



Annual Report

25 August 2002 to 30 June 2003

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FOREWORD

2002 – 2003 was a significant and historic year for the Council on Chiropractic Education Australasia Inc. The Council became operational and pursued its purpose and objects which are stated within this Annual Report.

The formation of the Council is indeed a special event whereby the Chiropractic industry and its relevant stakeholders in Australia and New Zealand have come together as a peak body primarily dealing with accreditation of first-professional chiropractic programs and the assessment for suitability of overseas trained chiropractors wishing to practice in Australia.

I take this opportunity and pay tribute to the Councillors and Committee members for their precious time, effort and willingness to ensure the success of the Council. It is indeed a privilege to have served with you all. I thank Professor Peter Drake for his invaluable experience, advice and wisdom during the year. I need to make special mention of those who worked over many years towards the formation of the Council e.g. Drs Mueller, Searle, Farrell and Sweaney. It would be remiss not to acknowledge the wonderful work of our fore-runners namely the ACCE and JEC over many decades. We look forward to continuing the fine work of both these organisations.

We have been fortunate to secure the talents and dedication of Mrs Debby Ramsay, our Executive Officer, who deserves our sincere thanks and admiration for her excellent service during this formative and busy year.

This year has seen concentrated efforts towards the production of the “Accreditation Standards and Policies” and documents for the assessment of overseas chiropractic qualifications. I would like to highlight and thank Ms Maria Keys, Dr Joanne Maire and Mr Peter Martin for their significant input. I’m pleased to say that both these functions will soon be operational. Similarly I am pleased to report that our Financial Statements have been favourably audited and that the Council is in a sound financial position.

While much has been done, there is still much to do. I congratulate the Council on its inaugural year and look forward to working with you all again over the next 12 months. Thank you for the privilege and opportunity to have served this Council.

PHILLIP DONATO
Chairman

1. STATUS OF THE COUNCIL

The Council on Chiropractic Education Australasia Inc (the “Council”) is a legal entity that was incorporated in South Australia in February 2002. The Council officially commenced operations on 25th August 2002 with the holding of its Inaugural Meeting in Hobart, Tasmania.

The Council was formed to encompass the roles and operations of two separate accreditation bodies within Australia, namely the Australasian Council on Chiropractic Education, which will continue operation until the Council has received international recognition with the Council on Chiropractic International, and the Joint Education Committee of Participating Registration Boards, which formally ceased its operations on 31 October 2002. The Council is anticipating receiving international recognition during the 2003 – 2004 financial year.

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 courses 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 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; and
- ◆ The New Zealand Chiropractic Association;
- ◆ Two representatives of Australian and New Zealand chiropractic teaching institutions;
- ◆ Two laypersons.

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. Current Councillors are as follows and are in Member order as stated above:

- ◆ Dr Donald McDowall;
- ◆ Dr Julian White;
- ◆ Dr Christopher Hart;
- ◆ Dr John Worrall;
- ◆ Dr Phillip Donato;
- ◆ Dr Paul Searle;
- ◆ Dr John Waterhouse;
- ◆ Dr Robert Scott;
- ◆ Dr Lawrence Tassell;
- ◆ Dr Gregory Oke;
- ◆ Representatives of chiropractic teaching institutions – Dr Ray Hayek (Macquarie University) and Dr Tom Molyneux (Royal Melbourne Institute of Technology University);
- ◆ Two laypersons – Professor Peter Drake and Ms Maria Keys.

The Council is currently undertaking negotiations with The Chiropractors Board of New South Wales regarding membership. The Board has nominated Dr Peter Cowie and as its representative during negotiations.

6. EXECUTIVE COMMITTEE OF THE COUNCIL

The following Councillors hold the stated positions on the Council:

- ◆ Chairperson – Dr Phillip Donato;
- ◆ Deputy Chairperson – Professor Peter Drake;
- ◆ Treasurer – Dr John Worrall;
- ◆ Dr Tom Molyneux;
- ◆ Dr Paul Searle.

7. COMMITTEES OF THE COUNCIL

Chiropractic Overseas Assessment Committee (COAC)

- ◆ Dr Phil Donato (Chairperson);
- ◆ Dr Laurie Tassell;
- ◆ Dr John Waterhouse;
- ◆ Dr Julian White;
- co-opted representatives*
- ◆ Dr Peter Bull;
- ◆ Mr Peter Martin.

The Chiropractic Overseas Assessment Committee has been established to assess the suitability of chiropractors for migration and registration in Australia and registration in New Zealand. Although the Council has New Zealand representation, the Council can not assess a chiropractor's eligibility to migrate to New Zealand.

