

**CHIROPRACTORS BOARD
OF
SOUTH AUSTRALIA**

**ANNUAL REPORT
YEAR ENDED 30 JUNE 2003**

CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

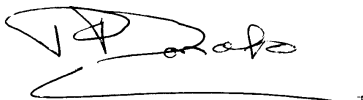
The Hon Lea Stevens, MP
Minister for Health, Minister Assisting the Premier in Social Inclusion
GPO Box 2555
ADELAIDE SA 5001

Dear Minister

RE: ANNUAL REPORT YEAR ENDED 30 JUNE 2003

The Chiropractors Board of South Australia hereby submits its report upon the administration of the Chiropractors Act 1991, for the twelve months ended 30 June 2003.

Yours sincerely



**Phillip Donato
CHAIRPERSON**

Encl.

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1 CHARTER

The Chiropractors Board of South Australia (the Board) was established by the Chiropractors Act, 1979 which was proclaimed on 27 April 1981. ***The Board continued in existence under the Chiropractors Act 1991, (the Act)*** which was proclaimed on 25 June 1992. The Board is a body corporate and must exercise the powers, authorities, duties and functions imposed on it by the Act.

The Board is the Statutory Authority in South Australia responsible to Parliament for the administration of the Act, which provides for the registration of chiropractors (which includes osteopaths and company practitioners), the regulation of the practice of chiropractic (which includes osteopathy) and for other purposes.

2 STRUCTURE



3 FUNCTIONS OF THE BOARD

The Board is responsible for the protection of the interests of the public through the following functions as set out in Section 15 of the Act:

- (a) the registration and professional discipline of chiropractors;
- (b) exercising a general oversight over the standards of chiropractic practice;

- (c) monitoring the standards of courses of instruction and training available to -
 - (i) those seeking registration as chiropractors; and
 - (ii) registered practitioners seeking to maintain and improve their skills in the practice of chiropractic,and consulting with educational authorities in relation to the establishment, maintenance and improvement of such courses; and
- (d) exercising the other functions assigned to it by or under the Act.

The Board exercises its functions under the Act with a view to achieving and maintaining high professional standards of competence and conduct in the practice of chiropractic.

4 BOARD MEMBERSHIP

In accordance with Section 6 of the Act, the Board consists of seven members appointed by the Governor.

As at 30 June 2003 the Board comprised the following persons:

- (a) ***Four registered chiropractors elected in accordance with the Regulations by registered chiropractors -***

Phillip Raymond DONATO B App Sc (Chiropractic) (*Chairperson*)
Appointed 25 June 1992

Janine Kay ADAMS B App Sc (Clin Sc), B Chiro Sc
Appointed 16 July 2001

Annette Joan SHELLEY B App Sc (Chiropractic)
Appointed 1 August 2002

Kendall Ward LEEMBRUGGEN B App Sc (Chiropractic)
Appointed 1 August 2002

- (b) ***A legal practitioner -***

Caroline Ruth CHRISTIE LLB
Appointed 1 November 1992

- (c) ***A medical practitioner -***

Dennis Reginald FURNISS MB BS
Appointed 24 July 1986

- (d) ***A person appointed to represent the interests of persons receiving chiropractic services -***

Kathryn Heather FINNIGAN APM
Appointed 16 July 2001

Miss Finnigan has tendered her resignation as a member of the Board to be effective on 4 July 2003.

The Board wishes to express its appreciation and thanks to Miss Finnigan for her highly valued contribution and service to the Board.

Members of the Board are appointed for a term of office not exceeding three years, but are eligible for re-appointment upon the expiration of their term of office.

The term of office of the present members of the Board expires on 15 July 2004.

5 BOARD & COMMITTEE MEETINGS

The Board met on ten (10) occasions during the year to conduct regular business.

Attendances at meetings were as follows:

Dr P R Donato (Chairperson)	10
Ms C R Christie	10
Dr D R Furniss	10
Dr J K Adams	9
Dr A J Shelley	9
Dr K W Leembruggen	8
Ms K H Finnigan	8

The ***Complaints Committee*** comprising the Registrar and one or more Board members met when the need arose to consider the substance and progress of complaints and to offer, when necessary, appropriate counselling to practitioners.

On the 19 August 2002 the Chairperson and Registrar met with other Health Registration Boards to discuss the proposed Health & Community Services Complaints Bill. The Chairperson and Registrar also met with the Minister for Health on 1 October 2003 to discuss the provisions of the Bill.

On the 22 July 2002 and 5 August 2002 the Chairperson and Registrar met with representatives of the Department of Human Services and Parliamentary Counsel to discuss amendments to the legislation.

The Chairperson and Registrar represented the Board at the Australasian Conferences of Chiropractors and Osteopaths Registration Boards held in Hobart, Tasmania on 24 and 25 August 2002.

The Chairperson met with the Chairpersons of the Psychological and Occupational Therapists Boards and the Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc (COTRB) on 2 October 2002 and 16 June 2003 to discuss matters of mutual interest and concern.

6 ADMINISTRATION

Pursuant to Section 14 of the Act the following staff are employed by the Board:

- | | |
|-------------------------|-----------------------------------|
| ❖ Peter John Martin, JP | Registrar/Chief Executive Officer |
| ❖ Jennifer Vincent | Secretary/Executive Assistant |
| ❖ Liz Spagnoletti | Finance Officer |

No officer or employee of the Board is a Public Service employee.

Salaries, accommodation outgoings and most other administrative costs were shared with the Psychological and Occupational Therapists Registration Boards and the Council of Occupational Therapists Registration Boards (Australia and New Zealand) Inc (COTRB). The Board's share of these costs was 32% with the Board taking responsibility for the employment of staff and provision of office accommodation, furniture and equipment.

The staff are responsible to the Board for providing the following services:

- Assess and provide information on eligibility for registration.
- Maintain up to date registers and documentation.
- Provide an annual registration renewal service.
- Ensure the efficient and effective use of the Board's physical, financial and human resources.
- Develop the Board's registration, education and communication policies.
- Investigate complaints of unprofessional conduct, incompetence or incapacity.
- Investigate complaints regarding breaches of the Act.
- Convene formal inquiries and hearings as needed.
- Liaise and communicate with the public, profession, government and non-government agencies.

Office hours are Monday to Friday 9.00am – 5.00pm, closed 12.30pm – 1.30pm.

The Crown Solicitor provides the Board with legal services and Quark & Associates provides the Board with investigative services.

The Registrar is authorised by the Board to exercise the powers of an inspector pursuant to the provisions of the Act.

7 WEB SITE

The Board has established a comprehensive web site at the address "www.regauth.com/cbsa".

