

NEW ZEALAND CHIROPRACTORS' ASSOCIATION INC.



**NEW ZEALAND
CHIROPRACTORS'
ASSOCIATION**

*Supporting Our Members' Pursuit For Excellence
Ekea ngā matatihi teitei*

ANNUAL REPORT 2021

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Declaration

This report is prepared for members of the New Zealand Chiropractors' Association.

President

President: To build and support positive relationships for the NZCA with members and key stakeholders in order to promote chiropractic, nationally and internationally.

Submitted by Dr Hayden Thomas: President

To be perfectly honest, 2020-21 has been a long, hard slog of a year and what has sometimes felt like a fairly thankless task.

Not only did we have the pressures of COVID-19 disruption forcing our last Annual General Meeting online and some interesting political shenanigans, but also had to hold an additional Special General Meeting to hammer out the issues that arose around the NZCA's membership to the World Federation of Chiropractic. It has been a long time since we have had a proper face-to-face for our membership. I am very much looking forward to the chance to catch up with you all in the flesh shortly.

The year has also been difficult with some further misperceptions, misinformation and unfounded criticisms coming from a small minority within our membership on a number of issues, and also from the usual suspects outside the profession. Notably, we have seen a sudden recent spike in activity from the sceptics taking some potshots for which we continue our PR engagement when and where necessary. Trumpism style 'fake news', smear campaigns and bullying tactics are certainly alive and kicking. The phenomenon of polarising social media echo chambers for all sorts of radical extreme views have not helped the situation.

Unfortunately, Council and our staff have endured some unnecessary and distracting correspondence, a number of unreasonable requests, and even vitriol on certain topics that have taken focus, energy and resources away from some of the more positive and fulfilling projects. I think members would be shocked to hear some of the behaviour of a few fellow colleagues (or perhaps not!?). Not only has this been directed towards your elected representatives, but has also occurred between members, toward the NZCB, and even to our insurers who have done an exemplary job trying to assist members in trying circumstances of their own doing. It has reached

the point Council has felt the need to develop an explicit code of conduct which is now presented to be ratified at this AGM.

On the other hand, it has also been one of the most rewarding years in terms of political involvement and traction, along with very positive regional group interactions and relations. On the whole the vast majority of membership has been happy, helpful, see's the big picture and are just getting on with it.

All Portfolios (Administration, Inspiration, Representation and Promotion) have produced exceptional work over the past 12 months as you will see in the following reports. I am an eternal optimist so I take the negative merely as a test of our mettle and a challenge to rise above.

While increasingly utilising Zoom has had advantages for cost savings and increased ability to meet more regularly, it has also meant a huge investment of time over-and-above the usual duties. For me, meetings have included NZCA Council work, Regional Group Leaders meetings, CNZ workshopping, AHANZ co-chairing, liaising with the NZ Institute of Economic Research, ACC, MoU meetings, along with connecting in with our Australian colleagues and the WFC following our re-joining. I have also been heavily involved in the health informatics field and software development to better serve our members and profession in this brave new digital world. Added to this are the enormous changes going on in the NZ Health and Disability system which we have been working hard to position ourselves in. Many of my presidential responsibilities lie within our Representation Portfolio remit so they are reported on more fully there.

I am very proud of and grateful for the work that has been done by Council, our staff, the Regional Group leaders and the various committees. I thank each and every one of you who together make this Association tick. I look forward to our awards evening function and bestowing some well-earned accolades.

Save for any disastrous last-minute alert level changes, it will be a pleasure to finally see many of you again. In the event that we are thwarted, we are well prepared to pivot if necessary to a fully online AGM and also Conference. It is exciting to be holding a hybrid conference for the first time and to be offering live-streamed speakers for those members who can not make the actual event.

In other noteworthy news for the year, I remind members we have welcomed Dr Lorna Dyal (PhD.) as our new Consumer Representative on Council and thanked the retiring Denise Hutchins for all her generous and amazing work over the years. Denise most kindly happens to still be helping us out here and there, as you will see in the Representation Portfolio report. As a strong Māori woman with exceptional mana and experience in the health sector, Dr Dyal brings a different perspective and skillset to the table. With the recent government drive to address inequities in healthcare and the announcement of the commissioning of an independent Māori Health Authority, Lorna is well placed to help us navigate the opportunities and challenges that will come. As I have mentioned before, it is invaluable and essential to have an outside voice and consumer representation to add to the mix at Council level. I look forward to introducing Lorna to the membership in person.

We have also had the great fortune of co-opting the lovely and talented Dr Jenna Duehr to the Council. Jenna was chosen for her academic research background and college connections, proven track record of productivity and willingness to get involved, including having previously taken part in

one of our PR training events. Jenna has slotted into the position brilliantly and is now co-chair of the Promotions Portfolio alongside Cass and is one of our NZCA media spokespersons.

It has been a pleasure having Cass back in the ring with us and she has been stepping up in the position of Vice President most admirably. I have been enjoying mentoring Cass in the role and connecting her with some of the Ministry of Health officials and politicians whose relationships I have been cultivating over time. While I realise not a given, Cass is now well-positioned and experienced for succession to the Presidency as part of our longer term strategy.

It's hard to believe this will be the 99th Annual General Meeting of the NZCA. It is my sincere hope that this time around we can have a more congenial and collegial meeting. Council and some special guests will present the huge amount of positive work that has gone on behind the scenes this past year and we can then focus our collective energies towards the future post-pandemic world and new normal.

Of course, planning is already well underway for a significant centenary celebration at Te Papa in Wellington in 2022.

Ngā mihi nui. Kia kaha.



Hayden Thomas

President

New Zealand Chiropractors' Association

National Operations Manager

National Operations Manager: To oversee the smooth and efficient running of the organisation that meets the expectations of Council and members.

Submitted by Mrs Patricia Warhurst: National Operations Manager.

It is with pleasure that I present the 2021 National Operations Manager Annual Report.

Naturally as my title states I am largely tasked with the responsibility of looking after the operational running of the NZCA. This is a multi-faceted role that covers the whole spectrum of levels of support; for the NZCA as an Association, the NZCA members, NZCA Council, and liaison with other

health professional, business, accounting and legal entities. It also covers daily tasks up to overall Association strategies. I take this opportunity to inform you of items of interest that have occurred in the NZCA since the last AGM.

Membership.

I am pleased to report that the numbers of new graduates from the New Zealand College of Chiropractic (NZCC) continues to grow and the majority of graduates who stay in New Zealand do become members of the NZCA. We continue to work on better methods to communicate with students of the NZCC especially in assisting them upon their graduation. The number of most other membership types has largely remained static over the last year. We have gained some new members, but also lost a few for various reasons.

The Regional Group (RG) system continues to grow and develop under the guiding hand of Dr Gord MacLeod. The RG's are proving to be an excellent support system for members, a venue for collegiality and a conduit for information to members with RG leaders holding regular meetings, with Council or admin staff, in attendance to help filter Council information to members.

Another initiative to improve member to member and Council to member communications was the start of the NZCA Members Facebook page. This sits alongside the RG leaders Facebook page where RG leaders post about upcoming meetings, speakers and meetings held.

Council has also been mindful that material that is usable by members is an important member service, so with that in mind 2 videos have been produced - 'What is Chiropractic' and 'Why join the NZCA' both of which are freely available to members to use as they wish. Facebook and Instagram material was produced on a very short turnaround time for members to help promote themselves immediately after the first Covid-19 lockdown. Subsequent to that, some further social media material is being developed and released to members with each edition of The News for member use.

Resources continue to be added on the NZCA website, particularly under 'Member Resources' to assist and support members in various ways.

Some existing Corporate Partners have started contributing articles of interest to The News - most prominently FxMed. We also have had some new businesses join as Corporate Partners in this period ie Metagenics has rejoined after a period away; Skybright and Logitech are new to our partner program.

The Sports Chiropractic New Zealand (SCNZ) membership sub group have been very active with several new members and Drs Rob Moore and Kylie Vincent working hard to provide regular webinar presentations that are open to all NZCA members. These sessions have been packed with information.

With the change over of database and website systems earlier this year, Lynda Colligan, secretary, took on the task of updating and correcting all our members locator addresses in the 'Find a Chiro' function on the NZCA homepage as a service to members, so all entries were correct and appearing in a congruent manner to the public.

I would like to give a big 'thank you' to the members who rallied when asked, and offered their services on several small projects we had in the pipelines. This enabled us to complete several smaller projects and gain valuable input from various members.

Finances.

With the uncertainty of how Covid-19 would affect the New Zealand population and our members' businesses, along with repeated lockdowns in the Auckland region, we chose to act conservatively and prudently with Association funds over this last year. Progressing with the Chiropractic New Zealand initiative of branding and website was the only major project that continued over this period. Most other resources were used to support members and keep up the extensive program of petitioning the Ministry of Health in various ways including via Allied Health Aotearoa New Zealand (AHANZ).

The NZCA has remained fiscally sound, with a slight downturn in income and without undue profits.

Most members will be aware that the NZCA and the Hamblin Trust have funds invested with Milford Asset Management. This initiative was started by accountant Mr Mike Hartley - long term secretary and then EO of the NZCA until 2018. For some time now it has been recommended by Mr Hartley that the majority of the NZCA funds be transferred to the Hamblin Trust portfolio. The combined funds would more quickly increase available funds to support chiropractic research and education - the stated aims for the Hamblin Trust. This action needs to be ratified by members at the AGM in June 2021. The Milford Management Assets funds have sailed through the volatility of the Covid-19 pandemic well and have shown an overall gain for the period.

Also in 2020 Council invested \$50,000 in a software system designed for Allied Health professionals by Health Management Systems.

The reasons for this were multi-factorial.

1) To ensure that chiropractors were included in the changing over of worldwide medical systems to the Systemised Nomenclature of Medicine - Clinical Terms (SNOMED CT) nomenclature to facilitate international and inter professional electronic exchange of patient notes and coding. President Dr Hayden Thomas had noted this opportunity some years ago as a measure by which chiropractors could further integrate as mainstream healthcare providers. He had been advised that the Ministry of Health and ACC would both be adopting this system and that the majority of countries worldwide would also be utilizing this system.

2) It was also suggested that if ACC was provided with a 'full set' of codes for chiropractic under the SNOMED system, that it was likely that ACC would accept the full codes for chiropractic, therefore dispensing with the very limited set of read codes that chiropractors currently operate under. This would greatly expand the codes by which chiropractors could provide care to patients under the ACC system. 3) It would position chiropractors at the leading edge of technology and further enhance the perception that chiropractors were keen to work collaboratively with other healthcare providers. It would avoid chiropractors 'missing the boat' with regards to not being integrated into the 'mainstream' healthcare system if they didn't have the coding and software necessary to be part of that national system.

4) To assist Health Management Systems financially to produce this software in a timely manner so that opportunities were not missed.

5) Council regularly seeks ways in which funds can be raised for NZCA initiatives without relying largely on membership subscriptions to fund these. The investment in Health Management Systems was in the form of purchasing shares in the company. We are only a small investor in the company but nevertheless, although the product hasn't been launched yet in the wider western world (a soft launch has been conducted in South Africa) the investment has almost tripled from a final investment of \$52,500 to a share worth as at 15/4/21 of \$155,474.72. Once the business has launched, as shareholders in the company, the NZCA will be entitled to dividends on profit. Hopefully this will provide an ongoing source of income to the NZCA. The software is particularly useful as it 'bolts onto' the most popular front of house software systems such as Cliniko and Gensolve. All these aspects will benefit members.

I wish to thank the administration chair Dr Lloyd Buscomb, accountants - Mr Phil Thomas and Mr Ernie Chan and the audit committee Dr's Clive Hill, Kent Blackburn and Lean Crowley for supporting the NZCA and keeping a watchful eye on matters financial.

Operations.

2020-2021 has been quite a trying year operationally. The difficult decision to cancel the 2020 Annual Conference was taken under the spectre of continuing movement and gathering restrictions in New Zealand, and to limit how much money was lost to non refundable deposits by cancelling too close to the conference date. The 2020 AGM then had to pivot to the electronic form via Zoom with all its attendant limitations. Many of the announcements (Colmar Brunton Survey results) and notices of motion from Council were postponed for the 2020 AGM due to the inability to hold a face to face meeting with the members. These are now being presented at the 2021 AGM.

Notices of motion as submitted by members for the AGM including the motion to leave the WFC were still presented at the 2020 AGM. The resultant vote to leave the WFC then created an enormous amount of work for Council and staff as we were inundated with messages both pro and con to the motion. It also subsequently resulted in the calling of an SGM so that some options could be placed before members, even though Council would have preferred to wait until the 2021 AGM to discuss the matter face to face. The lead up to, and running of the SGM also required an enormous amount of time from Council and staff, and required legal opinions on some matters being sought. Whilst most Council members' time is humbly donated to the Association for free, there are not insignificant costs associated with staff, operations and legal fees. It is disappointing that a few members forget that they are spending their colleagues' money and diverting time and energy away from useful and valuable initiatives that benefit members on a whole, whilst pursuing their own personal agenda. Also whilst on this subject, it is appreciated that many members have been under considerable stress over the last year, it is disappointing however to note that a few members have directed vitriol, harassment and bullying tactics towards Council, staff, other NZCA members and Rothbury staff. Can I remind those few that professional and reasonable behaviour is expected of our members at all times.

The 2021 AGM therefore has quite a few notices of motion for members to vote on (a compilation of two year's work). Upon reviewing the Rules and Standing Orders it was also noted that an NZCA Code of Conduct was referred to in the Rules item 2) i) but in fact the NZCA does not have a code of conduct. This therefore has been a collaborative project with Council, a small working group of

members and legal opinion. The resultant document is presented in the notices of motion for members to vote on its adoption at the AGM 2021.

This last year has been somewhat disruptive in the accounting sphere too. Rightways our accounting firm for some years now has gone through several changes of personnel. We found this particularly disruptive since we had established excellent relationships with the two accountants Mr Phil Thomas and Mr Ernie Chan, who both left Rightways. With the repeated loss of staff and the changes necessitated in bringing a new accountant up to speed with Association matters each time; Council made the decision to leave Rightway as our accounting firm and return to Mr Phil Thomas who now works for HM Consultants. Mr Thomas had gone above and beyond to support the Association in the past, and was very familiar with the foibles of the NZCA. We felt returning to a smaller accounting firm would provide stability to our accounting matters. HM Consultants were also able to slightly reduce the monthly fee, so our move to HM Consultants is also of benefit financially. This change to HM Consultants occurred in March 2021.

Last year also saw Ms Denise Hutchins step down as lay person on Council after 4 years of unstinting contribution and guidance to the Association and we welcomed Dr Lorna Dyall in her place. Lorna brings a totally different, but not insignificant, set of skills to the table that Council and the Association will benefit from.

We also welcomed Dr Jenna Duehr as a co-opted member to Council. Her skill set and life experiences (for someone so young) are extensive and she has been a very valuable member of Council and has risen to the challenge of the Promotions portfolio with aplomb.

We still maintain a very flat managerial structure to restrict costs for the Association. All contributors to the NZCA are contractors, so the use of staff is task orientated, and negates the need for a physical presence with all the attendant office and running costs.

I would like to take this opportunity to thank our secretary Mrs Lynda Colligan who started with the NZCA in January 2020 to provide secretarial support to the Association and to free me up for other tasks. Lynda is methodical, careful and precise. I very much appreciate her attention to detail and her easy manner. She too is a contractor but we catch up in person once weekly to discuss NZCA matters and plan the week/ month ahead. Her secretarial and bookkeeping skills have been a great asset.

With regards to next year's conference, it marks the 100th anniversary of the NZCA - a huge milestone! We have started planning the event already and will make sure it is a memorable one.

Positioning of the NZCA - Branding and Promotion

Council continues with the branding and promotion strategy formulated last year - 'Chiropractic New Zealand' This project is informed by the Colmar Brunton Survey results and nearly two years of planning and workshops with a working group of members, Council, and branding professional Ms Heather Mackey. Information about this project has been presented to members via zoom meetings on multiple occasions as it progresses, and will also be presented at the AGM 2021. The public launch of this initiative will occur by the end of the year and will encompass a multi-pronged

approach to educating and informing the public about chiropractic, and positioning our members as chiropractic professionals. It is an on-going project, not a single event and is a long term strategy for the Association. We look forward to further sharing this exciting project and wonderful member resources.

Positioning of the NZCA - Relationships

It is vital that our members specifically, and the chiropractic profession in general further develop their standing as primary healthcare providers in the eyes of the general public, other healthcare professionals and government ministries and funders. To be able to gain equal access for our members and their patients we need to integrate into the wider health care arena, be seen as equals at the table and yet retain our unique training, perspectives and voice. These aspects are not mutually exclusive but require relationships to be built. We can thank our President Dr Hayden Thomas for making large inroads in this area over the last 5 years. Building relationships (like marriage) is a long game and cannot be neglected for the most part and then picked up when a crisis occurs. Without wider and further enhanced recognition of chiropractors, and particularly our members, within the healthcare sphere, then wider acceptance and integration of our profession is doomed to fail. Significant inroads and relationships have been built with the Ministry of Health, Chief Allied Health Professions Officer and ACC.

Whilst Covid-19 has stalled development of some aspects of relationship building, it has accelerated others. The revamping of the healthcare delivery system within New Zealand is a golden opportunity for allied health groups such as chiropractic to push for change away from the GP centric model we follow at the present time, to a more integrated system utilizing the skills of allied health.

In this situation, being a prominent member of AHANZ and its executive (Dr Thomas is co chair of AHANZ) we are a voice of over 30,000. A cohort that the government struggles to ignore, when compared to 880 chiropractors in the country. There is power in numbers and does not result in a loss of identity as a few members seem to believe. Members of AHANZ all contributed funds to commission a professionally (NZIER - NZ Institute of Economic Research) produced document stating the failings of the current healthcare system and promoting (with evidence) the benefits of integrating allied health into the public systems. This report will be presented to various ministries, ministers and media outlets shortly. It will also be available to members after the initial release.

This work is essential as the bigger picture work on promoting chiropractic within our society, and improving the personal and business opportunities for our members to express their craft to as wide an audience as possible.

Naturally members need to contribute to the standing of chiropractors in society. Council alone cannot do it all. It is therefore imperative that our members act professionally and with the utmost integrity at all times; stick strictly to the rules and regulations governing their scope of practice as well as advertising; and develop congenial relationships with their local healthcare professionals.

It is pleasing to note an increase in member engagement with Mr Peter Boyes seeking advice about their advertising and websites, and a downturn of skeptic activity. However, complacency may be lethal and any deleterious actions will reflect poorly on all our colleagues as a collective.

I wish to thank the many members I have had the pleasure of working with, or for, and the many pleasant conversations I have had over the last year.

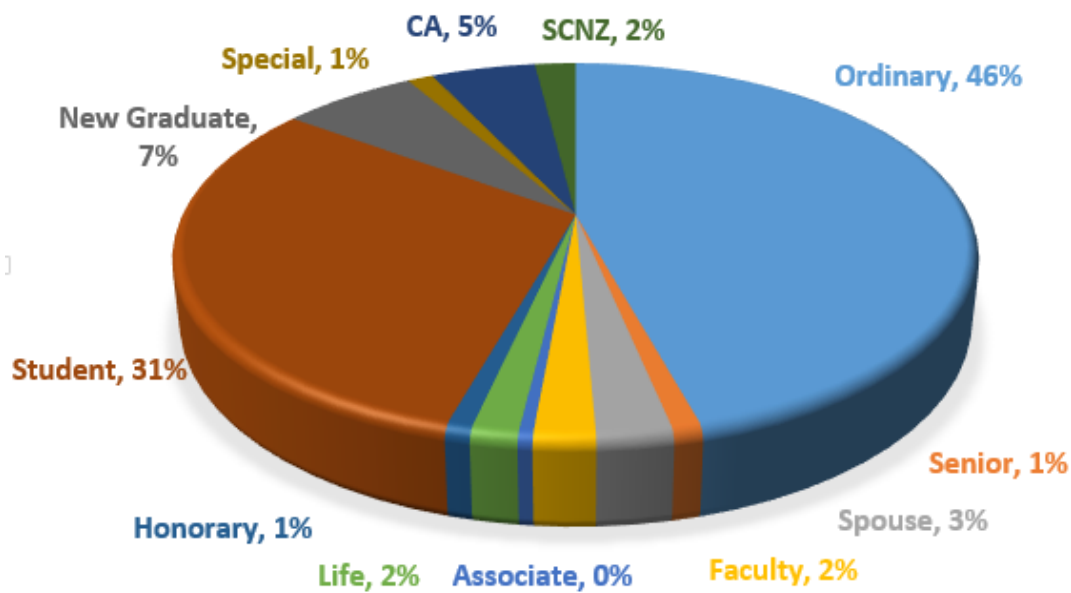
I look forward to a positive year ahead and the public launching of the Chiropractic New Zealand initiative. Thank you for the opportunity to serve Council and NZCA members.

Finally I would like to thank the following for their exceptional work throughout the year for the NZCA. President: Dr Hayden Thomas, Vice President: Dr Cass Fairest, Admin Chair: Dr Lloyd Buscomb, Inspiration Chair: Dr Laura Crowley, Representation Chair: Ms Denise Hutchins, PR Consultant: Mr Peter Boyes, The News Editor: Mr Philip Tetley-Jones, CA Coordinator: Ms Shenee Taylor, Regional Groups Chair: Dr Gordon MacLeod, ACC Committee Chair: Dr Troy Dandy, Hamblin Trust Chair: Dr Lloyd Buscomb, Secretary: Mrs Lynda Colligan, Rightway accountants: Mr Phil Thomas and Mr Ernie Chan, Rothbury Brokers/Claims Advisors: Mr Garth Nielsen, Ms Liz Laird and Ms Jo Van Romburgh, and all members who have assisted with work, tasks, workshops, committees etc over the last year. All your efforts are very much appreciated.

