



NEW SOUTH WALES  
CHIROPRACTORS  
REGISTRATION BOARD

ANNUAL REPORT FOR THE YEAR ENDED  
30 JUNE 2008

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NEW SOUTH WALES

CHIROPRACTORS REGISTRATION BOARD

PO Box K599  
HAYMARKET 1238

Level 6, 477 Pitt Street  
SYDNEY NSW 2000

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The Hon John Della Bosca MLC  
Minister for Health  
73 Miller St  
NORTH SYDNEY NSW 2060

Dear Mr Della Bosca,

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 2008 for presentation to Parliament.

Yours faithfully

Handwritten signature of Sharyn Eaton in cursive.

Sharyn Eaton  
PRESIDENT

Handwritten signature of Peter Cowie in cursive.

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](mailto:chiroreg@hprb.health.nsw.gov.au)  
*Website:* [www.chiroreg.health.nsw.gov.au](http://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 Deborah Hyland

Two are registered chiropractors nominated from a panel of chiropractors nominated by the Chiropractors Association Australia NSW Branch, 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

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      President

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

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

The Board was appointed for a term of 4 years on and from 11 January 2006 until 30 November 2009.

## 4.2 Attendance at Meetings

During the reporting period the Board met on 10 occasions, usually on the last Tuesday of each month. The Board did not meet in November 2007.

Dr Sharyn Eaton	attended	7 meetings
Mr Peter Cowie	attended	9 meetings
Ms Deborah Hyland	attended	5 meetings
Mr Geoffrey Irvine	attended	10 meetings
Mr Wayne Minter	attended	8 meetings
Mr David Swain	attended	8 meetings
Ms Patricia Warn	attended	8 meetings

## 4.3 Committees

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

Qualifications Committee	Mr Geoff Irvine (Chairperson) Mr Wayne Minter
Care Assessment Committee	Mr Andrew Paul (Chairperson) Ms Sonya Fogerty Ms Geri Ettinger
Complaints Committee	Mr Peter Cowie (Chairperson) Mr Geoff Irvine Mr David Swain
Impaired Registrants Panel	Mr Warwick Bateman Ms Susan Lovrovich

## 4.4 Registrar/Assistant Registrar

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 30/06/07</i>	<i>As at 30/06/08</i>
Registered chiropractors	1365	1414
New registrations		106
Australian graduates	63	
Overseas graduates	13	
Mutual Recognition Act	23	
Trans-Tasman Mutual Recognition	7	
Temporary	1	
Re-Registrations		49
Deletions		106
Unfinancial	95	
At own request	8	
Deceased	3	
Changes of name		3
Additional qualifications		

### 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
Duplicate certificate	\$20.00
Additional qualifications	\$20.00
Inspection of the Register	\$20.00

### 5.3 Council on Chiropractic Education Australasia (CCEA)

The Board retained its membership with CCEA during the reporting period. Mr Peter Cowie was its representative.

Applicants, who do not have the required educational qualifications for registration, may be eligible to undertake competency assessments conducted by CCEA to ensure they are safe and competent to practise in Australia and New Zealand.

The Board approved twelve applications for registration from persons who had successfully undertaken the CCEA competency assessments during the reporting period.

#### **5.4 Australasian Conference of Chiropractors Registration Boards (ACCRB)**

A delegation from the Board attended the ACCRB on 25 August 2007, in Cairns, Queensland – Dr Sharyn Eaton, (President) Mr Peter Cowie (Deputy President), and Amanda McEacharn (Acting Registrar) attended on behalf of the Board.

Items discussed by the Boards were:

- Establishment of National Board Exams
- Student Tracking Project
- Legislation reports from Boards
- COAG National Professional Registration and Accreditation Scheme
- Codes of Conduct and Practice
- Complaints and Advertising and Publication of Disciplinary Inquiries/Prosecutions
- Council on Chiropractic Education Australasia (CCEA)
- Professional Indemnity Insurance (Queensland, Western Australia)
- Dynamic Growth Congress - Australian Spinal Research Foundation (Queensland)
- Competency and Recency of Practice / Clinical Audits
- Board Reports
- Requirement for police checks for new and re-registering practitioners (Tasmania and Queensland)
- Use of the title “Doctor” (New South Wales)

#### **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.

Four matters were referred to the Board’s inspector for investigation.