The Act and Regulations, application forms, annual report and the Board's publications can be downloaded from this site.

The Register of Chiropractors has been placed on the web site with an advanced search engine and updating facility. A search can be done by name, postcode or language selection. Employment addresses, phone numbers and emails are published where chiropractors have given their approval.

8 REGISTRATION FEES

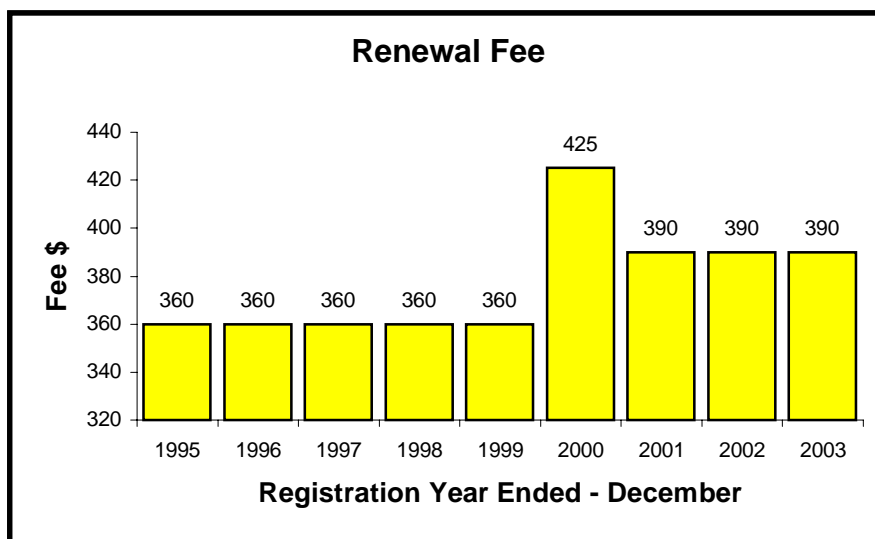
As at 30 June 2003 the fees were as follows:

(1)	<i>Application for Registration Fee</i>	\$
(a)	Natural persons granted registration	
	(i) between December & June	450
	(ii) between July & November	230
	(iii) but for persons in their first year of practice immediately following graduation –	
	▪ between December & June	250
	▪ between July & November	125
	(iv) in a limited capacity for a period not exceeding one month	150
(b)	Companies granted registration	
	(i) between January & June	450
	(ii) between July & December	250
(2)	<i>Application for Renewal of Registration Fee</i>	
(a)	Natural Persons	
	(i) persons under 70 years of age	400
	(ii) persons 70 years of age and over	120
(b)	Companies	400

Registration fees are non-refundable and GST exempt.

The Board determined that the renewal fee for persons under 70 years of age and companies will increase by \$10 to \$400 for the 2004 calendar year.

The following bar chart shows the increase in the annual renewal fee since 1995 for natural persons under 70 years of age.



Registration fees are increased when necessary to cover increases in operating expenditure.

Significant funds should also be kept in reserve for leave purposes and unexpected legal and investigative expenditure.

It is a policy of the Government that the Board be financially self-supporting.

9 ADMINISTRATIVE FEES

The Board has approved the following schedule of administrative fees:

(GST exempt unless indicated)	\$
Inspection of Register and/or Copy of Extract from Register	20
Duplicate Certificate of Registration	20
Letter of Good Standing	20
Letter of Current Registration	10
New or Additional Qualifications on Register (each)	10
Copy of Register	60
▪ Postal address labels/per label	50c + GST
▪ Non profit organisations/per label	30c + GST
Annual Report	20 + GST
Code of Professional Conduct & Practice	5 + GST
Guidelines on Registration	5 + GST
Information Statement - FOI	5 + GST
Draft Company Constitution	50 + GST
Photocopying (per page)	50c + GST

These fees do not apply to any application for registration or renewal of registration.

10 GOODS & SERVICES TAX (GST)

In accordance with Determination 2000 made under Section 81-5 of A New Tax System (Goods & Services Tax) Act 1999, the following fees of the Board are exempt -

- Registration and renewal fee
- Entering new qualifications on the Register
- Duplicate Registration Certificate
- Preparation of Statements verifying registration
- Inspection of Register and extracts from Register

Fees charged which are not GST exempt include photocopying, Board publications and postal address labels.

11 REGISTRATION STATISTICS - NATURAL PERSONS & COMPANIES

(a) *Register of Chiropractors*

(i) *Natural Persons*

Number currently registered (30 June 2003) **299**

Comprising:

Full registration		297	
Limited		2	299

Chiropractors	80%	240	
Chiropractors & Osteopaths	17%	50	
Osteopaths	3%	9	299

Males	73%	218	
Females	27%	81	299

Number residing in South Australia 279

Including:	Practising	265	
	Not Practising	14	

Number presently Interstate		7	
Number presently Overseas		13	299

(ii) *Companies*

Number currently registered (30 June 2003)		44	
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(b) **Age Cohorts every 5 years by Gender**

Age Group	Male	Female	Total
Under 25	2	4	6
25 to 29	23	18	41
30 to 34	23	25	48
35 to 39	23	7	30
40 to 44	33	9	42
45 to 49	28	7	35
50 to 54	29	6	35
55 to 59	17	1	18
60 to 64	22	0	22
65 to 69	8	2	10
70 to 74	7	0	7
75 to 79	1	1	2
80 and over	2	1	3
Total	218	81	299
Average Age	46.1	36.8	43.6

(c) **Registration Movement in 2002/2003**

	Natural Persons	Companies
Number registered as at 30 June 2002	299	43
New registrations (661-702) / (50-54)	42	5
Re-registrations	5	-
Registrations lapsed - non payment of fees etc	-32	-4
- limited registration	-15	-
Number registered as at 30 June 2003	299	44