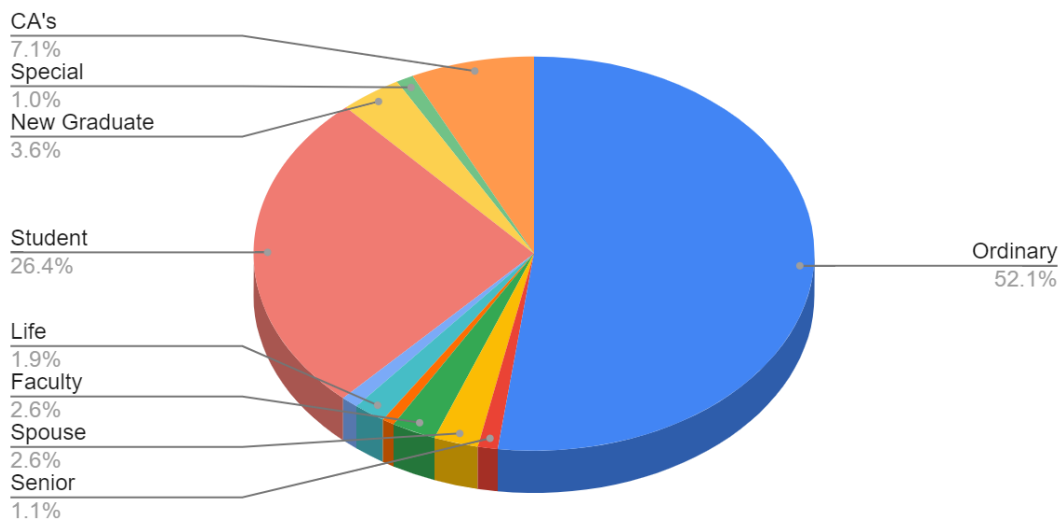
Membership Types

Membership Type	2021	2020	2019
Ordinary	369	365	317
Senior	8	8	8
Spouse	21	18	16
Faculty	17	18	19
Associate	4	5	5
Life	13	13	10
Honorary	7	7	6
Student	248	185	157
New Graduate	53	25	40
Special	10	7	11
Chiropractic Assistants	41	50	48
SCNZ	16	14	
Total	807	701	637

MEMBERSHIP TYPES 2021



Membership Types 2020



Subscriptions

At the 2014 AGM, members voted that subscriptions be increased annually at the inflation rate for the previous 12 months to 31st December. CPI has increased by 1.4% in that time.

The rules also approved a finance charge on subscriptions and insurance if not paid in full by the due date.

Proposed Member Subscription Rates for 2021-2022. *Fees are GST exclusive.

Membership Type	Recommended Fee 2021-2022	Fee 2020 - 2021
Ordinary	\$965	\$951
Insurance	\$397.50 - remaining the same	\$397.50 - remaining the same
Senior, Spouse, Faculty, New Graduate	50% of Ordinary fee	50% of Ordinary fee
Special, Associate	25% of Ordinary fee (subject to ratification at AGM)	20% of Ordinary fee
Student	Free via NZCA College Student Association \$27.50 other students	Free via NZCA College Student Association \$27.50 other students

Kind Regards Patricia Warhurst

Administration

Administration Portfolio: to oversee the management of the NZCA Council.

Submitted by Dr Lloyd Buscomb: Chair Administration Portfolio

This has been a tumultuous year as the ravages of the Covid-19 pandemic continue to influence our lives. There are green shoots appearing internationally whilst here in New Zealand we continue to enjoy relative immunity from the devastation seen globally. Nevertheless, the situation impacts us all. The threat of lockdowns is easing and our borders are gradually opening.

Our Government has taken a particularly cautious approach which has had tangible, negative effects on our profession most notably with the restrictions placed on practice during levels 4 and 3. Auckland members have borne the brunt of these measures with 12 weeks of closed practice. Despite what may appear to be a lack of sustained effort on the part of your Council, there has been considerable effort expended to try to protect access for the New Zealand public to chiropractic care. This process is ongoing.

The administration of your Association has also been affected by the continuing issues with Covid-19. As you will note from the financial reports, income is down from subscriptions most notably due to the waiving of the 10% penalty for late or staged payments. This was a measure put in place to help ease financial stress on members whilst also acknowledging that the NZCA needed

to maintain cash flow. On the plus side we continue to enjoy membership growth welcoming new practitioners who pay a graduated subscription fee. Expenses have been pruned where possible although several situations that arose throughout the year added to costs such as the Special General Meeting and increased administration expenses. Overall the end of year result is pleasing given the circumstances. Special thanks to our volunteer audit committee of Drs Clive Hill, Kent Blackburn and Leon Crowley for reviewing the accounts and providing valuable feedback.

Council has been considering the situation with "volunteer" status for Council members over the past couple of years. Traditionally, participation as an elected Council member has been voluntary. It has been the accepted practice to reward the President with a stipend which has now been formalised with a job description and an annual contract subject to performance review.

At the Council meeting of 15 November 2021, Council moved to adopt the Health Information Standards Organisation

(<https://www.health.govt.nz/about-ministry/leadership-ministry/expert-groups/health-information-standards-organisation>) guidelines for remuneration of people serving in roles such as members of our Council. The following will apply for elected and co-opted Council members excluding the President:

1. A meeting attendance fee of \$364.00 including GST for any meeting between 6-8 hours.
2. For shorter meetings, a fee of \$364.00 including GST divided by 8 hours will apply.
3. A meeting preparation fee of \$182.00 including GST
4. A travel fee of \$182.00 including GST for travel that exceeds 3 hours.

Council members will continue to be reimbursed for actual costs such as travel, accommodation and meals associated with meeting attendance.

These changes have become necessary in recognition of the increased demands on Council members' time and expertise, the ability for people to be available for nomination and the growth of membership.

It is pleasing to say that many members have stepped up this year to assist when asked for various projects. Council is grateful for this willing assistance. Unfortunately a few members have complicated what has been a difficult year. I ask that we all consider the "greater good" when dealing with our Association. Time, resources, energy and money spent managing the needs of a few have disproportionately distracted this committee from other more positive and pressing endeavours.

One of the key projects this year has been the development of our marketing strategies with some exciting details to be revealed at the AGM. An enormous amount of effort has gone into securing a long term plan for positioning the NZCA and interacting with the public in ways that will have tangible benefits for our members. This is ground breaking stuff and I sincerely thank everyone who has been involved on this journey under the extraordinarily perceptive guidance of Heather Mackey of the company Frankly.

The enhancement of the CA programme and consolidation of our regional group network are projects that have impact on this portfolio and further improve the benefits of NZCA membership.

Our insurance with Rothburys continues to be a valuable and tangible member benefit. It is disappointing to report that there has been a significant rise in claims against our indemnity policy over the past year. The total cost incurred from June 2020 to May 2021 is \$116,523.00. In part this has related to notifications of breaches of the Covid-19 lockdown practice restrictions and there have been other instances where complaints have been lodged against members for other reasons. Whilst an increase in premiums has been avoided, some restrictions have been placed on our policy. The insurers have had some concerns over the last year due to a number of claims arising from the Covid period. From renewal they have added the following endorsements:

BSP9999. Treatment of Family, Friends or Colleagues Exclusion. This Policy does not apply to any claims arising directly or indirectly from any Accident Compensation Corporation ("ACC") investigations into the treatment of; the clinical records of; and the invoicing by the Insured to ACC for any family, friends or colleagues of any insured member.

BSP9999 Government Enforced Lockdown Treatment Exclusion This Policy does not apply to any claims arising directly or indirectly from any New Zealand Chiropractic Board investigations in respect of face to face consultations and treatments during alert levels 3 and/or 4 of a Covid 19 or any other government enforced lockdown.

Also, a number of Employment Disputes claims where individual contractors, not employees, have been making claims. Some of them have also arranged their own legal representation, then approached the insurers to cover their costs. The insurers have reluctantly made the decision to remove the Employment Disputes cover under the policy. However, if there are any practice owners who want to arrange cover for this we can arrange it separately on a case by case basis. These are the only changes to the current schedule of insurance.

I must repeat the importance of early notification of any actual or potential complaint directly to Patricia Warhurst our National Operations Manager before you correspond with other parties. Please be assured of absolute confidentiality and sensitivity when dealing with these matters. They are particularly stressful times for anyone involved. Patricia will direct these issues to the appropriate people. Our policy has a \$1000.00 excess should a claim proceed and be assured this is a very small price to pay for the support and expertise you will receive. There have been several instances this year where for inexplicable reasons, members have circumvented our insurance process and sought independent legal advice and then come back to our insurers seeking assistance or payments. This is not appropriate or indeed sensible. Rothburys have a dedicated legal team through the underwriter Vero who are skilled in dealing with these issues for members. As chiropractors, complaints need to be taken seriously, sensitively and compassionately. If a situation arises and you are unsure, always make contact with Patricia. Could I also ask that you initially direct any insurance related matters to Patricia in the first instance rather than calling Rothburys directly. Insurance is a clear example where actions of individuals have a profound effect on all members.

You will notice a significant number of Notices of Motion relating to rule and or standing order changes for this AGM. Please read the information carefully so that you can make a considered vote. A number of the changes are procedural and are essentially updates to ensure currency. Some of the changes have been brought about by the restrictions we faced with curtailed face to face meetings where our rules will benefit from clearer guidelines for face to face and electronic

meetings.. Some of the proposed changes relate to the election of officers and the need to ensure effective succession planning in our leadership team.

One significant proposal relates to the adoption of a Code of Conduct. Whilst there is reference to this in our current rules, there are no details. The Administration committee sought input from a working group of members looking into the subject of “bullying” and a legal opinion was sought into the best strategies to deal with this. Unfortunately for a caring profession, a number of members, Council members, NZCA and affiliated organisation staff are subject to inappropriate behaviour from some members from time to time. This has been identified as an issue within our organisation. Without appropriate guidelines or a mechanism for dealing with instances when they occur, expectations are unclear and victims are unprotected. The proposed Code of Conduct and rule additions seek to address this matter.

A detailed amount of work has been undertaken by Council to formalise the relationship between the NZCA and the Hamblin Trust. This has been an ill-defined situation from a financial aspect. Council was approached by the Hamblin Trust directors to suggest that excess NZCA funds should be granted to the Trust. This would help avoid the possibility of a particular Council misappropriating these funds or using them without due consideration. Essentially the Hamblin directors who have to vote unanimously and are appointed by the NZCA would provide a second tier of approval for the use of NZCA reserves. As a charitable Trust there are also tax implications for funds remaining in the NZCA accounts. It is fair to say there has been strenuous debate over a protracted period with legal and accounting advice sought. This culminated in Council agreeing to grant the balance of accumulated NZCA funds in Milford Asset Management less \$10,988.00 to the Hamblin Trust on 31/03/2021. As part of this process, Council proposes cancelling the 5% annual subscription contribution the Hamblin Trust in favour of donating the annual profit less expenses and contingencies. Whilst this has been approved in principle by Council and the initial grant transferred, the membership needs to ratify this action. Council urges members to vote in favour of the relevant notices of motion. In the event that members do not support the transfer of the NZCA reserves, the monies will be returned. Council will have access to funds through the grant process from Hamblin.

Our dedicated support staff deserve far more than a mention in this annual report. Lynda Colligan joined us as a secretarial assistant and excels in the role with additional tasks too numerous to mention. Lynda has a no fuss “can do” attitude and continues to make an invaluable contribution to the operation of the NZCA.

It is difficult to adequately express my gratitude and admiration for Patricia Warhurst, our National Operations Manager. Patricia is passionately committed to the NZCA, has a diverse skill set, tireless work ethic and remarkably resilient and personable nature. Members will never fully appreciate the asset we have in Patricia and I thank her most sincerely.

Finally it has been my privilege to chair the administration portfolio this past year. I have put my name forward for a further term on Council. I appreciate that the Council is willing to nominate me for this further term. I have served for a number of years and will understand if the membership would prefer a change of the guard.

Respectfully Submitted Lloyd Buscomb.

Promotions

Promotions Portfolio: to use the collective strength of our membership to promote the benefits of chiropractic with an understanding of the unique contribution of our science, art and philosophy.

Submitted by Dr Cassandra Fairest: Vice President and Chair Promotions Portfolio

Well, what a year. And here I was thinking that the final quarter of 2020 (Feb-May) for which I wrote my last annual report was busy!

We were absolutely thrilled to welcome Jenna Duehr to the Promotions Portfolio in June 2020. Jenna has a wealth of experience and knowledge, and easily took the reins of the portfolio within a short period of time. She is up for election in the upcoming AGM, and members can be very assured of strong leadership and exemplary representation with Jenna officially at the helm of this portfolio.

Council has continued to expand in regard to the Chiropractic New Zealand platform, with the assistance of Heather Mackey. This will be an excellent resource once it is fully operational, and there has been a mountain of work done behind the scenes. Good things take time (sometimes a lot of time), and we are envisaging this will be launched by the end of the year - hopefully sooner. This project will have collateral for members and the public to use, and will certainly assist in growing the chiropractic brand, both publicly and in practice.

Council has also worked diligently on behalf of the membership to continually lobby government officials, especially in regard to COVID-19 and access to provide care. This has been a truly onerous task, and at times unrewarding with the lack of ground we have been able to gain. Currently, we are working with Allied Health to redefine the 'urgent care' criteria under Levels 3 and 4, and hope that there will be a successful outcome within the next month should there be further lockdowns. I am a bit of a lone voice on the panel for this; however it is fortunate that my voice can be fairly loud at times.

It has been a very volatile 12 months, and your council has stepped up remarkably during this time, under pressure, long hours, and sometimes very unrewarding circumstances. We all know that doing the right thing, with integrity, passion and principled values will ultimately lead to the outcome we desire. Sometimes the journey to get to the place we desire is marred with detours, battles and downright unscrupulous behaviour. However, if we hold our heads high as a profession, continue to come together and work as one entity, we will achieve the great heights that we as a profession aspire to.

Ekea nga matatihi teitei - to scale the lofty heights.

Cassandra Fairest
Vice President
Promotions Portfolio Co-chair

Submitted by Dr Jenna Duehr - Promotions Portfolio Co-Chair

Kia ora,

I was co-opted onto the NZCA council in mid 2020 under the Promotions portfolio and the excellent guidance of Cassandra Fairest. It has been my pleasure to serve on the council for the past 9 months and learn the various aspects of not only my role on council, but the vast number of undertakings that the council performs. Prior to this I had been involved with the council in various ways, volunteering on committees, but I was unaware of how much really goes on behind the scenes. The relationships and level of understanding and respect that the NZCA is fortunate to have with key parties is largely due to the long standing work of this current council and council members prior. I have learnt an enormous amount already in the short time that I have been working on council.

The promotions portfolio entails public relations, and communicating and dealing with the media was a daunting task to begin with. We had a number of press releases, most of which focused on the Covid-19 pandemic and the effect that this has had on NZCA members and the public that we serve. One of the press releases discussed the rising stress levels of the public and the effects that we were seeing on people's health. This was my first experience with the media and it had great coverage.

The council has also been working diligently in the background with Heather Mackey to create the new website and content for the public facing page of Chiropractic New Zealand. It is looking quite exceptional and we look forward to sharing it with you.

It has been a challenging year for everyone and there are certainly more challenges to come. The skeptics are ever present and we can see that they are clutching at straws still trying to drag chiropractic into the mud. The world is changing and the coming years will be very important as we position ourselves in the changing health. As an association and as a profession, it is important that we continue to work together to promote and advance the chiropractic profession.

Jenna Duehr
Promotions Portfolio Co-chair

General

- Jenna Duehr was co-opted onto the NZCA council under the Promotions portfolio
- The period was dominated by the NZCA's response to the Covid 19 pandemic lockdown and the effect on members and patients.

- There was a marked increase in requests to review material from members. The message appears to be getting through with the NZCA office letters pointing out breaches, which has meant increased remedial advice.
- A broad spectrum marketing strategy has been further developed and presented to members
- Plans to communicate the survey findings to members were disrupted by the pandemic but later fulfilled online
- An update on the public brand marketing strategy was presented to Council
- Online Branding Workshops for new CNZ website and collateral.
- We welcomed Hamish Vodane and Ryan Bentley to the PR Committee
- Healthcare testimonials in other sectors continue to breach regulations
- We noted Sceptic organisations still watching us and the Official Information request about chiropractic as an essential service
- Cass was Acting President for two weeks whilst Hayden and Hayley got hitched, which coincided with a L3 Auckland lockdown, a number of large earthquakes, a tsunami threat and an increased flurry of lobbying government MP's. Regular updates were posted on the Facebook page during this time, due to the uprise in Council activity, and was well-received by members.
- Cass represented the NZCA with a one-on-one Zoom meeting with Martin Chadwick, Chief of Allied Health. The discussion mainly centred around COVID-19 and the lack of access for chiropractors to be able to provide care under Alert Levels 3 and 4. Cass advocated for greater access to provide care, and also provided an insight into Auckland private practitioners and the strain of not being able to practice for 12 weeks in the past 12 months - both for the public and the practitioner. A workshop for Allied Health practitioners was scheduled for early to May, with a focus group to discuss strategies for redefining "urgent care" under Alert Levels 3 and 4.
- Cass then further represented the NZCA and NZ private allied health practitioners in a two-hour Zoom meeting on May 7, in regard to the workshop above. Presentations were given by Professor Ian Town, Chief Science Adviser MoH "Overview of COVID-19 response and ongoing challenges" and Jane Pryer "IPC – the role in our COVID-19 response and ongoing challenges", also from the MoH. This part of the discussion was centered around the vaccine, the new variants arising overseas, and requirements in DHBs in order to be able to provide care during an active community outbreak. HEPA filters, stand-down times in treatment rooms, negative-pressure rooms and ventilation systems, deep-cleaning and PPE were focal points, which are mostly irrelevant to private practice. It is worth noting that Cass was the only private health practitioner on the panel, which consisted of seven allied health representatives. As the discussion was fairly 'strong' and lengthy, there wasn't time to address the 'urgent care' criteria, so a further two-hour workshop has been scheduled for May 20.

Internal Public Relations

- May online 2020 AGM
- Member assistance programme managing queries and requests for advertising and promotional collateral reviews and advising members on how to avoid complaints.
- NZCA office reviewing NZCA News content before publication.
- Further online workshops were held to develop plans to provide an engagement programme for the wider public

- Portfolio updates to members via NZCA News.
- Direct messages to members when issues warranted it, for example, regarding the provision of PPE
- Marketing update articles in NZCA News.
- Special General Meeting on membership of the World Federation of Chiropractic
- Establishment of new private members only Facebook page and awareness programme (around 260 members now). This enables rapid communications with a large, interested cohort of members.
- Marked uptake of posts by council on the NZCA members Facebook page, which has been very well received.
- Cass has received a large number of enquiries from concerned members in regard to the vaccine rollout in NZ

Political lobbying and networking

- Extensive lobbying on Covid 19 regulations and access to chiropractors for patients
- Liaison with NZ Chiropractic Board regarding advertising and promotions regulation
- Media releases on effect of Covid 19 restrictions on members
- Assistance to Australasian Integrative Medicine Association with media relations
- Cass Fairest presentation to NZCC students on media, communications and advertising
- Continued developing relationship with AHANZ and lobbying via its network
- Meeting with senior figures such as Martin Chadwick Chief Allied Health Professions Officer at the Ministry of Health and Health Minister Andrew Little

Endorsement

We had very little contact with Sleepyhead during this period. Jenna provided chiropractic input to a Remix magazine Sleepyhead advertorial discussing the importance of a good mattress for spinal health. Economic uncertainty during the pandemic may have dampened sponsorship activity overall. New relationships such as with Logitech are just beginning with a corporate membership. Endorsement fees have been increased recently.

Advertising

- Inappropriate publishing, offers and discounts continue. Individual members have been contacted and advised to remove or modify their content.
- Extensive liaison regarding Matt Wild's behaviour during the early part of this period.
- New social media collateral has been produced as a member benefit and is being promoted through the News

Website, Mailchimp & Member Resources

Mailchimp

Mailchimp stats have noticeably risen during this period, sometimes into the upper 70s% or above open rate as members turned to the NZCA for advice and information during lockdowns. At other times there were some slumps in take up. The News has tracked in the upper 40%s. Media Release uptake is in the lower 60%s.

NZCA Facebook posts often exceed 1,500 views when there is a news element. Over 3,200 people have now viewed the new NZCA video through Facebook. Posts about the new NZCA collateral for members were the stand out performers during this period with 2,500 views for one post. In addition Facebook posts link via Twitter (803 Followers) to the NZCA website.

There are now around 900 organic followers of the Facebook page. This increase appears to be a spin off from the new Private members' page. In addition Facebook posts link via Twitter (800+ Followers) to the NZCA website.

Public Relations

A series of releases and advisories were issued during this period (Standby services, Telehealth launch, Compliance, PPE Access, Crisis in Primary Care etc) to maintain the profession's profile and provide information to the public about access to chiropractic.

The media release on increased stress related issues due to Covid-19 had extensive broadcast and other media coverage just before Christmas. We are reverting to a series of research based stories supporting chiropractic.

Jenna has managed a number of media enquiries including one relating to an ACC fraud case and authored a response to an inaccurate article in NZ Doctor newspaper.

We assisted Dr Katie Putt with an interview for Mairangi business magazine (due March).

Representation

Representation Portfolio: To use the collective strength of our membership to represent chiropractic, liaise with other organisations and be the professional voice of chiropractic in New Zealand.

Submitted by Dr Hayden Thomas: Chair Representation Portfolio

It is my pleasure to present the Representation Portfolio report for the year 2020-21. This portfolio covers a wide range of activities including relationships with various industry bodies and also external political and health system organisations.

As you will see, we have not been sitting idle and have cultivated an extensive network of influential connections to better position the Association and profession. Developing, maintaining and overseeing these relationships forms a large part of the job description of the President.

Ms Denise Hutchins, our previous NZCA Consumer Representative / Layperson, expertly chaired this Portfolio for the previous four years. I cannot express my gratitude enough for her generosity of spirit and for the wisdom and insights she imparted to us during her service on Council. Dr Lorna Dyall (PhD), has on boarded as our new Consumer Representative. However, to ease her into the role I have taken over as chair for the Portfolio for the time being.