1. The Board received notification from Australian Customs Service that a person who was not a registered chiropractor described himself/ herself as a chiropractor on an outgoing passenger card. The inspector found that the person had relocated overseas and was now outside of the Board's jurisdiction. The matter has been placed on hold in the event that the person returns to NSW.
2. The Board received notification that an unregistered person was performing spinal manipulation. The Board's inspector advised that there was insufficient evidence to substantiate the complaint and information provided by the complainant was not admissible. The Board took no further action and closed the file.
3. The Board received notification that an unregistered person was holding himself/herself out as a chiropractor. The Board's inspector found that there might be a breach of section 7(1) of the Chiropractors Act 2001, and section 10AC of the Public Health Act, however there was insufficient evidence because the witness has refused to provide a statement.
4. The Board received notification that a Back Clinic's advertising could indicate that it was providing chiropractic treatment. The Board's inspector did not uncover any advertising that indicated that any person was holding himself/herself out as a chiropractor and there was no evidence that spinal manipulation was being performed. The Board took no further action and closed the file.

## **5.6 Code of Professional Conduct**

The Code of Professional Conduct, which was approved by the Minister for Health commenced in February 2004 and was issued to all registered chiropractors. It is also available on the Board's website at [www.chiroreg.health.nsw.gov.au](http://www.chiroreg.health.nsw.gov.au).

## **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 Regulations or Code of Professional Conduct.

The Committee and an officer of the HCCC met on 10 occasions and considered 29 complaints during the reporting year. The nature of the complaints and action taken are summarised in the table below:

Issue	From Previous period	Total	Ongoing
Over servicing	1	2	
Hurt or injured patient	3	8	6
Sexual boundaries	2	3	2
Unregistered person	1	4	2
Fraud	4	4	1
Advertising	-	1	-
Inadequate treatment	-	4	1
Conviction		1	1
Interstate/other board notification		1	
Unprofessional		1	

Of the complaints; 12 were carried forward from the previous reporting period and 18 were new complaints.

In respect of the 29 complaints received the outcome was as follows

Frequency	Outcome
3	Action not warranted as there were no grounds for the complaint
2	Closed and advice provided by Board
1	Notifications – No action
2	Chiropractic Care Assessment Committee
2	Conciliation
4	Referred to the Inspector
13	Ongoing
2	Complaint withdrawn

## 5.8 Inquiries by the Chiropractors Tribunal

The Chiropractors Tribunal did not conduct any inquiries during the reporting period.

### 5.8.1 Board Inquiries

Complaints may also 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 at 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 who are 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 twice during the reporting period on the 14 December 2007 and 2 April 2008. There were no matters carried over from the previous period and two new matters were referred to CCAC. Both of those matters involved alleged injuries as a result of chiropractic treatment.

#### **Matter 1**

The CCAC considered a complaint concerning an allegation that chiropractic treatment provided resulted in an injury. The matter is still under investigation.

#### **Matter 2**

The CCAC considered a complaint concerning an allegation that chiropractic treatment provided resulted in an injury. CCAC investigated the complaint and encouraged the complainant and the chiropractor against whom the complaint is made to settle the complaint by consent. Both parties agreed to settle the complaint.

### **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.

There were no referrals to the Impaired Registrants Panel during the reporting period.

## **5.9 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 renewals returns to the Board. One chiropractor advised that he had been found guilty and was currently awaiting the outcome of an appeal of his conviction.

## 5.10 Annual Return 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 annual 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.

## **5.11 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 may expend money in the Chiropractic Education and Research Account for any one or more of the following purposes:

- a) chiropractic education,
- b) education or research for any public purpose connected with the practice of chiropractic,
- c) the publication and distribution of information concerning this Act and the regulations,
- d) meeting administrative expenditure incurred with respect to the Account and the purposes for which it is used,

or any related purpose.

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](http://www.chiroreg.health.nsw.gov.au).

The Board received one application for a grant during the reporting period. The Board declined approval of the application, as it did not fulfil the above criteria.

