

**NEW SOUTH WALES
PHYSIOTHERAPISTS
REGISTRATION BOARD**

**ANNUAL REPORT FOR THE YEAR ENDED
30 JUNE 2003**

The Hon M lemma MP
Minister for Health
Level 33, Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

24 SEP 2003

Dear Mr lemma

Pursuant to the provisions of the Annual Reports Act 1984 the New South Wales Physiotherapists Registration Board has pleasure in submitting this, the Annual Report of the Board for the period 1 July 2002 to 30 June 2003, for presentation to Parliament.

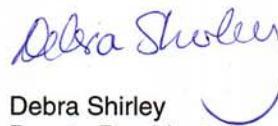
Commencement of the NSW Physiotherapists Registration Act 2001 in December 2002 was a very significant event for the physiotherapy profession in NSW and a milestone in the history of the NSW Physiotherapists Registration Board. The efforts of all involved in achieving this are greatly appreciated. The new Act is providing a more flexible and up to date structure for the Board to fulfill its various responsibilities and much of the Board's current strategic plan is related to ensuring successful implementation of the new Act.

The President and Members of the Board wish to place on record their gratitude for the substantial work undertaken by committee members and also the invaluable support of the Board's staff ably led by Ms Sue Hardman.

Yours sincerely



Anne Deans
President



Debra Shirley
Deputy President

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PHYSIOTHERAPISTS REGISTRATION BOARD

Annual Report for the Year Ended 30 June 2003

1. CHARTER

The Physiotherapists Registration Board is established under the provisions of the Physiotherapists Act, 2001 to exercise the powers, authorities, duties and functions imposed on it by the Act.

2. AIMS AND OBJECTIVES

- (1) The Board has the following functions:
 - (a) such functions as are conferred or imposed on the Board by or under this or any other Act,
 - (b) to promote and maintain standards of physiotherapy practice in New South Wales,
 - (c) to advise the Minister on matters relating to the registration of physiotherapists, standards or physiotherapy practice and any other matter arising under or related to this Act or the regulations,
 - (d) to publish and distribute information concerning this Act and the regulations to physiotherapists, consumers and other interested persons.
- (2) The Board is to exercise its functions in a manner that is consistent with the object of the Physiotherapists Act 2001.

3. ACCESS

The Physiotherapists Registration Board is located at the following address:

Level 2, 28-36 Foveaux Street
SURRY HILLS NSW 2010

Telephone: (02) 9219 0255

Facsimile: (02) 9281 2030

Correspondence: PO Box K599
HAYMARKET NSW 1238

Office Hours: 8.30 am - 5.00 pm Monday to Friday

E-mail: physioreg@doh.health.nsw.gov.au

Website: www.physioreg.health.nsw.gov.au

4. MANAGEMENT AND STRUCTURE

4.1 Membership

Due to the commencement of the new legislation on 1st December 2002, two (2) Boards met and conducted business in the reporting period.

Membership for the period 1 July 2002 - 30 November 2002

Twelve members were appointed pursuant to Section 5(2) of the Physiotherapists Registration Act 1945, as follows:-

Three shall be physiotherapists elected by physiotherapists

Dr Elizabeth Ruth Ellis
Ms Virginia Ruth Binns
Dr Debra Karen Shirley

Nine shall be appointed by the Governor and shall comprise:

- (i) Two physiotherapists nominated by the Australian Physiotherapy Association, New South Wales Branch

Vacant

- (ii) A physiotherapist engaged in physiotherapy nominated by the Faculty of Health Sciences, University of Sydney.

Ms Vicki Williams

- (iii) A barrister or solicitor nominated by the Minister

Ms Leanne Gay O'Shannessy

- (iv) An officer of the Department of Health nominated by the Minister

Mr David Charles Cross

- (v) Four persons nominated by the Minister

Associate Professor Ian Cameron
Ms Anne Lesley Deans
Mr Martin Peebles
Ms Lai-Hoong Wong

Section 10(1) requires that a physiotherapist member of the Board shall be appointed President.

Ms Anne Deans

One other member shall be appointed Deputy President.

Dr Elizabeth Ellis

Membership for the period 1 December 2002 - 30 June 2003

Eleven members were appointed pursuant Section 88(1) of the Physiotherapists Act 2001, as follows:-

Three are to be registered physiotherapists elected by registered physiotherapists:

Ms Virginia Binns
Dr Elizabeth Ellis (July 2002– January 2003)
Ms Maria Quinlivan (Appointed June 2003)
Dr Debra Shirley

Eight shall be appointed by the Governor and shall comprise:

- (a) 1 person nominated by the Minister, being an officer of the Department of Health or an employee of an area health service, statutory health corporation or affiliated health organisation within the meaning of the Health Services Act 1997;

Mr David Cross

- (b) 1 registered physiotherapist nominated by the Minister from a panel of physiotherapists nominated by the Australian Physiotherapy Association (NSW), and such other bodies representing physiotherapists as may be determined by the Minister;

Mr David Young

- (c) 1 registered physiotherapist nominated by the Minister involved in the tertiary education of persons for qualification in NSW as physiotherapists;

Ms Vicki Williams

- (d) 1 registered physiotherapist practising physiotherapy in NSW nominated by the Minister of the Minister's own choosing;

Ms Anne Deans

- (e) 3 persons nominated by the Minister, at least 2 of whom are not registered physiotherapists and are nominated to represent the community;

Associate Professor Ian Cameron
Ms Lai Wong
Mr Martin Peebles

- (f) 1 legal practitioner nominated by the Minister.

Mr Iain Martin

Schedule 2 section 10(1) requires that a physiotherapist member of the Board shall be appointed President.

Ms Anne Deans

One other member shall be appointed Deputy President.

Dr Debra Shirley

4.2 Attendance at Meetings

The Board met on eleven occasions during the reporting period, usually on the second Tuesday of each month.