Included in my overall report are individual reports submitted by the chairs of the ACC Committee, NZCC Stakeholders Advisory Committee, and our World Federation of Chiropractic and Council on Chiropractic Education representative. I thank all those who have been active in these important roles.

Allied Health Aotearoa NZ (AHANZ)

For those who are unfamiliar with the AHANZ organisation (of which the NZCA is a member), it provides a regular forum for representatives of allied health professional associations to work together to:

- Raise the profile of allied health professionals
- Develop reciprocal relationships with health sector and governmental stakeholders
- Be the connected voice for Allied Health Aotearoa New Zealand member associations
- Support member health professional associations
- Provide advice to Minister(s) and Ministry of Health
- Provide a forum to discuss issues between professions and issues of common interest
- Share resources, information and experience
- Educate and raise awareness of a wider view of health and wellbeing
- Promote employment and professional standards for Allied Health Aotearoa New Zealand member health professionals

Currently, there are 31 diverse member associations united under the AHANZ catchphrase “cohesion, collaboration and coordination” (see www.alliedhealth.org.nz). As has been reported before, it was instrumental in advocating for the appointment of New Zealand’s first Chief Allied Health Professions Officer (CAHPO) at the Ministry of Health. This achievement has given Allied Health (and me in particular) a direct channel to the top tier of the MoH which we have never had.

Last year I was appointed co-chair of the group, alongside Sandra Kirby of Physiotherapy NZ. While this has been a considerable extra demand on my time, it has afforded me the opportunity to form stronger relations and significantly increase our exposure and mana on the political front. The NZCA has never been so well-positioned or influential as we are at present.

These are incredibly important times to be involved in the conversation as the recommendations from the Health and Disability System review are being implemented. We have a real chance to overturn the current entrenched model and funding streams.

The co-chair position has afforded me opportunities to connect high up in government and MoH circles such as meeting with The Hon. Andrew Little, Minister of Health, at the Beehive and working

with the New Zealand Institute of Economic Research (NZIER) to produce the report titled “Hidden In Plain Sight”.

The meeting with Minister Little covered a number of topics including a discussion about increasing access to care under elevated Covid Alert Levels and also issues and opportunities for improving the health system and creating better health outcomes and options for the New Zealand public. I was also able to mention the 1979 Commission of Inquiry into Chiropractic in New Zealand report and lament that 40 years on, a number of key recommendations have still not materialised. We were able to present the Minister with a robust briefing including some high-level relevant data and an infographic from the draft NZIER report.

The report, which has now been finalised, details potential cost savings and improved health outcomes if allied health was optimised in the system, ie. better positioned, utilised and funded. As the NZCA (along with a number of other organisations) contributed some additional funds to help commission the report we received a short summary specifically on chiropractic’s ability to add value to the health system.

I was hoping to append both the full NZIER “Hidden in Plain Sight” report and our individual profession summary to this annual report, however, AHANZ currently has an embargo on its wider release until after the official launch which has been confirmed for the week following our NZCA AGM.

The AHANZ Executive are recruiting professional public relations assistance for this event and have secured the Hon. Mr Little to speak at the launch which will be held in the Grand Hall of parliament. Many health system stakeholders and other political party representatives will be present, along with invited media. I am excited to be taking a lead role in this high-powered and historic event for both the AHANZ and the NZCA.

Advocacy will not stop at this event. We will continue to bring pressure and influence to bear during the seismic shifts that are underway. The report forms a key resource and will be an enduring reference. It will allow us to open further discussions around access and delivery of care and appropriate funding models within the new health system for allied health in general and chiropractic specifically.

Following the official “Hidden in Plain Sight” launch, I hope to meet with the Health and Disability Review Transition Unit. The Transition Unit was established by Cabinet in September 2020 following consideration of the Health and Disability System Review and led the response to the Review, including developing the policy response and design of the system operating model, providing advice on the establishment of new entities and legislative change, and is now working on producing an overall implementation plan and work programme for the transition. The Transition Unit is led by former Director-General of Health Stephen McKernan. He reports to a Ministerial Group for delivery of the work programme. Indications are that this meeting will be likely.

Aside from political advocacy and direct lines of communication to the MoH and key stakeholders in ACC and the DHBs (and as a conduit in reverse), AHANZ also acts as a knowledge pool and information exchange. Many AH organisations face similar issues and much is gleaned from each

meeting. It is also a powerful networking and lobbying force with the weight of numbers that we don't have as individual professions.

One of the stand-out pieces of AHANZ work I have noted previously was the development of the Allied Health Telehealth Guidelines a number of years ago which have now been adopted and reworked by various Regulatory Authorities and professional bodies (including the NZCB and ACC) in response to the sudden need during the COVID-19 situation. Without this far-sighted piece of work, we would not have had ACC funding for telehealth, or in fact the ability under our RA to even legally conduct it. Telehealth is here to stay as another tool in the practitioners kit, under pandemic conditions or otherwise. While it does not fully suit our hands-on healing approach, it does have its uses. Telehealth and digital standards are currently being reviewed by an AHANZ workgroup to ensure they are still current and fit for purpose as systems rapidly evolve.

Finally, if you have been following the media lately you will have noticed a huge increase in awareness and reporting of the significant inequities, institutional racism and historic oppression that has occurred to our indigenous Maori population. These issues arising from colonialism have led to significant loss of culture and stark differences in health outcomes and other metrics. Action is underway to help redress these historic imbalances and injustices. Self-determination is a significant step forward to regain balance and this includes the establishment of a specific Maori Health Authority (MHA). In addition to helping address disparities, a by-Maori, for-Maori approach will help honour a holistic worldview that has not meshed well with the current health system structure and institutions. Interestingly, kaupapa Maori (principles or views) are very much in line with the naturalistic, vitalistic philosophies of chiropractic.

AHANZ has been very cognisant of this cultural and societal shift and recently put on an excellent workshop entitled "What makes for a culturally aware and safe allied health practitioner?" Dr Curtis Walker, Chair of the Medical Council of New Zealand and Roxanne Waru of Nga Pou Mana (AHANZ's sister organisation for Maori AH workers) both delivered excellent presentations which helped our understanding around the complex issues and our responsibilities for them to be addressed under Treaty of Waitangi (Te Tiriti) obligations. This was pitched at an organisational level but had much to offer that was useful for practitioners. The NZCA will be doing considerably more work in this space in the months and years to come.

I am of the opinion that the establishment of the MHA (which will no doubt renamed something more inspiring shortly) may just be one of the most significant opportunities for chiropractic to fully express itself outside of traditional medical dominance and to show its potential for delivering great outcomes for general health and wellbeing on a population level. We will obviously need to approach this potential opportunity mindfully and with authentic intent and engagement.

For those interested, the full AHANZ 2020-21 Annual Report can be viewed [here](#).

Federation of Primary Care

This powerful group is another opportunity for us to be engaged at the highest level and be part of a vehicle to help drive change within the system. The Federation is a large group representing GPs, PHOs, pharmacy, midwifery, allied health, nursing, NGOs and others. It was established to secure the collaboration of all the sectors which make up primary health care. It aims towards patient-centred, multi-disciplinary health care with a vision to make primary health care the foundation of the New Zealand Health System. The Federation has been undergoing a significant restructure and constitutional update recently since merging with the Primary Health Alliance.

In the words of the Federation's independent chair, Steve Chadwick, "The Federation must bust apart the old ways of working and change the paradigm if the membership model is to be truly representative of Primary Health"

I remain closely connected with the current interim executive officer, Jennifer Pelvin and also on good terms with The Hon Steve Chadwick, who incidentally is also Mayor of Rotorua.

We will hear more from the Federation as the H&D system transition gathers momentum.

Ministry of Health (MoH)

In addition to the more general AHANZ representation, we have also made some specific NZCA representation to the MoH. Just before I took leave for a short break in March to get married, Cass, Jenna and I were able to organise a well-timed letter to Ministers' Hipkins and Little along with a press release signed off from Cass as NZCA Acting President in order to bring some more pressure to bear on the Level 3 access to care situation. I was able to make Cass's introduction to Martin Chadwick, CAHPO and arrange for them to meet via Zoom to further discuss our concerns. Following that, AHANZ was approached for representation on a workgroup to review the definition of urgent care and potentially widen the access to care under Level 3 and 4. I put Cass forward to this panel on behalf of AHANZ. These opportunities are born from the relationships we have carefully cultivated over the years and is evidence we are gaining greater traction. We await to see what changes might be made to the urgent care criteria and access to care should future lockdowns occur. Thank you Cass for your passion and commitment to this advocacy role.

The Ministry has recently released an AH Strategy document which is available in the members area of our NZCA website for those interested in the overall scheme of how the MoH sees allied health fitting in with changes to the health system. You will note in the preamble that Dr Ashley Bloomfield acknowledges the hardship and sacrifices you have all made through the government's COVID-19 response, even praising our profession by name.

Also of note, Martin Chadwick has put out a call out to the allied health sector for those who might be interested in secondments to the MoH. These short (~3 month) stints have been set up for those who are interested in learning the political ropes and internal processes at the Ministry to consider future potential work opportunities. I have shoulder tapped a couple of our members and endorsed their applications directly to Martin. He has been quite overwhelmed with the response from the

sector and is making his way through them. It would be wonderful to begin to see chiropractors taking up various roles within the Ministry and other organisations like ACC to bring our flavour and skillset into the mix of policy and decision making.

New Zealand Chiropractic Board (NZCB)

This year we congratulate and welcome Dr Timothy Cooper as the new NZCB Chair. Dr Cooper is an NZCC graduate and has been quietly working away on the Board for a number of years. He will be a guest at our conference weekend to meet members and will give a short verbal update at our AGM.

The NZCB as our MoH Regulatory Authority is an important relationship for the NZCA. The NZCA continues to have regular communication and positive relations with the NZCB on behalf of the membership. It has been a particularly busy year with COVID-19 causing major disruption and a huge amount of work in developing rapid policy and information dissemination of which the NZCA played an important role. There is also a large amount of work going on in the background reviewing policies and standards for which the NZCA provides representation and submissions.

NZCB Competency-Based Professional Standards Review

The NZCB commenced a Review of the current Chiropractic Competencies in late 2020. A Review Group was established with representatives from the Board, NZCC, NZCA and a lay representative. NZCA's representative on the Review Group is Denise Hutchins, our recently retired consumer representative on the NZCA Council.

It is understood that the Review Group is making good progress with the task and that the profession will have the opportunity to provide feedback on the draft competencies later this year.

Memorandum of Understanding (NZCA - NZCB - NZCC)

The positive relationship and information sharing between the three key stakeholder bodies (The Association, The Board, and The College) continues with 3-4 meetings per year and more informal phone calls as needed.

After a number of Covid-related false starts, the NZCA was finally able to host a workshop with representatives from each organisation to discuss the findings of the Colmar-Brunton Research (both public and health professional perception surveys). Work on addressing these issues will be ongoing between all parties. The shift of perceptions will no doubt take years and require a multi-faceted approach. Members will get a chance to hear the results of the CB research and help co-create solutions during the AGM/Conference weekend.

The next formal MoU meeting will be hosted by the NZCA in New Plymouth.

Health Informatics New Zealand (HiNZ) & Cure8Health

I continue to build relations with key HiNZ champions and maintain a watching brief in this important area of healthcare. The evolution of digital health and health informatics will be a great leveller for our profession and is a brave new world. With the Government's recent budget of over \$500 million towards the transformation of the sector, we are going to see rapid change and implementation. With more than \$385m of the \$516m going towards the national Health Information Platform (nHIP), to provide a seamless health IT platform across the country, this is a huge investment toward infrastructure.

The Ministry of Health has recently emphasised the role of allied health professions in leading digital and data-driven health and disability services and outcomes. See <https://www.health.govt.nz/about-ministry/leadership-ministry/allied-health/allied-health-position-statement>.

Many of you will recall that several years ago we developed a relationship with Roheeni Bhana an IT consultant and software developer who was passionate about chiropractic and other allied health providers and could see the massive transformation that was about to take place in this space. Council could see the potential of her vision and has backed her in the development of a clinical notes app that complies with the new digital health data standards and will help the profession achieve integration with the rest of the health system.

Rather than reinvent the wheel, the app seamlessly links directly into the most popular allied health Patient Management System (PMS) already on the market which is *Cliniko*. Roheeni and her team are also in the process of negotiating and building integrations with *Gensolve* and some other key PMS providers. This means you will not have to change systems and re-train front desk staff on new software to comply with the soon to be mandated new digital data standards (set to be from 2022). The features the app delivers to clinicians and the research potential from better-structured data are incredible.

The company (and app) is now called "Cure8Health". It has grown rapidly with other investors coming on board including co-founder Dr Matthew Valentine (Clinical Director for Informatics Bay of Plenty District Health Board) who will be speaking at the Conference. Cure8Health has recently joined with "*The Sovereignty Network*" which is a platform to democratize healthcare data - facilitating informatics research and fairly recompensing individuals for the use of their precious health data. It is a real game-changer and is attracting significant investments and Government interest.

While it has taken much longer than any of us expected, Cure8Health (with the NZCA as a ground-floor investor and shareholder) is poised to be a very big deal in the Health IT space, in Aotearoa and globally.

The app has now passed its full ACC systems audit and is the first (and currently only) end-to-end SNOMED-CT and FHIR structure complaint, ACC integrated clinical software available and it is about to go live in NZ. Use will be on a monthly subscription basis and NZCA members will receive

a special highly discounted offer. Interested members at the conference can become the first early adopters, helping to further refine the systems and we hope to become passionate Cure8Health champions.

Australian Chiropractors' Association

I continue to maintain good trans-Tasman relations through emails and occasional calls to Dr Anthony Coxon, ACA President and with Mathew Fisher, ACA CEO. There is no doubt the ACA has far superior resources to the NZCA and produces some excellent marketing material and other initiatives. The ACA has generously allowed the NZCA to borrow from much of their information and piggyback on some of their activities.

Dr Coxon is unfortunately not able to make it to our AGM this year however, sends his best regards to our membership. I hope to be able to travel to their next one in October to present to their membership and meet with their executive team as per our usual exchange arrangement if the travel bubble holds up. We hope Dr Coxon and some of the other ACA executives join us in Wellington next year for the NZCA's centenary.

Past Presidents Club

The network of Past Presidents provides valuable support when needed and I look forward to meeting with them at our usual catch up breakfast during the conference weekend. On behalf of our membership, I thank them for all the work they have done for the Association in years past and for the advice and encouragement they continue to give.

COMMITTEE REPORTS

ACCIDENT COMPENSATION CORPORATION (ACC) COMMITTEE

Submitted by Troy Dandy, ACC Committee Chair

The ACC committee continues to advocate for chiropractic patients and chiropractors with ACC. In the past year, NZCA representatives have met with ACC and the Chiropractic Board for joint update meetings and Zoom calls. Meetings continue to be open and informative between the 3 parties. Funding for chiropractors under regulations continues to be reviewed annually and is increased each year relative to inflation alongside other treatment provider groups.

ACC has received research summaries prepared by the NZCA regarding chiropractic care safety and cost-effectiveness.

Talks are continuing on review of the scope of READ codes available to chiropractors under ACC which should be addressed as new software becomes available to utilise SNOMED-CT coding instead. We have extended our interest in collaboration regarding ACC's fall prevention initiative.

Members are likely aware that significant disparity exists in the realms of ACC's funding of chiropractic x-rays when compared to dentists and radiographers. Further, physiotherapy specialists funded under the contracted services model receive \$410.76 ex GST for initial consultations and \$205.38 ex GST for follow up appointments (noting there are significant compliance obligations under the contracted model). The membership needs to continue to review alternative ACC funding models while considering the best pathways to assist patients under the ACC rehabilitation scheme.

The ACC subcommittee has rescheduled its facilitated ACC working group on current initiatives (which was delayed in 2020 due to covid) until after June 2021.

WORLD FEDERATION OF CHIROPRACTIC (WFC)

Submitted by Corrian Poelsma, WFC Board Member

The World Federation of Chiropractic represents the national associations of chiropractors in 95 countries as well as the chiropractic profession in the international community, including the WFC holding official NGO status with the World Health Organisation.

Its goals include:

- Acting with national and international organisations to provide information and other assistance in the fields of chiropractic and world health;
- Promoting uniform high standards of chiropractic education, research and practice;
- Developing an informed public opinion among all peoples with respect to chiropractic;

Since the 2020 AGM and our resignation from the WFC over concerns about the relevance of our NZCA membership, I was no longer a member of the WFC board.

A Special AGM was requested by members to seek to rejoin the WFC and was held by the NZCA on the 6th of November 2020. The vote supported the NZCA to rejoin the WFC. An application to join the WFC was made and I was subsequently voted in as a director of the Pacific region by the associations of Australia (ACA), New Zealand (NZCA) and Tahiti.

I attended my first WFC Board of Directors meeting on the 19th of May 2021. It was painfully slow getting back my position on the Board which means I have missed a year's worth of information and representation.

Dr Carlos Ayres has recently taken over the reins as chair after Dr Viv Kil resigned unexpectedly. Dr Michelle Meyers also resigned as Vice President after she was elected President of the American Chiropractor's Association (ACA), Her replacement representing the ACA is Dr Dana Lawrence. Recently Dr Kendra da Silva from South Africa was voted in as the Vice President.

The Research Council (RC) has also undergone a massive change in membership after key resignations were received last year. One of our own, Dr Imran Khan Niazi was recently selected as a member of the RC by the WFC Board committee overseeing this.

I have been in contact with Dr Richard Brown the Secretary-General via email prior to our BoD meeting to discuss issues the NZCA had raised following the SGM. This liaison will be ongoing as I

was not privy to some of the information from the WFC side. I will continue to work diligently to ensure that the WFC and NZCA are well represented in this space and that the NZCA council has a clear understanding of the WFC work in progress, subject to it being public knowledge of course!

Back to the BoD meeting, the overall feel during the meeting was forward focused which included a significant benchmarking initiative for the profession. I am excited about it for numerous reasons and look forward to speaking to you at the AGM about this and further developments.

To conclude, plans are in place for regular contact between myself and the NZCA council to further our/your representation on the World Federation of Chiropractic.

Yours Sincerely

Dr Corrian Poelsma

*(Note from the NZCA President: The WFC Secretary-General has recently announced an initiative to establish online regional forums to share our collective experiences and discuss ways of advancing the profession in the future. This will be for executive-level involvement. I have also been invited to be a panellist for the WFC Biennial Congress (to be held online) on the provisionally titled topic of “**Shared Values: Unifying Principles in Chiropractic**”. I will of course be participating and reporting back).*

PAST PRESIDENTS CLUB

The network of Past Presidents continues to provide valuable support to the President and he looks forward to meeting them at the next ‘face to face’ AGM/Conference.

NZCC STAKEHOLDER ADVISORY COMMITTEE (SAC)

Submitted by Laurence Gilmour, SAC Chair

The Stakeholders Advisory Committee (SAC) is intended to represent the views and interests of the chiropractic, academic and wider community, and to provide other advice or assistance to the New Zealand Chiropractic College, as and when appropriate and practical. The membership of the SAC is by invitation from the College and nominations are sought from appropriate organisations, stakeholders and institutions including the NZCA. The College endeavours to maintain a committee of 10-15 members (up to a maximum of 15).

The current makeup of the SAC is:

Laurence Gilmore (Chairman)

Clare Thomas

John Loveday

John Funnell

Michael Hooker

Sandy Bansal

Dean Carter

Jim Clark

Waiting on new student rep to be appointed

January 2021 saw the resignation of Dr Richard Cheyne from the SAC and as chairman. The SAC would like to thank Richard for his outstanding service over many years to the SAC, including 2 periods as chairman. He has been a dedicated and very effective leader and we wish him well for the future.

Laurence Gilmore was elected chairman to replace Richard Cheyne.

2020 saw the SAC only meeting via teleconference. The NZCC handled the Covid lockdowns very effectively, moving quickly to online learning where appropriate and no students appeared to be disadvantaged by this move and course delivery was still maintained to its usual high standard.

In 2021:

We participated in the NZQA 5 yearly audit of the NZCC in February.

Several members have been involved in the beginning stages of the curriculum review process which is reviewing all the courses NZCC offer, apart from technique courses which underwent a major review 2 years ago. One of the goals of this curriculum review is to attempt to design a curriculum that will best serve a 2030 graduate instead of a 2020 graduate and is an interesting process to participate in.

We have also made a submission to the Tertiary Education Commission in support of NZCC's bid to gain more funding for a higher number of domestic students in the absence of international students at the moment.

The 2019 SAC Survey was used as the basis of an article by Tanja Glucina et al published in the Asia Pacific Chiropractic Journal which makes interesting reading here: <https://www.apcj.net/glucina-et-al-demographics-new-zealand/>

Preparation for the 2022 SAC Survey of the Profession will begin later this year.

2021 saw the resignation of Dr Phil McMaster as president of NZCC. The SAC has had a very effective working relationship with Dr McMaster during his tenure as president. NZCC is in a very strong and long-term sustainable position thanks to Dr McMasters leadership. He has been a true torchbearer for the college since its inception and the New Zealand chiropractic profession owes him a huge debt of gratitude for all of the work he has done for the profession and NZCC over many years. We wish him all the best for his future endeavours.

Laurence Gilmore
Chairman SAC.

COUNCIL of CHIROPRACTIC EDUCATION AUSTRALASIA (CCEA)

Submitted by Corrian Poelsma, CCEA Representative, Immediate Past President NZCA.

The Council on Chiropractic Education Australasia (CCEA) Ltd is an independent and nationally recognised body responsible for ensuring competency and high education standards in chiropractic for the Australasian community.

CCEA assists with the provision of safe and competent chiropractic for the Australasian community by:

- inspecting, accrediting and continually monitoring entry-level chiropractic programs in Australasia;
- a skills assessment process for chiropractors trained outside of Australia and New Zealand for migration and work visa eligibility. Successful completion of this process allows eligibility to apply to the relevant independent regulatory authority for registration in Australia.

