

NEW SOUTH WALES  
PODIATRISTS  
REGISTRATION BOARD

ANNUAL REPORT FOR THE YEAR ENDED  
30 JUNE 2008

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NEW SOUTH WALES

PODIATRISTS REGISTRATION BOARD

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The Hon John Della Bosca MLC  
Minister for Health  
73 Miller St  
North Sydney 2060

Dear Mr Della Bosca,

Pursuant to the provisions of the Annual Reports (Statutory Bodies) Act 1984 and the Public Finance and Audit Act 1983, we have pleasure in submitting this Annual Report of the New South Wales Podiatrists Registration Board for the year ended 30 June 2008 for presentation to Parliament.

Yours faithfully

A handwritten signature in cursive script that reads "Paul Tinley".

Dr Paul Tinley  
PRESIDENT

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## 1. CHARTER

The Podiatrists Registration Board is established under the provisions of the Podiatrists Act 2003 to exercise the powers, authorities, duties and functions imposed on it by the Act. The powers and duties of the Board include the following.

- Determine the character, subjects and conduct of examinations qualifying persons to become podiatrists and to appoint examiners;
- Issue and cancel certificates of registration; and
- Suspend or cancel the registration of any person under the Act and to annul such suspension or cancellation.

## 2. AIMS AND OBJECTIVES

The Board's aims and objectives are as follows.

- To maintain the Register of podiatrists who may legally practise in New South Wales.
- To grant registration to podiatrists who satisfy the Board they hold a degree or documentation attesting to their capacity to practise podiatry.
- To grant full registration under the provisions of section 11 of the Act.
- To grant provisional registration to applicants for registration under the provisions of section 12 of the Act.

## 3. ACCESS

The Board is located at the following address:

Level 6  
477 Pitt Street  
SYDNEY NSW 2000

Correspondence should be sent to:

PO Box K599  
HAYMARKET NSW 1238

Telephone: 02 9219 0277

Facsimile: 02 9281 2030

E-mail: [podreg@hprb.health.nsw.gov.au](mailto:podreg@hprb.health.nsw.gov.au)

Website: [www.podreg.health.nsw.gov.au](http://www.podreg.health.nsw.gov.au)

Hours: 8.30 a.m. - 5.00 p.m., Monday to Friday.

Cashier services close at 4.30 p.m.

## 4. MANAGEMENT AND STRUCTURE

### 4.1 Membership

The Podiatrist Act 2003 commenced in December 2005.

Membership of the Board is prescribed under section 87 of the Podiatrists Act 2003, and comprises of seven members appointed by the Governor, of whom:

One is an officer of the Department of Health nominated by the Minister for Health.

Mr Ian Reid

Two are registered podiatrists nominated by the Australian Podiatry Association (NSW).

Mr Luke Marsden  
Assoc Prof Paul Tinley      Acting President

One registered podiatrist nominated by the Minister, being a registered podiatrist involved in the tertiary education of persons for qualification in New South Wales as podiatrists,

Ms Harriet Farquhar

One registered podiatrist practising podiatry in New South Wales nominated by the Minister of the Minister's own choosing,

Ms Jillian Fogarty OAM      President (passed away 31 December 2007)  
Ms Frances Henshaw      (appointed May 2008)

One person nominated by the Minister to represent the community,

Ms Barbara Wright

One legal practitioner nominated by the Minister.

Ms Tina Moisisdis

The Board was appointed for a 4-year term on and from 11 December 2005 expiring 10 December 2009.