Attendance at Board Meetings July 2002 – December 2002

Ms Anne Deans	6
Dr Elizabeth Ellis	4
Ms Virginia Binns	5
A/Prof Ian Cameron	4
Mr David Cross	6
Ms Leanne O'Shannessy	3
Mr Martin Peebles	4
Dr Debra Shirley	6
Ms Vicki Williams	6
Ms Lai-Hoong Wong	5
Mr David Young	1
Mr Iain Martin	1

Attendance at Board Meetings January 2003 – June 2003

Ms Anne Deans	5
Dr Elizabeth Ellis	1
Ms Virginia Binns	5
A/Prof Ian Cameron	4
Mr David Cross	5
Mr Iain Martin	4
Martin Peebles	3
Dr Debra Shirley	4
Ms Vicki Williams	4
Ms Lai-Hoong Wong	5
Mr David Young	4

4.3 Human Resources

Registrar: Ms Susan Jennifer Hardman,

Assistants to the Registrar:

Ms Susan Toohey,
Ms Jean Littlefield,
Ms Tracey Cook

4.4 Committees of the Board

July 2002 – December 2002

Complaints Screening Committee

Mr David Cross
Ms Leanne O'Shannessy
Dr Debra Shirley

Maintaining Professional Standards

A/Prof Ian Cameron
Dr Elizabeth Ellis
Dr Debra Shirley
Ms Lai-Hoong Wong

Promoting Professional Standards

Ms Virginia Binns
Ms Vicki Williams
Mr David Young

Refresher Course Program

Mr David Cross
Dr Elizabeth Ellis

Registration Responsibilities Committee

Mr David Cross
Mr David Young
Ms Sue Hardman

Scholarship Committee

Ms Virginia Binns
Ms Anne Deans
Dr Debra Shirley
Ms Vicki Williams

Current Board Committees
January 2003 – June 2003

Complaints Screening Committee

Mr David Cross
Mr Iain Martin
Dr Debra Shirley

Maintaining Professional Standards

Mr David Cross
Mr Martin Peebles
Dr Debra Shirley

Promoting Professional Standards

A/Prof Ian Cameron
Ms Vicki Williams
Ms Lai Wong
Mr David Young

Refresher Course Program

Mr David Cross

Registration Responsibilities Committee

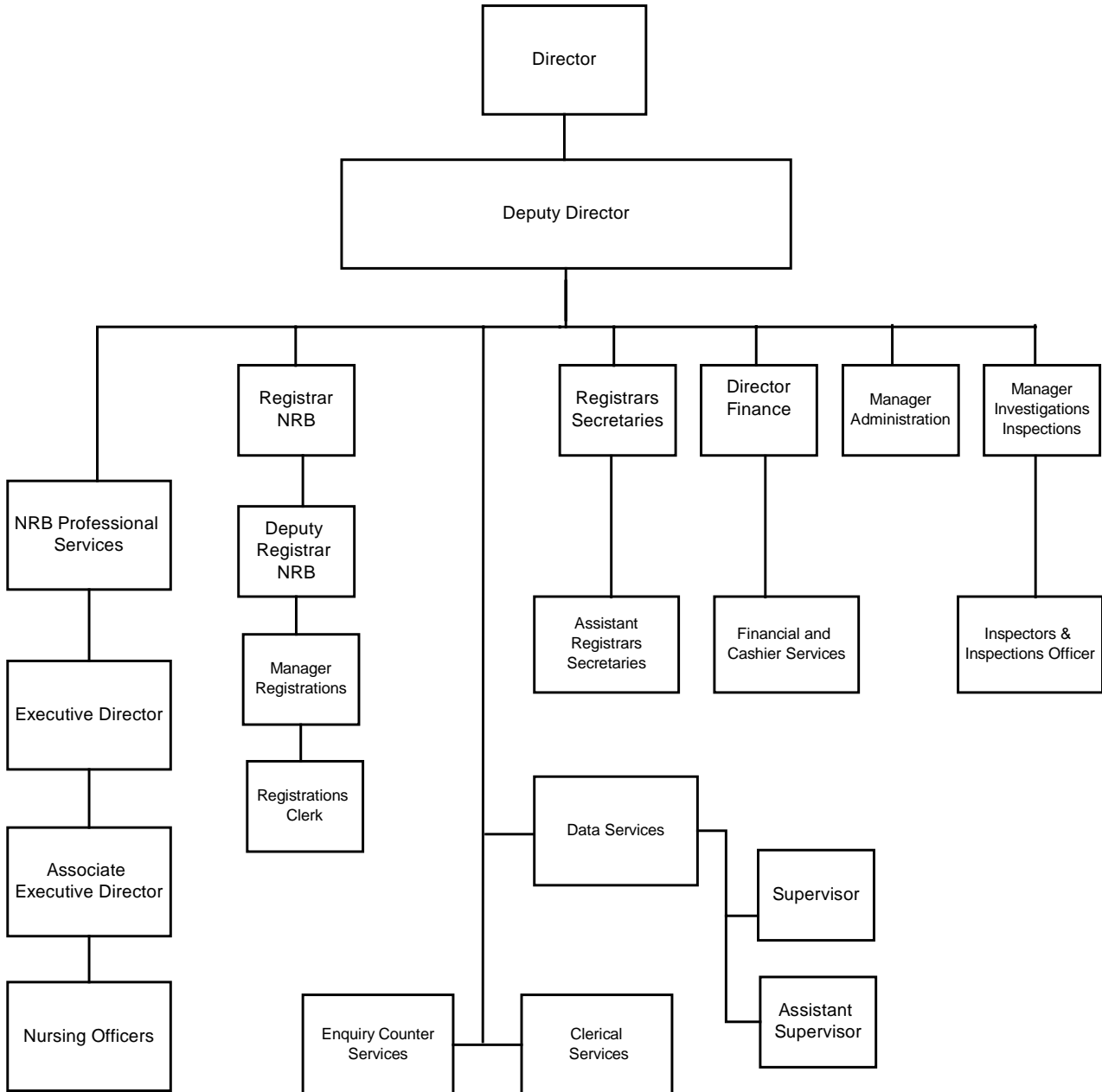
Ms Virginia Binns
Mr Iain Martin
Ms Sue Hardman

Scholarship Committee

Ms Virginia Binns
Ms Anne Deans
Dr Debra Shirley
Ms Vicki Williams

Organisational Chart

Health Professionals Registration Boards



5. SUMMARY REVIEW OF OPERATIONS

5.1 Registrations

The Board maintained a register of physiotherapists as required under Section 20 of the Physiotherapists Registration Act 1945 and clause 21 schedule 1 of the Physiotherapists Act 2001.