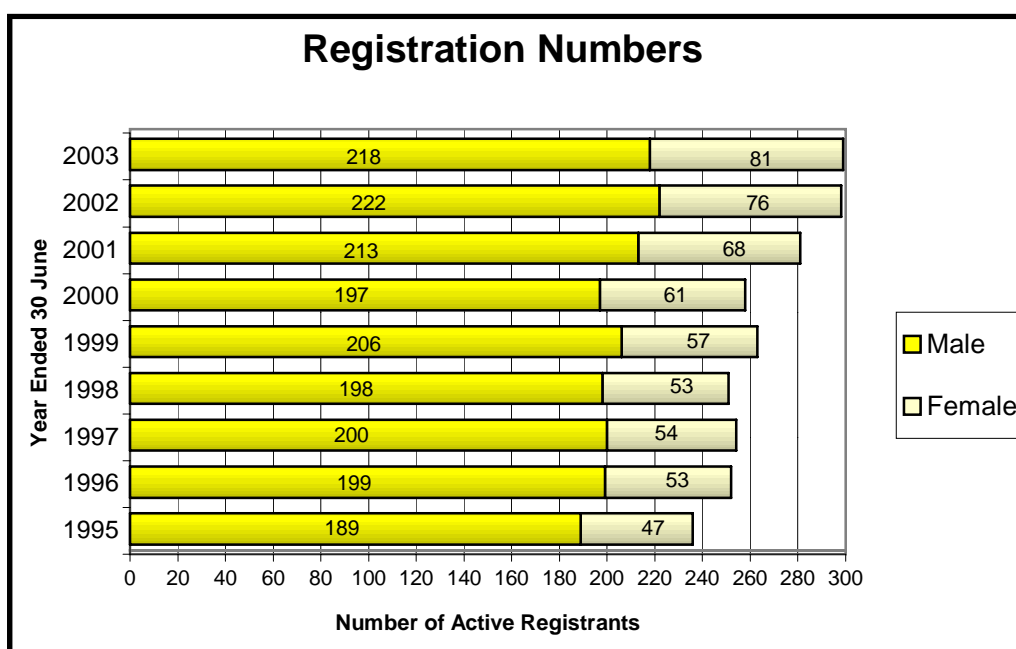
(d) **New and Re-Registrations in 2002/2003
(by Country of Training, Legislation & Gender)**

Country	Applied Under						Total		Grand Total
	Act		MR		TTMR		M	F	
	M	F	M	F	M	F	M	F	
Australia	5	7	15	7	0	0	20	14	34
Canada	0	0	5	3	0	0	5	3	8
New Zealand	0	0	0	1	0	0	0	1	1
U.K.	0	0	1	0	0	0	1	0	1
U.S.A.	0	0	2	1	0	0	2	1	3
TOTAL	5	7	23	12	0	0	28	19	47

(e) **Registration Numbers Since Commencement of Act**(i) *Natural Persons*

30 June 1981:	49	30 June 1989:	211	30 June 1997:	254
30 June 1982:	169	30 June 1990:	226	30 June 1998:	251
30 June 1983:	180	30 June 1991:	231	30 June 1999:	263
30 June 1984:	189	30 June 1992:	237	30 June 2000:	258
30 June 1985:	205	30 June 1993:	229	30 June 2001:	281
30 June 1986:	206	30 June 1994:	231	30 June 2002:	298
30 June 1987:	209	30 June 1995:	236	30 June 2003:	299
30 June 1988:	212	30 June 1996:	252		

The following chart shows the number of males and females and the total number of active registrants since 1995.



Note: Since the original Act was proclaimed in April 1981, a total of 702 chiropractors have been initially registered.

(ii) *Companies*

30 June 1993:	11	30 June 1999:	39
30 June 1994:	20	30 June 2000:	39
30 June 1995:	23	30 June 2001:	43
30 June 1996:	25	30 June 2002:	43
30 June 1997:	29	30 June 2003:	44
30 June 1998:	33		

12 PUBLICATIONS

The Board has produced the following publications for the information of practitioners and members of the public:

- ***Code of Professional Conduct & Practice***
Revised July 2003
- ***Guidelines on Registration***
Revised February 2003
- ***Chiropractic & Osteopathic Services - Your Rights as a Patient***
February 1998
- ***Guidelines Regarding Complaints Against Registered Chiropractors***
February 1998
- ***Consumer Information***
January 2002
- ***FOI Information Statement 2003***
- ***Newsletters***
since 2002
- ***Annual Report***
1985 to current

In April 2003 a Notice was forwarded to the profession regarding:

- Professional Indemnity Insurance
- Claims for Damages
- Business/Company Names
- Record Keeping
- Consent/Patient Rights
- Clinical Justification

The above documentation is available for viewing or downloading from the Board's web site (www.regauth.com/cbsa). Only the latest Annual Report will be available.

13 BUSINESS NAMES

Pursuant to Section 19 of the Regulations under the Act, a registered practitioner must not practice under a name (whether a company name or a business name) unless that name has first been approved by the Board. Penalty Division 11 fine.

As at 30 June 2003 the number of business names approved was 197.

Business names must not in any way be false, misleading or deceptive and must aptly describe the practice as one which carries on the profession of chiropractic.

14 FREEDOM OF INFORMATION

The Board has published an Information Statement as required by Section 9 of the Freedom of Information Act 1991. The Information Statement contains advice on:

- structure and functions
- effect of functions on members of the public
- public participation in policy formulation
- kinds of documents held
- access arrangements and procedures.

The Statement is available from the offices of the Board or can be downloaded from the Board's web site.

Application and processing fees are in accordance with the Freedom of Information (Fees & Charges) Regulations 1991.

The Board approved the appointment of the Registrar as an accredited FOI Officer under the provisions of the FOI Act, 1991.

No enquiries or applications under the Freedom of Information Act for access to documents in the possession of the Board were made during the year ended 30 June 2003.

15 COMPLAINTS

(a) *Against Unregistered Persons (including prosecutions)*

During the year two (2) complaints were dealt with by the Board against persons not registered for breaches of the Act.

These complaints are **summarised** as follows:

- (i) Breach of Section 25 of the Act – Practising Chiropractic Unregistered
(two (2) complaints)

<u>Allegation</u>	<u>Result of Investigation</u>
Acupuncturist practising chiropractic whilst not registered.	Matter withdrawn in Magistrates Court – each party to bear own costs.
Unregistered person practising chiropractic.	Complaint withdrawn – insufficient evidence.

(b) *Against Registered Practitioners*

During the year sixteen (16) complaints were dealt with by the Board against persons registered under the Act for various forms of unprofessional conduct (half of the complaints related to practitioners who have waiting list practices and use corrective care plans).

These complaints are **summarised** as follows:

- (i) Unprofessional conduct (eleven (11) complaints)

<u>Allegation</u>	<u>Result of Investigation</u>
Practitioner permitted untrained staff to undertake orthopaedic and physical examinations..	Practitioner counselled by Committee of Board. No further action.
Practitioner used scare tactics which caused patient considerable anxiety.	Legal advice received. Practitioner counselled by Committee of Board.
Practitioner solicited patients from previous employer.	Still under investigation.
Practitioner practised chiropractic whilst not registered.	Given mitigating circumstances, practitioner counselled by Committee of Board regarding obligations under the Act.
Practitioner pressured patient into signing 12 month contract for treatment payable in advance.	Insufficient evidence to warrant holding a formal inquiry. Practitioner counselled by Board.
Practitioner behaved inappropriately and failed to release x-rays on request.	Insufficient evidence. Board recommended practitioner review x-ray policy and management systems.