#### Ms Jill Fogarty, OAM

The Board records with sadness the passing of Jill Fogarty and wishes to acknowledge the contribution she made to the profession of podiatry. Jill Fogarty OAM graduated as a podiatrist in the late 1960s and worked in clinical practice for a number of years in Australia and

England where she began teaching. On returning to Australia Jill joined the podiatry staff at Sydney Technical College to continue the most fulfilling part of her life as a teacher. Her enthusiasm and strong sense of taking responsibility for oneself contributed to her ability to not only effectively communicate with her students but to inspire them to reach their full potential. Jill became Head Teacher of Podiatry and was in charge during the transfer of podiatry education to the University of Western Sydney. The esteem with which her students and professional colleagues held her was clear when Jill was awarded the Order of Australia in 1995 for her services to podiatry education. Jill continued her teaching career as Head Teacher in Health Sciences at Blue Mountains College until her cancer was diagnosed last year. As well as continuing her work in forensic podiatry, over the last few years Jill has been involved in research, recognising the need for the podiatry profession to embrace evidence-based practice. Jill was pursuing a PhD as well as being involved in reviewing applications for podiatry research funding. Jill gave many years of voluntary service to her profession. She served on the Council of the Podiatry Association and was a long-standing member of the NSW Podiatrists Registration Board, eventually being appointed as the Board's president in 2004.

#### **4.2 Attendance at meetings**

The Board met on 11 occasions, usually on the third Wednesday of each month. The Board did not meet in and January 2008.

Jillian Fogarty	attended	1	meeting (passed away 31/12/07)
Paul Tinley	attended	10	meetings
Harriet Farquhar	attended	10	meetings
Luke Marsden	attended	11	meetings
Frances Henshaw	attended	2	meetings (appointed 13/05/08)
Tina Miosidis	attended	3	meetings
Ian Reid	attended	11	meetings
Barbara Wright	attended	10	meetings

#### **4.3 Committees**

Section 89 of the Podiatrists Act 2003 enables the Board to establish committees to assist with the exercise of any of its functions. The Board established the following committees:

Complaints Committee	Ian Reid Paul Tinley
Professional Currency Committee	Ray Harding Luke Marsden Kevan Wright
Course Accreditation Committee	Sue Liew Natalie Adams

Paul Bowles  
Harriet Farquhar  
Jason Warnock

Education & Research Committee Karen Ginn  
Frank Li

#### 4.4 Registrar /Assistant Registrar

Administrative staff employed by the Health Administration Corporation assists the Board.

Ms Amanda McEacharn acted in the Registrar's position throughout the reporting period. Ms Corinne Warby was the Assistant Registrar throughout the reporting period.

## 5. REVIEW OF OPERATIONS

### 5.1 Registration Statistics

The Board maintained the Register of podiatrists as required under the provisions of section 9 of the Act.

Registered podiatrists	as at 01 July 2007	853
	as at 30 June 2008	954
New registrations		94
Podiatrists Act	70	
NSW Graduates	50	
Interstate Graduates	7	
Overseas Graduates	13	
Mutual Recognition Act		28
Trans-Tasman Mutual Recognition Act	-	2
Re-registrations		14
Unfinancial		31
Deceased		1
At own request		5
Changes of Name		5
Additional qualifications		1

### 5.2 Removal from the Register

The Board notified 24 health benefit funds each time there is a change to a registrant's registration status. This notification reaches its peak, each year, following the 30 June renewal date when the funds are notified of the registrants who failed to renew their registration. The funds are notified again as applications are restored to the Register. In July 2007, 31 podiatrists did not renew their registration by the due date were removed from the Register.

### **5.3 Fees**

The fees charged for the Board's services were unchanged as follows.

	\$
Registration	145.00
Annual roll fee (Renewal)	135.00
Restoration	270.00
Duplicate certificate	20.00
Additional qualifications	12.00

### **5.4 Release of Register Details**

The Board in accordance with the Privacy and Personal Information Protection Act 1998 closely monitors access to the Register.

Register details are released to private health funds and Medicare to enable them to establish whether a podiatrist is registered for the purposes of approving payments. The role of these organisations is considered to be directly related to the core purpose of the Board, and therefore limited details from the Register can be released to them. The Board considers requests, under certain conditions, for limited access to the Register for research purposes. The Register is not released for commercial purposes.

The Register is accessible to the profession and the public via the Board's website to enable the verification of a podiatrist's registration.

### **5.5 Australian and New Zealand Council of Registration Boards**

#### **5.5.1 Melbourne – 26 October 2007**

A delegation from the Board attended the 5<sup>th</sup> Council meeting on 26 October 2007 in Melbourne, Victoria. Dr Paul Tinley (Acting President), and Ms Amanda McEacharn (Acting Registrar) represented the Board at the meeting.