As a director of the CCEA, I have attended two zoom meetings since my last AGM report. 11th of October 2010 and the 2nd of May 2021. The Covid19 situation continues to challenge the organisation, the chiropractic institutions and the accrediting committee are finding new ways to ensure the institution's outcomes are as expected. There has been a significant amount of work from all involved parties and I am satisfied that from an NZCA perspective we can have full confidence in the CCEA process. Details of board activity are subject to privacy in order to maintain independence and prevent conflicts of interest. From time to time I will be able to share further pertinent information.

The CCEA has continued to direct extra resources toward the skills assessment testing of overseas trained chiropractors. Dr Marina Fox is the chair of COAC committee which administers the Skills Assessment process. This committee meets regularly and is working on a number of projects.

Dr Tim Cooper the NZCB chair recently became a director of the CCEA representing the NZCB and replaces Dr Kristen Grace who has served many years on the CCEA board as a director, executive committee member and chair.

Yours Sincerely

Dr Corrian Poelsma

HAMBLIN TRUST

Submitted by Lloyd Buscomb, NZCA Councillor and Hamblin Trust Director

Consolidation is the keyword for the Hamblin Trust over the past year. I sincerely thank the Directors; Drs Corrian Poelsma and Michael Hooker and Mr Michael Hartley. I also acknowledge Mike Hartley for his dedication as the Trust Secretary / Treasurer.

NZCA members agreed to allow the Trust to appoint a layperson as a director to further the breadth of knowledge on the Trust. This vacancy is yet to be filled although the Trust anticipates that this will be completed with a suitable candidate during the upcoming year.

A deal of emphasis has been placed on confirming the relationship between the NZCA and the Hamblin Trust to help ensure the most effective administration and opportunities to fulfil the wishes of the original donor and meet the obligations of the Trust Deed. I am pleased to say that this has resulted in a favourable outcome for both parties.

The Hamblin directors proposed to the NZCA Council that excess NZCA member funds should be granted to the Trust to enhance the ability of the Trust to make grants and secure the funds for the future whilst allowing the NZCA to apply for grants for projects. The NZCA Council deliberated this proposal carefully seeking legal and accounting advice and agreed in principle to this concept.

On behalf of the Hamblin Trust directors, I extend sincere thanks to the NZCA for making a one-off grant to the Trust of \$584,466.97 on 31/03/2021. The accumulated funds in the Hamblin Trust stand at \$1,872,924.91 as at 05 May 2021. This is a significant milestone for the chiropractic profession.

As part of the negotiation process included with this generous grant, the NZCA has foregone the annual donation to the Hamblin Trust set at 5% of the membership subscription. In lieu of this, the NZCA Council has generously agreed to donate any annual, excess profit less expenses and contingencies to the Hamblin Trust. This will help ensure a steady revenue stream to the Trust beyond interest earned and bequests, individual donations and other monies raised throughout the year.

I am confident that Percy Hamblin, the original donor of the Trust would be overjoyed to see the result of his vision today.

NZCA members will be asked to vote to ratify these decisions of the NZCA Council at the 2021 Annual General Meeting. It is my sincere wish that the members see the wisdom of these changes and support the appropriate motions at the AGM.

There are a number of safeguards for NZCA member funds within these new arrangements.

- The NZCA nominates all Hamblin Trust Directors and has the power to remove directors.
- All voting on the Hamblin Trust has to be unanimous among directors

- An NZCA Council member is permanently appointed as one of the Hamblin Trust Directors.

The focus of the Hamblin Trust in the upcoming year will be to secure a lay director, seek worthwhile research projects and other endeavours that support the chiropractic profession within the confines of the Trust Deed and continue close liaison with the NZCA which has been the main benefactor to the Hamblin Trust since its inception.

Respectfully submitted

Lloyd Buscomb, chairman

HamblinTrust – Annual Accounts

Hamblin Treasurer's Report

Submitted by: Mr Mike Hartley, Hamblin Trust Treasurer

Hamblin Trust					
Statement of Income and Expenditure for Financial Years December 2020 & 2019					
			12 Months to		12 Months to
			31/12/2020		31/12/2019
Income					
Donations			40		34
Research fund Donations			-		1,335
Westpac Trust - Interest			-		148
Unrealised profits from MAM			141,646		42,675
5% of NZCA membership			-		18,703
Total Income			141,686		62,895
Expenditure					
Administration Expenses			93		41
Accounting & Audit			2,875		2,875
Bank Fees			78		77
Trustees meeting Costs			455		-
Research Grants			-		51,112
Total Expenditure			3,501		54,105
Net Surplus/(Deficit) for current year			138,185		8,790

	Opening Accumulated Funds			836,655		751,520
	Self Insurance fund transferred to Hamblin Trust - Grant					76,345
	Closing Balance			974,840		836,655
	Statement of Financial Position as at 31 December 2020 & 2019					
	Accumulated Funds			974,840		836,655
	Net Current Assets					
	Westpac Bank			9,272		9,443
	ANZ Bank - Current Account			34,343		49,633
	Current Account - NZCA			(2,642)		(2,642)
	Balance Day Creditors and Accruals			(2,875)		(2,875)
				38,098		53,559
	Investments					
	Milford Asset Management Limited			936,742		783,095
	Total Investments			936,742		783,095
	Funds Held on Trust					
	NZCA Insurance Self Fund deposit					
	Funds Invested - Milford Asset Management Limited as at 1/1/2020					76,330
	NZCA Insurance Self Fund deposit granted to Hamblin Trust					
	Plus income - interest & Unrealised profits			-		15
	Less amount specifically held on behalf of NZCA Insurance Self Fund			-		(76,345)
				0		0
	MacKay Scholarship Trust Fund -					
	Balance 1/1/20			241,527		222,388
	Plus income - interest & Unrealised profits			43,687		62
	Surplus from Christchurch earthquake levy - grant					15,685
	Less Scholarships paid			(12,000)		(6,000)
	Less funds held specifically for MacKay Scholarship			(273,214)		(241,527)
				-		(9,392)
	Net Assets			974,840		836,655

Hamblin Trust

Notes to the Financial Statements for Year Ending 31st December 2020

Reporting Entity

Hamblin Trust is a trust established by a trust deed dated 12 May 1983 and has been registered with the Charities Commission as a Charitable Trust. Hamblin Trust is in the business of making charitable contributions to Chiropractic Research and Education.

This special purpose financial report was authorised for issue in accordance with a resolution of trustees dated 20th April 2021.

Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared as a special purposes financial statement

Historical Cost

Apart from the Milford Asset Management Investment (MAM), these financial statements have been prepared on a historical cost basis. The statements are presented in New Zealand dollars (NZ\$), except where otherwise indicated

Changes in Accounting policies

There have been no changes in accounting policies. Policies have been prepared on a consistent basis with those of the previous reporting period.

Investments - Milford Asset Management

Hamblin Trust takes the difference between the value of the investment at the end of the financial year as income year and the value at the beginning of the financial year.

The current value of the total investment as at 20 May 2021 was \$1,864,004 compared with the 31st December valuation of \$1,209,956.28, an increase of \$70,520.70 plus a grant of \$584,528.28 from the New Zealand Chiropractors' Association. The markets have been somewhat volatile in the quarter ending 31st March 2021. MAM continues to actively monitor the portfolio and make adjustments as deemed appropriate.

The annual return from 1st January 2020 to 31st December 2020 was just over 18% and effectively has recovered the initial market reaction to Covid-19 to give an average return of 9% over the last two years.

Income Tax

The Trust has full exemption from income tax under section CW41(1)(b) and has been approved as a charitable organisation for the purposes of Section LD3(2)(a) of the Income Tax Act 2007.

Name Change

During the financial year the trustees recommended that the Trust's name be changed to the *Hamblin Trust*. This was approved by the NZCA Council and the change was approved by both the Registrar of Incorporated Societies and the Charities Service office.

New Zealand Chiropractors' Association Grant, post balance date

The NZCA Council has reviewed its surplus funds position and as a result a grant of \$584,528.28 was made to the Hamblin Trust in March 2021.

Audit Committee

Submitted by: NZCA Audit Committee: Drs Clive Hill, Kent Blackburn and Leon Crowley

Re: Hamblin Trust Financial Income and Expenditure year to 31/12/20

Dear Colleagues,

Based on the information provided for the Hamblin Trust Financial Details and records, the audit committee recommends the Financial Report be accepted and approved.

P.S. It is pleasing to see both the significant increases in grants and the additional worth of investments. To Mike Hartley : the accolades of success are in your domain.

Clive Hill

On behalf of the Audit Committee

That brings the report on the NZCA Representation Portfolio to a close.

Yours sincerely,

Hayden Thomas
President and Chair, Representation Portfolio

Inspiration

Inspiration Portfolio: To use the collective strength of our membership to inspire structured lifetime learning, collegiality and provide mentoring.

Submitted by Dr Laura Crowley: Chair Inspiration Portfolio

The past year to date has certainly been challenging and interesting to watch unfold, I am incredibly grateful to have had Gord McLeod and Rob Moore running their respective areas with such passion and dedication to our members. It is with great sadness that we see them both step down from their roles and I am so thankful to have had them within the Inspiration Portfolio for so long.

Conference

Finally after such a long wait we are set to have our Neurology in Motion conference and I couldn't be more excited. We have a stellar line up of speakers who have been eagerly waiting to share their knowledge with us. I would like to commend Patricia in all the work she has done ensuring we had options available to allow our speakers to stream their talks and for us to attend online if needed, thankfully we can all get together for some much needed collegiality and catch ups.

Next year's conference is also set to coincide with our 100 year celebration of the NZCA so we are working to make it a big one and a spectacular weekend away in Wellington!

If you have any stories, photos or memorabilia from over the years that you would like to share please let us know as it would be great to include some of our history over the weekend.

Regional Groups

Submitted by Dr Gordon MacLeod DC MNZCA, Regional Groups Chair

Collegiality Communication Leadership Learning

Fulfilling Council's request for pastoral contact of members during the Covid response led to over 50 Zoom meetings with individual Regional Leaders (RL) between 01 March and 01 October 2020. Following each Zoom RLs contacted members locally to provide this pastoral care, glean information of practice challenges, and refer questions and concerns back to Council. At the same time, regular RG Zoom meetings of the Committee (bi-weekly until November, and then down to bi-monthly) were held to effectively provide information and updates on Council and other activities; these Committee meetings were also attended by NZCA National Manager and Council members. This 'Covid' activity revealed one of the tremendous benefits the RGs provide to chiropractors with respect to all four values of the RGs. Hawkes Bay's RL Ryno Tope carried out similar pastoral care during the November floods. Regional Group Leaders are sincerely congratulated and thanked for their dedication to the profession and to their fellow members. I know they were very relieved to

return to normal face-to-face RG meetings for 2021, which always include a glass, a smile and a yarn.

These are the current 21 RGs and RLs assigned in Aotearoa:

NZCC Students – Beks Frew and Isaac Jones

Northland – Jacob Burton	Warkworth/Rodney – Chanelle Vaughan
Auckland North – David Gabriel	Auckland West – Dion Wilcox
Auckland South – Abdul-Rehman Awan	Auckland Central – Simon Kelly
Auckland East – Catherine Payne-Mason	BOP – Ed Roper
Waikato – Ian Kim	Taupo – Kasey McMaster Stoeten
Whanganui – Alistair Ross	Hawkes Bay – Ryno Tope
Kapiti Coast – Michele McDonald	Wellington North – Shelley Cheyne
Wellington Central - ?	Nelson-Marlborough – Inga Schmidt
Canterbury – Kim Sherwen	Coastal Otago – Stacey Medway
West Coast – Leisa Williams	Central Otago – Bethan Hunter

Many RLs are assisted by other local members sharing the responsibilities and time involved.

We are currently seeking an RL to ignite a Wellington Central RG.

Sincere appreciation is given to RLs who have stepped down this year; your service has been valuable.

The Student RG is active and growing. Most NZCC students are members of the NZCA and we are looking at ways to make their membership more valuable to them. The opportunity to attend local Auckland RGs is a good introduction to professional life; a dozen students have joined in thus far and found them useful and engaging. RLs are asked to continue posting RG dates to the RL facebook page so Student RLs can pass these dates to student members. A RG meeting at NZCC is being planned for July. Fund-raising is currently underway to support students wishing to attend the AGM and Annual Conference. The cost per student is estimated to be \$700, and with over 400 regular members it is hoped the full expenses for 8 students will be donated. The NZCA is donating the registration fee for both Student RLs. It is expected this will be a well-supported annual event.

The Sports Chiropractic NZ committee chair Robbie Moore was on the agenda of a RG meeting to inform about the online seminar presentation that committee has initiated. This type of cross-committee activity can be quite helpful to members. In addition, the Recruitment Manager of NZCC presented an up-to-date review of the status and activity of student recruitment, process and care at an Auckland West RG meeting.

The RLs served an especially important role in highlighting for members the extraordinary events of the year – postponement of the AGM and Council elections, Special General Meeting concerning the World Federation of Chiropractic, Covid Plan B presentation in Auckland, and the

attention-focussing Covid news/requirements/etc. During lockdowns, reports from RLs highlighted the increased stress being experienced by clients, staff, families, and the general public. In response the RG committee researched suicide prevention programs available in Aotearoa, conferred with Le Va/Lifekeepers, and gained access for all members to their program, which is now listed on the NZCA website under Member Resources. Again, sincere thanks are due.

The development of the Regional Groups began in 2013 – 8 years ago! This initiative is expected to continue as a dynamic and ongoing response to the needs of both members and Council. New leaders are always welcome; members are guaranteed to find the rewards of being of service to NZCA professional activities far outweighs the effort involved.

Foundation documents are currently being prepared for the induction of RLs, terms of reference for Student RLs, RLs and the Chair, lines of communication between Council and RLs, fund-raising, and other procedures.

Josephine Miles Southern of New Plymouth will take over the Chair of the RG committee at the Regional Leaders Breakfast on 19 May. Kim Sherwen will assist Jo with minutes and other tasks. I hope to continue visiting the regions to listen to your needs and enjoy your company. It has been a pleasure to serve Chiropractic as Chair of the Regional Groups committee.

Yours in chiropractic,

Gordon MacLeod DC MNZCA

14 May 2021

Sports Chiropractic New Zealand (SCNZ)

Submitted by Dr Robert Moore, SCNZ Chair

Hi to all NZCA members! Another great year for SCNZ, read on to see what we have been up to.

Sporting Events

With the effects of COVID last year many sporting events were postponed or cancelled. This did affect our ability to support some sporting events. Nonetheless it has still been a productive year for SCNZ when supporting events around the country. This past year SCNZ provided athlete support at:

- **NZ Squash Nationals**, held in Auckland on the 30th of October – 1st November. This is a great commitment from members to keep chiropractic present in the squash sporting landscape as this is the second year running that SCNZ has supported this event. Many athletes commented and appreciated having SCNZ at this event and we continue to build a good working relationship with Squash NZ. The volunteers were Haresh Patel, Kylie Vincent and Robert Moore. NZ squash have now reached out to us to attend all their events for 2021
- **NZ touch football National Championships** in Christchurch from Thursday April 15th to Sunday the 18th. Thank you to Kylie Vincent for initiating this spot for us. Thank you to Chiropractors; Margie Blacklow, Robert Moore, Kylie Vincent, Adriana Silvestre and Mark Tucker for volunteering for the event. Touch NZ have asked for further Chiropractic support

at the 2022 touch tournament in Palmerston North. This is a fantastic result for the group and helps build the chiropractic profession overall.

Webinars

In an effort to support SCNZ members chiropractors CPD Sports Chiropractic NZ initiated a webinars series. The webinars are aimed to be held every 6-8 weeks. They are free for SCNZ members and \$30-\$50 for NZCA members and \$80 for non-members.

Below is a list of webinars from the past year

1. Dr Cherye Roche Functional Diagnosis in Chiropractic Sports Injury Management on Thursday 07 May 2020. A great informative webinar to start us off with 30 Chiropractors registering for the event. It was great to see everyone post lock down.
2. Dr Luke Nelson (Melbourne) Assessment of the running athlete, Wednesday July 1st. Well received and very informative webinar. 29 Chiropractors attended.
3. Dr Brett Jarosz held a fantastic webinar on concussion, Tuesday September 29th. This was well received by members with over 50 Chiropractors joining the webinar.
4. Dr Hans Lindgen on Wednesday the 11th of November. An introduction to principles of DNS and its utilisation in the management of LBP. This was a well-received webinar with 28 attendees.
5. FAKTR; Redefine your Rehab on Tuesday 23 of February, by Dr Todd Riddle. Well received by the 10 Chiropractors.
6. "Neurological principles of rehab" with Jordan Shallow on Thursday 25th of March. A well-received webinar with 15 Chiropractors attending.
7. **FICS** recently held their first Global Symposium "The Athlete's Journey" which was an online event from the 7-9th of May.

Further into the year we are looking at holding a **FICS seminar in NZ** as part of the **International Certificate in Sports Chiropractic (ICSC)**. Sports Chiropractors must complete their **ICSC** before being selected to provide care at Sporting Federation Games.

The certificate consists of an online based theory component and 2 hands-on seminars, each consisting of theory and practical work over a 2.5-day seminar. Pre-Covid the Upper limb and Lower limb practical hands-on events were held separately with attendees having to wait one year between each event. **For 2021 only both seminars are being held together!!**

The upcoming seminar will be a dual seminar of both the FICS Upper and Lower limb hands-on/practical seminars.

This is a fantastic opportunity to achieve the practical requirements of the FICS ISCS certificate in one year! Those chiropractors who currently have one of the hands-on seminars completed can have the option to attend for their missing/opposite hands-on seminar only. The new post-covid model involves theory sessions occurring via a zoom link and the practical hands-on sessions being hosted in NZ.

Dates; the online component will be July 30/31 and the hands-on seminar is looking to be 2.5 days from the 17th – 19th of September. This will be held in Auckland venue to be confirmed. I hope to get more info shortly. Registrations and more information about FICS, the ISCS certificate and

registration can be found at <https://fics.sport/education/> . We hope to have the sign up for the NZ event available very shortly.

Membership

The official group membership sits at **16 chiropractors** up from 14 members last year.

We are always trying to increase this through providing good value for money to current members via webinars and seminars and through advertisement of the events to the wider chiropractic group on social media. It is also fantastic to volunteer at sporting events, you get to meet up with other Chiropractors, meet fantastic athletes and give back to the community!

For more information about events please follow the SCNZ- Sports Chiropractic New Zealand Facebook page.

If you are interested in what various sports chiropractors are doing around the world you can follow FICS through the following.

<https://www.facebook.com/FICSportschiro/>

<https://twitter.com/ficssportschiro>

https://www.youtube.com/channel/UCDkpqzB7xrYGY4vfsDy_G9Q/featured

If anyone is interested in becoming involved in SCNZ the information about registration is in the SCNZ portal of the NZCA members portal.

Committee

In the past year SCNZ has had some changes in the committee. Dr Kylie Vincent has stepped into the role as Vice President replacing Dr Hamish Vodane. I would like to thank Hamish for his help, guidance and support in the role of VP for the last 3 years. It was great to have him on board. I welcome Kylie to the position and look forward to working with her further to help build the SCNZ group and build the awareness of Chiropractic in the sporting community.

Finally, I will be stepping down from the chair position of the group at the upcoming NZCA event in Palmerston North. It has been a pleasure to see the growth in the group in the last 5 years. I have been proud to lead the group and get SCNZ involved at many sporting events and to start a fantastic webinar series for members.

A personal thank you to Kylie Vincent, Hamish Vodane, Patricia Warhurst, Lynda Colligan, Lloyd Buscomb and Gordon Macleod for your help and guidance over the last 5 years.

I invite all members and those interested in joining SCNZ to attend our breakfast session at the upcoming NZCA weekend in Palmerston North

Regards Robert Moore

Chiropractic Assistants (CA's)

Submitted by Ms Shenee Taylor, CA Liaison

Shenee has been working hard building a great toolkit for the CA members. Conference has a great lineup for our CA stream and we've been revamping the website to make resources easier to find.

Careerforce training is still ticking along for anyone who wishes to take that up. Masterclasses have been approved by Council and will be launched shortly after the conference.

The CAs who are utilising their membership are really impressive and we want more just like them. Our chiropractors deserve engaged and knowledgeable CAs and that's what we're trying to foster with this membership. Although still in its infancy we are seeing a lot of value in this membership for those who are utilising it and it would be great to reach a tipping point where it becomes the norm to have CAs who are at this level of engagement and knowledge.

Regards Shenee Taylor

Notices of Motion

See Appendix Two.

Nomination of Officers

NZCA COUNCIL POSITIONS: (2 positions and 2 nominees)

In accordance with the rules of the NZCA Dr's Lloyd Buscomb and Jenna Duehr have served their terms and offer themselves for election of a further two year term. An election for Council members (2) will take place during the 2021 AGM.

There are two (2) nominations for Council Member. There were no other nominations.

Dr Lloyd Buscomb	Proposer: Cassandra Fairest
	Second: Hayden Thomas

Dr Jenna Duehr	Proposer: Cassandra Fairest
	Second: Hayden Thomas

HAMBLIN TRUST DIRECTORS: (2 positions and 2 nominees)

In accordance with the rules of the NZCA Dr's Corrian Poelsma and Lloyd Buscomb have served their three year terms and offer themselves for election of a further three year term. An election for Hamblin Trust Directors (2) will take place during the 2021 AGM. There were no other nominations.

There are two (2) nominations for Hamblin Trust Director.

Dr Lloyd Buscomb	Proposer: Cassandra Fairest
	Second: Laura Crowley

Dr Corrian Poelsma	Proposer: Cassandra Fairest
	Second: Jenna Duehr

AUDIT COMMITTEE: (2 positions and 2 nominees)

In accordance with the rules of the NZCA Dr's Clive Hill and Leon Crowley have served their three year terms and offer themselves for election of a further three year term. An election for the Audit Committee members (2) will take place during the 2021 AGM. There were no other nominations.