Physiotherapists registered as at 30 June 2003 **5992**

New Registrations (1 July 2002 to 30 June 2003)

- Qualified in NSW	182
- Qualified Interstate	19
- Qualified overseas	8
- Mutual Recognition Act 1992	111
- Trans Tasman Mutual Recognition Act 1997	46
Total	366

Temporary Registration

The Board granted temporary registration to physiotherapists in the following categories-

Physiotherapists:

- who are holders of working holiday visas	37
- undertaking the AECOP examination process	35
- attending courses	38
- accompanying sporting teams	17
- Other	8
Total	135

Re-registration of name to the register	84
Changes of name noted	57
Changes of title noted	2
Deletions from the register	306

5.2 Complaints

The Board considered **33** complaints during the reporting period in the following categories:

Clinical Standards (14 complaints)

Outcomes:	5	HCCC investigation
	5	Dismissed
	1	Peer Review
	2	Referred to the Board
	1	Referred to the Physiotherapy Standards Advisory Committee

Quality of Care (1 complaint)

Outcomes:	1	Conciliation
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Business Practices (4 complaints)

Outcomes:	1	Warning letter
	1	Referred to the Board
	1	Referred to the Crown Solicitor
	1	Conciliation

Patients Rights (1 Complaint)

Outcomes:	1	Referred to DPP
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Provider-Patient/Client relationship (1 complaint)

Outcomes:	1	Dismissed
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Character (1 complaint)

Outcomes:	1	Restored
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Unethical/Improper Conduct (3 complaints)

Outcomes:	1	Dismissed
	2	Further Investigation

Impairment (1 complaint)

Outcomes:	1	Removal from the register
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Misrepresentation/Fraud (4 complaints)

Outcomes:	3	Dismissed
	1	Referred for further investigation

Miscellaneous (3 complaints)

Outcomes:	1	Referred to Area Health Service
	2	Dismissed

6. MUTUAL RECOGNITION OF HEALTH OCCUPATIONS

The Mutual Recognition process is now formally operating in all States. From the 1st May 1998 the Mutual Recognition arrangements have been extended to include New Zealand, under the Trans Tasman Mutual Recognition Act 1997.

The Board is committed to registering applicants in accordance with the Mutual Recognition Act 1992 and the Trans Tasman Mutual Recognition Act 1997 to the effect that persons holding registration in any of those states or territories will be granted practice rights within any other state or territory within the group subject to:-

- (a) disciplinary clearances;
- (b) compliance with certain formal procedures which includes the lodgement of a statutory declaration detailing relevant personal data with the registration authority where registration is sought;
- (c) practice rights not exceeding the applicants existing practice rights;
- (d) compliance with practising restrictions in that State or Territory.

A review of the Mutual Recognition Agreement and the Trans Tasman Mutual Recognition Arrangement is being undertaken by the Productivity Commission.

7. SPECIAL BOARD MEETING

In January 2003 the Board held its annual planning day. A session was allocated to the implementation of the provisions of the Physiotherapists Act 2001. The Board considered in depth and finalised a number of processes relating to registration, maintaining and promoting standards, complaints handling mechanisms and disciplinary matters.

Guest speakers attended the meeting from the Health Care Complaints Commission and the Nurses Registration Board. As well as the Board's Strategic Plan the following key changes of the new Physiotherapists Act 2001 were considered in detail:

Complaints Handling and Disciplinary Matters
The Physiotherapists Tribunal
Physiotherapy Standards Advisory Committee
Impaired Practitioners Program

The Board was also informed of the Health Care Complaints Commission complaints tracking program. The Board determined the implementation of further specific provisions of the New Act and at the end of the day clear objectives were reached.

8. REVIEW OF THE HEALTH CARE COMPLAINTS ACT 1993

In October 1997 the Final Report of the Health Care Complaints Act Review Committee was completed. That report made a number of recommendations for legislative amendment, which remains under consideration by the Department of Health.

9. PROFESSIONAL STANDARDS COMMITTEES/BOARD INQUIRIES

Section 24 of the Physiotherapists Registration Act 1945 provided for the Board to refer matters of professional misconduct to Professional Standards Committees or conduct an Inquiry.

There were no Professional Standards Committee hearings or Board Inquiries during the reporting year.

In accordance with the provisions of the Physiotherapists Act 2001, from 1 December 2002, there were no Tribunal, Physiotherapy Standards Advisory Committee or Board Inquiries conducted during the reporting year.

10. AUSTRALIAN COUNCIL OF PHYSIOTHERAPY REGULATING AUTHORITIES (ACOPRA)

During the year the Board made a financial contribution to ACOPRA's operating expenses for 2003 in the amount of \$29,400.00. ACOPRA's activities during the reporting year included:

- ACOPRA has agreed to incorporate under the Corporations Act with the key stakeholders such as the Board becoming members of the entity. The members will nominate a representative to become a general director (non- executive) on the ACOPRA Board.
- ACOPRA has developed criteria and conditions for a limited registration framework and has recommended the framework to Boards for implementation for granting limited registration for short term registration.
- ACOPRA has formed a Legislative Review Committee
- ACOPRA has developed a service agreement for those Boards whose obligations require an operational agreement.