<u>Allegation</u>	<u>Result of Investigation</u>
Practitioner failed to keep adequate records and practised as a chiropractor without indemnity insurance.	Set down for inquiry.
Practitioner failed to develop assessment plan and progress notes, and failed to refer when treatment was not working.	Complainant withdrew the complaint. No further action.
Practitioner v's practitioner complaint – unethical business dealings.	Practitioner advised to settle matter in Court.
Practitioner overstated seriousness of patient's condition and offered corrective care plan not in accord with Board's Guidelines.	Still under investigation.
Practitioner was dishonest and overserved patient.	Still under investigation.
(ii) <u>Negligence</u> (two (2) complaints)	
<u>Allegation</u>	<u>Result of Investigation</u>
Treatment by practitioner resulted in fractured ribs..	No grounds for disciplinary action. Possible civil action.
Treatment by practitioner caused damage and continual pain.	Still under investigation.
(iii) <u>Incompetence</u> (two (2) complaints)	
<u>Allegation</u>	<u>Result of Investigation</u>
Patient's condition worsened and referral not given.	Inability to determine whether condition worsened. No further action.
Practice methods of practitioner were inadequate and unsatisfactory.	Practitioner counselled by Committee of Board regarding professional practice methods and patient communication.
(vi) <u>Advertising</u> (one (1) complaint)	
<u>Allegation</u>	<u>Result of Investigation</u>
Misleading advertising by Chiropractic practice..	Complaint withdrawn.

16 INQUIRIES

The Board is pleased to report that no formal disciplinary proceedings were instituted during the year.

17 COMPLAINT & INQUIRY PROCEDURES

Should a member of the public or profession wish to complain about the conduct or practice of a registered chiropractor or osteopath, the appropriate channel is to the Board.

The Board has the statutory responsibility to deal with complaints against chiropractors and osteopaths and the power under the provisions of the Act to impose appropriate penalties.

The Complaints Committee of the Board comprising the Registrar and one or more professional Board members, conducts preliminary enquiries. Upon completion of the investigation (by the Committee and/or the Board's investigators) and legal advice from the Crown Solicitors Office the Committee may lay a complaint to the Board or report to the Board on its findings. An expert witness may also be asked to give an opinion on the conduct of the practitioner or breach of the Act.

The question of whether any particular course of conduct amounts to unprofessional conduct is a matter to be determined by the Board after considering the evidence in each individual case.

Comprehensive complaint guidelines have been published and are available from the offices of the Board or from the Board's web site.

18 LEGISLATION REVIEWS

(a) *Mutual Recognition/Trans Tasman Mutual Recognition*

The Mutual Recognition Agreement (MRA) between all Australian States and Territories (commenced 1993) and the Trans Tasman Mutual Recognition Arrangement (TTMRA) between Australia and New Zealand (commenced 1998) are in the process of being reviewed by the Productivity Commission. The review will assess the efficiency and effectiveness of MRA and TTMRA and will explore the scope for improving their operation.

The Commission is required to present its final report to the Australian Treasurer by 8 October 2003 for subsequent presentation to Australian Heads of Government and New Zealand.

(b) *Health and Community Services Complaints Bill*

All the Health Registration Boards in South Australia met on 19 August 2002 to discuss the provisions of the Bill and make submissions to the Minister for Health. The Registration Boards also met with the Minister on 1 October 2002 to discuss their concerns. Most Boards agreed with the key tenant of the Bill but were concerned:

- (i) about the unnecessary duplication of processes between the Boards and the HCS Ombudsman and the costs involved;
- (ii) that the HCS Ombudsman can override the Boards' decision to investigate a complaint;

- (iii) that the Registration Boards and registered professions fund the office of the HCS Ombudsman when the majority of complaints may be against non-registered professions. The Ombudsman should be funded by the Government as he/she is acting solely in the interests of the public.

Following significant debate and many amendments the Bill was passed by the Lower House on 19 February 2003. The legislation is now in the Upper House for further debate.

(c) *Chiropractors and Osteopaths Bill*

In July and August 2002 representatives of the Board met with representatives of Parliamentary Counsel and the Department of Human Services to discuss a draft Bill which had been prepared in line with modern registration legislation and following a review by the Competition Review Panel.

It is hoped that the Bill will be released shortly for public comment before being introduced into Parliament. At this stage however other Bills are being given priority.

The Bill has as its main focus (besides registration and professional discipline) the empowerment of the Board to regulate professional practice for the purpose of maintaining high standards of competence and conduct. Competency will be required to be demonstrated not only by initial registrants but by registered persons on a regular ongoing basis.

Rising consumer expectations, demographic and social changes, changing relationships between health workers, new technology, a greater focus on research and evidence based practice, and new therapeutics, allowing a greater capacity to treat a range of health problems, underpin the need for chiropractors and osteopaths to maintain their competence.

19 PROFESSIONAL INDEMNITY INSURANCE

In accordance with Section 29 of the Act a person must not practise as a chiropractor unless they hold a minimum of \$5 million professional indemnity insurance cover for any one claim from an insurer approved by the Board.

On 12 October 2002 the Board and the Chiropractors Association of Australia (National) Ltd sponsored a Risk Management Seminar conducted by Guild Insurance Ltd, and held at the Adelaide Shores Function Complex. Approximately 160 practitioners attended the seminar.

Some of the major issues canvassed were:

- Claims History and Changing Trends
- Case Studies
- Informed Consent
- Record Keeping
- Material & Practice Risks
- Examination & Treatment
- Litigation

20 AUSTRALASIAN CONFERENCES OF CHIROPRACTORS & OSTEOPATHS REGISTRATION BOARDS (ACCRB & ACORB)

The Australasian Conferences of Chiropractors & Osteopaths Registration Boards were held in Hobart, Tasmania on 24 and 25 August 2002, with representation from all State and Territory Registration Boards and New Zealand.

The Chairperson and Registrar attended ACCRB and the Registrar attended ACORB.

Some of the major issues discussed were:

ACCRB:

- Manipulative Therapists Conference
- National Disciplinary Compendium
- Ongoing Competence
- Student Placements
- National Standards of Practice
- Assessment of Overseas Trained Chiropractors
- Prescribed Qualifications
- Record Keeping
- Frequency & Duration of Care

ACORB:

- Assessment of Overseas Trained Osteopaths
- Web Sites
- Student Placements
- Ongoing Competence
- Future Direction of ACORB
- National Accreditation of Osteopathic Programs
- Compulsory Insurance
- Registration of Educators

Since 1982 the South Australian Board has prepared and maintained a Resolution book of Conference decisions.