Items discussed by the Boards were:

- COAG National Registration and Accreditation Scheme
- Accreditation of Australian and New Zealand Programs
- Assessment of Practitioners that have not practiced for an extended period.
- ACSP Reports
- Foot Care Assistants
- Proposal/position on podiatrists that may seek registration in Australia through the NT loophole.
- Board Reports
- Legislation

### **5.5.2 Adelaide – 15 February 2008**

A delegation attended the 6<sup>th</sup> Council meeting held in Adelaide, 15 February 2008. Dr Paul Tinley (Board Member), and Ms Amanda McEacharn (Acting Registrar) represented the Board at the meeting.

Items included for discussion were:

- National Registration & Accreditation Scheme
- Board Reports/Newsletters
- Assistants in Podiatry Practice
- Safety & Quality Accreditation in Health Care
- Australia and New Zealand Podiatric Accreditation Council
- Australian College of Podiatric Surgeons

### **5.6 Course Accreditation Committee**

Membership of the Committee is as follows:

- Sue Liew      Chairperson
- Jill Fogarty
- Ms Natalie Adams
- Mr Paul Bowles
- Harriet Farquhar
- Mr Jason Warnock

The Committee met on five occasions during the reporting period.

### **5.7 Professional Currency Committee**

Membership of the Committee is as follows:

Mr Ray Harding      Chairperson  
Mr Luke Marsden  
Mr Kevan Wright

The Committee did not meeting during the reporting period.

### **5.8 Website**

The Board maintained a website at [www.podreg.health.nsw.gov.au](http://www.podreg.health.nsw.gov.au) where most of the Board's policies, forms and legislation can be accessed by registrants and the public.

The following index of the website inclusions indicates the range of information accessible through the website.

- About the Board
- Annual Reports
- Clinical Guidelines

- Complaints Procedures
- Fees
- How to apply for registration
- How to contact the Board
- Legislation links
- Membership of the Board
- Podiatry Education and Research Account
- Restoration to the Register

The Board's website provides links for all the commonly used forms and access to other relevant sites.

## **5.9 Compliance**

The Board seeks to achieve compliance with the Act and Regulations through:

- Random inspections throughout NSW by its authorised Inspector, checking compliance, disseminating information and issuing warnings;
- Prosecution of persons operating in contravention of the Act;
- The resolution of complaints concerning professional conduct and the provision of podiatry services by registered persons;
- Publication of information pamphlets and the posting of information and legislation links on its website.

An important part is also played in compliance in general, through the maintenance of a Code of Professional Conduct, detailing the parameters for the professional conduct of podiatrists and their practices.

## **5.10 Code of Professional Conduct**

Section 19 of the Podiatrists Act 2003 allows the Board to establish a code of professional conduct setting out guidelines that should be observed by registered podiatrists in their professional practice. The Board has reviewed the Code of Professional Conduct and prepared the proposed code in draft form along with an impact assessment statement for the proposed code for public comment. This was distributed for comment in May 2008. The Board will submit the draft code to the Minister for Health for approval together with a report by the Board providing details of public comment received during the period allowed for public comment.

## **5.11 Complaints Committee**

The provisions of both the Act and the Health Care Complaints Act 1993, require the Board and Health Care Complaints Commission (HCCC) advise each other of complaints received and consult concerning resolution.

The Complaints Committee assists the Board by considering complaints lodged with the Board. The Committee has the delegated authority of the Board to make decisions regarding complaints.

The Committee acts as a screening committee in that it considers complaints regarding alleged contraventions of the Act, the Regulation or the Code of Professional Conduct.

The Committee comprising Mr Ian Reid, Dr Paul Tinley and an officer of the HCCC met on 7 occasions during the reporting period.

Of the eleven complaints considered, three were from the previous reporting period and nine were made during the current reporting period.

A summary of complaints considered by the Board follows. These complaints are treated as allegations until they can be substantiated.

