



# Annual Report

2007—2008



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## Foreword

Council's predominant business in this past financial year was: -

1. The (re-)accreditation of first-professional award chiropractic programs within the Australasian region; and
2. The assessment of suitability of overseas trained chiropractors wishing to practise in Australia.
3. In collaboration with the Department of Health & Ageing, the development of a project to strengthen mental health competencies and skills in first professional programs.
4. Interaction and submissions with the Council of Australian Governments National Registration and Accreditation Scheme

The Accreditation Committee, chaired by Ms Maria Keys, has had a significant and very busy year with all Australian and New Zealand chiropractic programs being either inspected or in the process of inspection. This has involved a significant amount of coordination and review. We thank Ms Keys and committee members for their tireless and comprehensive effort and leadership.

Activities in relation to the assessment of overseas trained chiropractors have continued with competency assessments being conducted at both Macquarie and RMIT Universities. This year has focused on continuing to standardise the assessments in both structure and format, not only in the Australian programs, but also with New Zealand due to existing Trans-Tasman legislation.

Of note, Council this year became a member of the Forum of the Australian Health Professions Councils and looks forward to on-going collaboration and development.

I'm pleased to announce that Council again has demonstrated good financial management and its finances are in good order. Further details are available in this Annual Report.

Many thanks, gratitude and accolades are given to the Councillors, Committees and others who not only make available their valuable time, but who also provide their effort and services on a voluntary basis. I am truly indebted to all of you for this, and also for your support and dedication.

It has indeed been an honour and privilege to have served in this position and to have worked with all involved.

Yours sincerely



Philip Donato, Chairperson CCEA

## 1. Status of the Council

The Council on Chiropractic Education Australasia Inc (the "Council") is a legal entity incorporated in South Australia in February 2002. The Council officially commenced operation on 25<sup>th</sup> August 2002 with the holding of its Inaugural Meeting in Hobart, Tasmania.

## 2. Purpose of the Council

The Council shall advise and make recommendations relating to chiropractic accreditation, standards of education and practice.

## 3. Objects of the Council

The Objects of the Council are as follows:

- Assess and accredit chiropractic undergraduate and postgraduate courses;
- Advise and make recommendations regarding statutory accreditation, approval or prescription;
- Develop, advocate and maintain valid and reliable accreditation standards and processes to assess the suitability and quality of chiropractic programs and to judge the success of provider institutions in ongoing development, implementation and evaluation of those course goals and outcomes;
- Develop and conduct evaluations in relation to the suitability of overseas trained chiropractors for migration and practise in Australia;
- Develop and conduct competency assessments on behalf of Members and advise on the suitability of chiropractors, referred for assessment, to practise in Australasia;
- Advise and make recommendations in relation to chiropractic education and uniform approaches to Standards of Practice and regulation of chiropractors in Australasia;
- Establish and maintain relationships with bodies or organisations in other countries having objects and functions, in whole or in part, similar to the objects and functions of the Council; and
- Ensure that the Council achieves its purpose and objects.

## 4. Membership of the Council

The Council currently consists of the following Members:

- The Chiropractors and Osteopaths Board of the Australian Capital Territory;
- The Chiropractors Registration Board of New South Wales;
- The Chiropractic Board of New Zealand;
- The Chiropractors and Osteopaths Board of the Northern Territory;
- The Chiropractors Board of Queensland;
- The Chiropractors Board of South Australia;
- The Chiropractors and Osteopaths Board of Tasmania;
- The Chiropractors Registration Board of Victoria;
- The Chiropractors Board of Western Australia;
- The Chiropractors Association of Australia;
- The New Zealand Chiropractic Association;
- Two representatives of Australian and New Zealand chiropractic teaching institutions;
- Two persons who have an interest and expertise in chiropractic. (we have other wording we use here I think)

## 5. Councillors

Each Member has a nominated Councillor to represent it on the Council. The Term of Office of Councillors is at the discretion of their relevant nominating Member, however, where a Councillor is a representative of the chiropractic teaching institutions or a layperson, the Term of Office is for three years. Such Councillors may be re-appointed.