A meeting of Registrars of both professions was held to consider the follow up action from the Conferences and to discuss general administrative issues.

The next ACCRB and ACORB meetings are planned to be held in Sydney, New South Wales, on 23 and 24 August 2003 with a National Registrars meeting to be held afterwards.

21 MUTUAL RECOGNITION [MR] / TRANS TASMAN MUTUAL RECOGNITION [TTMR]

Under the provisions of the Mutual Recognition (SA) Act, 1993 and the Trans Tasman Mutual Recognition (SA) Act, 1999, a person who holds current registration and is in good standing in another participating jurisdiction of Australia or New Zealand is entitled to be registered to practise as a chiropractor or osteopath in South Australia upon making due application.

Mutual recognition applies between all States/Territories of Australia. TTMR applies between New Zealand and all registered States/Territories of Australia with the exception of Western Australia.

Osteopaths are not registered in New Zealand and thus TTMR does not apply.

Applicants receive a certificate of deemed registration until the Board determines the application (must be within one month of lodgement).

The Board grants substantive registration or registration under the Act on such conditions (if any) imposed by the first registering authority.

Substantive registration may be postponed or refused in cases where, for example, statements made in the application/notice are found to be materially false or misleading.

21 ASSESSMENT OF OVERSEAS QUALIFICATIONS

Chiropractors

Overseas trained chiropractors wishing to obtain registration or seeking migration under the Skilled Migration Category must firstly undertake an assessment of their qualifications and competency.

The assessment process involves 2 stages:

- a) Stage I – Desktop Audit
- b) Stage II – Competency Board Screening Examination

Full details of the assessment process can be obtained from the web site www.ccea.com.au.

Osteopaths

The South Australian Board does not recognise any overseas osteopathic qualifications for registration and has no assessment process in place.

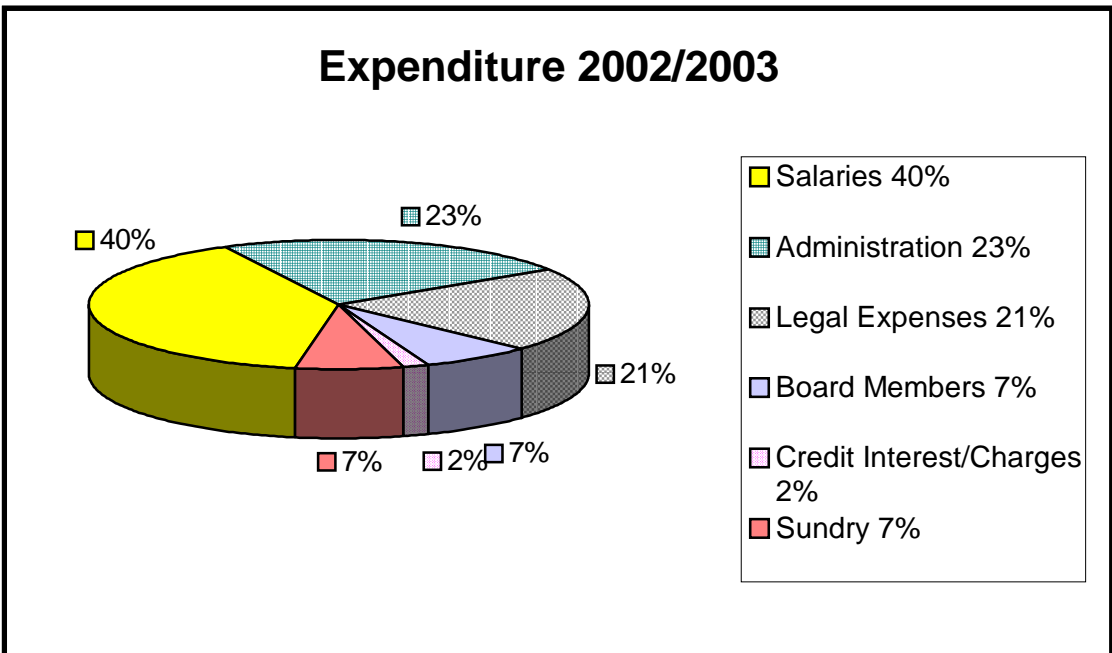
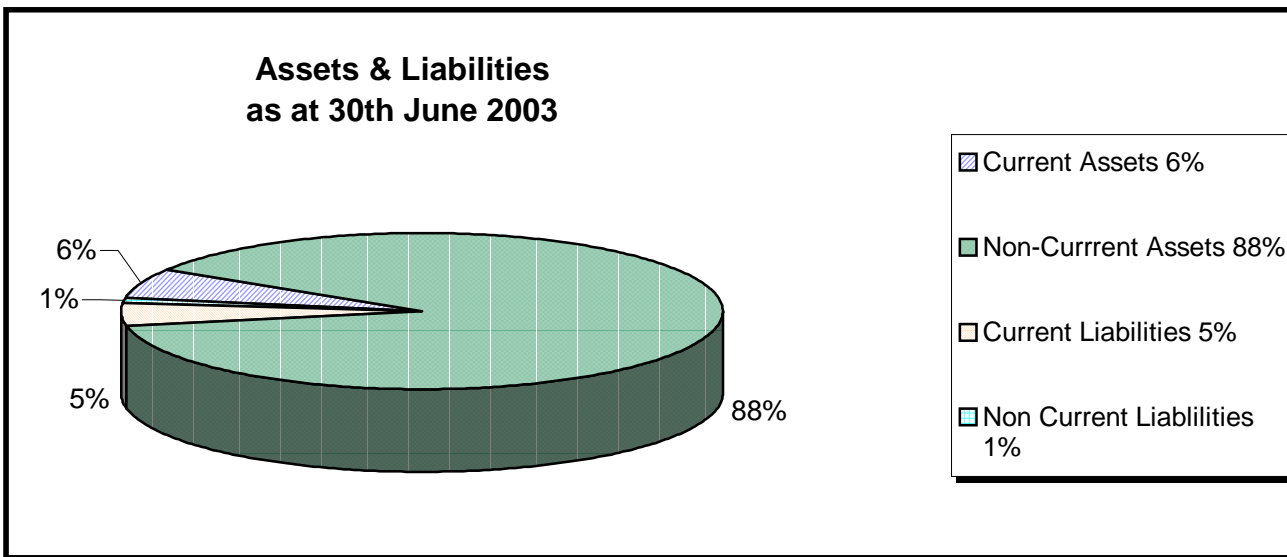
Overseas trained osteopaths should approach other State/Territory Registration Boards and, if successful in obtaining registration, then apply to South Australia under mutual recognition.