Frequency	Allegations
2	Fraud
1	Interstate notifications
2	Injury as a result of treatment
1	Orthosis
1	Sexual boundaries
2	Unregistered
1	Infection
1	Inadequate explanation

Of the eleven complaints received the outcome was as follows

Frequency	Outcome
4	Action not warranted as there were no grounds for the complaint
2	Closed - advice provided by Board
1	Resolution
3	Ongoing
1	Registrant flagged pending return

Three complaints remain open at the end of the reporting period as they are subject to ongoing investigation.

As well as the above complaints considered in consultation with the Health Care Complaints Commission, the Board's inspector visited a number of practices to discuss compliance with registrants.

## 5.12 Reporting of convictions and criminal findings

Section 21 of the Podiatrists Act requires that a registered podiatrist

must notify the Board in writing within 7 days after: (a) the podiatrist is convicted of an offence or made the subject of a sex/violence criminal finding for an offence, in this State or elsewhere, giving details of the conviction or criminal finding and any penalty imposed for the offence, or (b) criminal proceedings are commenced against the podiatrist, in this State or elsewhere, in respect of a sex/violence offence alleged to have been committed in the course of the practice or purported practice of podiatry, or (c) criminal proceedings are commenced against the podiatrist, in this State or elsewhere, in respect of a sex/violence offence alleged to have been committed against a minor or to involve child pornography (whether or not alleged to have been committed in the course of the practice or purported practice of podiatry).

### **5.13 Podiatrists Tribunal**

The Podiatrists Tribunal handles serious complaints that may lead to suspension or deregistration, appeals against Board decisions regarding disciplinary matters, registration and re-registration matters. There were no disciplinary hearings before the Podiatrists Tribunal during the reporting period.

### **5.14 Board Inquiries**

Complaints may be dealt with by way of disciplinary proceedings held at a meeting of the Board. An Inquiry conducted by the Board has the powers to caution/reprimand, impose practice/reporting conditions, order the withholding or refund of payment for podiatric services and order the attendance of educational courses or the obtaining of practice management advice.

During the reporting period there was one Inquiry conducted against a registered podiatrist. The Board considered the matter and referred it to Health Care Complaints Committee for further investigation.

### **5.15 Impaired Registrants Panel**

The Impaired Registrants Panel's purpose is to assist podiatrists with complaint-reported and self-reported impairment problems. The Panel deals with these matters in a non-disciplinary way, through registration conditions and impairment management solutions.

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

### **5.16 Consultancies**

The Board did not engage any consultants during the reporting year.

### **5.17 Education and Research**

The Board's Education and Research Committee considers applications for grants from the Education and Research Account and makes recommendations to the Board. Applications are made on the Board's Education and Research Grant Application forms. Guidelines for making applications for the grants together with the application form are available on the Board's website or by telephoning the Board.

There were no funds provided from the Education and Research Account during the reporting period.

### **5.18 Freedom of Information**

No application for information under the Freedom of Information Act was made to the Board during the reporting year in relation to the Podiatrists Act.

### **5.19 Legislative Change**

There were no legislative changes during the reporting period.

### **5.20 Overseas Travel**

No Board members or staff undertook overseas travel during the year.

### **5.21 Publications**

The Board issued a newsletter in October 2007.

## **6. ADMINISTRATION**

### **6.1 Management and Structure**

The Health Administration Corporation provides administrative support to the Health Professionals Registration Boards (HPRB) created by the following legislation:

Chiropractors Act 2001  
Dental Technicians Registration Act 1975  
Nurses and Midwives Act 1991  
Optical Dispensers Act 1963  
Optometrists Act 2002  
Osteopaths Act 2001  
Physiotherapists Act 2001  
Podiatrists Act 2003  
Psychologists Act 2001

Under the provisions of their respective Acts, the Boards are established as the statutory bodies to deal with protection of the safety of the public and professional practice issues in New South Wales. The principle functions of the Boards include the determination of professional standards, qualifications and experience required for registration and the maintenance of professional and ethical standards through the administration of disciplinary and impairment management provisions.