ACOPRA continues to ensure the successful implementation of mutual recognition of registration, and accredits entry level qualifications within Australia. Dr Elizabeth Ellis is the Board's nominee on the ACOPRA Council and is also the Chair of ACOPRA.

11. PHYSIOTHERAPY EDUCATION AND RESEARCH PROJECTS

The Ian Collier Memorial Scholarship

The Board has established the Ian Collier Memorial Scholarship with the aim of improving physiotherapy practice for the benefit of the community. The scholarship is named in memory of Ian Collier, a committed physiotherapist and active member of the Physiotherapists Registration Board from 1989 to 1997. The scholarship is open to physiotherapists currently registered in NSW who have worked the equivalent of two years as a physiotherapist in NSW.

Scholarship Categories:

1. Assistance to publish clinical research activity
2. Study project in the field of physiotherapy
3. Distance learning program for non-metropolitan physiotherapists

The Ian Collier Memorial Scholarship for 2002 was awarded to Dr Rob Boland. The project to be undertaken involves the Effects of Pre-treatment Exercises on Outcome in Patients with Shoulder Pain. The aim of this study is to determine whether a home program of pre-treatment exercises improves various outcomes in patients with mechanical shoulder pain while they are waiting for treatment, when compared with outcomes in patients who do not undertake exercises.

The objectives are to determine whether the exercise group has:

- Better outcomes for pain, shoulder range and function at the end of the waiting period for treatment.
- Better outcomes for pain, shoulder range and function at the end of the physiotherapy treatment period.

Refresher/ Re-Entry Program

Work continues on the refresher program being developed by the Board to assist physiotherapists returning to the workforce after an absence of 5 years or more. The program is also being designed to address the needs of physiotherapists who practice in isolation or for other reasons want an update to assist their clinical practice.

Preliminary modules in the program have been developed and are in the process of being trialled by nominated practitioners to ensure they address the competencies required by physiotherapists in the workplace.

12. REPRESENTATION ON EXTERNAL ADVISORY COMMITTEES

Ms Virginia Binns is the Board's nominee on the External Advisory Committee for the School of Physiotherapy Undergraduate Program and Post Graduate Program, University of Sydney. Dr Debra Shirley is the Board's nominee on the External Advisory Committee for the Physiotherapy Undergraduate Program, Charles Sturt University.

13. NEWSLETTERS

Two newsletters were distributed to all registrants in December 2002 and June 2003.

14. CODE OF CONDUCT

The Board continues to operate within the recently developed Code of Conduct which provides a framework to support and promote the making of ethical decisions in all areas where the Board has a role or function.

15. BOARD PUBLICATIONS

Publications of the Board, which are available to the public include:

- Policy Statements
 1. Sexual Misconduct (1994)
 2. Physiotherapy Students (1996)
 3. Medicines to be Supplied, Administered or Used by Physiotherapists (1996)
- Code of Conduct for Board Members (1998)
- Guidelines for the Application and Removal of Plasters/Casts (2001)
- Patient Statement of Rights Brochure (2001)
- Information on the Ian Collier Memorial Scholarship (2002)
- Annual Report of the Board
- Guidelines for Examiners and Supervisors of Overseas Trained Physiotherapists
- Registration Application Forms
- Newsletters

16. OVERSEAS TRAVEL

No overseas travel has been undertaken on the Board's behalf during the reporting period.

17. PUBLIC CONTACT

The Board frequently responds to the following requests from the public:

- Verification of registration from the public and health funds.
- Registration procedures and eligibility requirements.

18. LEGISLATIVE CHANGE

The 1st of December 2002 was eventful for NSW physiotherapists as the Physiotherapists Act 2001 was proclaimed by the Governor of NSW. The original Act was enacted in 1945 and now after much time spent on a comprehensive review and consultation, the significant changes will result in a better and more effective administration of the Act.

The Physiotherapists Act 2001 and the Psychologists Regulation 2002 both commenced on 1 December 2002. The legislation provides for the registration of physiotherapists in NSW and aims at protecting the health and safety of members of the public, by providing mechanisms to ensure that physiotherapists are fit to practise.

Some important features of the new Act - including Board powers conferred – are as follows:

- the holding of inquiries into whether registration should be refused or conditions imposed to address an identified lack of competence
- imposition of conditions as an alternative to refusing registration
- refusal of registration where an applicant has a criminal finding, irrespective of a conviction and improved notification and reporting mechanisms
- emergency powers to protect the public, by imposing conditions upon or suspending registration
- a two (2) tier definition of misconduct to include “professional misconduct” and “unsatisfactory professional conduct”
- a strengthened **complaint handling** system including:
 1. **Physiotherapists Tribunal** – handling serious complaints that may lead to suspension or deregistration, appeals against Board decisions regarding disciplinary matters, registration and restoration matters
 2. **Physiotherapy Standards Advisory Committee** – dealing with less serious complaints made by consumers of physiotherapy services and making recommendations to the Board. The Committee may require the registrant to undergo skills testing.
 3. **Board Inquiries** – disciplinary proceedings held at a Meeting of the Board and attaching powers to caution/reprimand, impose practice/reporting conditions, order the withholding or refund of payment for physiotherapy services and order the attendance of educational courses or the obtaining of practice management advice
 4. **Impaired Registrants Panel** – assisting practitioners with complaint-reported and self-reported impairment problems, to be managed in the registration system in a non-disciplinary way, through registration conditions and impairment management solutions.
- general increase in the transparency and flexibility of the registration system, including revised processes for accreditation of courses
- insertion of a requirement to provide annual returns and information generally, on a range of issues including convictions, impairment, professional development and other matters relevant to registration
- three(3) community representatives on the Board, two(2) of whom may not be physiotherapists

- provision for the establishment of a physiotherapy education and research account and for the Board to advise the Minister on registration and practice standard matters
- appointment of an Inspector with a diverse range of investigative and other powers, including matters concerning spinal manipulation and prescribed electrophysical treatment by unregistered physiotherapists prohibition of the use of the title “Doctor”, except for qualified medical practitioners and persons otherwise holding an appropriate university qualification which confers that title.