There are two (2) nominations for the Audit Committee.

Dr Clive Hill	Proposer: Lloyd Buscomb
	Second: Hayden Thomas

Dr Leon Crowley	Proposer: Lloyd Buscomb
	Seconder: Hayden Thomas

STAKEHOLDERS ADVISORY COMMITTEE (SAC):

All SAC positions are currently filled.

Appendix One: Annual Accounts

Audit committee Report to NZCA AGM 2021

Submitted by Clive Hill, Leon Crowley, and Kent Blackburn.

Dear Colleagues,

Based on the information provided and after perusing the details and records of the income and expenditure, the Audit Committee recommends the financial report be accepted and approved.

P.S. A very interesting year with Covid 19 playing havoc with many enterprises, businesses, firms etc. the NZCA has weathered this storm well.

For your consideration/ debate: To increase Grants to be held in the Hamblin Trust - reason; lessens tax paid by NZCA.

Respectfully Yours

Dr Clive Hill DC on behalf of the NZCA Audit Committee.

RightWay Financial Report

RightWay Financial Summary to 31 December 2020

Submitted by Alysha Redgrove RightWay

New Zealand Chiropractors' Association Financial Summary to 31 December 2020

Please see the below financial summary for the 2020 Financial Year.

Key Points:

- Total Revenue of \$481,966 was down on the 2019 year by 16% (\$93,902). The contributors being:
 - o Subscription revenue of \$386,534 is down 2% (\$9,797). This is mainly due to no 10% admin fee and member numbers being down
 - o Investment income of \$29,947 is up 116% (\$16,095). This is due to higher Milford PIE income for the year
 - o Other income of \$65,484 is down 60% (\$100,201). The items affected were:
 - No conference tickets sold in the current year due to Covid-19
 - Royalties are down \$6,740
 - No commissions in 2020. Commissions of \$22,110 in 2019 being 2018 & 2019 combined.
 - No Hamblin Trust Grants in current year, down from \$20,000 in the previous year.
- Total Expenses of \$428,106 was down on the 2019 year by 19% (\$98,687). This is similar to the decrease in revenue. Key changes include:
 - o Governance:
 - Council Meetings – Increase due to new location of room hire and accommodation for meetings
 - Council Presidents Travel – Decreased due to Covid-19
 - Council Travel – Decreased due to Covid-19 and some transferred to Council Meetings
 - o Political & Legislative:
 - Allied Health – AHANZ – This includes the NZIER donation of \$3,500
 - o Technical & Education:
 - CA Training Fee – The Careerforce Assessor Fee from Shenee Taylor
 - o P R & Communications:
 - P R & Communications – decrease in media releases and no videos made. 2019 also had media training totalling \$4,420 and \$700 thank you vouchers
- Overall operations are working within their financial limits resulting in a surplus of \$53,860 for the 2020 year, an increase of \$4,785 from 2019.

As at 31 December the Association is in a very healthy financial position.

- Members' funds have increased by \$76,061 to \$754,016. This is due to both profits and realised and unrealised gains in the Milford Investment Portfolio. Realised gains being profits on shares sold and unrealised being profits on shares unsold.
- The Assets of the Association have increased by \$126,597, predominately made up of an increase in the bank balances of the Association and an increase in the Milford Investment Portfolio. Bank balances have increased due to no 5% payment made to Hamblin Trust and debtor levels being down as more invoices are being paid on time or early.
 - o The Hamblin Trust balance is the Pledges Receivable amount outstanding per the Hamblin Trust accounts.
- Total Liabilities of \$230,565 have increased by \$50,535 from 2019. Most of this amount relates to Subscriptions that have been received but are still to be recognised and Insurance payments that have been received and still to be recognised (\$152,299 and \$50,855 respectively) with smaller amounts in deposits and creditors.
 - o Creditors is made up of the accrual of Hayden Thomas along with the creditors per the Aged Payables which were Peter Boyes, RightWay Limited and Waimea Print.

Thank you to Patricia and the council.

Alysha Redgrove
Team Leader Accountant Rightway

Annual Report

New ZealandChiropractors' Association Incorporated For the year ended 31 December 2020

Prepared by RightWay Limited

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Compilation Report

New Zealand Chiropractors' Association Incorporated For the year ended 31 December 2019

Compilation Report to the Council of New Zealand Chiropractors' Association Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of New Zealand Chiropractors' Association Incorporated for the year ended 31 December 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Council are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with New Zealand Chiropractors' Association Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an external audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

RightWay Limited
Chartered Accountant
New Zealand

Dated: 21 May 2021

Approval of Financial Report

New Zealand Chiropractors' Association Incorporated For the year ended 31 December 2020

The Council is pleased to present the approved financial report including the historical financial statements of New Zealand Chiropractors' Association Incorporated for year ended 31 December 2020.

Approved this 25th day of May 2021.

For and on behalf of the Council



Hayden Thomas - President



Lloyd Buscomb - Administration Chair

Statement of Profit or Loss

New Zealand Chiropractors' Association

Incorporated

For the year ended 31 December 2020

Account	Notes	2020	2019
Income			
Subscription		386,534	396,331
Investment Income		35,245	13,852
Other Income		65,484	165,685
		487,263	575,868
Total Income		487,263	575,868

Expenses

Administration & Office Costs			
Administration & Office Costs		2,409	5,018
Bad Debts		10,721	0
Bad Debts- Rothbury Insurance		5,608	0
Bank & Credit Card Charges		571	619
Computer Expenses		0	26
Foreign Currency Gains and Losses		15	161
Freight and Courier		0	17
General Expenses		383	1,123
Insurance		4,648	4,462
Interest Other		0	0
Legal Expenses		2,287	2,120
Licenses and Registrations		0	178
MAM Management Fee		4,411	4,725
MBIE- Trademark Search and Registration Expenses		470	0
National Operations Manager		125,476	122,650

Non Deductible Expenses	0	4
Office Expense	35	53
Postage	122	202
Presidents Honorarium	60,000	44,544
Printing & Stationery	241	522
Secretarial and Admin support	5,339	3,198
Secretary	15,308	0
Staff Training	0	899
Subcontractors	0	72
Telephone / Fax	1,451	1,119
Total Administration and Office Costs	239,496	191,695

Annual AGM Conference costs

Conference	8,517	60,337
Council Accommodation	1,531	2,866
Flyers Design & printing	0	357
Recognition	2,029	1,403
Speakers Fees	0	435
Speakers Gifts	0	527
Speaker Travel and Accommodation	3,543	14,425
Total Annual AGM and Conference Costs	15,621	80,349

Governance

Audit & Accountancy Fees	8,746	10,400
Council Expenses	107	1,717
Council Meeting	7,242	3,754
Council - Presidents travel	2,729	21,955
Council Travel	4,949	17,570
International travel and accommodation	0	4,435
National travel and accommodation	366	180
Staff Expenses	125	746
Subscriptions	4,504	7,407
Total Governance	28,768	68,163

Political & Legislative

ACC Meeting Expenses	0	2,654
Allied Health- AHANZ	5,100	1,834

CCEA	9,978	8,295
Consultancy	40,485	54,477
Total Political and Legislative	55,563	67,260

Membership

Regional Groups	2,050	3,448
Total Membership	2,050	3,448

Technical & Education

CA Training Fee	1,043	0
Chiropractic Sports Council	846	1,713
Leadership Day	33	358
Total Technical and Education	1,923	2,071

Grants

Grants	435	18,703
Total Grants	435	18,703

P R & Communications

Depreciation	1,949	3,815
Donations	0	2,000
P R & Communications	9,000	15,585
P R Consultants	66,300	65,928
Public Relations	43	1,766
Straighten Up New Zealand	479	719
Website Hosting and Development	6,480	5,291
Total PR and Communications	84,251	95,104

428,106 526,793

Profit (Loss)	59,157	49,075
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These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Financial Statements.

Balance Sheet

New Zealand Chiropractors' Association Incorporated

As at 31 December 2019

Account	31 Dec 2020	31 Dec 2019
Assets		
Current Assets		
Cash and Bank		
Bank and cash		
ANZ Cheque Account	303,647	190,917
BNZ	0	9,274
Total Bank and cash	303,647	200,191
Operating Receivables		
Accounts Receivable	22,185	71,101
Less Provision for Doubtful Debts	0	(20,863)
Total Accounts Receivable	22,185	50,238
GST Receivable	2,266	0
Income Tax Receivable	1	4,235
Unknown Receipts	0	(641)
Total Operating Receivables	24,452	53,831
Hamblin Trust	2,642	2,642
Total Current Assets	330,742	256,665
Non-Current Assets		
Investments		
Milford Asset Management	599,127	547,178
HMS Investment-Convertible Note	52,520	50,000
Total Investments	651,647	597,178

Property, Plant and Equipment	2,193	4,142
Total Non-Current Assets	653,840	601,320
Total Assets	984,582	857,984

Liabilities

Current Liabilities

Bank

ANZ Visa	1,878	750
Total Bank	1,878	750
GST Payable	0	2,373

Trade and other payables

Advance Deposits	3,121	2,381
Rothbury Insurance Net Balance	50,855	28,388
Subscriptions in Advance	152,299	138,430
Trade Creditors	22,412	7,708
Total Trade and other payables	228,687	176,907
Total Current Liabilities	230,565	180,030
Total Liabilities	230,565	180,030

Net Assets	754,017	677,955
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Members Funds

Accumulated Funds

Retained Earnings/ Accumulated Funds	561,648	518,780
Current year earnings	59,157	49,075
Total Accumulated Funds	620,805	567,855

Capital Reserve

Realised Capital Reserve	75,560	53,868
Unrealised Capital Reserves	57,652	56,232
Total Capital Reserve	133,211	110,100
Total Members Funds	754,017	677,955

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Financial Statements.

Statement of Changes of Equity

New Zealand Chiropractors' Association

Incorporated

For the year ended 31 December 2020

Account	2020	2019
Members Funds		
Opening Balance	677,955	545,799
Increases		
Income for the Period	59,157	49,075
Realised Capital Reserve	21,692	26,567
Unrealised Capital Reserves	1,420	56,513
Total Increases	82,269	132,155
Decreases		
Foreign Tax Credits	1,739	0
Forfeited		
IC's Converted to Losses	4,468	0
Total Decreases	6,207	0
Total Members Funds	754,017	677,955

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Financial Statements.

Notes to the Financial Statements

New Zealand Chiropractors' Association Incorporated

For the year ended 31 December 2020

1. Reporting Entity

New Zealand Chiropractors' Association Incorporated is a Incorporated Society, and subject to the Incorporated Societies Act 1908. New Zealand Chiropractors' Association Incorporated main purposes are to help preserve and maintain the integrity and status of the chiropractic profession and support members. This special purpose financial report was authorised for issue in accordance with a resolution of trustees dated 7th April 2021.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for the council and the members of the New Zealand Chiropractors' Association Incorporated.

Historical Cost

These financial statements have been prepared on a historical cost basis except for Milford Asset Management investments which are recorded at market value. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Accounts Receivable

Accounts Receivable are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Dividends received are recognised on receipt, net of non-refundable tax credits.

Websites

Websites are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

Income Tax

Income Tax expense charged to the Statement of Financial Performance recognises the current obligations for the period, calculated using the Taxes Payable method. No Income Tax is charged on transactions within the circle of membership.

Goods and Services Tax

As the NZCA invoices its members for a 12 month period in June, therefore the members have paid 6 months of their subscription in advance or on a pro rata basis if after June, as at the end of 31st Dec.

3. Subscriptions in Advance

As the NZCA invoices its members for a 12 month period in June, therefore the members have paid 6 months of their subscription in advance or on a pro rata basis if after June, as at the end of 31 December.

4. Losses Carried Forward

New Zealand Chiropractors' Association Incorporated has losses to carry forward of \$247,735. Once these have been confirmed by Inland Revenue, these losses will be available to offset future profits of the business. (2019: \$236,401)

5. Capital Expenditure Commitments

There are no capital commitments at year end (31 December 2019: \$nil).

6. Contingent Liabilities

There are no contingent liabilities at year end (31 December 2019: nil).

7. Subsequent Event

On 31st March 2021 the New Zealand Chiropractors' Association paid \$584,466.97 to the Hamblin Trust by transfer between their Milford Asset portfolios.

8. Taxable Income

	2020	2019
3. Taxable Income		
Net profit/(loss) before tax	59,157	49,075
Add: Non Deductible Expense		
Admin & Office Costs	66,893	54,648
Chiropractic Sports Council	846	1,713
Council Expense	12,191	21,324
Governance	16,086	45,913
FIF tax adjustment	539	546
FTC	-	518
Memberships	2,050	3,448
Political & Legislative	15,078	12,783
PR & Communications	9,479	16,304
Other Operating Expense	65,855	67,885
Non Deductible Boyle PR	53,075	54,155
Non Deductible National Operations Manager	62,738	61,325
Non Deductible External Contractors Time	15,486	2,399
Non Deductible Website Hosting & Development	5,184	4,232
Total Add: Non Deductible Expense	325,500	347,194
Less: Non Assessable Income		
Consultancy relating to public perception surveys	-	48,872
Dividends-Overseas	895	286
Other Income	9,881	28,261
Subscriptions	385,214	395,751
Total Less: Non Assessable Income	395,991	473,170
Taxable Income	(11,334)	(76,901)

Statement of Profit or Loss - Budget

New Zealand Chiropractors' Association
Incorporated

For the year ended 31 December 2020

	Budget 2021	2020
	2021 OVERALL BUDGET	2020
Income		
Subscription	430,400	386,534
Investment Income	35,900	35,245
Other Income	162,300	65,484
Total Income	628,600	487,263
Total Income	628,600	487,263
Expenses		
Administration & Office Costs		
Administration & Office Costs	5,000	2,409
Bad Debts	10,700	10,721
Bad Debts - Rothbury Insurance	5,600	5,608
Bank & Credit Card Charges	600	571
Foreign Currency Gains and Losses	200	15
General Expenses	1,200	383
Insurance	4,700	4,648
Legal Expenses	2,300	2,287
Licences & Registrations	200	-
MAM Management Fee	4,800	4,411
MBIE - Trademark Search & Registration Expenses	500	470
National Operations Manager	126,000	125,476
Office Expense	-	35
Postage	100	122
Presidents Honorarium	60,000	60,000
Printing & Stationery	500	241
Secretarial and Admin support	5,400	5,339
Secretary	15,300	15,308
Staff Training	900	-
Subcontractors	100	-
Telephone / Fax	1,500	1,451
Total Administration & Office Costs	245,600	239,496
Annual AGM Conference costs		
Conference	60,300	8,517
Council Accommodation	2,900	1,531
Flyers Design & printing	400	-
Recognition	2,000	2,029
Speakers Fees	500	-
Speakers Gifts	500	-
Speaker Travel & Accommodation	14,500	3,543
Total Annual AGM Conference costs	81,100	15,621

Governance		
Audit & Accountancy Fees	8,800	8,746
Council Expenses	1,800	107
Council Meeting	7,200	7,242
Council - Presidents travel	22,000	2,729
Council Travel	17,600	4,949
International travel and accommodation	4,400	-
National travel and accommodation	400	366
Staff Expenses	800	125
Subscriptions	4,500	4,504
Total Governance	67,500	28,768
Political & Legislative		
ACC Meeting Expenses	2,700	-
Allied Health - AHANZ	5,100	5,100
CCEA	10,000	9,978
Consultancy	55,000	40,485
Total Political & Legislative	72,800	55,563
Membership		
Regional Groups	3,500	2,050
Total Membership	3,500	2,050
Technical & Education		
CA Training Fee	1,000	1,043
Chiropractic Sports Council	1,700	846
Leadership Day	400	33
Total Technical & Education	3,100	1,923
Grants		
Grants	19,000	435
Total Grants	19,000	435
P R & Communications		
Depreciation	2,000	1,949
Donations	2,000	-
P R & Communications	16,000	9,000
P R Consultants	66,300	66,300
Public Relations	1,800	43
Straighten Up New Zealand	700	479
Website Hosting & Development	6,500	6,480
Total P R & Communications	95,300	84,251
Total Expenses	587,900	428,106
Profit (Loss)	40,700	59,157

Appendix Two: Notices of Motion

Notices of Motion - General

Motion Number	Motion	Rationale	Proposer/ Seconder	Passed? Yes/No
1	That minutes of Council meetings and of General Meetings of the New Zealand Chiropractors Association be posted on the members' only section of the website within one week of them being approved and where there is a matter that is considered in committee the reasons for it being considered in committee be noted in the minutes and, subject to issues of privacy and commercial sensitivity, the decisions concerning any matter held in committee be recorded in the minutes.		John O'Malley/ Phil McMaster	
2	That a policy manual that records all policy decisions of general meetings and council meetings of the New Zealand Chiropractors Association be written and made available to members through the members' only section of the website. Each policy shall be under its own heading and noted in a table of contents and shall include a copy of the pertinent minute.		John O'Malley/Phil McMaster	
3	That the NZCA makes a one off grant of funds held in Milford Asset Management of \$584,466.97 as at 31/3/2021 to the Hamblin Trust.	The Hamblin Trust is best placed to administer funds as per the Trust Deed, recognising the charitable status and ability to fund activities that enhance the practice of chiropractic and in particular the NZCA.	Lloyd Buscomb/ Hayden Thomas	
4	That the current practice of donating 5% of the annual membership subscriptions will be ceased in favour of excess NZCA funds after expenses and contingencies being donated to the Hamblin Trust on an annual basis.	Profits held in the NZCA account will be subject to taxation annually and these funds can be better utilised meeting the objectives of the Hamblin Trust.	Lloyd Buscomb/ Hayden Thomas	

5	That the NZCA Code of Conduct, as outlined in Appendix Three (3) be accepted and ratified.	Council believe it is imperative that the NZCA have a code of conduct. If members are not aspiring to a high standard of behaviour, then membership of the NZCA does not stand for anything above the mundane. It devalues the NZCA as a member body. The NZCA Rules refer to a Code of Conduct but in fact we don't have one.	Lloyd Buscomb/ Cass Fairest	
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Notices of Motion - Proposed Changes to the NZCA Rules and Standing Orders

Additions/subtractions/alterations highlighted in pink in the proposed changes column.

Motion Number	Current Rule	Proposed Changes	Rationale	Proposer/ Seconder
6	<p>3)MEMBERSHIP</p> <p>Will consist of four (4) categories made up of nine (9) classes: Ordinary, Senior, Spouse, Special Leave, Honorary, Faculty; Associate; Life and Student. Senior, Spouse, Special Leave, Honorary and Faculty Members are all subcategories of Ordinary Membership as they all must meet the eligibility requirements of Ordinary Membership in their initial application.</p> <p>Pg 4</p>	<p>3)MEMBERSHIP</p> <p>Will consist of four (4) categories made up of ten (10) classes: Ordinary, Senior, Spouse, Special Leave, Honorary, Faculty; Associate; Life and Student and Chiropractic Assistant (CA). Senior, Spouse, Special Leave, Honorary and Faculty Members are all subcategories of Ordinary Membership as they all must meet the eligibility requirements of Ordinary Membership in their initial application.</p>	<p>Forming a Chiropractic Assistant category enables the association to provide support and education. Chiropractic Assistants will be in an improved position to support our member chiropractors. Add the membership category of 'Chiropractic Assistant (CA)'.</p> <p>Remove the word 'Leave' from the 'Special Leave' category. We propose later to change the requirements of this category to include retired members and this description does not fit the intended use. Also on Pg 5 the membership category is referred to as 'Special Circumstances'. Propose change the membership type to 'Special'</p>	Lloyd Buscomb/ Laura Crowley