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

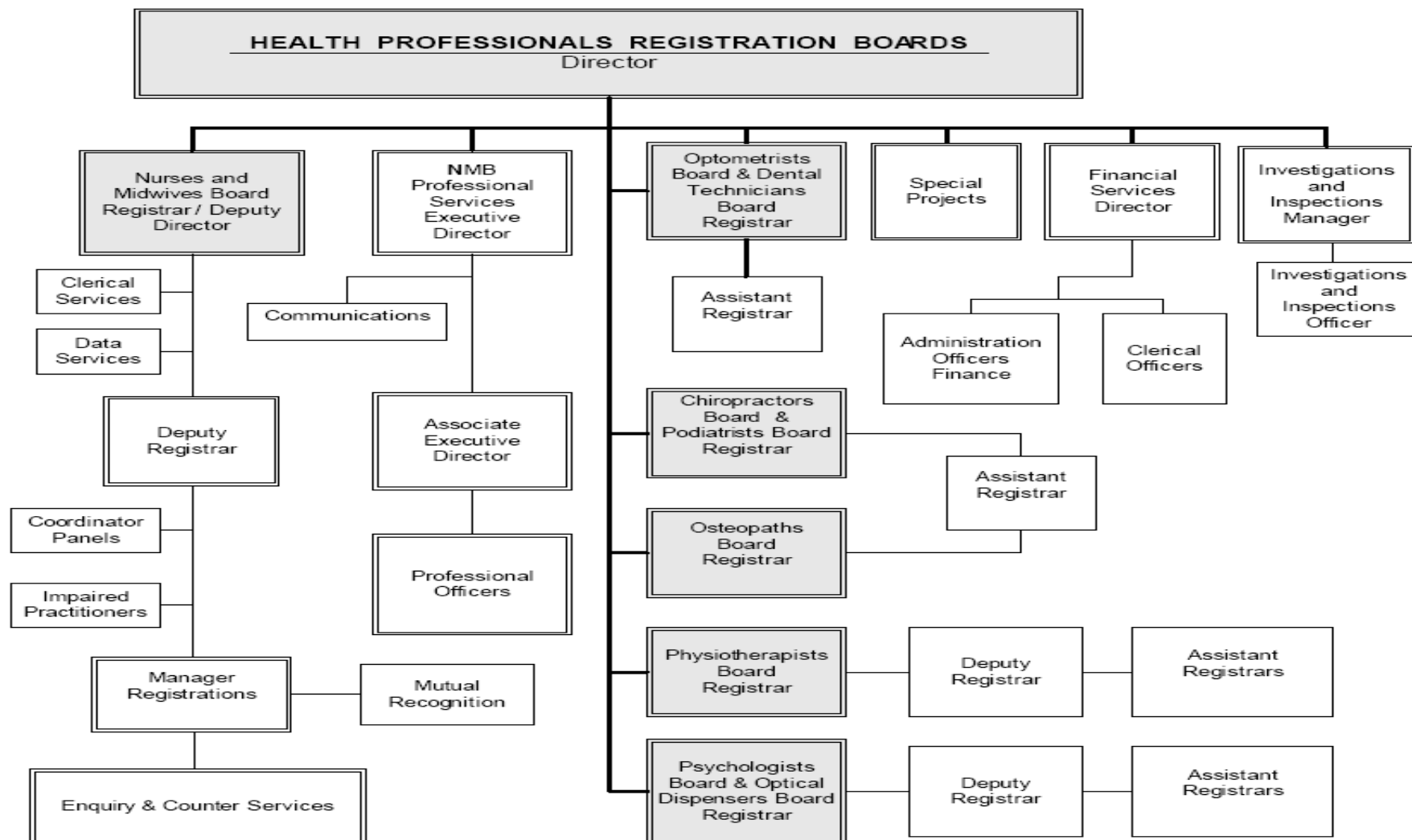
In accordance with legislation, the Health Administration Corporation paid the Boards' accounts from fees received and transmitted to the Corporation. Future expenditure for disciplinary costs, litigation and, where required, the election of Board members, has been taken into account within the Boards'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

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

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

Staff of the HPRB operate within, and benefit from, the personnel policies of the Department of Health, including the Department's Code of Conduct and its occupational health practices. The Health Professionals Registration Boards are managed by Mr J Tzannes, Director and Mr R Dwyer, Deputy Director.