The Board is continuing to provide support to the research project 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.

## **5.12 Assessment of Overseas Trained Chiropractors**

The Board refers assessments of chiropractor applicants who have trained overseas and who seek to migrate to Australia to the CCEA.

## **5.13 Qualifications Committee**

The Qualifications Committee comprising of Mr Geoff Irvine (Chairperson) and Mr Wayne Minter met once during the reporting period.

## **5.14 Legislative Changes**

### **Chiropractors Regulation 2007**

Chiropractors Regulation 2007 commenced on 1 September 2007. There was no change in the regulation during the reporting period.

## **5.15 Overseas Travel**

There was no overseas travel undertaken during the reporting period.

## **5.16 Travel**

A delegation from the Board attended the ACCRB meeting on 25 August 2007 – Dr Sharyn Eaton, (President) Mr Peter Cowie (Deputy President), and Amanda McEacharn (Acting Registrar).

## **5.17 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
- Requirements for Registration as a Chiropractor in NSW
- Re-registration Kit
- Newsletter Vol 4 No 1
- Notice to Registrants concerning Health Liability Regulation 2001

## **5.18 Consultants**

The Board did not engage consultants during the reporting year.

## **5.19 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 Administration– Management and Structure**

The Health Administration Corporation provides administrative support to 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 2003
- Psychologists Act 2001

Under the provisions of their respective Acts, the Boards are established as the statutory bodies to deal with protection of the safety of the public and professional practice 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 and impairment management provisions.

The Boards are self-funding with salaries and associated on-costs paid by the Health Administration Corporation.

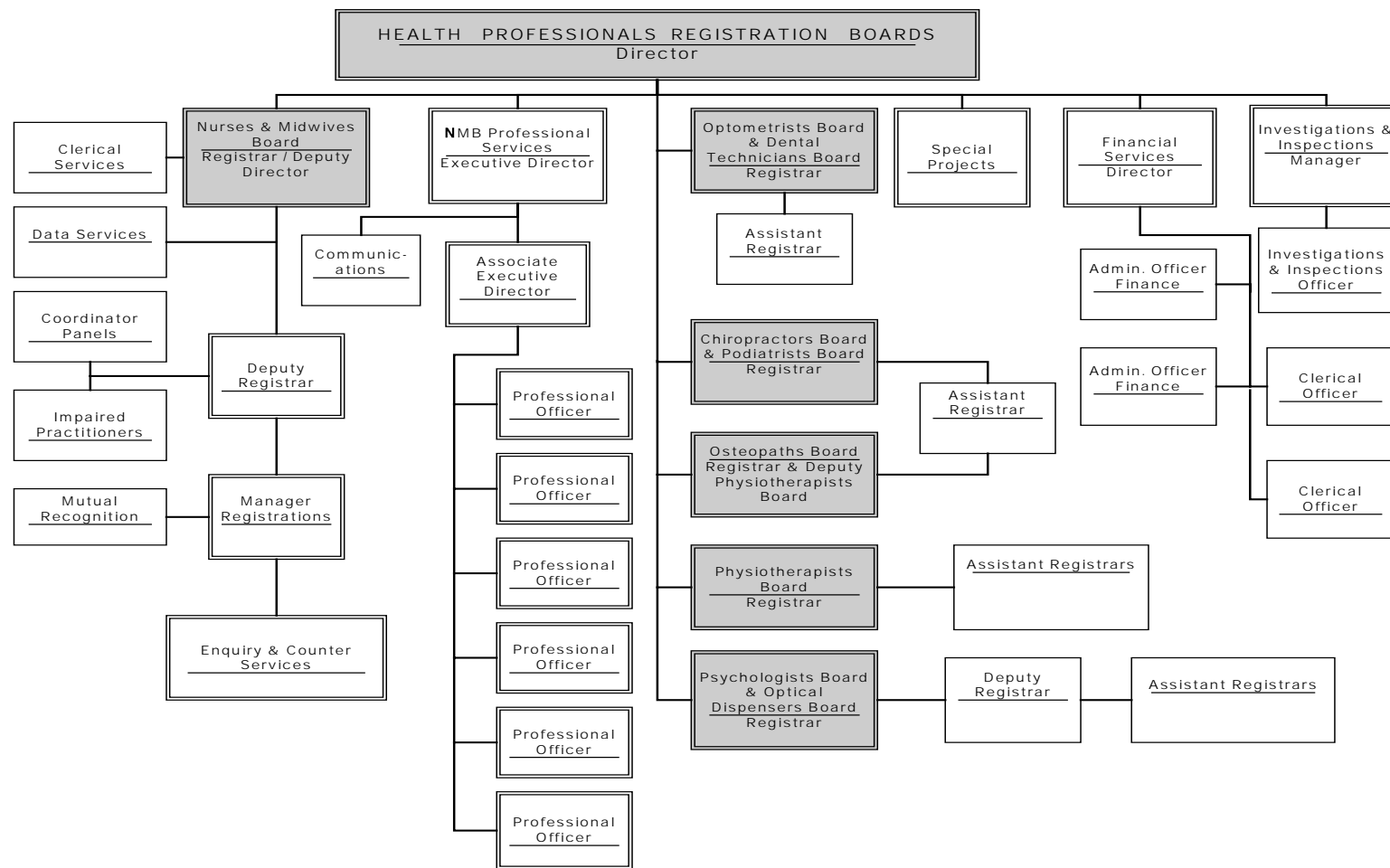
In accordance with legislation, the Health Administration Corporation paid the Boards' accounts from fees received and transmitted to the Corporation. Future expenditure for disciplinary costs, litigation and, where required, the election of Board members, has been taken into account within the Boards'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