7	<p>IV SPECIAL CIRCUMSTANCES</p> <p>a) If a member suffers any serious accident, illness, injury or circumstance that prevents him or her from participating in the usual capacity in any of the categories of membership above, or they wish to take maternity or sabbatical leave, they may apply to Council for a period of leave.</p> <p>b) Members cannot participate in any membership category for any period of time during the leave period.</p> <p>c) Members must apply for leave before the event, or as soon as possible after.</p> <p>d) A decision will be made within seven (7) days of application to Council.</p> <p>e) Special Leave will be reviewed annually and/or as necessary by Council.</p> <p>f) All members on Special Leave will have to declare their current position on a six (6) monthly basis to justify their continuing status</p>	<p>IV SPECIAL CIRCUMSTANCES</p> <p>a) If a member suffers any serious accident, illness, injury or circumstance that prevents him or her from participating in the usual capacity in any of the categories of membership above, or they wish to take maternity or sabbatical leave, or are retired and no longer practising, and they do not meet the requirements of 'senior', 'life' or 'honorary' membership, they may apply to Council for a 'Special' Membership. period of leave.</p> <p>b) Members cannot participate in any other membership category for any period of time during the Special membership. leave period.</p> <p>c) Members must apply for leave before the event, or as soon as possible after.</p>	<p>The NZCA currently does not have a member subscription type that allows retired from practice members to remain involved in the NZCA if they do not fulfill the requirements for 'Senior', 'Life' or 'Honorary' membership. We wish to allow our retired from practice members to remain engaged with the NZCA if they so desire.</p> <p>Standardise fees to 25% of full fee.</p>	<p>Lloyd Buscomb/ Laura Crowley</p>
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	<p>as a Special Member.</p> <p>g) The minimum period for leave is three (3) months.</p> <p>h) The annual subscription will be 20% of the Ordinary Member fee.</p> <p>Pg 5</p>	<p>d) A decision will be made within seven (7) days of application to Council.</p> <p>e) Special Membership Leave will be reviewed annually and/or as necessary by Council.</p> <p>f) All members on Special Leave will have to declare their current position on a six (6) monthly basis to justify their continuing status as a Special Member.</p> <p>g) The minimum period for leave is three (3) months.</p> <p>f) The annual subscription will be 25% 20% of the Ordinary Member fee.</p>		
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8	<p>VII ASSOCIATE MEMBER</p> <p>a) Every chiropractor who is an Associate Member of the Association at the date of the adoption of the rules by the Association.</p> <p>b) Every chiropractor who is eligible for Associate Membership may be elected to Associate Membership by the Council of the Association.</p> <p>c) An Associate Member may have a voice, but no vote.</p> <p>d) An Associate Member must not reside or practice in New Zealand.</p> <p>e) The annual subscription will be 20% of the Ordinary Member fee.</p> <p>Pg 6</p>	<p>VII ASSOCIATE MEMBER</p> <p>a) Every chiropractor who is an Associate Member of the Association at the date of the adoption of the rules by the Association.</p> <p>a) Every chiropractor who is eligible for Associate Membership may be elected to Associate Membership by the Council of the Association.</p> <p>b) An Associate Member may have a voice, but no vote.</p> <p>c) An Associate Member must not reside or practice in New Zealand.</p> <p>d) The annual subscription will be 25% 20% of the Ordinary Member fee.</p> <p>e) The Associate Membership may be revoked at any time by Council.</p>	<p>Original Clause a) not applicable.</p> <p>Standardise discounted membership rates to 25% of full fees.</p> <p>Include the ability to revoke.</p>	<p>Lloyd Buscomb/ Laura Crowley</p>
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9	<p>IX STUDENT MEMBER</p> <p>a) A student enrolled in any chiropractic programme, or a chiropractic graduate student in full time postgraduate study who is not engaged in substantial practice may upon application to Council of the Association be granted Student Membership.</p> <p>b) A Student Member may have a voice but no vote.</p> <p>c) Student Membership may be revoked at any time by Council.</p> <p>d) A Student Member will complete an application form which includes evidence of good standing at the institution where enrolled.</p> <p>e) The annual subscription will be struck at the Annual General Meeting on recommendation of Council.</p>	<p>IX STUDENT MEMBER</p> <p>a) A student enrolled in any chiropractic programme, or a chiropractic graduate student in full time postgraduate study who is not engaged in substantial practice may upon application to Council of the Association be granted Student Membership.</p> <p>b) A Student Member may have a voice but no vote.</p> <p>c) Student Membership may be revoked at any time by Council.</p> <p>d) A Student Member will complete an application form. which includes evidence of good standing at the institution where enrolled.</p> <p>e) The annual subscription will be struck</p>	<p>Clause regarding references is no longer applicable to student members.</p>	<p>Lloyd Buscomb/ Laura Crowley</p>
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		<p>k at the Annual General Meeting on recommendation of Council.</p>		
10	Pg 7	<p>X CHIROPRACTIC ASSISTANT (CA) MEMBER</p> <ul style="list-style-type: none"> a) A CA working full, part time or casual where the principal of the practice is a current NZCA member. b) A CA Member may have a voice but no vote. c) A CA Membership may be revoked at any time by Council. d) A CA Member will complete an application form with name, email, mobile phone and name of practice and principle chiropractor where they are employed. e) The annual subscription will be struck at the Annual General Meeting on recommendation of Council. 	Need a section to cover Chiropractic Assistant (CA) Membership.	Lloyd Buscomb/ Laura Crowley

11	<p>4) ELIGIBILITY FOR MEMBERSHIP</p> <p>I Any person will be eligible for Ordinary Membership of the Association who satisfies Council that:</p> <ul style="list-style-type: none"> a) He/she is of good character and reputation. b) He/she is resident in New Zealand, engaged in and devotes regular hours to the practice of chiropractic, chiropractic research, education or administration. c) He/she is registered under the Health Practitioners' Competence Assurance Act 2003 and is the holder of a current Annual Practicing Certificate. d) He/she will abide by the rules of the Association and practice within the Code of Ethics, Standards of Practice, Scope of Practice and Competency Based Professional 	<p>4) ELIGIBILITY FOR MEMBERSHIP</p> <p>I Any person will be eligible for Ordinary Membership of the Association who satisfies Council that:</p> <ul style="list-style-type: none"> a) He/she is of good character and reputation. b) He/she is resident in New Zealand, engaged in and devotes regular hours to the practice of chiropractic, chiropractic research, education or administration. c) He/she is registered under the Health Practitioners' Competence Assurance Act 2003 and is the holder of a current Annual Practicing Certificate. d) He/she will abide by the rules and Code of Conduct of the Association and practice within the 	<p>Include reference to NZCA Code of Conduct (to be put to members this AGM) and update the Chiropractic Boards' terminology from 'Competency Based Professional Standards' to 'Competency Standards'.</p>	<p>Lloyd Buscomb/ Laura Crowley</p>
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	<p>Standards for Chiropractors of the Chiropractic Board.</p> <p>e) He/she will hold and continue to hold a Professional Indemnity Insurance policy whilst being a member of the Association, unless ceasing to be in practice. In the event that the member is not enrolled in the Association's Insurance programme, evidence of adequate coverage must be provided to the Administration.</p> <p>Pg 7.</p>	<p>Code of Ethics, Standards of Practice, Scope of Practice and Competency Standards Based Professional Standards for Chiropractors of the Chiropractic Board.</p> <p>e) He/she will hold and continue to hold a Professional Indemnity Insurance policy whilst being a member of the Association, unless ceasing to be in practice. In the event that the member is not enrolled in the Association's Insurance programme, evidence of adequate coverage must be provided to the Administration.</p>		
12	None.	<p>4) V Any person will be eligible for Chiropractic Assistant (CA) Membership:</p> <p>a) Who is a chiropractic assistant who satisfies Rule 3.X</p>	Further clarification of Chiropractic Assistant membership.	Lloyd Buscomb/ Laura Crowley
13	5) APPLICATION FOR AND ELECTION TO MEMBERSHIP	5) APPLICATION FOR AND ELECTION TO MEMBERSHIP	Clarify the procedure for application to Ordinary Membership and the subcategories.	Lloyd Buscomb/ Laura Crowley

	<p>a) An application for membership must be lodged with the Administration using the official application form. An application must include two (2) referees who are NZCA members in good standing and evidence of registration and an Annual Practicing Certificate from the New Zealand Chiropractic Board. A non-refundable application fee (set by Council) must accompany all new membership applications, with the exception of Student Memberships.</p> <p>b) For all applications with the exception of Student Member applications:</p> <p>i. Upon receipt of such application the Administration will appoint a member of the Association to contact the applicant and arrange for an interview. A recommendation from that</p>	<p>a) An application for membership (Ordinary Membership and the subcategories) must be lodged with the Administration using the official application form. An application must include two (2) referees who are NZCA members in good standing and evidence of registration and an Annual Practicing Certificate from the New Zealand Chiropractic Board. A non-refundable application fee (set by Council) must accompany all new membership applications, with the exception of Student Memberships.</p> <p>b) For all applications with the exception of Student and Chiropractic Assistant Member applications:</p> <p>i. Upon receipt of such application the Administration will</p>		
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	<p>member will be furnished to all of Council.</p> <p>ii. A unanimous vote is required for admission. Any one (1) or more dissenting votes will require that the application be held over to the next succeeding Council meeting for further discussion.</p> <p>iii. Applications for membership that are held over to a subsequent Council meeting will have all information resubmitted with the application and any election decided upon by the majority of those present and voting.</p>	<p>appoint a member of the Association to contact the applicant and arrange for an interview. A recommendation from that member will be furnished to all of the Council.</p> <p>ii. A unanimous vote is required for admission. Any one (1) or more dissenting votes will require that the application be held over to the next succeeding Council meeting for further discussion.</p> <p>iii. Applications for membership that are held over to a subsequent Council meeting will have all information resubmitted with the application and any</p>		
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Pg 8.

		election decided upon by the majority of those present and voting.		
14 Option A	9) COUNCIL <ul style="list-style-type: none"> a) The affairs of the Association will be managed by a Council consisting of a President, and a minimum of four (4) and maximum of five (5) Councillors. One of the five council members may be a Layperson appointed by Council. b) All members of Council, apart from the Lay Person, shall be elected by the members of the Association by ballot from the written nominations received by the Administration not less than thirty (30) days before the Annual General Meeting. Such nominations must bear the office for which the member is nominated and must carry the signature of the proposer and seconder who will be members in good standing. All nominations must bear the written consent of the nominee. c) Council will have 	9) COUNCIL <ol style="list-style-type: none"> 1. General <ul style="list-style-type: none"> a) The affairs of the Association will be managed by a Council consisting of a President, and a minimum of four (4) and maximum of five (5) Councillors. One of the five council members may be a Layperson appointed by Council. b) All members of Council, apart from the Lay Person, shall be elected by the members of the Association by ballot from the written nominations received by the Administration not less than thirty (30) days before the Annual General Meeting. Such nominations must bear the office for which the member is nominated and must carry the signature of the proposer and 	<p>Further clarify and delineate the Council roles and elections.</p> <p>Offer 2 options to change the guidelines for the role of President. The role of President is a crucial part of the Association. The President carries considerable responsibility and representation on behalf of the Association and its members; is the figurehead of the Association. It is also vital that the President has an excellent working knowledge of the present and past issues that face the Association and all the relationships that the Association enters into. With this in mind, Council suggests that the position is too important to allow unqualified and inexperienced persons to hold the office. There is a potential for harm to the Association if the President does not have sufficient working knowledge of Association affairs.</p>	Lloyd Buscomb/ Hayden Thomas

	<p>power to, from time to time, appoint a member or members to fill any vacancy or vacancies which may occur on Council until the next Annual General Meeting. Any members so appointed will retire at the next Annual General Meeting but will be eligible for election.</p> <p>d) The Immediate Past President will hold office for a maximum of one (1) year by invitation of the incoming President. This position will be an ex- officio non-voting role and is addition to Rule 9.a).</p> <p>e) An unsuccessful nominee for President, subject to his/her wish, will be eligible for election as a Councillor.</p> <p>f) The Administration will include the nominations for office, proposer and seconder in the Annual General Meeting Agenda Pack. In the event of there being no written nominations received for any particular</p>	<p>seconder who will be members in good standing. All nominations must bear the written consent of the nominee.</p> <p>c) Council will have power to, from time to time, appoint a member or members to fill any vacancy or vacancies which may occur on Council until the next Annual General Meeting. Any members so appointed will retire at the next Annual General Meeting but will be eligible for election.</p> <p>d) The Immediate Past President is eligible to hold office for a maximum of one (1) year by invitation of the incoming President. This position will be an ex- officio non-voting role and is addition to Rule 9.a).</p> <p>e) An unsuccessful nominee for President, subject to his/her wish, will be eligible for election as a Councillor.</p> <p>f) The Administration will</p>		
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	<p>office, nominations may be received from the floor for that office.</p> <p>g) At the first Council meeting after the Annual General Meeting all councillors will elect a Vice President.</p> <p>h) The officers of the Association will be the President, Vice President and one other managerial position such as Chief Executive Officer, Executive Officer, National Manager or National Operations Manager. The Immediate Past President if a Council member and invited by Council, may also be an officer.</p> <p>i) Officers of the Association will be members (ex officio) of all committees.</p> <p>j) The President will hold office for a period of two (2) years and will be eligible for re-election.</p> <p>k) Other members of Council will retire at the expiry of two (2) years' service and will be eligible for re-election.</p>	<p>include the nominations for office, proposer and seconder in the Annual General Meeting Agenda Pack. In the event of there being no written nominations received for any particular office, nominations may be received from the floor for that office at the discretion of the Chairperson.</p> <p>g) At the first Council meeting after the Annual General Meeting all councillors will elect a Vice President and Portfolio chairpersons.</p> <p>h) The officers of the Association will be the President, Vice President and one other managerial position such as Chief Executive Officer, Executive Officer, National Manager or National Operations</p>		
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	<p>l) At every meeting of the Council three (3) members will form a quorum.</p> <p>m) The Council will meet at such times as the Council may from time to time determine, and at such other times as the President or, in his/her absence, the Vice-President will direct. The President may convene the Council whenever he/she will think fit and he/she will convene Council upon receiving a requisition from any three (3) members of Council specifying the object of the meeting. The Council may meet by teleconfer</p>	<p>Manager. The Immediate Past President if a Council member and invited by Council, may also be an officer.</p> <p>i) Officers of the Association will be members (ex officio) of all committees.</p> <p>j) The President will hold office for a period of two (2) years and will be eligible for re-election.</p> <p>k) Other members of Council will retire at the expiry of two (2) years' service and will be eligible for re-election.</p> <p>l) At every meeting of the Council three (3) members will form a quorum.</p> <p>m) The Council will meet at such times as the Council may from time to time determine, and at such other times as</p>		
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	<p>ence, videoconference or face-to-face as determined appropriate.</p> <p>n) Any member of Council may resign his/her office by notice in writing addressed to the Administration. Such resignation will be effective at the instance of acceptance by Council.</p> <p>o) The Council will transact all the ordinary business of the Association. Minutes of all proceedings will be recorded and signed as a true and accurate record. Council may appoint and manage committees with such delegated powers as Council thinks fit.</p> <p>p) Upon the appointment of any committee appropriate Terms of Reference will be</p>	<p>the President or, in his/her absence, the Vice-President will direct. The President may convene the Council whenever he/she will think fit and he/she will convene Council upon receiving a requisition from any three (3) members of Council specifying the object of the meeting. The Council may meet by teleconference, videoconference or face-to-face as determined appropriate.</p> <p>n) Any member of</p>		
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	<p>established in accordance with Council policies and procedures.</p> <p>q) The Lay Person on Council will be nominated and voted for by the other Council members. They will stand for a 2 year period at which time they will stand down and be eligible for re-election.</p> <p>Pg 10.</p>	<p>Council may resign his/her office by notice in writing addressed to the Administration. Such resignation will be effective at the instance of acceptance by Council.</p> <p>o) The Council will transact all the ordinary business of the Association. Minutes of all proceedings will be recorded and signed as a true and accurate record. Council may appoint and manage committees with such delegated powers as Council thinks fit.</p> <p>p) Upon the appointment of any committee appropriate Terms of Reference will be established in accordance with Council policies and procedures.</p>		
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		<p>q) The Lay Person on Council will be nominated and voted for by the other Council members. They will stand for a 2 year period at which time they will stand down and be eligible for re-election.</p> <p>r) Any member of Council who shall absent himself or herself without leave from three (3) consecutive meetings of the Council shall ipso facto cease to be a member of the Council.</p> <p>2) Election of Officers</p> <p>a) Council members/nominees must be an ordinary member of the NZCA of good standing</p> <p>b) Other Members of Council will hold office for a two (2) year term and retire at the expiry of two (2) years' service and will be eligible for re-election.</p> <p>3) President There is no nomination procedure for the President. The Vice</p>		
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		<p>President becomes the President at the conclusion of the previous President's term. The Vice President must have served a term on Council before being eligible for President. If the current President wishes to re-stand for a further 2 year term, the Councillors will vote for either the President or the Vice President to fill the upcoming term. The President and Vice President will absent themselves from the voting, a quorum needs to be present and a majority vote will prevail. The President shall also:</p> <ul style="list-style-type: none"> a) be an ordinary member of the NZCA in good standing b) be able to meet the requirements of the job description and devote a minimum of 20 hours per week to the role c) complete an annually renewable contract with the NZCA for the role d) Have been a member of the NZCA Council for a minimum of 3 years out of the previous 5 years e) Hold the office of President for an initial two year term f) not be eligible for re-election for more than one (1) subsequent two year term g) In the event that the Vice-President does not become the President (whether due to personal choice, incapacity, retirement, or for any other reason) the 		
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		members of Council shall elect a President from among their own number.		
15 Option B	9) COUNCIL <ul style="list-style-type: none"> a) The affairs of the Association will be managed by a Council consisting of a President, and a minimum of four (4) and maximum of five (5) Councillors. One of the five council members may be a Layperson appointed by Council. b) All members of Council, apart from the Lay Person, shall be elected by the members of the Association by ballot from the written nominations received by the Administration not less than thirty (30) days before the Annual General Meeting. Such nominations must bear the office for which the member is nominated and must carry the signature of the proposer and seconder who will be members in good standing. All nominations must bear the written consent of the nominee. c) Council will have power to, from time to time, 	9) COUNCIL <ul style="list-style-type: none"> 2. General <ul style="list-style-type: none"> a) The affairs of the Association will be managed by a Council consisting of a President, and a minimum of four (4) and maximum of five (5) Councillors. One of the five council members may be a Layperson appointed by Council. b) All members of Council, apart from the President and Lay Person, shall be elected by the members of the Association by ballot from the written nominations received by the Administration not less than thirty (30) days before the Annual General Meeting. Such nominations must bear the office for which the member is nominated and must carry the signature of the proposer and seconder who will be members 		Lloyd Buscomb/ Hayden Thomas

	<p>appoint a member or members to fill any vacancy or vacancies which may occur on Council until the next Annual General Meeting. Any members so appointed will retire at the next Annual General Meeting but will be eligible for election.</p> <p>d) The Immediate Past President will hold office for a maximum of one (1) year by invitation of the incoming President. This position will be an ex- officio non-voting role and is addition to Rule 9.a).</p> <p>e) An unsuccessful nominee for President, subject to his/her wish, will be eligible for election as a Councillor.</p> <p>f) The Administration will include the nominations for office, proposer and seconder in the Annual General Meeting Agenda Pack. In the event of there being no written nominations received for any particular office, nominations</p>	<p>in good standing. All nominations must bear the written consent of the nominee.</p> <p>c) Council will have power to, from time to time, appoint a member or members to fill any vacancy or vacancies which may occur on Council until the next Annual General Meeting. Any members so appointed will retire at the next Annual General Meeting but will be eligible for election.</p> <p>d) The Immediate Past President will hold office for a maximum of one (1) year by invitation of the incoming President. This position will be an ex- officio non-voting role and is addition to Rule 9.a).</p> <p>e) An unsuccessful nominee for President, subject to his/her wish, will be eligible for election as a Councillor.</p> <p>f) The Administration will include the nominations for office,</p>		
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	<p>may be received from the floor for that office.</p> <p>g) At the first Council meeting after the Annual General Meeting all councillors will elect a Vice President.</p> <p>h) The officers of the Association will be the President, Vice President and one other managerial position such as Chief Executive Officer, Executive Officer, National Manager or National Operations Manager. The Immediate Past President if a Council member and invited by Council, may also be an officer.</p> <p>i) Officers of the Association will be members (ex officio) of all committees.</p> <p>j) The President will hold office for a period of two (2) years and will be eligible for re-election.</p> <p>k) Other members of Council will retire at the expiry of two (2) years' service and will be eligible for re-election.</p> <p>l) At every meeting of the Council three (3)</p>	<p>proposer and seconder in the Annual General Meeting Agenda Pack. In the event of there being no written nominations received for any particular office, nominations may be received from the floor for that office at the discretion of the Chairperson.</p> <p>g) At the first Council meeting after the Annual General Meeting all councillors will elect a Vice President and Portfolio positions.</p> <p>h) The officers of the Association will be the President, Vice President and one other managerial position such as Chief Executive Officer, Executive Officer, Executive Officer, National Manager or National Operations Manager. The Immediate Past President if a</p>		
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	<p>members will form a quorum.</p> <p>m) The Council will meet at such times as the Council may from time to time determine, and at such other times as the President or, in his/her absence, the Vice-President will direct. The President may convene the Council whenever he/she will think fit and he/she will convene Council upon receiving a requisition from any three (3) members of Council specifying the object of the meeting. The Council may meet by teleconference, videoconf</p>	<p>Council member and invited by Council, may also be an officer.</p> <p>i) Officers of the Association will be members (ex officio) of all committees.</p> <p>j) The President will hold office for a period of two (2) years and will be eligible for re-election.</p> <p>k) Other members of Council will retire at the expiry of two (2) years' service and will be eligible for re-election.</p> <p>l) At every meeting of the Council three (3) members will form a quorum.</p> <p>m) The Council will meet at such times as the Council may from time to time determine, and at such other times as the President or, in</p>		
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	<p>erence or face-to-face as determined appropriate.</p> <p>n) Any member of Council may resign his/her office by notice in writing addressed to the Administration. Such resignation will be effective at the instance of acceptance by Council.</p> <p>o) The Council will transact all the ordinary business of the Association. Minutes of all proceedings will be recorded and signed as a true and accurate record. Council may appoint and manage committees with such delegated powers as Council thinks fit.</p> <p>p) Upon the appointment of any committee appropriate Terms of Reference will be established in accordance</p>	<p>his/her absence, the Vice-President will direct. The President may convene the Council whenever he/she will think fit and he/she will convene Council upon receiving a requisition from any three (3) members of Council specifying the object of the meeting. The Council may meet by teleconference, videoconference or face-to-face as determined appropriate.</p> <p>n) Any member of Council may resign his/her</p>		
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	<p>with Council policies and procedures.</p> <p>q) The Lay Person on Council will be nominated and voted for by the other Council members. They will stand for a 2 year period at which time they will stand down and be eligible for re-election.</p> <p>Pg 10.</p>	<p>office by notice in writing addressed to the Administration. Such resignation will be effective at the instance of acceptance by Council.</p> <p>o) The Council will transact all the ordinary business of the Association. Minutes of all proceedings will be recorded and signed as a true and accurate record. Council may appoint and manage committees with such delegated powers as Council thinks fit.</p> <p>p) Upon the appointment of any committee appropriate Terms of Reference will be established in accordance with Council policies and procedures.</p> <p>q) The Lay Person on Council will</p>		
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		<p>be nominated and voted for by the other Council members. They will stand for a 2 year period at which time they will stand down and be eligible for re-election.</p> <p>r) Any member of Council who shall absent himself or herself without leave from three (3) consecutive meetings of the Council shall ipso facto cease to be a member of the Council.</p> <p>3) Election of Officers</p> <p>c) Council members/nominees must be an ordinary member of the NZCA of good standing</p> <p>d) Other Members of Council will hold office for a two (2) year term and retire at the expiry of two (2) years' service and will be eligible for re-election.</p> <p>3) Election of President The President or President nominee shall:</p> <p>h) be an ordinary member of the NZCA in good standing</p>		
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		<ul style="list-style-type: none"> i) be able to meet the requirements of the job description and devote a minimum of 20 hours per week to the role j) complete an annually renewable contract with the NZCA for the role k) Show evidence of training in meeting conduct and leadership or demonstrate previous qualifications or experience in these areas l) Hold the office of President for an initial two year term m) not be eligible for re-election for more than one (1) subsequent two year term n) Have been a member of the NZCA Council for a minimum of 3 years out of the previous 5 years o) If a suitable nominee is not forthcoming, the chairperson can accept nominations from the floor of the AGM. 		
16	13) ANNUAL GENERAL MEETING <ul style="list-style-type: none"> a) The Annual General Meeting of the members of the Association will be held upon a date or such dates at a place and at such time appointed by the previous Annual General Meeting 	13) ANNUAL GENERAL MEETING <ul style="list-style-type: none"> a) The Annual General Meeting of the members of the Association will be held upon a date or such dates at a place and at such time appointed by the previous Annual 	Be overt in stating electronic means are permissible. Be overt in stated proxy votes are not permitted.	Lloyd Buscomb/ Hayden Thomas