## 6.2 Organisational Chart



### **6.3 NSW Department of Health Code of Conduct**

Employees of the Boards comply with the Department of Health Code of Conduct, which provides direction in relation to standards of conduct and prevention of corruption, maladministration and waste. The Code, which was reviewed and re-issued in October 2005, is accessible to all HPRB employees via the Department of Health website ([www.health.nsw.gov.au](http://www.health.nsw.gov.au)).

### **6.4 Staff Training**

Staff of the Health Professionals Registration Boards are employed under Chapter 1A of the Public Sector Management Act.

The Board has approximately 63 staff members (the number fluctuates with casual staff being employed over busy periods) and they were able to complete a number of training courses during the period 1 July 2007 and 30 June 2008.

In keeping with the principles relating to professional standards that are set out in the Code of Conduct, the HPRB provided staff with the opportunity to enhance their skills, knowledge and competence through training courses. During the year, a total of 12 employees attended training at 23 different courses. In summary, approximately 20% of HPRB staff received additional training at a cost of approximately \$323.75c per staff member at a course cost of \$168.91 per course \*. (note: some courses are provided free of cost, e.g. Fire Warden Training provided by the Building Management – Knight Frank)

\* Note: this figure does not include time lost (36 days) when staff are at this training and not at their workstations or salary paid whilst at training.

### **6.5 Ethnic Affairs Priorities Statement**

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

The key ethnic affairs strategies are:

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

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

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

All of the boards jointly maintain these initiatives, which have continued throughout the reporting period, to assist individuals in gaining access to the full range of services provided by the Board. In keeping with the Board's ongoing commitment to the principles of multiculturalism, the strategies and initiatives will continue to apply in the coming year.

### **Overseas Training and Recognition of Qualifications**

Podiatrists trained at recognised podiatry schools in Australia have qualifications acceptable to the Board for registration. Those not immediately acceptable for registration have the option of completing a degree course at one of the Australian tertiary institutions recognised by the Board, or successfully completing the examination conducted by the Australian Podiatry Council. Credit may be given by the tertiary institutions for previous study.

### **Interpreter and Translation Services**

Board clients, who made contact either by telephone, mail, electronic media or in person, were able to access professional interpreters and translation services as required. In addition to the external language services available to Board clients, members of staff within HPRB provided assistance with translations and information in the following languages:

Arabic	Cantonese
Filipino (Tagalog)	French
German	Greek
Hokkien	Indonesian
Italian	Malay
Mandarin	Polish
Romanian	Russian
Spanish	Turkish
Ukrainian	

## **6.5 NSW Government Action Plan for Women**

The NSW Government has sought to promote the position and involvement of women in all aspects of society through its Action Plan

for Women and the inclusion of the principles of equality of access and rights of participation as part of the core business of all government agencies.

The key objectives of the Action Plan are to eliminate violence against women, to improve the health and quality of life of women and to provide a responsive environment that enables women to participate fully in the economic, social and educational life of society.

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

As at 30 June 2008, the Podiatrists Registration Board currently has 7 members with 4 female members.

In relation to access to the profession for women, the Board and HPRB cannot influence the participation levels of women. However, the Board's registration records provide an indication of the number of female registrants at the end of the financial year. At the time of reporting, the Register records a total of 442 female registrants, being 31% of the total registrants, as compared to 417 female registrants representing 31% for the previous year. It should be noted that these figures vary during the course of the year as the status of registrants alters within the renewal periods.

## **6.6 Waste Reduction and Purchasing Policy (WRAPP)**

The NSW Government's Waste Reduction and Purchasing Policy Waste requires all government agencies to implement plans to reduce waste and increase the purchase of recycled content materials. Agencies are also required to report on the progress and achievements in regard to WRAPP plans in their Annual Reports.