22 FINANCES

The Board recorded an operating surplus of \$6,948 for the 2002/2003 financial year and as at 30 June 2003 the Board had total equity of \$326,553.

The Board is not considered to be a "controlled entity" for the purposes of inclusion in the whole of Government reporting.

The following pie charts show the assets and liabilities of the Board as at 30 June 2003 and the expenditure of the Board during the 2002/2003 financial year.



The accounts of the Board have been audited and the financial statements for the year ended 30 June 2003, together with accompanying notes and the independent audit report of the Auditor-General appears as follows.

CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
REVENUES FROM ORDINARY ACTIVITIES			
Registration Fees	3	134,555	135,435
Rent Received	4	17,748	16,908
Other	5	9,004	15,941
		<hr/>	<hr/>
Total Revenues from ordinary activities		161,307	168,284
		<hr/>	<hr/>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Benefits		61,382	57,385
Administrative Expenses	6	35,913	36,885
Legal, Investigative & Inquiry Expenses	7	32,793	16,283
Sundry	8	10,918	11,585
Board Members Fees	9	10,869	10,041
Line of Credit interest and charges	10	2,484	-
Interest on Borrowings		-	7,269
		<hr/>	<hr/>
Total Expenses from ordinary activities		154,359	139,448
		<hr/>	<hr/>
NET RESULT		6,948	28,836
Increase in asset revaluation reserve arising from revaluation of non current asset		-	86,500
		<hr/>	<hr/>
Total changes in equity other than those resulting from transactions with owners as owners		6,948	115,336
		<hr/> <hr/>	<hr/> <hr/>

CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003	2002		
		\$	\$	\$	\$
CURRENT ASSETS					
Cash at Bank and on Hand	11	753		396	
Investments	11	18,836		105,905	
Receivables		1,601		3,412	
Prepayments		867		1,672	
		<hr/>		<hr/>	
Total Current Assets		22,057		111,385	
		<hr/>		<hr/>	
NON-CURRENT ASSETS					
Property, Furniture & Equipment	12	325,730		334,994	
		<hr/>		<hr/>	
Total Non-Current Assets		325,730		334,994	
		<hr/>		<hr/>	
TOTAL ASSETS			347,787		446,379
CURRENT LIABILITIES					
Accounts Payable & Accruals		12,090		11,784	
Employee Benefits - Annual Leave	13	4,557		3,541	
Borrowings	14	-		12,597	
Leases	15	-		1,463	
		<hr/>		<hr/>	
Total Current Liabilities		16,647		29,385	
		<hr/>		<hr/>	
NON-CURRENT LIABILITIES					
Employee Benefits - Long Service Leave	13	4,170		7,063	
Accounts Payable & Accruals		417		706	
Borrowings	14	-		89,620	
		<hr/>		<hr/>	
Total Non-Current Liabilities		4,587		97,389	
		<hr/>		<hr/>	
TOTAL LIABILITIES			21,234		126,774
			<hr/>		<hr/>
NET ASSETS			326,553		319,605
			<hr/>		<hr/>
EQUITY					
Accumulated Surplus	16	226,930		219,982	
Reserve	17	99,623		99,623	
		<hr/>		<hr/>	
TOTAL EQUITY			326,553		319,605
			<hr/>		<hr/>

CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Inflows			
Registration Fees		134,555	135,435
Rent Received		17,748	16,908
GST Received from Taxation Authority		14,895	10,956
Other Income		9,648	14,241
GST Collected on Sales		3,222	4,517
		<u>180,068</u>	<u>182,057</u>
Outflows			
Salaries & Related Expenses		61,552	56,099
Administrative Expenses		39,422	33,554
Legal, Investigative & Inquiry Expenses		30,169	19,973
GST Paid on Purchases		14,548	12,170
Board Members Fees		10,869	10,041
Interest on line of credit		2,484	-
GST Paid to Taxation Authority		2,402	4,794
Sundry		346	321
Interest on Borrowings		-	7,655
		<u>161,792</u>	<u>144,607</u>
Net cash provided by Operating Activities	18	<u>18,276</u>	<u>37,450</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Inflows			
Proceeds from Insurance recovery		-	1,685
Outflows			
Asset Purchases		1,308	10,583
Net cash used in Investing Activities		<u>1,308</u>	<u>8,898</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Outflows			
Repayments of Borrowings		102,217	16,345
Repayment of Lease Liability		1,463	3,040
Net cash used in Financing Activities		<u>103,680</u>	<u>19,385</u>
NET (DECREASE) INCREASE IN CASH HELD		(86,712)	9,167
CASH AT 1 JULY		<u>106,301</u>	<u>97,134</u>
CASH AT 30 JUNE	11	<u>19,589</u>	<u>106,301</u>

CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

NOTES TO & FORMING PART OF THE FINANCIAL STATEMENTS

1 BOARD OBJECTIVES & FUNDING

The Board exercises its functions under the Chiropractors Act 1991 with a view to achieving and maintaining professional standards of competence and conduct in the practice of chiropractic.

The Board's principal source of funds consists of monies paid by registered chiropractors as registration renewal fees.

2 STATEMENT OF ACCOUNTING POLICIES

The Financial Statements are a general purpose financial report and have been prepared in accordance with Statements of Accounting Concepts, appropriate Accounting Standards, applicable Urgent Issues Group Consensus Views, and in accordance with the Treasurer's Instructions issued pursuant to the Public Finance & Audit Act 1987.

The accounts have been prepared on the basis of historical cost and do not take into account changing money values or, except where stated, current valuation of non-current assets. The accounting policies have been consistently applied unless otherwise stated.

Accounting policies for "Registration Fees", "Non Current Assets" and "Employee Benefits" appear under those headings.

Financial Instruments

The Board's accounting policies, including the terms and conditions of each class of financial asset and financial liability recognised at 30 June 2003, are as follows:

Financial Assets

Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.

Cash comprises cash on hand and at the bank and deposits at call. Cash is recorded at nominal amounts. Interest on cash is credited to revenue as it accrues.

Receivables are recognised at the nominal amounts due less provision for bad or doubtful debts.

Credit terms, other than those specified in contractual agreements, are net 14 days.

Financial Liabilities

Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be measured.

Payables are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. With the exception of employee on-costs, payables are normally settled within 30 days. It is policy to effect early payment where a discount can be achieved.