The Board is currently developing a comprehensive information package that would be available in a range of presentation formats including a brochure, website and power point.

These presentations will be user friendly and appealing to physiotherapists of all ages and background. This is also part of the Board’s strategy to promote professional standards in support of safer, more effective and more accountable physiotherapy practice.

All registrants will be provided with the brochure when it is completed.

The new Physiotherapists Regulation 2002 commenced during the reporting year. The Regulation provides for certain matters under the new Act and includes the following new clauses:

- Prescribing information to be to be specified in the annual return.
- Setting out procedures for notifying that a registered physiotherapist has become a mentally incapacitated person.

ADMINISTRATION – MANAGEMENT AND STRUCTURE

The Health Administration Corporation manages the accounts and employs the staff required to administer the Health Professionals Registration Boards established by the following Acts:-

- Chiropractors Act 2001
- Dental Technicians Registration Act 1975
- Nurses Act 1991
- Optical Dispensers Act 1963
- Optometrists Act 1930
- Osteopaths Act 2001
- Podiatrists Act 1989
- Physiotherapists Act 2001
- Psychologists Act 2001

The Boards as statutory bodies deal with professional issues under their respective Acts. The functions of the Boards include the determination of health professional standards, qualifications and experience required for registration and the maintenance of professional and ethical standards through the administration of disciplinary provisions.

The Boards are self funding and performed within their commitment of service. Registration notices were issued expeditiously and routine renewals were processed within 5 days of receipt.

In accordance with legislation the Boards' accounts were paid by the Health Administration Corporation from fees received and transmitted to the Corporation.

Within the Boards' accumulated funds recognition has been given for future expenditure for refurbishment or relocation, the election of Board members (where required) litigation and disciplinary costs.

The total administrative expenditure for all the above Boards in 2002/2003 was \$6,631,435 compared with \$5,790,962 in 2001/2002.

For the reporting year the staff of the Health Professionals Registration Boards filled the equivalent of 52 full time positions (including one executive officer position at level 2). For the preceding 2 years the staff establishment was the equivalent of 52 and 49 full-time positions respectively.

Staff as employees of the Corporation derive the benefits of the personnel policies of the Department of Health including occupational practices and are subject to the Department's Code of Conduct.

The Code of Conduct as reported in the previous year's Annual Report has not been changed.

The performance of the Corporation in respect of the Boards' staff relating to: -

- (i) personnel policies
- (ii) industrial relations policies/procedures
- (iii) occupational health and safety including details of work related injuries

is reported in the Department of Health's Annual Report.

The Boards are managed by Mr J Tzannes (Director) and Mr R Dwyer (Deputy Director) for the Corporation.

Consultancies

There were no consultancies undertaken during the reporting period.

PHYSIOTHERAPISTS REGISTRATION BOARD

ETHNIC AFFAIRS PRIORITIES STATEMENT

The Physiotherapists Registration Board is one of nine health professional boards administered by the Health Professionals Registration Boards (HPRB) on behalf of the Health Administration Corporation. The Board in conjunction with the HPRB undertakes a number of initiatives to support our culturally diverse population under the key areas of social justice, economic and cultural opportunities.

These initiatives include to:

- (i) promote the recognition and registration of overseas trained health professionals
- (ii) assist overseas trained applicants to register
- (iii) increase the number and range of bilingual health professionals employed by HPRB
- (iv) ensure ethnic media is used in any information languages sponsored by the Board
- (v) ensure the Board receives advice on matters relating to people of culturally diverse backgrounds
- (vi) promote use of culturally diverse workforce
- (vii) ensure the Board is aware of the Government's commitment to implementing the principles of multiculturalism as set out in section 3 of the Community Relations Commission and Principles of Multiculturalism Act 2000

Overseas Training - Recognition of Qualifications

The Physiotherapists Registration Board recognises graduate qualifications from the physiotherapy schools of the following countries: Australia, New Zealand and some qualifications from Canada and South Africa.

Holders of an AECOP (Australian Examining Council for Overseas Physiotherapists Inc) final certificate are also recognised.

The Board subject to conditions also grants practising rights to certain working holiday makers and under the exchange program.

Under the NOOSR Bridging Courses for the overseas trained physiotherapists, assistance may be made available to Australian residents preparing to meet recognition requirements.

Interpreter and Translation Services

Professional interpreters and translation services are made available on an as required basis. HPRB staff are also able to provide assistance in the following languages:

Arabic, English, French, German, Greek, Filipino (Tagalog), Romanian, Russian, Singhalese, Spanish, Turkish, Cantonese, Hokien, Hindi and Punjabi.

Key Strategies

The EAPS statement developed in consultation with the former Ethnic Affairs Commission, now the Community Relations Commission, includes initiatives relating to the Physiotherapists Registration Board under the key result areas of social justice, community harmony, economic and cultural opportunities.

Within the legislative framework pathways for the registration of overseas trained professionals were applied.

The main initiatives of the existing statement remain the key strategies for 2003-2004.

These are to: -

- (i) promote the recognition and registration of overseas trained health professionals as provided for in legislation
- (ii) assist overseas trained applicants through the provision of information, interpreters and translation services, as required, to register.

PHYSIOTHERAPISTS REGISTRATION BOARD

NSW GOVERNMENT ACTION PLAN FOR WOMEN

The principle of equality of access and rights of participation are the cornerstones of the NSW Government's philosophy in relation to women.

Central to the core business of all government agencies is the promotion of the position of women in all aspects of society.