Councillors as at 30 June 2008 are as follows:

- Dr Phillip Donato, Chairperson (Chiropractors & Osteopaths South Australia);
- Professor Peter Drake, Deputy Chairperson (Public Representative);
- Dr Peter Cowie (Chiropractors Registration Board of New South Wales);
- Dr Stephen Crean (Chiropractors and Osteopaths Board of Tasmania);
- Dr Bevan Goodreid (Chiropractors Board of Western Australia);
- Dr Jayna Gordon (Chiropractors and Osteopaths Board of the Northern Territory);
- Dr Brian Kelly (Institutional Representative);
- Ms Maria Keys (Public Representative);
- Dr John Loveday (New Zealand Chiropractic Board);
- Dr Mark McEwan (Chiropractors Board of Queensland);
- Assoc. Prof. Brian Nook (Institutional Representative);
- Dr Gregory Oke (New Zealand Chiropractors Association);
- Dr John Reggars (Chiropractors Registration Board of Victoria);
- Dr Michael Shobbrook (Chiropractors and Osteopaths Board of the Australian Capital Territory);
- Dr Mark Uren (Chiropractors Association of Australia).

## 6. Executive Committee

The Executive Committee has been established to ensure the day to day activities of the Council are carried out in a timely manner. The following Councillors hold the stated positions on the Council:

- Dr Phillip Donato (Chairperson);
- Emeritus Professor Peter Drake (Deputy Chairperson);
- Dr Bevan Goodreid (Treasurer);
- Dr Peter Cowie; and
- Dr Greg Oke.

Ms Maria Keys, as Chairperson of the Accreditation Committee is invited to attend each Executive Meeting and her participation is very welcome.

## 7. Operating Committees

To ensure that the Council meets its Purpose and Objects, the following Committees have been established:

### Accreditation Committee

The Accreditation Committee has been established to oversee all Program Accreditation matters including inspection visits and ongoing monitoring. The Accreditation Committee consists of both Councillors and invitees who have an expertise in the area of chiropractic or relevant fields

Current members are as follows:

- Ms Maria Keys (Chairperson);
- Dr Peter Cowie;
- Emeritus Professor Peter Drake;
- Dr Ray Hayek;
- Dr Greg Oke;
- Dr Jenny Jamison;
- Dr Jo-Anne Maire;
- Dr Tom Molyneux;
- Dr John Sweaney.
- Dr. Terry Crisp, and
- Ms. Colette Plethick

Activities undertaken by the Committee can be found in Section 11 of this Report.

### **Chiropractic Overseas Assessment Committee (COAC)**

The Chiropractic Overseas Assessment Committee has been established to assess the suitability of chiropractors for migration to, and eligibility for registration in, Australia. Although the Council has New Zealand representation, the Council can not assess a chiropractor's eligibility to migrate to New Zealand. The COAC consists of both Councillors and co-opted representatives who have an expertise in the area of chiropractic assessment. Current members are as follows:

- Dr John Reggars (Chairperson);
- Dr Peter Bull;
- Dr Bevan Goodreid;
- Dr John Loveday;
- Mr Peter Martin;
- Dr Michael Shobbrook;
- Dr Mark Uren; and
- Mrs Debby Ramsay, Executive Officer.

Activities undertaken by the Committee can be found in Section 12 of this Report.

### **Legal / Constitution Committee**

The Legal / Constitution Committee has been established to ensure that Council's operations, including its Constitution and Rules, conform to all relevant laws. Current members are as follows:

- Dr Stephen Crean- Chairperson;
- Ms Maria Keys;
- Dr Jayna Gordon; and
- Dr Brian Nook.

Activites undertaken by the Committee can be found in Section 13 of this Report.