Accreditation Standards Committee

- ◆ Ms Maria Keys (Chairperson);
- ◆ Professor Peter Drake;
- ◆ Dr Ray Hayek;
- ◆ Dr Tom Molyneux;
- ◆ *co-opted representatives*
- ◆ Dr Peter Cowie;
- ◆ Dr Jenny Jamison;
- ◆ Dr John Loveday;
- ◆ Dr Joanne Maire;
- ◆ Dr John Sweaney.

The Accreditation Standards Committee has been established to assess chiropractic programs in Australia and New Zealand to ensure that graduates are both competent and safe to practise.

Legal / Constitution Committee

- ◆ Dr Paul Searle (Chairperson);
- ◆ Ms Maria Keys;
- ◆ Dr Laurie Tassell;
- ◆ Dr John Worrall.

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

Ongoing Competence and Standards of Practice Committee

- ◆ Dr Greg Oke (Chairperson);
- ◆ Dr Christ Hart;
- ◆ Dr Don McDowall;
- ◆ Robert Scott;
- ◆ a chiropractic institutional representative;
co-opted representative
- ◆ Professor Andries Kleynhans.

The Ongoing Competence and Standards of Practice Committee has been established to provide advice and recommendations in relation to Standards of Practice for Australian and New Zealand chiropractors.

Communication and Marketing Committee

- ◆ Executive Committee;
- ◆ Dr Robert Scott.

The Communication and Marketing Committee has been established to inform Members, the public and overseas counterparts of activities of the Council.

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 in Australia. 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 to ensure that Council's purpose and functions are achieved.

9. MEETINGS OF THE COUNCIL AND ITS COMMITTEES

Council

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

- ◆ the inaugural meeting in Hobart on 25 August 2002; and
- ◆ a meeting in Melbourne on 12 and 13 April 2003.

Executive Committee

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

- ◆ 29 October 2002;
- ◆ 28 January 2003.

Chiropractic Overseas Assessment Committee

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

- ◆ 14 March 2003 (by teleconference);
- ◆ 13 April 2003 (in person).

Accreditation Committee

During the reporting period, the Accreditation Committee undertook the drafting of the Council's Accreditation Standards and Guidelines via correspondence, as well as meeting in person on 13 April 2003.

Legal/Constitution Committee

During the reporting period, the Legal/Constitution Committee undertook negotiations with the following entities via correspondence;

- ◆ the Chiropractors and Osteopaths Board of New South Wales;
- ◆ the Chiropractors and Osteopaths Board of the Australian Capital Territory;
- ◆ the New Zealand Chiropractic Board.

Ongoing Competence and Standards Committee

During the reporting period, the Ongoing Competence and Standards Committee met in person on 13 April 2003.

Marketing Committee

During the reporting period, the Marketing Committee did not hold any.

10. ACTIVITIES OF THE COUNCIL

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

- ◆ the drafting of an Operational Plan;
- ◆ the drafting of a Privacy Policy;
- ◆ the drafting of a Privacy Statement in relation to its Chiropractic Overseas Assessment Committee;
- ◆ the drafting of Accreditation Standards, Policies and Guidelines for chiropractic programs;
- ◆ the drafting of a Candidate Guide, Policies and Application Forms in relation to overseas trained chiropractors.

Members of the relevant Committees worked tirelessly during the reporting period to ensure that the above documentation was completed and Council would like to thank them for their time and effort.

11. ACCREDITATION OF CHIROPRACTIC TEACHING INSTITUTIONS

During the reporting period, the Council received Accreditation Reports, prepared by the Australasian Council on Chiropractic Education and the Joint Education Committee of Participating Registration Boards in relation to the following programs:

- ◆ Bachelor of Applied Science (Clinical Science) / Bachelor of Chiropractic Science – The Royal Melbourne Institute of Technology;
- ◆ Master of Chiropractic – Macquarie University;
- ◆ Bachelor of Chiropractic – New Zealand College of Chiropractic.

The Accreditation Committee, at the close of the reporting period, was considering the received reports. Council, in the interim, has resolved to acknowledge the recommendations of both organisations with respect to the above programs.

Council was not required to undertake any accreditations of chiropractic teaching institutions during the reporting period.

12. COUNCIL STAFF

The Council, during the reporting period, utilised the services of one staff member, Mrs Debby Ramsay, who is currently the Acting Executive Officer. Mrs Ramsay was Secretary for the Council during its formation stages.