Borrowings are recognised at their principal amounts. Interest is expensed as it is accrued.

Interest Rate Risk

The Board's only exposure to interest rate risk relates to cash and investments. The variable interest rate on cash deposits is 7.92% p.a. and investments 4.15% p.a. The variable rate of interest on the \$100,000 overdraft is 7.92%.

Credit Risk

The Board does not have any significant credit risk exposure to any single debtor.

The carrying amount of financial assets recorded in the Financial Statements, net of provisions for doubtful debts, represent the Board's maximum exposure to credit risk.

Net Fair Value

The carrying amounts of financial assets and financial liabilities recorded in the Financial Statements represent their respective net fair values.

Good and Services Tax

In accordance with the requirements of UIG Abstract 31 "Accounting for the Goods and Services Tax (GST)", revenue, expenses and assets are recognised net of the amount of GST except that:

- The amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense;
- Receivables and payables are stated with the amount of GST included.

The net GST receivable from the Australian Taxation Office has been recognised as a receivable in the Statement of Financial Position.

The Board prepares a Business Activity Statement on behalf of the South Australian Psychological Board and the Occupational Therapists Registration Board of SA under the grouping provisions of the GST legislation.

3 REGISTRATION FEES

As registration fees apply to the registration year, and as no liability arises to refund fees paid in the event of loss or surrender of registration, fees are recognised as income in the year that they are received.

	2003	2002
	\$	\$
Renewal Fees (including companies)	120,390	116,430
Initial Registrations (including companies)	12,735	17,150
Re-registrations	1,430	1,855
	<hr/>	<hr/>
	134,555	135,435
	<hr/> <hr/>	<hr/> <hr/>

4 RENT RECEIVED

Represents rent received from the South Australian Psychological Board, Occupational Therapists Registration Board of South Australia and the Council of Occupational Therapists Registration Boards (Aust. & NZ) Inc.

5 OTHER INCOME

	2003	2002
	\$	\$
Computer & Office Equipment Services	6,900	6,900
Miscellaneous	1,246	1,840
Interest	858	4,017
Insurance Recovery	-	1,684
Costs Awarded	-	1,500
	<hr/>	<hr/>
	9,004	15,941
	<hr/> <hr/>	<hr/> <hr/>

6 ADMINISTRATIVE EXPENSES

	2003	2002
	\$	\$
CCEA - Council on Chiropractic Education Australasia	5,308	-
Computer and Office Equipment Maintenance	5,050	5,257
Accommodation Outgoings	4,378	7,337
Conferences	4,228	3,525
Audit Fees	3,250	2,500
Telephone	3,202	2,744
Bank fees and charges	1,680	1,461
Insurance - Indemnity	1,591	1,412
Printing	1,525	2,369
Postage	1,487	1,389
Sundries	1,405	2,988
Board & Committee Meeting Expenses	1,166	2,168
ACCE - Australasian Council on Chiropractic Education	1,000	1,460
Stationery	643	475
Consultancy Fees	-	1,800
	<hr/>	<hr/>
	35,913	36,885
	<hr/> <hr/>	<hr/> <hr/>

7 LEGAL, INVESTIGATIVE & INQUIRY EXPENSES

	2003	2002
	\$	\$
Investigative Services provided by Quark & Associates	17,710	5,772
Legal Services provided by Crown Solicitors Office	14,958	9,230
Inquiry Expenses	125	1,281
	<u>32,793</u>	<u>16,283</u>

8 SUNDRY EXPENSES

	2003	2002
	\$	\$
Depreciation Expense	8,193	6,241
Amortisation Expense	2,379	2,378
Asset Purchases under \$300	339	685
Interest Finance Leases	7	321
Asset Write Off	-	1,960
	<u>10,918</u>	<u>11,585</u>

9 REMUNERATION OF BOARD MEMBERS

The Board members for the 2002/2003 year were:

P R Donato
 C R Christie
 J K Adams
 A J Shelley ~
 K W Leembruggen ~
 D R Furniss
 K H Finnigan
 A J Heyes *
 G J Pladson *

~ New Board members appointed by the Governor effective from 1 August 2002

* Ceased to be member

The total amount paid or payable to members of the Board:

	2003	2002
	\$	\$
	10,869	10,041

The number of members whose income from the Chiropractors Board of South Australia falls within the following band was:

	2003	2002
\$0-\$9,999	7	10

10 INTEREST ON LINE OF CREDIT

On 2 July 2002 the mortgage with Adelaide Bank (\$102,217) was discharged refer note 14 and a \$100,000 overdraft account was negotiated with Bank SA. The investment account balance was transferred to a Business Maximiser Overdraft account.

11 RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash on hand and deposits at call with banks. Cash held at 30 June as shown in the Statement of Cash Flows is reconciled to the relevant items in the Statement of Financial Position as follows:

Investments comprises of a Portfolio Cash Management account earning interest at 4.15% pa calculated daily and paid monthly with funds available "at call".

	2003	2002
	\$	\$
Investments	18,836	105,905
Cash at Bank and on hand	753	396
	<u>19,589</u>	<u>106,301</u>

12A PROPERTY, FURNITURE & EQUIPMENT

Assets are depreciated over their estimated lives using the straight line method of depreciation. The estimated life of all classes of depreciable assets is 5 years, except for building and refurbishment where useful life is 40 years. The land and building will be subject to valuation on a cyclical basis every three years.

		2003		2002
		\$	\$	\$
Land - At Independent Valuation			160,000	160,000
Building & Refurbishment - At Valuation		160,000		160,000
Less Accumulated depreciation on building		4,272		-
			<u>155,728</u>	<u>160,000</u>
Computer Hardware - At cost		18,355		17,047
Less Accumulated depreciation		12,308		9,762
			<u>6,047</u>	<u>7,285</u>
Equipment Under Lease	15	11,894		11,894
Less Accumulated amortisation		11,894		9,515
			<u>-</u>	<u>2,379</u>
Office Equipment - At cost		21,660		21,660
Less Accumulated depreciation		18,201		17,077
			<u>3,459</u>	<u>4,583</u>
Office Furniture & Fittings - At cost		15,371		15,371
Less Accumulated depreciation		14,875		14,624
			<u>496</u>	<u>747</u>
Total Property, Furniture & Equipment			<u><u>325,730</u></u>	<u><u>334,994</u></u>

The revaluation at fair market value of the land, building and refurbishment was undertaken by PJ Allen AAPI of Mason Gray Strange Real Estate in June 2002.