	<p>and failing such appointment will be held upon such date and at such place and at such time as Council will appoint.</p> <p>b) At least fifty (50) days' notice in writing of such meeting will be given.</p> <p>The notice will include calls for</p> <p>i) Nominations for any Council vacancies</p> <p>ii) Nominations for any Audit Committee vacancies</p> <p>iii) Nominations for any SAC nominee vacancies.</p> <p>c) At the Annual General Meeting an audited balance sheet showing the financial position of the Association for the preceding financial year to 31st day of December and reports of Council and each of Council's committees will be submitted.</p> <p>Pg 12.</p>	<p>General Meeting and failing such appointment will be held upon such date and at such place and at such time as Council will appoint.</p> <p>b) At least fifty (50) days' notice in writing of such meeting will be given.</p> <p>The notice will include calls for</p> <p>i) Nominations for any Council vacancies</p> <p>ii) Nominations for any Audit Committee vacancies</p> <p>iii) Nominations for any SAC nominee vacancies.</p> <p>c) At the Annual General Meeting an audited balance sheet showing the financial position of the Association for the preceding financial year to 31st day of December and reports of Council and each of Council's committees will be submitted.</p> <p>d) The Annual General Meeting may be held in person,</p>		
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		<p>or via electronic means at the discretion of Council.</p> <p>e) Proxy votes are not accepted.</p>		
17	<p>14) SPECIAL GENERAL MEETING</p> <p>a) Upon receiving a requisition in writing signed by three (3) members of the Council or by 25% of the Ordinary Members of the Association, the Administration will forthwith, by notice in writing to each member, convene a Special General Meeting of the members to be held at the expiration of not less than thirty (30) days and not more than fifty (50) days from the receipt by him/her of such requisition. The requisition and the notices convening the meeting will specify the subjects which the meeting is called to consider and no other subject will be dealt with by the meeting.</p> <p>b) The venue of the Special General Meeting will be Wellington or Auckland.</p>	<p>14) SPECIAL GENERAL MEETING</p> <p>a) Upon receiving a requisition in writing signed by three (3) members of the Council or by 25% of the Ordinary Members of the Association, the Administration will forthwith, by notice in writing to each member, convene a Special General Meeting of the members to be held at the expiration of not less than thirty (30) days and not more than fifty (50) days from the receipt by him/her of such requisition. The requisition and the notices convening the meeting will specify the subjects which the meeting is called to consider and no other subject will be dealt with by the meeting.</p> <p>b) The venue</p>	<p>Be overt in stating electronic means are permissible. Be overt in stating proxy votes are not permitted.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>

	Pg 12.	<p>and format of the Special General Meeting will be determined by Council. Wellington or Auckland.</p> <p>c) The Special Meeting may be held in person, or via electronic means at the discretion of Council.</p> <p>d) Proxy votes are not accepted.</p>		
18	18) MODE OF VOTING <p>a) The mode of voting on all questions (other than elections) at all General Meetings will be by a show of hands or, if the Chairman or any three (3) members will require, by a secret ballot.</p> <p>b) The mode of voting on all elections at the Annual General Meetings will be by secret ballot.</p> <p>c) When a secret ballot is required two (2) scrutineers will be</p>	18) MODE OF VOTING <p>a) The mode of voting on all questions (other than elections) at all General Meetings will be by a show of hands or, if the Chairman or any three (3) members will require, by a secret ballot.</p> <p>b) The mode of voting on all elections at the Annual General Meetings will be by secret ballot.</p> <p>c) When a secret ballot</p>	<p>Be overt in stating electronic means are permissible. Be overt that electronic voting is a secret ballot and a show of hands. Be overt in stated proxy votes are not permitted.</p>	Lloyd Buscomb/ Hayden Thomas

	<p>appointed at the meeting.</p> <p>d) Any member who is unfinancial (including unpaid fees and/or Insurance premiums and/or penalties and/or levies) will not be eligible to vote at any meeting or participate in any ballot.</p> <p>e) In a ballot for the election of any Officer or Council member, each member voting will vote for the full number to be elected otherwise his/her voting paper will be deemed invalid.</p> <p>f) Following any meeting, secret ballot voting papers will be destroyed by the scrutineers.</p> <p>Pg 14.</p>	<p>is required two (2) scrutineers will be appointed at the meeting.</p> <p>d) Any member who is unfinancial (including unpaid fees and/or Insurance premiums and/or penalties and/or levies) will not be eligible to vote at any meeting or participate in any ballot.</p> <p>e) In a ballot for the election of any Officer or Council member, each member voting will vote for the full number to be elected otherwise his/her voting paper will be deemed invalid.</p> <p>f) Following any meeting, secret ballot voting papers will be destroyed by the scrutineers.</p> <p>g) Voting may</p>		
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		<p>be held in person, via electronic means, or a combination of both at the discretion of Council. The mode of voting adopted will be notified at the start of the meeting.</p> <p>h) Online voting via an electronic platform such as Zoom will be deemed to be the electronic equivalent of a 'show of hands' and a 'secret ballot'.</p> <p>i) Proxy votes are not accepted.</p>		
19	<p>26) INVESTIGATION COMMITTEE</p> <p>a) The Council has the right to appoint an Investigation Committee from time to time as may be required. It will consist of three (3) members, one of whom will be appointed as Chairman by Council. No appointee will be a member of Council</p>	<p>26) INVESTIGATION COMMITTEE</p> <p>a) The Council has the right to appoint an Investigation Committee from time to time as may be required. It will consist of three (3) members, one of whom will be appointed as Chairman by Council. No appointee will be</p>	Bring these clauses up to date.	Lloyd Buscomb/ Hayden Thomas

	<p>or the Chiropractic Board.</p> <p>b) The duties of the Committee will be limited to investigation of a member or members where Association rules have been alleged to have been contravened.</p> <p>c) The member or members subject to investigation have the right to object to a member of the committee by applying to Council in writing within seven (7) working days of receipt of the notice of the investigation and composition of the Committee. A substitute member will be appointed by Council.</p> <p>d) The Committee will:</p> <p>i) Report its findings and recommendations in writing to the Administration without delay for presentation to Council for action.</p> <p>ii) Keep the findings of the Committee strictly confidential with the exception that they may be presented to Council.</p>	<p>a member of Council or the Chiropractic Board.</p> <p>b) The duties of the Committee will be limited to investigation of a member or members where Association Rules and/or Code of Conduct; and/or the Chiropractic Board Code of Ethics and/or Competency Standards have been alleged to have been contravened.</p> <p>c) The member or members subject to investigation have the right to object to one(1) a member of the committee by applying to Council in writing within seven (7) working days of receipt of the notice of the investigation and composition of the Committee.</p>		
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	<p>iii) A quorum shall consist of:</p> <ol style="list-style-type: none"> 1. Two (2) members of the Committee. <p>e) After all dealings with the complaint have been finalised and the Association Administration has notified the Chairman of the Committee that the report has been received; the Committee will hand over all records of the investigation to the Association's Administration.</p> <p>Pg 16.</p>	<p>A substitute member will be appointed by Council.</p> <p>d) The Committee will:</p> <ol style="list-style-type: none"> i) Report its findings and recommendations in writing to the Council. Administration without delay for presentation to Council for action. ii) Keep the findings of the Committee strictly confidential with the exception that they may be presented to Council. iii) A quorum shall consist of: <ol style="list-style-type: none"> 2) Two (2) members of the Committee. <p>a) After all dealings with the complaint have been finalised and the Association Administration has notified the Chairman of the Committee that the report has been received; the Committee will hand over all records of the investigation to the Association's Administration.</p>		
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20	<p>27) DISCIPLINARY POWERS</p> <p>1. Council will have authority to exercise disciplinary powers over all Association members in case of any breach of the Association's Rules, and to impose penalties or censure where applicable. Where a member is subject to disciplinary or remedial action from the Health Practitioners' Disciplinary Tribunal, the Chiropractic Board, the Health and Disability Commissioner or the Accident Compensation Corporation, upon notification of any complaint the Administration will notify the Officers of the Association who will:</p> <p>a) Refer the matter to an Investigation Committee appointed in accordance with the Rules with instructions to forthwith make all necessary investigations into the complaint and to report its findings.</p> <p>2. In cases where the Investigation Committee has</p>	<p>27) DISCIPLINARY POWERS</p> <p>1. Council will have authority to exercise disciplinary powers over all Association members in case of any breach of the Association's Rules and/or Code of Conduct; and/or the Chiropractic Board Code of Ethics and/or Competency Standard, and to impose penalties or censure where applicable.</p> <p>2. Where a member is subject to disciplinary or remedial action from the Health Practitioners' Disciplinary Tribunal, the Chiropractic Board, the Health and Disability Commissioner or the Accident Compensation Corporation, upon notification of any complaint the Administration will notify the Council Officers of the Association who may will:</p> <p>a) Refer the matter</p>	<p>Bring these clauses up to date. Add clauses relating to the Association Rules and Code of Conduct.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>
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	<p>reported its findings to Council and indicates in such report that there is a case to be answered, Council will forthwith cause to be served on the member named in the complaint:</p> <p>a) A notice requiring him/her to appear before Council at a time and place to be specified, to show cause why he/she should not be dealt with in accordance with this section.</p> <p>b) If after due enquiry and after giving the person due opportunity to be heard either in person or by Counsel and to adduce evidence in his/her defence, Council is satisfied the conduct of the member has been such that they are required to exercise their disciplinary powers under this section, Council may do one (1) or more of the following things:</p> <p>i) Censure him/her.</p> <p>ii) Order him/her to pay to the Association such sums as Council may at any time think fit in respect of costs and expenses of and incidental to the enquiry including all or any part of the costs of and expenses of and incidental to any investigation of his/her conduct carried out by or for the Association.</p> <p>iii) Order him/her to pay to</p>	<p>to an Investigation Committee appointed in accordance with the Rules with instructions to forthwith make all necessary investigations into the complaint and to report its findings.</p> <p>3. In cases where the Investigation Committee has reported its findings to Council and indicates in such report that there is a case to be answered, Council will forthwith cause to be served on the member named in the complaint:</p> <p>a) A notice requiring him/her to appear before Council at a time and place to be specified, to show cause why he/she should not be dealt with in accordance with this section.</p> <p>b) If after due enquiry and after giving the person due opportunity to be heard either in person or by Counsel and to adduce evidence in his/her defence, Council is satisfied the conduct of the member has been such that they are required</p>		
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	<p>the Association such sum by way of penalty not exceeding five thousand dollars (\$5000) as Council thinks fit.</p> <p>iv) Order that he/she be suspended as a member for such period not exceeding three (3) years as Council thinks fit.</p> <p>v) Order that his/her name be struck from the Roll of Members.</p> <p>3. The actions of Council will be governed by the laws of natural justice and the following:</p> <p>a) No order will be made by Council under paragraph 27. 2) hereof either striking the name of the member from the Roll of Members or suspending his/her membership except upon the following grounds:</p> <p>i) That he/she has been convicted of any indictable offence punishable by imprisonment for a term of two (2) years or more.</p> <p>ii) That he/she has been guilty of gross negligence or malpractice in respect of his/her calling.</p> <p>iii) That he/she has been guilty of grave impropriety or infamous conduct whether in respect of his/her calling or not.</p> <p>iv) That he/she has contravened any part of the rule under the heading of 'ANNUAL FEES AND LEVIES'.</p> <p>v) That he/she has been subject to discipline by the Accident Compensation Corporation or the Health and Disability Commissioner</p>	<p>to exercise their disciplinary powers under this section, Council may do one (1) or more of the following things:</p> <p>c) Censure him/her.</p> <p>d) Order him/her to pay to the Association such sums as Council may at any time think fit in respect of costs and expenses of and incidental to the enquiry including all or any part of the costs of and expenses of and incidental to any investigation of his/her conduct carried out by or for the Association.</p> <p>e) Order him/her to pay to the Association such sum by way of penalty not exceeding five thousand dollars (\$5000) as Council thinks fit.</p> <p>f) Order that he/she be suspended as a member for such period not exceeding three (3) years as Council thinks fit.</p> <p>g) Order that his/her name be struck from the Roll of Members.</p> <p>4. The actions of Council will be governed by the laws of natural justice and the following:</p> <p>a) No order will be made by Council</p>		
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	<p>or the Health Practitioners' Disciplinary Tribunal.</p> <p>vi) That he/she has had his/her Annual Practicing Certificate withdrawn by the Chiropractic Board.</p> <p>b) On the making of any order striking the name of a member from the Roll of Members under the powers conferred by paragraph 27. 2) hereof the Council may fix a time after which the person whose name is struck off as aforesaid may apply for re-election to membership. At the expiration of that time the person whose name has been so struck off may apply for re-election and all provisions of these rules as to eligibility for membership and election of members will so far as applicable apply to such application for re-election under this rule.</p> <p>c) If Council does not fix any such time, the Appeal Board may refuse to consider any such application for such time as it thinks fit, provided that any person aggrieved by the refusal of the Appeal Board to consider that application may apply to the next Annual General Meeting for a direction that the Appeal Board consider that application or that</p>	<p>under paragraph 27.3) 27. 2) hereof either striking the name of the member from the Roll of Members or suspending his/her membership except upon the following grounds:</p> <p>i) That he/she has been convicted of any indictable offence punishable by imprisonment for a term of two (2) years or more.</p> <p>ii) That he/she has been guilty of gross negligence or malpractice in respect of his/her calling.</p> <p>iii) That he/she has been guilty of grave impropriety or infamous conduct whether in respect of his/her calling or not.</p> <p>iv) That he/she has contravened any part of the rule under the heading of 'ANNUAL FEES AND LEVIES'.</p> <p>v) That he/she has been subject to discipline by the Accident Compensation Corporation or the Health and Disability Commissioner or the Health Practitioners' Disciplinary Tribunal.</p> <p>vi) That he/she has had his/her Annual Practicing Certificate withdrawn by the Chiropractic Board.</p> <p>b) On the making of any order striking the name of a member from the Roll of Members under the powers conferred by paragraph 27. 2) Hereof the Council may fix a time after which the person whose name is struck off as aforesaid may</p>		
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	<p>the applicant be enrolled as a member of the Association, and at such Annual General Meeting a secret ballot will be held and the application for such direction decided upon by a majority of those present and voting.</p> <p>4. Council will not exercise with respect to any member any of the disciplinary functions conferred on it by these rules without giving him/her a reasonable opportunity of being heard in his/her defence.</p> <p>1) An order striking the name of the member from the Roll of Members, suspending a member from membership, or censure, will not take effect and no penalty or costs or expenses will be payable in any case until after the expiration of twenty eight (28) days after the notification by the Administration to the person affected of the making of the order.</p> <p>a) If within the said period of twenty eight days (28) the person gives due notice of appeal to the Administration, the order will not take effect and no penalty or costs or expenses will be payable,</p>	<p>apply for re-election to membership. At the expiration of that time the person whose name has been so struck off may apply for re-election and all provisions of these rules as to eligibility for membership and election of members will so far as applicable apply to such application for re-election under this rule.</p> <p>c) If Council does not fix any such time, the Appeal Board may refuse to consider any such application for such time as it thinks fit, provided that any person aggrieved by the refusal of the Appeal Board to consider that application may apply to the next Annual General Meeting for a direction that the Appeal Board consider that application or that the applicant be enrolled as a member of the Association, and at such Annual General Meeting a secret ballot will be held and the application for such direction decided upon by a majority of those present and voting.</p>		
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	<p>unless and until it is confirmed by Council, or an appeal is for any reason dismissed by Council or an appeal is abandoned</p> <p>b) PROVIDED THAT, unless Council otherwise orders, the striking of the name of a member from the Roll of Members will take effect, the period of suspension specified in the order will commence, and the penalty or costs and expenses specified in the order will be payable on the day when the order commences to have effect.</p> <p>Pg 16.</p>	<p>5. Council will not exercise with respect to any member any of the disciplinary functions conferred on it by these rules without giving him/her a reasonable opportunity of being heard in his/her defence.</p> <p>1) An order striking the name of the member from the Roll of Members, suspending a member from membership, or censure, will not take effect and no penalty or costs or expenses will be payable in any case until after the expiration of fourteen days (14) twenty eight (28) days after the notification by the Administration to the person affected of the making of the order.</p> <p>a) If within the said period of fourteen days (14) twenty eight days (28) the person gives due notice of appeal to the Administration, the order will not take effect and no penalty or costs or expenses will be payable, unless and until it is confirmed by Council, or an appeal is for any reason dismissed by Council or an appeal is abandoned</p>		
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		<p>b) PROVIDED THAT, unless Council otherwise orders, the striking of the name of a member from the Roll of Members will take effect, the period of suspension specified in the order will commence, and the penalty or costs and expenses specified in the order will be payable on the day when the order commences to have effect.</p> <p>6. Notwithstanding Clauses 27.1 to 27.5 above, in instances where a member has breached the Association Rules and/or Code of Conduct, Council will have authority to exercise full disciplinary powers, including but not limited to:</p> <p>(a) Censure;</p> <p>(b) Order him/her to pay to the Association such sums as Council may at any time think fit in respect of costs and expenses of and incidental to the enquiry including all or any part of the costs and expenses of and incidental to any</p>		
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		<p>investigation of his/her conduct carried out by or for the Association.</p> <p>(c) Order him/her to pay the Association such sum by way of penalty not exceeding five thousand dollars (\$5,000.00) as Council thinks fit.</p> <p>(d) Order that he/she be suspended as a member for such period not exceeding three (3) years) as Council thinks fit.</p> <p>(e) Order that his/her name be struck off the Roll of Members.</p> <p>6. In disciplining members for a breach of the Association Rules and/or Code of Conduct, Council will not be required to appoint an Investigation Committee. Council shall serve on the member a notice requiring him/her to appear before Council at a time and place to be specified, to show cause why</p>		
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		<p>he/she should not be disciplined in accordance with clause 27.5. The member is entitled to representation or a support person in common with the laws of natural justice. Once the Council has made due enquiry and the person has been given due opportunity to be heard, Council shall be entitled to exercise any of the disciplinary powers in clause 27.5.</p>		
21	<p>28) APPEALS</p> <p>a) An appeal against any order of Council will lie to the Appeal Board at the instance of the member to whom the order relates, or in cases where the proceedings before the Council have been taken on the application of any person other than the member concerned, then at the instance of the applicant.</p> <p>b) Every such appeal will be brought by notice of appeal delivered to the Administratio</p>	<p>28) APPEALS</p> <p>a) An appeal against any order of Council will lie to the Appeal Board at the instance of the member to whom the order relates, or in cases where the proceedings before the Council have been taken on the application of any person other than the member concerned, then at the instance of the applicant.</p> <p>b) Every such appeal will be brought by notice of appeal delivered to</p>	<p>Alter time frame and limit the number of appeals of the makeup of the Appeals Board committee.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>