The focus is on women with the least access to social and economic resources. The key objectives are to eradicate violence against women, to improve the health and quality of life of women and to provide the responsive environment for women to participate fully in the economic social and educational life of our society.

The Government is committed to ensuring that membership of Boards reflects the broader community and that in filling current vacancies consideration is given, inter-alia, to the nomination of female representatives. It is the Government's intention to progressively increase the number of women on Boards to 50% of Board representation. It is recognised that not all nominations to Boards are made by the Minister. Nominating bodies are advised of the Government's policy in relation to female representation when vacancies occur or when nominations for a new Board are requested.

As at the 30 June 2003 the Board comprised 6 female and 5 male members.

Whilst the Board is not responsible for the promotion of access to the profession for women it is in a position to indicate the number of women who have satisfied registration requirements and who currently hold an authority to practise.

For the reporting year 2002-2003 the number of female registrants was 4574 (76.2% of total registrants) as compared with 4440 (76.7% for 2001-2002).

These figures vary during the reporting period in line with the changing status of registrants during renewal periods.

WASTE REDUCTION AND PURCHASING POLICY

Throughout the major part of the reporting period, the Waste Reduction and Purchasing Policy (WRAPP) reporting guidelines of 2001 – 2003 applied. The Health Professionals Registration Boards (HPRB), through its WRAPP Plan (Plan), implemented measures to reduce waste, increase the purchase of materials with recycled content and generally recycle its paper products and office equipment and consumables.

The period commenced with *policies* and *contractual provisions* in place, whereby all white A4/A3 paper purchases were for 60% recycled content product and all envelopes continued to possess a minimum of 70% recycled content.

Purchases of A4 recycled white paper increased by 15% and total paper waste sent to recycling increased from 6.5 tonnes in 2001/2002 to 8.6 tonnes in the current period.

Health Professionals Registration Boards:

- recycled 88% of its *total* paper waste
- made no purchases of A3 paper in the period, limiting usage to available stock
- restricted its purchase (and corresponding use) of writing pads, to the equivalent of two (2) pads per staff member across the entire period
- recycled 100% of paper/cardboard packaging

Operational policies in place ensured that all toner cartridges were returned to suppliers. Purchases of recycled content cartridges commenced on a trial basis, forming 8% of acquisitions.

Various *agency practices* ensured an improvement in *waste avoidance* and *recycling* systems across the agency:

- message and note taking on scrap recycled paper
- increased use of internal email, archiving messages and minutes of importance to the agency
- paper recycling containers at all desks for later transfer to recycling bins, avoiding usage of waste paper baskets and decreasing waste to landfill
- double sided printing
- promotion of web site usage to clients, as an alternative to hard copy information packages

Following the purchase of new computers (CPU's) and monitors, a number of surplus used units in the agency resulted. Affirmative *waste avoidance* and *recycling action* entailed:

- recycling unused older units to community organizations, utilising contractors listed with Resource NSW. This action complied with the NSW Government's *ReConnect.nsw Computer Program* guidelines and HPRB liaised closely with the ICT Skills Unit of the Office of Information Technology, DITM, throughout the process
- upgrading existing CPU's displaced by the acquisitions and recycling to staff members. Upgrades included CD burners, in an attempt to reduce paper usage and waste

Excel and Word tables complimented waste audits, in providing effective data collection systems for the reporting of agency progress in the implementation of WRAPP. The rotation of WRAPP Officer duties and attendance of a WRAPP seminar, combined successfully with Resource NSW literature to increase *staff awareness* of WRAPP.

Several Boards commenced using recycled content letterhead and following a trial in the next period, it is anticipated that the remaining Boards will follow. Suppliers of stationery advise the agency of products containing recycled content and this practice will assist HPRB in increasing its *range* and *quantity of purchases* of such items.

The end of the period witnessed the introduction of the *NSW Waste Avoidance & Resource Recovery Strategy 2003*. In accordance with the Premier's Memorandum No.2003-5, the HPRB moves to the next period with a commitment to achieving *sustainable waste minimisation* and *resource recovery targets* by:

- critically considering waste management issues associated with the agency's operational responsibilities and
- monitoring facilities, product and usage patterns, to enable strategic updates to the agency's Plan.

PHYSIOTHERAPISTS REGISTRATION BOARD

FINANCE & BUDGET

1. FORMAT

In order to comply with statutory and audit requirements the Board's fees received and transmitted to the Health Administrative Corporation are shown as entries in the Statement of Income and Expenditure. The income and expenditure for administrative purposes appear in the accounts of the Department of Health for the Health Administration Corporation. Details of the administrative operations are also contained in the notes to the audited accounts set out in the annual report.

2. PERFORMANCE

The accounts in respect of the Board's administrative operations for the year show expenditure of \$367,205. This compares with the budgeted operating expenditure of \$430,726 (after adjusting for the Education and Research allocation) as contained in last year's annual report.

3. BUDGET

The Budget in respect of the administrative operation for the period 1 July 2003 to 30 June 2004 is as follows:-

	\$
INCOME	
Fees	305,385
Interest	41,319
Total	<u>346,704</u>
EXPENDITURE	
Salaries & Associated Staff Costs	281,685
Building Expenses	16,072
Subsistence & Transport	12,843
Members Fees	18,591
Fees for Service	51,729
Post & Communications	16,594
Printing & Stationery	9,659
Plant & Equipment	109
Education & Research	20,000
Miscellaneous	9,758
Depreciation	1,350
Total	<u>438,390</u>
Operations Surplus (Deficit)	<u>(91,686)</u>

4. EXPENSES

The 2003/2004 year's budget includes salary oncost charges which reflect provision for superannuation. The deficit will be comfortably covered by the accumulated funds.

