testing of chiropractors the subject of complaints, consideration by the Board of recommendations of the Committee, and legal representation for parties appearing before the Committee.

The CCAC met 5 times during the reporting period. There were 4 new matters referred to CCAC. Two of those matters involved alleged injuries as a result of chiropractic treatment, one involved marketing practices of a chiropractor and one involved inadequate treatment/excessive fees.

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 titled “Qualitative and Quantitative Aspects in Chiropractic in NSW” from Macquarie University for \$30,600.00. 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.

5.16 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 Chiropractic Information Network/Board Action Databank (CIN-BAD), an international disciplinary database in respect of chiropractors.

5.18 Overseas Travel

Dr Sharyn Eaton and Ms Amanda McEacharn attended the Federation of Chiropractic Licensing Boards 80th Congress in Portland, Oregon, USA from 2 May to 7 May 2006. The following topics were presented for discussion:

- Complaints processing procedures
- Continuing education
- World-wide mobility
- Regulation of managed care practices
- Chiropractic Information Network/Board Action Databank (CIN-BAD)
- Cerebro-vascular accidents
- Public protection issues
- Health Integrity and Protection Data Bank, National Practitioner Data Bank
- Best practices and licensing boards – “Low Back Pain Best Practice”
- Documentation and record keeping
- Disaster preparation
- Accreditation and licensing (CCEI)

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 (HPRB) created by the following legislation:

- 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 2006
- Psychologists Act 2001

Under the provisions of their respective Acts, the Boards are established as the statutory bodies to deal with professional issues in New South Wales. The principle functions of the Boards include the determination of 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 with salaries and associated on-costs paid by the Health Administration Corporation. From 17 March 2006, the staff of the HPRB were transferred to the Government Service and are listed in Chapter 1A of the Public Sector Management Act 2002.

In accordance with legislation, the Health Administration Corporation paid the Boards' accounts from fees received and transmitted to the Corporation. Future expenditure for disciplinary costs, litigation and, where required, the election of Board members, has been taken into account within the Boards' accumulated funds.

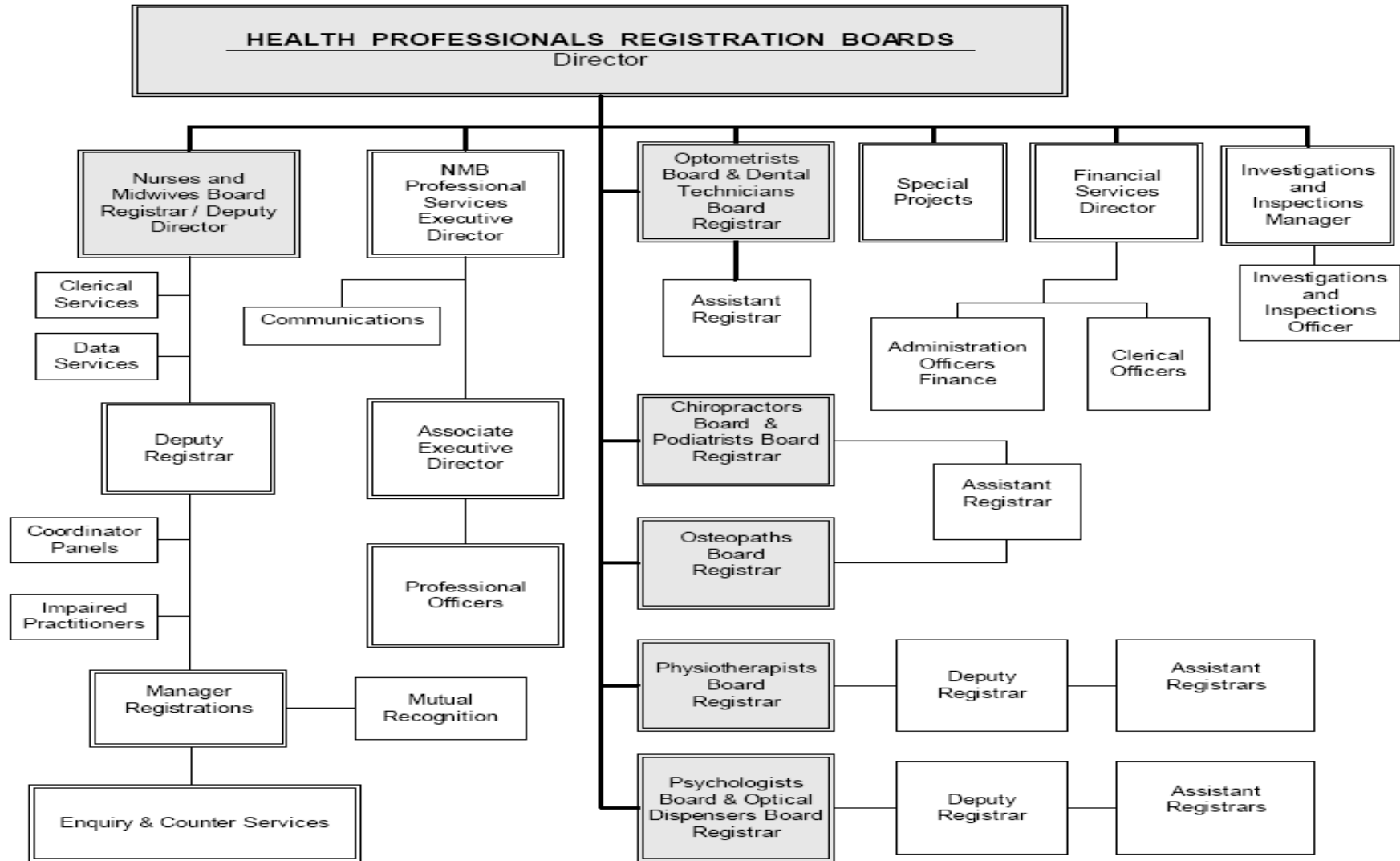
The total administrative expenditure for all of the Boards during 2005/2006 was **\$xxxxxxxxx (awaiting advice from Ralph W.)**. In the previous year 2004/2005 the total cost was \$7,443,721.