12B MOVEMENTS IN PROPERTY, FURNITURE & EQUIPMENT

	Land	Building	Computer Hardware	Leased Equipment	Office Equipment	Office Furn & Fittings	Total
Balance at the beginning of the year	160,000	160,000	7,285	2,379	4,583	747	334,994
Additions	-	-	1,308	-	-	-	1,308
Revaluation	-	-	-	-	-	-	0
Disposals	-	-	-	-	-	-	0
Depreciation Expense	-	(4,272)	(2,546)	-	(1,124)	(251)	(8,193)
Amortisation Expense	-	-	-	(2,379)	-	-	(2,379)
Assets written off	-	-	-	-	-	-	-
	<u>160,000</u>	<u>155,728</u>	<u>6,047</u>	<u>-</u>	<u>3,459</u>	<u>496</u>	<u>325,730</u>

13 EMPLOYEE BENEFITS AND RELATED ON-COST LIABILITIES

Salaries, Wages and Annual Leave

Liabilities for unpaid salaries and wages at the reporting date are based on current pay rates and employees' services to that date. The annual leave liability is based on expectant pay rates. Liabilities for employment on-costs such as superannuation contributions have been included in Accounts Payables.

Long Service Leave

Provision has been made for employee entitlements to long service leave at 30 June 2003. The provision has been calculated at nominal amounts based on current pay rates using a benchmark of seven years service using a shorthand estimation of long service leave liability in accordance with Accounting Standard AASB 1028 'Employee Benefits'

Sick Leave

No liability for sick leave was recognised in the financial report as sick leave taken by employees is considered to be taken from the current year's accrual.

	2003	2002
	\$	\$
Annual Leave		
Employee Benefits - current	4,557	3,541
On-costs included in Accounts Payable - current	385	300
	<u>4,942</u>	<u>3,841</u>
Long Service Leave		
Employee Benefits - non-current	4,170	7,063
On-costs included in Accounts Payable - non-current	417	706
	<u>4,587</u>	<u>7,769</u>
Aggregate employee benefit and related on-cost liabilities	<u>9,529</u>	<u>11,610</u>

These liabilities reflect the net liability after taking into account the employee entitlement liability of the South Australian Psychological Board, Occupational Therapists Registration Board of South Australia and the Council of Occupational Therapists Registration Boards (Aust & NZ) Inc.

14 BORROWINGS

The Board negotiated a loan of \$210 000 over 15 years with Adelaide Bank commencing 14 January 1994. Principal and interest payments at a fixed rate are made on a monthly basis- This loan was discharged on 2 July 2002 (refer note 10).

	2003	2002
	\$	\$
Borrowings	102,217	118,562
Less Repayments of Principal	102,217	16,345
	<u>-</u>	<u>102,217</u>
Amount owing comprises:		
Current Liability (repayable within one year)	-	12,597
Non Current Liability (repayable after one year)	-	89,620
	<u>-</u>	<u>102,217</u>

15 LEASE COMMITMENTS

Commitments in relation to finance leases are payable as follows:

	2003	2002
	\$	\$
Not later than one year	-	1,475
Minimum lease payments	-	1,475
Deduct future finance payments	-	12
	<u>-</u>	<u>1,463</u>
Classified in the Financial Statements as:		
Current	-	1,463
	<u>-</u>	<u>1,463</u>

16 ACCUMULATED SURPLUS

	2003	2002
	\$	\$
Balance at the beginning of the year	219,982	191,146
Current Year Surplus	6,948	28,836
Closing balance	<u>226,930</u>	<u>219,982</u>

17 RESERVES

	2003	2002
	\$	\$
Balance at the beginning of the year	99,623	13,123
Movement during year	-	86,500
Closing balance	<u>99,623</u>	<u>99,623</u>

18 RECONCILIATION OF NET RESULT TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2003	2002
	\$	\$
Net Result	6,948	28,836
Non cash items		
Depreciation	8,193	6,241
Amortisation	2,379	2,378
Loss on Asset write off	-	276
Changes in Assets and Liabilities		
(Decrease) Increase in Employee Benefits - Long Service Leave	(2,893)	1,113
Decrease (Increase) in Receivables	1,811	(1,505)
Increase in Employee Benefits - Annual Leave	1,016	721
Decrease (Increase) in Prepayments	805	(1,343)
Increase in Accounts Payable & Accruals	17	733
	<hr/>	<hr/>
Net Cash provided by Operating Activities	18,276	37,450
	<hr/> <hr/>	<hr/> <hr/>

19 ADMINISTERED ITEMS

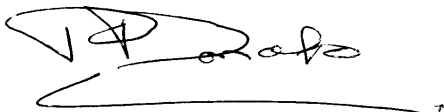
As part of the Board's administrative responsibilities it pays certain expenses on behalf of the South Australian Psychological Board, Occupational Therapist Registration Board of South Australia and Council of Occupational Therapists Registration Boards (Aust & NZ) Inc. These expenses amounted to \$199,598 (\$185,256) were recovered in full during the financial year.

These administered transactions do not represent controlled transactions of the Board. As such they are not recognised in the financial statements of the Board.

CERTIFICATE BY THE CHAIRPERSON AND FINANCE OFFICER

To the best of our knowledge and belief:

- a. the foregoing Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, and notes thereto of the Chiropractors Board of South Australia present fairly, in accordance with Statements of Accounting Concepts, applicable Accounting Standards, Urgent Issues Group Consensus Views and the Public Finance and Audit Act 1987, as amended, the financial position of the Board as at 30 June 2003 and the result of its operations and its cash flows for the year then ended; and
- b. internal controls over financial reporting have been effective throughout the year.



P R DONATO
CHAIRPERSON



L M SPAGNOLETTI
FINANCE OFFICER



INDEPENDENT AUDIT REPORT

TO THE CHAIRPERSON CHIROPRACTORS BOARD OF SOUTH AUSTRALIA

SCOPE

As required by section 31 of the *Public Finance and Audit Act 1987*, I have audited the financial report of the Chiropractors Board of South Australia for the financial year ended 30 June 2003. The financial report comprises:

- A Statement of Financial Performance;
- A Statement of Financial Position;
- A Statement of Cash Flows;
- Notes to and forming part of the Financial Statements;
- Certificate by the Chairperson and the Finance Officer.

The members of the Chiropractors Board of South Australia are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Chairperson.

The audit has been conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing and Assurance Standards to provide reasonable assurance that the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the Chiropractors Board of South Australia's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion, the financial report presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Chiropractors Board of South Australia as at 30 June 2003, its financial performance and its cash flows for the year then ended.

14 November 2003

K I MacPHERSON
AUDITOR-GENERAL