### **Principles of Practice Committee**

The Principles of Practice Committee has been established to provide advice and recommendations in relation to Standards of Practice for Australian and New Zealand chiropractors. Current members are as follows:

- Dr Michael Shobbrook (Chairperson);
- Dr Bevan Goodreid;
- Dr Stephen Crean; and
- Dr Brian Kelly.

Activities undertaken by the Committee can be found in Section 14 of this Report.

### Communication and Marketing Committee

The Communication and Marketing Committee has been established to inform Members, the public and overseas counterparts of activities of the Council. Current members are as follows:

- Executive Committee; and
- Mrs Debby Ramsay, Executive Officer.

### Policy Committee

The Policy Committee has been established to formulate and present to Council for adoption, Policies relevant to its operations. Current members are as follows:

- Dr Michael Shobbrook (Chairperson);
- Dr Stephen Crean;
- Dr Jayna Gordon;
- Ms Maria Keys; and
- Mrs Debby Ramsay, Executive Officer.

Activities undertaken by the Committee can be found in Section 14 of this Report.

## 8. Funding of the Council

The Council receives funding from its Members, as well as limited funding from its responsibility to assess overseas trained chiropractors for migration and eligibility to practise. Funding is based on a formula contained within the Funding Agreement between the Council and its Members.

The Council is a non-profit association, and as such, all funding received is utilised for the Council's Purpose and Objects.

## 9. Meetings of the Council and its Committees

### Council

During the reporting period, the Council held the following meetings:

- August 2007 in Cairns;
- November 2007 in Melbourne; and
- May 2008 in Melbourne.

### Executive Committee

During the reporting period, the Executive Committee met by teleconference on the following occasions:

- February 2008.

### ***Chiropractic Overseas Assessment Committee***

During the reporting period, the COAC met on the following occasions:

- April 2007 in Melbourne; and
- October 2007 by teleconference.

### ***Accreditation Committee***

During the reporting period, the Committee met on the following occasions:

- November 2007 in Melbourne, and
- May 2008 in Melbourne.

The Accreditation Committee also met via teleconference on several occasions during the reporting period in relation to its activities as well as regular email communications.

### ***Legal/Constitution Committee***

The Legal/Constitution Committee was not required to meet during the reporting period.

### ***Principles of Practice Committee***

The Principles of Practice Committee was not required to meet during the reporting period.

### ***Policy Committee***

During the reporting period, the Policy Committee communicated via email regarding the drafting of relevant documentation.

## **10. Activities of the Council**

During the reporting period, the Council and its Committees undertook the following activities:

- standardisation of competency assessments;
- revision of accreditation documentation;
- revision of assessment documentation for overseas trained chiropractors;
- completed a project with the Department of Health and Ageing to investigate standards and competencies for mental health training of chiropractors;
- provided submissions to several Government and non-Government departments regarding national registration and accreditation, the effectiveness of mutual recognition and the accreditation of programs;
- continued dialogue with the National Board of Chiropractic Examiners and other agencies regarding the possibility of "off-shore" competency assessments.
- Became member of the Forum of Australian Health Professions Councils

## **11. Activities of the Accreditation Committee**

During the reporting period, the Accreditation Committee received applications for (re)-accreditation from the following institutions:

- Murdoch University's Japanese Chiropractic Program;
- Hanseo University's Chiropractic Program, Korea.
- Murdoch University's Chiropractic Program
- RMIT-Japan's Chiropractic Program

During the reporting period the Accreditation Committee considered ongoing Progress Reports from the following institutions:

- the RMIT University's chiropractic program;
- the Macquarie University chiropractic program;
- the Murdoch University chiropractic program;
- the New Zealand School of Chiropractic chiropractic program.
- RMIT-Japan's chiropractic program

The Accreditation Committee also oversaw mini-inspections of the following institutions:

- the Macquarie University chiropractic program;
- the Murdoch University chiropractic program.