The total administrative expenditure for all the above Boards in 2007/2008 was \$10,089,043. In the previous reporting year of 2006/2007 the total cost was \$ 8,263,911.

During the reporting period, staff of the Health Professionals Registration Boards, employed under Chapter 1A of the Public Sector Employment and Management Act, filled the equivalent of 63 full-time positions (including one Executive Officer position at level 2). For the previous 2 years, staff establishment levels were equivalent to 61 and 57 full-time positions respectively.

Staff of the HPRB operate within, and benefit from, the personnel policies of the Department of Health, including the Department's Code of Conduct and its occupational health practices. The Health Professionals Registration Boards are managed 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](http://www.health.nsw.gov.au)).

#### **6.3.1 Staff Training**

In keeping with the principles enshrined within the Code of Conduct relating to professional standards, the HPRB provided staff with the opportunity to enhance their skills, knowledge and competence through training courses. During the year, a total of 32 employees attended training at 27 different courses. In summary, approximately 56% of HPRB staff received additional training at a cost of approximately \$248 per staff member.

### **6.4 Ethnic Affairs Priorities Statement**

The primary responsibility of the nine boards administered by the Health Professionals Registration Boards is the protection of the safety of the NSW public by granting registration to appropriately experienced and qualified persons of good standing. In order to integrate the principles of multiculturalism into the activities of the boards, two key strategies and a number of initiatives have been implemented.

The key ethnic affairs strategies are:

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

Under the key result areas of social justice and economic and cultural opportunities, the following initiatives are in place to assist people from both culturally and linguistically diverse backgrounds, who make contact with the Board:

1. Promoting recognition and registration of overseas trained health professionals;
2. Assisting with the Board's registration and documentation requirements for overseas trained applicants;
3. Maintaining a range of bilingual health professionals and/or staff employed by the HPRB;
4. Ensuring the use of ethnic media options for community information circulated by the Board;
5. Ensuring that the Board receives advice on matters within its jurisdiction relating to people of culturally diverse backgrounds;
6. Promoting a culturally diverse workforce; and
7. Ensuring that the Board is aware of the Government's ongoing commitment to implementing the principles of multiculturalism.

All of the boards jointly maintain these initiatives, which have continued throughout the reporting period, to assist individuals in gaining access to the full range of

services provided by the Board. In keeping with the Board's ongoing commitment to the principles of multiculturalism, the strategies and initiatives will continue to apply in the coming year.