Throughout the reporting period, the Health Professionals Registration Boards (HPRB) continued to work towards improvements in reducing waste, recycling of paper products, consumables and office equipment and the extent of purchases of consumables containing recycled content. The strategies that were put in place in previous years were maintained and environmentally sound solutions were applied to changing circumstances.

With regard to office equipment, HPRB ensured that, where possible, its equipment was retained and re-used with appropriate modifications. An example of the effective re-use of out-dated equipment has been the reallocation of several computers to other functional uses that

require lesser standards of functionality, such as use as 'dumb terminals' for specific single applications. In other circumstances where equipment was not suited to the use of copy paper with a higher proportions of recycled content, the HPRB has been able to maintain usage of white copy paper with a 50% recycled content.

During the reporting period of 2007 - 2008, HPRB:

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

The following waste avoidance strategies remained in place throughout the year:

- Scrap recycled paper is diverted for use as message pads and for note taking;
- Use of email to communicate within HPRB and with Board members and other personnel;
- Allocation of paper recycling containers at all workstations to divert paper from waste bins and landfill;
- Referral of clients to Board websites as the preferable alternative to supplying hard copy information packages; and
- Use of double sided printing where possible.
- Where office equipment must be replaced. During the year, HPRB reused components and parts in-house to maintain or extend the life span of current equipment so that no computers (CPUs) or monitors were sent for recycling.

Over the past year, the HPRB has maintained its focus on the critical assessment of waste management issues associated with the Boards' operational responsibilities and monitoring of its facilities, product and usage patterns, to enable strategic updates to the Boards' WRAPP plan.

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

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

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

## PODIATRISTS REGISTRATION BOARD

### 7. FINANCE AND BUDGET

#### 1. FORMAT

The accounts of the Board's Administrative operations as well as Education & Research activities are contained in the independent audit report as set out in the annual report.

#### 2. PERFORMANCE

The accounts in respect of the Board's administrative operating expenditure for the year show expenditure of \$174,275. This is less than the budgeted operating expenditure of \$207,803 (after allowing for the Education and Research allocation) as contained in last year's annual report.

#### 3. BUDGET

The budget in respect of the administrative operation for the period 1 July 2008 to 30 June 2009 is as follows:-

	\$
<b>INCOME</b>	
Fees	125,890
Interest	<u>36,075</u>
Total	<u>161,965</u>
<b>EXPENDITURE</b>	
Salaries & Associated Staff Costs	107,243
Building Expenses	4,746
Subsistence & Transport	14,945
Members Fees	14,601
Fees for Service	36,700
Post & Communications	5,605
Printing & Stationery	5,578
Plant & Equipment	32
Education & Research	
Miscellaneous	805
Depreciation	<u>1,734</u>
Total	<u>191,988</u>
Operations Deficit	<u>(30,023)</u>

#### 4. EXPENSES

The 2008/2009 year's budget includes salary oncost charges which reflect deferred liability provisions for superannuation as well as anticipated expenditure in relation to disciplinary hearings.

## 5. PAYMENTS PERFORMANCE

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

Quarter	Accounts paid on time		Less Than 30 days overdue (%)	Between 30 to 60 days overdue (%)	More than 90 days overdue (%)
	Target%	Actual %			
September	100.00	91.40	8.60	0.00	0.00
December	100.00	96.68	3.32	0.00	0.00
March	100.00	96.22	3.78	0.00	0.00
June	100.00	86.61	12.45	0.94	0.00

No interest was paid on late payments.

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

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on time	
	Target %	Actual %
September	100.00	100.00
December	100.00	100.00
March	100.00	-
June	100.00	100.00

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 6.31%p.a. on its daily bank balances. In addition an average rate of interest of 6.98%p.a. was earned on investments held in Negotiable Certificates of Deposit.

## 7. INSURANCE AND RISK MANAGEMENT

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

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

Risk Management were as follows:-

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

## **8. ANNUAL REPORT COSTS**

This year the Board has planned to publish 100 copies of the Annual Report at an approximate cost of \$2.19 per copy (includes GST).

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