Staff of the Health Professionals Registration Boards filled the equivalent of 57 full-time positions. For the previous 2 years, staff establishment levels were equivalent to 55 and 53 full-time positions respectively.

As employees of the Corporation, HPRB staff operate within and benefit from the personnel policies of the Department of Health, including occupational practices. The Boards are managed for the

Corporation by Mr J Tzannes, Director, and Mr R Dwyer, Deputy Director.

6.2 Organisational Chart Health Professionals Registration Boards



6.3 NSW Department of Health Code of Conduct

Employees of the Boards comply with the Department of Health Code of Conduct, which provides direction in relation to standards of conduct and prevention of corruption, maladministration and waste. The Code, which was reviewed and re-issued in October 2005, is accessible to all HPRB employees via the Department of Health website (www.health.nsw.gov.au).

Staff Training

In keeping with the principles relating to professional standards that are set out in the Code of Conduct, the HPRB provided staff with the opportunity to enhance their skills, knowledge and competence through training courses. During the year, a total of 31 employees attended training at 28 different courses. In summary, approximately 62% of HPRB staff received additional training at a cost of approximately \$284 per staff member.

6.4 Ethnic Affairs Priorities Statement

The nine boards administered by the Health Professionals Registration Boards (HPRB), on behalf of the Health Administration Corporation, implement the principles of multiculturalism through two key ethnic affairs strategies and a number of initiatives. Under the provisions of the legislation that established the Boards, the primary responsibility of the boards is protection of the safety of the NSW public by granting registration to appropriately experienced and qualified persons of good standing. Thus, the key strategies for the Boards are:

1. To promote the recognition and registration of overseas trained health professionals as provided for in the legislation, and
2. To assist overseas trained applicants with the Board's registration and documentation requirements through the provision of information, interpreters and translation services, as appropriate.

The Boards jointly maintain initiatives developed to assist people from both culturally and linguistically diverse backgrounds, who make contact with the Board. These initiatives include:

- Promoting the recognition and registration of overseas trained health professionals,
- Assisting overseas trained applicants to register in NSW,
- Maintaining a range of bilingual health professionals/ staff employed by the HPRB,
- Ensuring ethnic media is used for community information circulated by the Board,
- Ensuring that the Board receives advice on matters within its jurisdiction relating to people of culturally diverse backgrounds,
- Promoting a culturally diverse workforce,
- Ensuring that the Board is aware of the Government's commitment to implementing the principles of multiculturalism.

During the year these key strategies and initiatives have continued to assist the Board's multicultural clients to access the services provided by it. The ongoing relevance and appropriateness of the strategies and supporting initiatives are considered as legislative and policy changes affecting the Board's operations occur.

Overseas Training and 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) 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

During the year Board clients, who made contact either by telephone, mail, electronic media or in person, were able to access professional interpreters and translation services as required. In addition, HPRB staff members were available to provide assistance in the following languages:

Arabic	Polish
Bangladeshi	Romanian
Filipino (Tagalog)	Russian
French	Spanish
German	Turkish
Greek	Ukrainian

Languages

The Board maintains statistical data from its annual registration renewal surveys on the languages and number of registrants per language spoken by its registrants. The following table records a total of 170 registrants speak a language other than English.