### **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**

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 to the external language services available to Board clients, members of staff within HPRB provided assistance with translations and information in the following languages:

Arabic	Cantonese
Filipino (Tagalog)	French
German	Greek
Hokkien	Indonesian
Italian	Malay
Mandarin	Polish
Romanian	Russian
Spanish	Turkish
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 who speak a language other than English.

	9	1	8	7	1	5	5	1	1	1	11	13	18	1	2	2	2	2	21	5	1	6	2
ARABIC	ARMENIAN	CANTONESE	CROATIAN	CZECHOSLOVAKIAN	DANISH	DUTCH	EGYPTIAN	FUJIAN	FINNISH	FRENCH	GERMAN	GREEK	GUJARATI	HAKKA	HINDI	HUNGARIAN	INDONESIAN	ITALIAN	JAPANESE	KOREAN	LEBANESE	MACEDONIAN	
MALAY	MALTESE	MANDARIN	POLISH	RUSSIAN	SERBIAN	SERBO CROATIAN	SHANGHAI	SLOVAK	SPANISH	SUDANESE	SWEDISH	TAIWANESE	UKRAINIAN	VIETNAMESE	YUGOSLAV								
	1	2	13	2	2	4	1	1	1	7	1	5	2	1	1	1							170

## 6.5 NSW Government Action Plan for Women

The NSW Government has sought to promote the position and involvement of women in all aspects of society through its Action Plan for Women and the inclusion of the principles of equality of access and rights of participation as part of 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.

Among the initiatives introduced by the Government is the progressive increase in the number of women members on statutory boards and bodies to achieve a level of 50% of board representation. With regard to the nine boards administered by HPRB, nominations for board members are made by the Minister, designated nominating bodies or other mechanisms specified by the relevant legislation. Thus, where vacancies occur or when membership nominations are requested for a new board, the HPRB informs the nominating bodies of the Government policy regarding female representation and advises of the requirement to provide equal representation.

As at 30 June 2008, the Chiropractors Registration Board currently has 7 members with 3 female members.

In relation to access to the profession for women, the Board and HPRB cannot influence 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 442 female registrants, being 31% of the total registrants, as compared to 417 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 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.

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 of 2007 - 2008, HPRB:

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

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. 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.

## **6.7 National Registration System for Health Professionals**

In April 2007 the Council of Australian Governments (COAG) announced that as part of its National Reform Agenda for Health it had agreed on a new national registration system for the registration of health professionals and the accreditation of their training and education programs. Implementation is scheduled for 2010.

The new scheme will initially cover the following health professions: medical practitioners, nurses and midwives, pharmacists, physiotherapists, psychologists, osteopaths, chiropractors, podiatrists, optometrists and dentists, including dental prosthetists.

## CHIROPRACTORS REGISTRATION BOARD

### 7. FINANCE AND BUDGET

#### 1. FORMAT

The accounts of the Board's Administrative operations as well as Education & Research activities, together with the independent auditor's report, are 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 \$221,790. This is less than the budgeted operating expenditure of \$268,295 (after adjusting for the Education and 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 2008 to 30 June 2009 is as follows:-

<b>INCOME</b>	\$
Fees	346,195
Interest	89,608
Total	<u>435,802</u>
<b>EXPENDITURE</b>	
Salaries & Associated Staff Costs	150,362
Building Expenses	7,414
Subsistence & Transport	8,791
Members Fees	19,127
Fees for Service	57,307
Post & Communications	7,959
Printing & Stationery	8,665
Plant & Equipment	49
Education & Research	
Miscellaneous	24,050
Depreciation	2,636
Total	<u>286,359</u>
Operations Surplus	<u>149,443</u>

#### 4. EXPENSES

The 2008/2009 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	91.40	8.60	0.00	0.00
December	100.00	96.68	3.32	0.00	0.00
March	100.00	96.22	3.78	0.00	0.00
June	100.00	86.61	12.45	0.94	0.00

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	100	-
December	100	-
March	100	100.00
June	100	-

#### 6. INVESTMENT PERFORMANCE

The Board through a Special Interest Arrangement with the Commonwealth Bank of Australia earned an average of 6.31%p.a. on its daily bank balances. In addition an average rate of interest of 6.98%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 1500 copies of the Annual Report at an approximate cost of \$1.73 per copy (includes GST).

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