In March 2003, the Council advertised the Executive Officer position, and at the end of the reporting period, an Executive Officer was yet to be formally appointed.

13. COUNCIL CONTACT DETAILS

All correspondence should be addressed to:

The Executive Officer
Council on Chiropractic Education Australasia Inc
PO Box 100
Rosewood Q 4340
Australia
Telephone : ++61 7 5464 1656
Facsimile : ++ 61 7 5464 2076
Email : ccea_inc@bigpond.com.au

14. Website

Council, during the reporting period, posted its Website. This site can be accessed at www.ccea.com.au.

The website contains relevant information in relation to Council's purpose and functions and also includes all relevant documentation for overseas trained chiropractors wishing to migrate or practise in Australia.

15. FINANCIAL STATEMENTS

The Council has appointed Bentleys MRI, Brisbane, as its Auditors. The Council, during the reporting period, operated on a budget of \$57,000.00. A copy of the Council's audited financial statements for the reporting period is contained on the following pages.

FINANCIAL REPORT
OF
COUNCIL ON CHIROPRACTIC EDUCATION
AUSTRALASIA INC.
FOR THE PERIOD ENDED 30 JUNE 2003

COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC

**INCOME AND EXPENDITURE STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2003**

INCOME	30 June 2003
Membership Contributions (BDS)	
Membership Contribution ACT	910
Membership Contribution NT	334
Membership Contribution QLD	9,150
Membership Contribution SA	5,308
Membership Contribution TAS	613
Membership Contribution VIC	18,375
Membership Contribution WA	4,455
Membership Contribution NZ	4,566
Membership Contributions (PROF)	
Membership Contribution CAA/NZCA	<u>15,000</u>
TOTAL INCOME	<u>\$58,711</u>
LESS EXPENSES INCURRED	
Administrative/Secretarial	15,250
Administrative Office Expenses	1,205
Legal Expenses	4,264
Insurance	1,133
Printing and Stationery	1,455
Telephone	1,958
Bank fees and charges	115
Accommodation and Travel	8,200
Training and Education	1,347
Meeting Expenses	1,621
Grants to Similar Bodies	<u>7,817</u>
TOTAL EXPENSES INCURRED	<u>\$44,576</u>
NET OPERATING SURPLUS	<u>\$14,135</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 2003

	30 June 2003
CURRENT ASSETS	
General Cheque Account	10,150
Trade Debtors	500
GST Receivable	<u>524</u>
TOTAL CURRENT ASSETS	<u>11,174</u>
NON-CURRENT ASSETS	
Office Equipment	2,255
Computer Software	<u>889</u>
TOTAL NON-CURRENT ASSETS	<u>3,144</u>
TOTAL ASSETS	<u>\$14,318</u>
CURRENT LIABILITIES	
Trade Creditors	<u>183</u>
TOTAL CURRENT LIABILITIES	<u>183</u>
NET ASSETS	<u>\$14,135</u>
EQUITY	
Current Earnings	<u>14,135</u>
TOTAL EQUITY	<u>\$14,135</u>

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

COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2003**

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 requirements 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:

AAS 5 Materiality
AAS 8 Events Occurring After Reporting 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 50-1- 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 South Australia on 27 February 2002.

NOTE 4 – MORTGAGES, CHARGES AND SECURITIES

At 30 June 2003, 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.

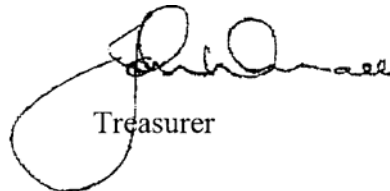
The committee has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

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 2003 and its performance for the period ended on that date;
- (ii) The Balance sheet is drawn up 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 2003; 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: 20 / 8 / 2003

COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
COUNCIL ON CHIROPRACTIC EDUCATION AUSTRALASIA INC.**

Scope

We have audited the attached financial report, being a special purpose financial report comprising the Income and Expenditure Statement, Balance Sheet and notes to and forming part of the financial statements of the Council on Chiropractic Education Australasia Inc. for the year period 30 June 2003. The Committee is responsible for preparation and presentation of the financial report and have determined that the accounting policies used and described in Note 1 are appropriate to meet the requirements of the Associations Incorporation Act of South Australia and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements of the Associations Incorporation Act. 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 the purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of 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 the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

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

Audit Opinion

In our opinion the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the Council as at 30 June 2003 and the results of its operations for the period then ended.

Bentley MRI
Brisbane Partnership
Chartered Accountants



PM Power
Partner

Dated this 21st day of August 2003