And as part of the Government's Mental Health initiative, the Committee reviewed the Accreditation Standards and Competency Standards relevant to First Professional Award Programs in Chiropractic.

## **12. Activities of the Chiropractic Overseas Assessment Committee (COAC)**

During the reporting period the COAC received 47 applications for assessment. All received applications were approved to proceed to competency based assessment.

Of the 47 applications received, the following statistics apply:

- 30 applicants successfully completed the Competency Based Assessment, 4 of these being unsuccessful at their first attempt;
- 12 applicants held current registration in either Australia or New Zealand and were therefore only required to undertake the Desktop Audit for approval;
- 1 applications were deferred;
- 1 applications were discontinued; and
- 3 applicants failed to turn up for assessment.

## **13. Activities of the Legal / Constitution Committee**

During the reporting period the Legal/Constitution Committee continued to monitor Council's legal and constitutional compliance.

## **14. Activities of the Standards of Practice Committee**

During the reporting period the Standards of Practice Committee finalised a Principles of Practice document which was adopted by the Council.

## **15. Activities of the Policy Committee**

During the reporting period the Policy Committee reviewed all Council policies and was preparing a document for consideration at Council's September 2008 meeting.

## **16. Representation on the Council on Chiropractic Education International (CCEI)**

Dr Donato and Professor Drake represented Council at the June 2008 CCEI meeting held in Cairns. During this meeting the following issues were discussed:

- Model Core Standards;

- Relationships with the World Health Organisation and World Federation of Chiropractic;
- Member agency Standards; and
- Mutual recognition of Member accreditations.

Dr Donato and Professor Drake also participated in CCEI teleconferences during the reporting period.

### **17. Council Staff**

The Council, during the reporting period, utilised the services of one dedicated staff member, Mrs Debby Ramsay, who was appointed as the Executive Officer in May 2003. Mrs Ramsay acted as Secretary for the Council during its formation stages and Acting Executive Officer from August 2002 until her appointment in May 2003.

Council's Accreditation Committee continued to utilise the services of Ms Priscilla Todd, Todd Secretariat, to assist with its functions and business.

### **18. Financial Statements**

The Council has again retained the services of Bentleys MRI, Brisbane, as its external Auditors. Following is a copy of the Council's audited financial statements for the reporting period.

**FINANCIAL REPORT**

**OF**

**COUNCIL ON CHIROPRACTIC EDUCATION  
AUSTRALASIA INC.**

**FOR THE YEAR ENDED 30 JUNE 2008**

**COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC.**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2008**

	30 June 2008	30 June 2007
<b>INCOME</b>		
Membership Contributions (BDS)		
Membership Contribution ACT	1,367	679
Membership Contribution NSW	32,626	62,196
Membership Contribution NT	683	1,311
Membership Contribution QLD	16,625	15,537
Membership Contribution SA	7,916	7,649
Membership Contribution TAS	863	810
Membership Contribution VIC	23,846	23,878
Membership Contribution WA	6,549	6,324
Membership Contribution NZ	7,556	8,254
Membership Contributions – Prof		
Membership Contribution CAA/NZCA	21,803	16,149
Mental Health Project	169,350	-
Examination and Assessment Fees	138,683	160,285
<b>TOTAL INCOME</b>	<u>427,867</u>	<u>303,072</u>
<b>LESS EXPENSES INCURRED</b>		
Administrative/Secretarial	16,140	24,349
Cab charge Account	2,243	1,296
Rent	4,545	5,000
Administrative Office Expenses	1,854	680
Insurance	6,243	5,491
Printing and Stationery	-	372
Postage and Delivery	68	147
Telephone	4,331	3,389
Bank fees and charges	233	348
Accommodation and Travel	28,202	27,991
Meeting Expenses	28,075	22,543
Meeting Expenses (Non-CCEA)	10,899	-
Software	331	595
Website Design & Maintenance	478	423
Accounting & Audit Fees	875	720
Grants to Similar Bodies	7,413	6,129
Depreciation expense	837	1,068
Mental Health Project	142,270	-
Examination & Assessment Expense	91,737	95,118
Program Accreditation Expenses		
ACCREDIT_Travel and Accom	14,047	20,574
Per diem Allowance	15,124	10,855
Accreditation Secretariat	14,772	16,042
Other Accreditation Costs	3,435	-
<b>TOTAL EXPENSES</b>	<u>394,152</u>	<u>243,131</u>
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<u>33,715</u>	<u>59,941</u>