5. PAYMENTS PERFORMANCE

The payments in respect of the Boards' administration expenditure is included in the accounts of the Health Administration Corporation. A selected sample for each quarter of the year provided the following information: -

Quarter	Accounts paid on time		Less Than 30 days overdue (%)	Between 30 to 60 days overdue (%)	More than 90 days overdue (%)
	Target %	Actual %			
September	100.00	79.84	20.16	-	-
December	100.00	74.46	22.64	2.90	-
March	100.00	73.27	24.13	1.70	0.90
June	100.00	86.15	13.50	0.17	0.18

No interest was paid on late payments.

Similarly in regard to the payments made out of the Education and Research Account administered by the Board, the expenditure performance is as follows:

Aged analysis at the end of each quarter

Quarter	Current (within due date) \$	Less than 30 days overdue \$	Between 30 and 60 days overdue \$	Between 60 and 90 days overdue \$	More than 90 days overdue \$
September	-	-	-	-	-
December	7459	-	-	-	-
March	-	-	-	-	-
June	1038	-	-	-	-

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on time			Total Amount Paid \$
	Target %	Actual %	\$	
September	-	-	-	-
December	100.00	100.00	7459	7459
March	-	-	-	-
June	100.00	100.00	1038	1038

No interest was paid on late payments.

6. INVESTMENT PERFORMANCE

The Board through a Special Interest Arrangement with the Commonwealth Bank of Australia earned an average of 4.25%p.a. on its daily bank balances. In addition an average rate of interest of 4.73%p.a. was earned on investments held in Negotiable Certificates of Deposit.

7. INSURANCE AND RISK MANAGEMENT

Insurance activities were undertaken by the Department of Health Insurance cover, as follows:

- < Industrial Special Risks Policy to cover all buildings, plant and contents;
- < Comprehensive Motor Vehicle Insurance Policy;
- < Public/Liability Insurance Policy;
- < Personal Accident Policy.

Risk Management were as follows:-

- < Regular preventive maintenance programs on all plant and equipment;
- < Security alarm system for premises occupied by the Board;
- < Security entry system for access to the Board's building during office hours;
- < Disaster Recovery Plan for the computer system;
- < Off site back-up of computer data.

8. ANNUAL REPORT COSTS

This year the Board has planned to publish 210 copies of the Annual Report at an approximate cost of \$3.88 per copy (includes GST).

Independent Auditor's report

PHYSIOTHERAPISTS REGISTRATION BOARD

YEAR ENDED 30 JUNE 2003

STATEMENT BY MEMBERS OF THE BOARD

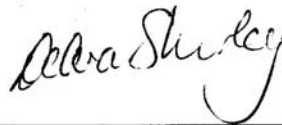
Pursuant to the Public Finance and Audit Act, 1983, and in accordance with the resolution of the members of the Physiotherapists Registration Board, we declare on behalf of the Board that in our opinion:-

1. The accompanying financial statements exhibit a true and fair view of the financial position of the fees received on behalf of the Health Administration Corporation as at 30 June 2003 and transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of Australian Accounting Standards, Urgent Issues Group Consensus views, other authoritative pronouncements for the Australian Accounting Standards Board, the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulation, 1995, and the Treasurer's Directions.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Date



Date

PHYSIOTHERAPISTS REGISTRATION BOARD

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Notes	2003 \$	2002 \$
Current Assets			
Cash	9	171,216	141,070
Accrued expenses to be paid by Health Administration Corporation	9	88,561	54,158
Receivables	5 & 9	1,760	20,757
Total Current Assets		<u>261,537</u>	<u>215,985</u>
Total Assets		<u>261,537</u>	<u>215,985</u>
Current Liabilities			
Accrued expenses	9	88,561	54,158
Total Liabilities		<u>88,561</u>	<u>54,158</u>
Net Assets		<u>172,976</u>	<u>161,827</u>
Equity			
Accumulated Funds	7	172,976	161,827
Total Equity		<u>172,976</u>	<u>161,827</u>

The statement of financial position should be read in conjunction with the accompanying notes.

PHYSIOTHERAPISTS REGISTRATION BOARD

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

	Notes	2003 \$	2002 \$
Income			
Contributions by Health Administration Corporation for Education and Research	3	20,000	20,000
Interest	4	6,684	5,843
Value of services provided and costs met by Health Administration Corporation	8	367,205	376,402
		<u>393,889</u>	<u>402,245</u>
Expenditure			
Education & Research Expenses		15,535	12,425
Expenses from ordinary activities excluding E&R activities	8	367,205	376,402
		<u>382,740</u>	<u>388,827</u>
Surplus for the year from ordinary activities		11,149	13,418
Total revenues, expenses and valuation adjustments other than with owners as owners		-	-
Total changes in equity other than those resulting from transactions with owners as owners	7	11,149	13,418
		<u><u>11,149</u></u>	<u><u>13,418</u></u>

The statement of financial performance should be read in conjunction with the accompanying notes.

PHYSIOTHERAPISTS REGISTRATION BOARD

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2003

	Notes	2003 \$	2002 \$
Cash flows from operating activities			
Allocation from fees		40,000	-
Interest Received		6,603	5,956
Operating Expenses (Cash)		(15,535)	(12,425)
Receipt of GST receivable		(922)	(300)
		<hr/>	<hr/>
Net cash flows provided by/(used in) operating activities	6	30,146	(6,769)
Cash at the beginning of the financial year		141,070	147,839
		<hr/>	<hr/>
Cash at the end of the financial year		171,216	141,070
		<hr/> <hr/>	<hr/> <hr/>

The statement of cash flows should be read in conjunction with the accompanying notes.