	2	8	1	8	7	1	5	5	1	1	1	8	12	19	1	2	2	2	2	21	6	1	6	1	
AFRICANS																									
ARABIC																									
ARMENIAN																									
CANTONESE																									
CROATIAN																									
CZECHOSLOVAKIAN																									
DANISH																									
DUTCH																									
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KOREAN																									
LEBANESE																									
MACEDONIAN																									
	2	2	13	2	2	4	1	1	7	1	1	6	2	1	1	1									170
MALAY																									
MALTESE																									
MANDARIN																									
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RUSSIAN																									
SERBIAN																									
SERBO CROATIAN																									
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VIETNAMESE																									
YUGOSLAV																									
TOTAL																									

6.5 NSW Government Action Plan for Women

Through its Action Plan for Women, the NSW Government has sought to ensure that the principles of equality of access and rights of participation for women are central to the core business of all government agencies. The key objectives of the Action Plan are to eliminate violence against women, to improve the health and quality of life of women and to provide a responsive environment that enables women to participate fully in the economic, social and educational life of society.

One of the ways in which the Government has sought to advance the involvement of women is through its initiative of progressively increasing the number of women members on statutory boards and bodies to 50% board representation. In relation to the HPRB, nominations to boards are made by the Minister and nominating bodies or other mechanisms stipulated by the relevant legislation. Where vacancies occur or when membership nominations are requested for a new board, nominating bodies are advised of the Government's policy regarding female representation. As at 30 June 2006, the Chiropractors Registration Board currently has 7 members with 4 female members.

With regard to access to the profession for women, the Board and HPRB are not responsible for influencing the participation levels of

women. However, the Board's registration records provide an indication of the number of female registrants at the end of the financial year. At the time of reporting, the register records a total of 399 female registrants, being 30% of the total registrants, as compared to 378 female registrants representing 29% for the previous year. It should be noted that these figures vary during the course of the year as the status of registrants alters within the renewal periods.

6.6 Waste Reduction and Purchasing Policy

The Waste Reduction and Purchasing Policy (WRAPP) introduced by the NSW Government requires all government agencies to implement plans to reduce waste and increase the purchase of recycled content materials. Agencies must also provide advice in their Annual Reports on the progress and achievements of these WRAPP plans.

With regard to its WRAPP plan activities, during the year the HPRB maintained the strategies that were developed to achieve improvements in waste reduction, volumes for recycling of paper products, consumables and office equipment and an increased ratio of consumables containing recycled content.

The following waste avoidance strategies continued to operate during 2005-2006:

- Use of email to communicate within HPRB, with Board members, other personnel and clients, where appropriate;
- Use of recycled paper as message pads and for note taking, extending the life of the material prior to recycling;
- Use of double sided printing where possible;
- Allocation of paper recycling containers at all workstations to divert paper from waste bins and landfill;
- Referral of clients to Board websites as the preferred alternative to supplying hard copy information packages;
- Direction of defunct office equipment for recycling.
- Re-use in-house of components and parts to maintain or extend the life span of current equipment, where possible.

Having relocated to new office premises in the previous reporting period, the HPRB has consolidated its waste management and recycling arrangements throughout the year. This has in part been through liaison with the building's management and involvement in schemes to divert cardboard and recyclable packaging material as well as certain types of beverage containers from the waste stream. The HPRB anticipates participation with other initiatives being developed for the building tenants, which aim to achieve an 80% recycling target for waste from the building.

In summary, for the 2005-2006 financial year, the HPRB:

- Purchased all A4 copy paper with 50% recycled content;
- Recycled more than 90% of its total waste paper;

- Directed 100% of cardboard and packaging materials for recycling;
- Provided “wheelie” bins throughout the office for recycled paper that could not be re-used within the office;
- Maintained desk-side recycling bins at all work-stations to promote active recycling;
- Diverted 90% of toner cartridges to a recycling service.

Over the past year, higher activity levels for the Boards and their associated Committees coupled with an increase in the number of training courses presented by the Boards has resulted in greater quantities of paper and toner cartridges being purchased and subsequently recycled. While it is anticipated that this trend will continue for the coming year, it is also expected that there will be some reduction in the activity rates.

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	<u>34,154</u>
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	<u>2,367</u>
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).

9. Independent Audit Report



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

10. 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><u>100,740</u></u>	<u><u>96,431</u></u>
Current Liabilities			
Accrued expenses	9	13,749	20,220
Total Current Liabilities		<u>13,749</u>	<u>20,220</u>
Total Liabilities		<u><u>13,749</u></u>	<u><u>20,220</u></u>
Net Assets		<u>86,991</u>	<u>76,211</u>
Accumulated Funds	1.1 & 6	<u>86,991</u>	<u>76,211</u>
Total Equity		<u><u>86,991</u></u>	<u><u>76,211</u></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.

14. 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.

15. 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.

16. 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.

17. 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).

18. RECEIVABLES

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

19. 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>

20. 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.

21. EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

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

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

	2005	2004
	\$	\$
Expenditure		
Salaries & Associated Staff Costs	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.

22. 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.

23. 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).

24. SUBSEQUENT EVENTS

None to report.

25. 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

26. CONTINGENT LIABILITIES

None to report.

27. COMMITMENTS

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

The above charges reflect input tax which is recoverable.

End of Audited Financial Statements

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