**Note: The above should be read in conjunction with the accompanying notes**

**COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC.****BALANCE SHEET  
AS AT 30 JUNE 2008**

	<b>30 June 2008</b>	<b>30 June 2007</b>
<b>CURRENT ASSETS</b>		
General Cheque Account	126,106	108,871
Trade Debtors	24,776	14,778
Prepaid insurance	667	2,425
GST Receivable	4,739	4,395
<b>TOTAL CURRENT ASSETS</b>	<u>156,288</u>	<u>130,469</u>
<b>NON-CURRENT ASSETS</b>		
Office Equipment	4,879	4,879
Computer Software	1,167	1,168
Accumulated depreciation	(5,056)	(4,219)
<b>TOTAL NON-CURRENT ASSETS</b>	<u>990</u>	<u>1,828</u>
<b>TOTAL ASSETS</b>	<u>157,278</u>	<u>132,297</u>
<b>CURRENT LIABILITIES</b>		
Trade Creditors	1,520	10,254
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,520</u>	<u>10,254</u>
<b>TOTAL LIABILITIES</b>	<u>1,520</u>	<u>10,254</u>
<b>NET ASSETS</b>	<u>155,758</u>	<u>122,043</u>
<b>EQUITY</b>		
Retained Earnings	122,043	62,102
Operating Surplus/(Deficit) from this financial year	33,715	59,941
<b>TOTAL EQUITY</b>	<u>155,758</u>	<u>122,043</u>

**Note: The above should be read in conjunction with the accompanying notes**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act South Australia. The committee has determined that the Council is not a reporting entity as defined in Statement of Accounting Concepts 1 "Definition of the Reporting Entity" and therefore there is no requirement to apply accounting standards in the preparation and presentation of these statements.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act South Australia and the following Australian Accounting Standards:

AASB 1031	Materiality
AASB 110	Events After Balance Sheet Date

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

**NOTE 2 – TAXATION**

Pursuant to Section 50-10 of the *Income Tax Assessment Act 1997*, the Council is exempt from income tax.

**NOTE 3 – INCORPORATION**

The Council was incorporated under the *Associations Incorporation Act 1985 (SA)* on 27 February 2002.

**NOTE 4 – MORTGAGES, CHARGES AND SECURITIES**

At 30 June 2008, there were no mortgages, charges or securities of any description affecting the property of the Council.

**STATEMENT BY THE COMMITTEE OF MANAGEMENT**  
**COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC.**

The committee have determined that the Council on Chiropractic Education Australasia Inc. is not a reporting entity.

The committee has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 3:

- (i) Presents fairly the financial position of the Council on Chiropractic Education in Australasia Inc. as at 30 June 2008 and its performance for the year ended on that date;
- (ii) The Balance sheet is drawn up so as to give a true and fair view of the state of affairs of the Council on Chiropractic Education in Australasia Inc. as at 30 June 2008; and
- (iii) At the date of this statement, there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Committee by:

President

Treasurer

Dated: September 2008

# INDEPENDENT AUDIT REPORT

## TO THE MEMBERS OF THE COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC

### Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of the Council on Chiropractic Education Australasia Inc ("the association"), which comprises the balance sheet as at 30 June 2008, and the income and expenditure statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

### Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act 1985 (SA) and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditors' Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act 1981 (Queensland). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

### Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.