PHYSIOTHERAPISTS REGISTRATION BOARD

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

1. ACCOUNTING POLICIES

- 1.1 The Physiotherapists Registration Board performs the duties and functions contained in the Physiotherapists Registration Act 1945 and its financial affairs are administered by the Health Administration Corporation.
- 1.2 The Board's financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus views, other authoritative pronouncements of the Australian Accounting Standards Board, the Public Finance and Audit Act, 1983, and the Treasurer's Directions. An accrual basis of accounting has been adopted. The Statement of Financial Performance has been prepared on an historical cost basis and does not take into account changing money values.
- 1.3 The Board only holds the assets of the Education and Research Account in its name and is responsible only for the liabilities arising from the operation of the Education and Research Account. All other assets and liabilities relating to the Board are recorded in the financial statements of the Department of Health (Health Administration Corporation).
- 1.4 All income and expenditure of the Board's operations, including those transactions accounted for through the Health Administration Corporation (HAC) (See Note 8), are prepared on an accrual basis.

The expenses paid by HAC on behalf of the Board, are not included in the Statement of Cashflows as they are not a cashflow of the Board.

2. TRANSMISSION OF FEES

The Physiotherapists Registration Board is required by statute to collect fees from its registrants and transmit the monies to the Health Administration Corporation. The Corporation may pay out from such monies the amounts required to meet the costs incurred in the administration or execution of the Act establishing the Board. An amount of \$309,597 (\$301,119 in 2002) was transmitted. The figure relates to actual receipts as distinct from accrual figures.

3. FEES FOR EDUCATION AND RESEARCH PURPOSES

The Physiotherapists Registration Board is responsible for the administration of the Education and Research Account.

The Minister for Health may determine that a set amount out of the fees received from physiotherapists be transferred to the Education and Research Account. In 2002/2003 an amount of \$20,000 was transferred (\$20,000 in 2001/2002).

PHYSIOTHERAPISTS REGISTRATION BOARD

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

4. INTEREST

	2003 \$	2002 \$
Commonwealth Bank of Australia	<u>6,684</u>	<u>5,843</u>

The interest received from the Commonwealth Bank of Australia, was paid under a Special Interest Arrangement with the Bank which applied to all daily balance of bank accounts administered on behalf of all health professional boards by the Health Administration Corporation. In addition to daily balances receiving interest at a rate revised each week, the Bank also waived normal bank fees payable such as transaction fees, dishonoured cheques fees and charges applicable to overseas drafts.

The average interest rate earned for the year was

Special interest arrangement 4.25% p.a. (4.01% in 2001/2002)

5. RECEIVABLES

	2003 \$	2002 \$
Interest receivable - Commonwealth Bank	539	457
Fee Allocation	-	20,000
G.S.T. entitlement	<u>1,221</u>	<u>300</u>
	<u>1,760</u>	<u>20,757</u>

6. NOTES TO THE STATEMENT OF CASH FLOWS

6.1 For the purpose of the statement of cash flows, cash relates to cash in the Bank.

6.2 Reconciliation of net cash flows from operating activities to surplus for the year.

	2003 \$	2002 \$
Surplus for the year from ordinary activities	11,149	13,418
(Increase)/Decrease in receivables	18,997	(20,187)
Net cash flows provided by/(used in) operating activities	<u>30,146</u>	<u>(6,769)</u>

7. TOTAL ACCUMULATED FUNDS RECONCILIATION

	2003 \$	2002 \$
Total accumulated funds at the beginning of the year	161,827	148,409
Total changes in equity other than those resulting from transactions with owners as owners	-	-
Surplus for the year from ordinary activities	<u>11,149</u>	<u>13,418</u>
Total accumulated funds at the end of the year	<u>172,976</u>	<u>161,827</u>

PHYSIOTHERAPISTS REGISTRATION BOARD

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

8. EXPENDITURE ACCOUNTED FOR THROUGH THE HEALTH ADMINISTRATION CORPORATION

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

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

	2003	2002
	\$	\$
Expenditure		
Salaries & Associated Staff Costs	237,552	211,656
Building Expenses	12,281	10,663
Subsistence & Transport	12,517	13,747
Members Fees	18,120	24,445
Fees for Service	46,752	67,849
Post & Communications	16,174	18,949
Printing & Stationery	9,415	15,698
Plant & Equipment	1,386	2,823
Miscellaneous	9,342	6,906
Audit Fees (allocation)	3,666	3,666
Total	<u>367,205</u>	<u>376,402</u>

As at 30 June 2003 the Health Administration Corporation recorded cash and investments of \$813,493 (\$820,751 in 2002) held in relation to this Board.

PHYSIOTHERAPISTS REGISTRATION BOARD

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

9. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of either the company or its counterpart and a financial liability (or equity instrument) of the other party. They include cash at bank, receivables and creditors. All classes of financial instruments, including revenue, expenses or other cash flows arising from financial instruments, are recognised at cost on an accrual basis.

In accordance with Australian Accounting Standard AAS33, information is disclosed regarding interest rate risk and credit risk of financial instruments. All amounts are carried in the accounts at net fair value which is considered to be the same as the carrying amount in the balance sheet.

Interest rate risk affects cash at bank and investments where the value of these instruments is subject to fluctuation due to changes in market interest rates.

The Board's exposure to interest rate risk and the effective interest rates of financial instruments at year end are:

	2003	2002
	\$	\$
Cash all at floating interest rates	171,216	141,070
Receivables all at non-interest bearing	1,760	20,757
Accrued expenses to be paid by HAC all at non-interest bearing	88,561	54,158
Accrued expenses all at non-interest bearing	88,561	54,158

It is not considered that the receivables are subject to a credit risk.

10. CONSULTANCY CHARGES

The Health Administration Corporation arranged for consultancy services on behalf of the boards it administered during the year. The Physiotherapists Registration Board's share of these consultancy costs was \$nil (\$nil in 2001/2002).

11. SUBSEQUENT EVENTS

None to report.

End of Audited Financial Statements

FREEDOM OF INFORMATION ACT, 1989

Reports pursuant to the Act were prepared to meet the requirements of the Freedom of Information Act. During the reporting year the Board did not receive any requests.

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