	<p>n within twenty eight (28) days after the day on which the order was notified to the member concerned, such notice to be signed by the appellant and to contain an address for service of notices on the appellant.</p> <p>c) Every appeal to the Appeal Board made under these rules will be by way of rehearing and, unless the Appeal Board otherwise directs, on any such rehearing it will not be permissible to recall witnesses who gave evidence before Council to call other witnesses. On any appeal the Appeal Board may make such order as it thinks proper and may exercise all or any of the powers conferred upon Council by these rules.</p> <p>d) The evidence</p>	<p>the Administration within fourteen days (14) twenty eight (28) days after the day on which the order was notified to the member concerned, such notice to be signed by the appellant and to contain an address for service of notices on the appellant.</p> <p>c) Every appeal to the Appeal Board made under these rules will be by way of rehearing and, unless the Appeal Board otherwise directs, on any such rehearing it will not be permissible to recall witnesses who gave evidence before Council to call other witnesses. On any appeal the Appeal Board may make such order as it thinks</p>		
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	<p>received by Council bearing on the question will, unless the Appeal Board otherwise directs, be brought before the Appeal Board as follows:</p> <p>i) As to any evidence given orally by the production of a copy of any written record or note made by or at the discretion of the Chairman of the Council or such other materials as the Appeal Board may deem expedient.</p> <p>ii) As to any evidence given by statutory declaration, and as to any exhibits, by the production of the declarations, and of such of the exhibits as may have been forwarded by the Council and by production by the parties to the appeal of such exhibits as are in their custody.</p> <p>iii) As to any written explanation given by the member concerned to the Council, by the production of such written explanation.</p> <p>iv) At any hearing or inquiry before the Council or the Appeal Board the member concerned or any other party may be represented by counsel.</p> <p>e) Any sum ordered by Council or by the Appeal Board to be paid by way of penalty or costs or expenses under these rules will be deemed to be</p>	<p>proper and may exercise all or any of the powers conferred upon Council by these rules.</p> <p>d) The evidence received by Council bearing on the question will, unless the Appeal Board otherwise directs, be brought before the Appeal Board as follows:</p> <p>i) As to any evidence given orally by the production of a copy of any written record or note made by or at the discretion of the Chairman of the Council or such other materials as the Appeal Board may deem expedient.</p> <p>ii) As to any evidence given by statutory declaration, and as to any exhibits, by the production of the declarations, and of such of the exhibits as may have been forwarded by the Council and by production by the parties to the appeal of such exhibits as are in their custody.</p> <p>iii) As to any written explanation given by the member concerned to the Council, by the production of such written explanation.</p> <p>iv) At any hearing or inquiry before the Council</p>		
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	<p>a debt due by the person ordered to pay it to the Association, and will be recoverable accordingly in any Court of competent jurisdiction.</p> <p>f) It will be the duty of the Administration to advise all members as to the terms of any order made by Council in exercise of its disciplinary powers and which has not been disturbed by the Appeal Board on appeal, or as to the terms of any order of the Appeal Board made on the hearing of any appeal against any such order of Council.</p> <p>g) An Appeal Board will consist of three (3) Association members, one (1) of whom is a Past President, and one (1) lay person appointed by Council. The Appeal Board will have a Chairman elected by Council from</p>	<p>or the Appeal Board the member concerned or any other party may be represented by counsel.</p> <p>e) Any sum ordered by Council or by the Appeal Board to be paid by way of penalty or costs or expenses under these rules will be deemed to be a debt due by the person ordered to pay it to the Association, and will be recoverable accordingly in any Court of competent jurisdiction.</p> <p>f) It will be the duty of the Administration to advise all members as to the terms of any order made by Council in exercise of its disciplinary powers and which has not been disturbed by the Appeal Board on appeal, or as to the terms of any order of the Appeal Board made on the</p>		
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	<p>the appointed members of the Appeal Board. No member of Council or Investigation Committee will be a member of the Appeal Board. Council may establish an Appeal Board from time to time as may be necessary. The appellant will have the right to appeal the appointment of a member of the Board.</p> <p>Pg 18.</p>	<p>hearing of any appeal against any such order of Council.</p> <p>g) An Appeal Board will consist of three (3) Association members, one (1) of whom is a Past President, and one (1) lay person appointed by Council. The Appeal Board will have a Chairman elected by Council from the appointed members of the Appeal Board. No member of Council or Investigation Committee will be a member of the Appeal Board. Council may establish an Appeal Board from time to time as may be necessary. The appellant will have the right to appeal the appointment of one (1) a member of the Board.</p>		
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22	<p>33) INTERPRETATION</p> <p>In these rules except where a different intention appears: “Administration” means the current administration person/people be it Executive Officer, Chief Executive Officer, National Manager or National Operations Manager: “Act” means the Incorporated Societies Act, 1908. “Appeal Board”, “Chairman”, “Chief Executive Officer” “Council”, “Disciplinary Committee”, “Executive Officer”, “Investigation Committee”, “President”, “Administration”, “Vice-President” mean respectively the Appeal Board, Chairman, Chief Executive Officer, Council, Disciplinary Committee, Executive Officer, Investigation Committee, President, Administration, Vice-President of the Association. “Association” means The New Zealand Chiropractors' Association Incorporated as incorporated under the Incorporated Societies Act, 1908. “Chiropractic” is a primary healthcare profession concerned with the relationship between structure (primarily of the spine) and function (primarily of the nervous system) as that relationship may affect the restoration, preservation and promotion of health and wellbeing. Chiropractic principles recognise the inherent recuperative power of the body.</p>	<p>33) INTERPRETATION</p> <p>In these rules except where a different intention appears: “Administration” means the current administration person/people be it Executive Officer, Chief Executive Officer, National Manager or National Operations Manager: “Act” means the Incorporated Societies Act, 1908, and its revisions. “Appeal Board”, “Chairman”, “Chief Executive Officer” “Council”, “Disciplinary Committee”, “Executive Officer”, “Investigation Committee”, “President”, “Administration”, “Vice-President” mean respectively the Appeal Board, Chairman, Chief Executive Officer, Council, Disciplinary Committee, Executive Officer, Investigation Committee, President, Administration, Vice-President of the Association. “Association” means The New Zealand Chiropractors' Association Incorporated as incorporated under the Incorporated Societies Act, 1908. “Chiropractic” is a primary healthcare profession concerned with the relationship between structure (primarily of the spine) and function (primarily of the nervous system) as that relationship may affect the restoration, preservation and promotion of health and</p>	Update clause and include Code of Conduct.	Lloyd Buscomb/ Hayden Thomas
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	<p>"Chiropractic Board" means a Chiropractic Board constituted under the Health Practitioners' Competence Assurance Act 2003.</p> <p>"Member" and "Meeting" mean respectively a member and a meeting of the Association.</p> <p>"Year" means the financial year of the Association as fixed from time to time by the Council.</p> <p>The "Code of Ethics" and the "Standards of Practice" mean the Code of Ethics and Standards of Practice as promulgated by the Chiropractic Board from time to time.</p> <p>Pg 20.</p>	<p>wellbeing. Chiropractic principles recognise the inherent recuperative power of the body.</p> <p>"Chiropractic Board" means a Chiropractic Board constituted under the Health Practitioners' Competence Assurance Act 2003.</p> <p>"Member" and "Meeting" mean respectively a member and a meeting of the Association.</p> <p>"Year" means the financial year of the Association as fixed from time to time by the Council.</p> <p>The "Code of Ethics" and the "Competency Standards" "Standards of Practice" mean the Code of Ethics and Competency Standards Standards of Practice as promulgated by the Chiropractic Board from time to time.</p> <p>The "Code of Conduct" means the document "Code of Conduct of the Association".</p>		
23	<p>34) STANDING ORDERS</p> <p>2 ORDER OF BUSINESS</p> <p>An Agenda will be prepared by the Chairman and Council and will be read or tabled by the Chairman at the opening of each meeting. All items thereon will take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business</p>	<p>34) STANDING ORDERS</p> <p>2 ORDER OF BUSINESS</p> <p>An Agenda will be prepared by the Chairman Chairperson and Council and will be read or tabled by the Chairman Chairperson at the opening of each meeting. All items thereon will take precedence over all other business. Any member desirous of introducing business for</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas

	<p>on the Agenda has been completed. He/she may give notice of motion to be discussed at a further meeting.</p> <p>Pg 21.</p>	<p>the consideration of the meeting may do so after the business on the Agenda has been completed. He/she may give notice of motion to be discussed at a further meeting.</p>		
24	<p>34) STANDING ORDERS</p> <p>3 SUSPENSION OF STANDING ORDERS</p> <p>In the event of any matter of urgency however, the Chairman may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his/her business, the numbers of the Standing Orders affected, and the length of time (not exceeding thirty (30) minutes) he/she desires such suspension to last. At the option of the Meeting, a further extension may be allowed, but no suspension will take place except by a two thirds (2/3) majority vote of the members present.</p> <p>Pg 21.</p>	<p>34) STANDING ORDERS</p> <p>3 SUSPENSION OF STANDING ORDERS</p> <p>In the event of any matter of urgency however, the Chairperson Chairman may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his/her business, the numbers of the Standing Orders affected, and the length of time (not exceeding thirty (30) minutes) he/she desires such suspension to last. At the option of the Meeting, a further extension may be allowed, but no suspension will take place except by a two thirds (2/3) majority vote of the members present.</p>	<p>Change Chairman to Chairperson to enable gender neutrality.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>
25	<p>34) STANDING ORDERS</p> <p>4 MINUTES</p> <p>The Administration will read or circulate the Minutes of the previous meeting, but no motion or discussion will be allowed on the Minutes except in regard to their accuracy. After the confirmation of the Minutes,</p>	<p>34) STANDING ORDERS</p> <p>4 MINUTES</p> <p>The Administration will read or circulate the Minutes of the previous meeting, but no motion or discussion will be allowed on the Minutes except in regard to their accuracy. After the confirmation of</p>	<p>Change Chairman to Chairperson to enable gender neutrality.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>

	<p>they will be signed by the Chairman and the members will then be at liberty to ask any questions in regard to matters arising from them. Such questions will be allowed for purposes of information only and no debate on the policy outlined in the Minutes will take place.</p> <p>Pg 22.</p>	<p>the Minutes, they will be signed by the Chairperson Chairman and the members will then be at liberty to ask any questions in regard to matters arising from them. Such questions will be allowed for purposes of information only and no debate on the policy outlined in the Minutes will take place.</p>		
26	<p>34) STANDING ORDERS</p> <p>5 SELECTION OF SPEAKERS</p> <p>Every member will stand when speaking and will address the Chairman as "Mr. Chairman". When more than one (1) member rises to speak, the Chairman will determine the order of speakers; the Chairman will have recorded the speaking order, but may deviate from this if an opposing view has not been heard to expedite a balanced view point address.</p> <p>Pg 22.</p>	<p>34) STANDING ORDERS</p> <p>5 SELECTION OF SPEAKERS</p> <p>Every member will stand when speaking and will address the Chairperson Chairman as "Mr or Ms Chairperson" "Mr. Chairman". When more than one (1) member rises to speak, the Chairperson Chairman will determine the order of speakers; the Chairperson Chairman will have recorded the speaking order, but may deviate from this if an opposing view has not been heard to expedite a balanced view point address.</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas
27	<p>34) STANDING ORDERS</p> <p>6 CHAIRMAN'S RULING</p> <p>If the Chairman calls a member to order, or for any other purpose connected with the proceedings, the member speaking will thereupon resume his/her seat and no other members will rise until the Chair be resumed. The ruling of the</p>	<p>34) STANDING ORDERS</p> <p>6 CHAIRMAN'S RULING</p> <p>If the Chairperson Chairman calls a member to order, or for any other purpose connected with the proceedings, the member speaking will thereupon resume his/her seat and no other members will rise until the Chair is resumed.</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas

	<p>Chair on any question under the Standing Orders, or on points of order or explanation, will be final, unless challenged by no fewer than four (4) members and unless two thirds (2/3) of the members present vote to the contrary.</p> <p>Pg 22.</p>	<p>The ruling of the Chair on any question under the Standing Orders, or on points of order or explanation, will be final, unless challenged by no fewer than four (4) members and unless two thirds (2/3) of the members present vote to the contrary.</p>		
28	<p>34) STANDING ORDERS</p> <p>7 INTERRUPTION</p> <p>If any member interrupts another while addressing the meeting or uses abusive or profane language or causes disturbance at any of the meetings and refuses to obey the Chair when called to order, he/she will be named by the Chairman. He/she will thereupon be expelled from the room and will not be allowed to enter again until an apology satisfactory to the Meeting is given. No member will leave the Meeting before its conclusion without the permission of the Chairman.</p> <p>Pg 22.</p>	<p>34) STANDING ORDERS</p> <p>7 INTERRUPTION</p> <p>If any member interrupts another while addressing the meeting or uses abusive or profane language or causes disturbance at any of the meetings and refuses to obey the Chair when called to order, he/she will be named by the Chairperson Chairman. He/she will thereupon be expelled from the room and will not be allowed to enter again until an apology satisfactory to the Meeting is given. No member will leave the Meeting before its conclusion without the permission of the Chairperson Chairman.</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas
29	<p>34) STANDING ORDERS</p> <p>8 SPEECHES</p> <p>No member will be allowed to speak more than once on any subject before the meeting, unless in Committee, or on a point of order, or explanation, except the mover of the Original Motion. But on an amendment being</p>	<p>34) STANDING ORDERS</p> <p>8 SPEECHES</p> <p>No member will be allowed to speak more than once on any subject before the meeting, unless in Committee, or on a point of order, or explanation, except the mover of the Original Motion. But on an</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas

	<p>moved, any member even though he/she has spoken on the Original Motion, may speak again on the amendment. No member will speak for more than five (5) minutes at one (1) time. Any member may apply for an extension of time not to exceed three (3) minutes at the discretion of the Chairman. Members wishing to raise points of order or explanation must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.</p> <p>Pg 22.</p>	<p>amendment being moved, any member even though he/she has spoken on the Original Motion, may speak again on the amendment. No member will speak for more than five (5) minutes at one (1) time. Any member may apply for an extension of time not to exceed three (3) minutes at the discretion of the Chairperson Chairman. Members wishing to raise points of order or explanation must first obtain the permission of the Chairperson Chairman and must rise immediately the alleged breach has occurred. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.</p>		
30	<p>34) STANDING ORDERS</p> <p>15 VOTING</p> <p>The voting will be by show of hands, except where a ballot is specified by the general Rules. Where required by such rules, or where deemed necessary by the Chairman, two (2) scrutineers or tellers will be appointed by the Chairman. The Chairman will have a deliberative as well as a casting vote. Ballot papers will be destroyed at the direction of the Chairman when a result has been obtained.</p> <p>Pg 24.</p>	<p>34) STANDING ORDERS</p> <p>15 VOTING</p> <p>The voting will be by show of hands, except where a ballot is specified by the general Rules. All voting will follow Rule 18. Where required by such rules, or where deemed necessary by the Chairperson Chairman, two (2) scrutineers or tellers will be appointed by the Chairperson Chairman. The Chairperson Chairman will have a deliberative as well as a casting vote. Ballot papers will be destroyed at the direction of the Chairperson Chairman when a result has been obtained.</p>	Change Chairman to Chairperson to enable gender neutrality.	Lloyd Buscomb/ Hayden Thomas

31	<p>35)STANDARDS OF PRACTICE</p> <p>(Minimum procedure for members of the New Zealand Chiropractors' Association Inc.)</p> <p>The minimum Standards of Practice for members of the Association will be those promulgated by the Chiropractic Board. It is the expectation that members will strive to exceed these minimum standards in keeping with the rights and privileges afforded members of the Association and the ability to use the distinctive letters MNZCA.</p> <p>Pg 25.</p>	<p>35) STANDARDS OF PRACTICE</p> <p>(Minimum procedure for members of the New Zealand Chiropractors' Association Inc.)</p> <p>The minimum Standards of Practice for members of the Association will be those promulgated by the Chiropractic Board and the Association's own Rules, Standing Orders and Code of Conduct. It is the expectation that members will strive to exceed these minimum standards in keeping with the rights and privileges afforded members of the Association and the ability to use the distinctive letters MNZCA.</p>	<p>Include reference to the Association's own Rules and Standing Orders and Code of Conduct.</p>	<p>Lloyd Buscomb/ Hayden Thomas</p>
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Appendix Three: Code of Conduct

New Zealand Chiropractors' Association Members' Code of Conduct

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Introduction

The New Zealand Chiropractors Association (the “**Association**”) looks to use its collective strength to represent chiropractic, liaise with other organisations to position the chiropractic profession within the healthcare system and be a professional voice for chiropractic in New Zealand.

This Code of Conduct operates to ensure that all members of the Association uphold the highest of standards both in their provision of services to patients as well as in all engagements with colleagues and other health professionals so as to uphold the integrity of this Association, and of the profession as a whole.

This code recognises that: NZCA members are collegial, ethical, contributing and conscientious. They adhere to sound business principles and practices. They embrace reflective lifetime learning and deliver evidence based clinical excellence. They demonstrate a passionate understanding and recognition of the unique contribution of the science, art and philosophy of chiropractic. As students, practitioners, researchers and teachers, they are partners in New Zealand health care.

Members of this Association are expected to uphold exemplary conduct both in undertaking their professional role and in their day to day lives. This Code provides an overarching document which describes a common set of expectations for the conduct of all Association members.

Underpinning this Code of Conduct are the core values of the Association. These are that the Association is:

- Compassionate;
- Community Oriented;
- Reputable;
- Culturally Aware; and
- Respectful of Unity in Diversity.

The New Zealand Chiropractors' Association acknowledges the Treaty of Waitangi / Te Tiriti o Waitangi as the founding document of Aotearoa New Zealand and recognises and respects the specific importance of health services for Maori as the indigenous people of Aotearoa New Zealand.

The Code of Conduct acknowledges the contemporary application of the Treaty of Waitangi/Te Tiriti o Waitangi and the principles of partnership, protection and participation as integral to providing effective chiropractic care for Maori.

Chiropractors support the Maori consumer/whanau/family/community/hapu/iwi (Maori) on their pathway to achieving optimal health outcomes by:

1. Working in partnership.
2. Enabling rangatiratanga/self-determination.
3. Providing culturally appropriate services which recognise the diversity of Maori in identity, beliefs, values and practices.
4. Integrating Maori models of Oranga and Hauora/health and wellbeing into services.
5. Promoting other services which meet the needs of Maori.

These core values should guide the conduct of all members both in practice and in life generally. This Code of Conduct should provide Association members with guidance to ensure they always adhere with these core values when dealing with clients, other health professionals and colleagues.

1) Work respectfully with colleagues to foster positive relationships within the Association and best meet patient's needs

- Treat all other Association members and work colleagues with respect, working in a collaborative, professional and co-operative manner.
- All behaviour towards colleagues should be respectful and not include bullying, harassment, discrimination, or dismissiveness. Other colleagues or the Association should not be

discussed in public or on social media. This applies to all social networking sites e.g. Facebook, email, blogs, Twitter, and any other form of electronic communication.

- Support, mentor and teach colleagues in a constructive manner so as to ensure members of the Association are able to best meet patients needs.
- Not exploit peers, or others, especially in a more junior position to oneself.
- Patients' trust in the care of colleagues should not be undermined by any malicious or unfounded criticisms made by any member of this association, whether publicly or privately.
- The New Zealand Chiropractic Board Code of Ethics should be used to assist members in all ethical decision making.
- Members should respond courteously to a request from a colleague requiring their professional assistance or clinical information.

2) Provision of safe and competent care

- Use appropriate care and skill when assessing the health needs of patients, planning, implementing, and evaluating their care.
- Practice patient-centred care, including encouraging patients to take interest in, and responsibility for, the management of their health and supporting them in this.
- Recognise that making decisions about healthcare is the shared responsibility of the chiropractor and patient, and that patients may wish to involve their family, whanau, carer or others in decision-making.
- Keep your professional skills and knowledge up to date and meet continuing professional development requirements
- Recognise and work within your knowledge, ability and scope of practice.
- Ask for advice and assistance from colleagues where appropriate, especially when care may be compromised by your lack of knowledge or skill.
- Deliver care based on best available evidence and best practice.
- Keep clear, accurate and up-to-date records in a form that can be understood by other health practitioners. Such records should be held securely so as to avoid unauthorised access and should contain sufficient information so that another chiropractor is able to continue the management of the patient.
- Ensure that the chiropractor's personal views do not adversely affect the care of his/her patients.

- Practice in accordance with professional standards relating to safety, quality healthcare, and advertising, especially the New Zealand Chiropractic Board Competency Standards for Chiropractors.

3) Ensuring equal access to care

- Not prejudice a patient because the chiropractor believes the behaviour of the patient has contributed to their condition.
- Uphold the duty of care to all patients and not discriminate on grounds irrelevant to healthcare, including age, race, religion, gender, disability or any other grounds specified in anti-discrimination legislation.
- Recognise where patients have particular cultural and social needs and take reasonable steps to meet those needs.

4) Professional behaviour

- Members must always respect and maintain client confidentiality and privacy.
- Members must display a standard of behaviour that warrants the trust and respect of the community. Good practice involves:
 - o Observing and practicing ethical conduct.
 - o Conducting themselves appropriately in public while representing themselves as a registered chiropractor.
- Members must always maintain professional boundaries with patients. This refers to the need for the chiropractor to separate their own personal views, feelings and relationships from the professional conduct required to meet the health needs of patients. This involves:
 - o Not having any type of sexual relationship with a patient unless that patient is the chiropractor's spouse or partner. Refer to Chiropractic Board Code of Ethics 2.1.4
 - o Never using a professional relationship to establish or pursue a sexual, exploitative or otherwise inappropriate relationship with anybody under a chiropractor's care, including those close to the patient such as their carer, guardian, spouse or the parent of a child patient.
 - o Avoiding the expression of personal beliefs to patients in ways that may cause them distress or exploit their vulnerability, or may unduly influence their health choices that are outside the scope of practice for a chiropractor.

5) Responsibility

- By choosing to work as a chiropractor and becoming a Member of the Association, the chiropractor must be responsible for consistently demonstrating the Association's values and upholding this Code of Conduct.
- When Members' behaviour or decisions do not meet the standards required under this Code, they may face disciplinary action as outlined under the Association's Rules and Standing Orders.
- Not only will members be responsible for their own actions and behaviour, but they will also look to hold all other members to a high standard of behaviour and professionalism to help ensure that they are also abiding by this Code so as to uphold the integrity and reputation of this Association and of the chiropractic profession as a whole. Members are also responsible for the actions and behaviour of their staff.

Appendix A

The following are examples of (but not limited to) the behaviours or outcomes that constitute bullying, harassment or bringing the profession into disrepute.

What is bullying?

- Repeated and unreasonable behaviour directed towards a colleague or a group of colleagues that can lead to physical, psychological or professional harm.
- Repeated behaviour is persistent and can involve a range of actions over time.
- Unreasonable behaviours are actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, intimidating or threatening a person. A single incident of unreasonable behaviour isn't considered bullying, but it could escalate and shouldn't be ignored.
- Repeatedly making false / unsubstantiated claims about a colleague/ group of colleagues with the intention of undermining and diminishing their professional standing

What is harassment?

- General harassment could include any unwanted and unjustified behaviour which another person finds offensive or humiliating and because it is serious or repeated it has a negative effect on the person's collegial interactions, employment, job performance or job satisfaction.
- Comments or behaviour that express hostility, contempt or ridicule.
- Repeated put-downs i.e. for people of a particular age, body shape, gender identity, race.
- A general atmosphere of repeated jokes, teasing, or 'fun' at someone else's expense because of a particular characteristic, philosophy or worldview they have.

What is bringing the profession into disrepute?

- Personal or professional social media or other media representations that contravene the Advertising Standards Authority, breach Code of Ethics or are outside of the chiropractor's Scope of Practice
- Making false claims / unsubstantiated claims about chiropractic care publicly or privately
- Publicly or privately disregarding other health care practitioners within or outside of the chiropractic profession
- Being charged with a crime / fraud (eg. Chiropractic Board, Health and Disability Commissioner, IRD, Police, ACC)

Appendix Four: NZCA Member Survey Post Covid-19

Summary March 2021

Thank you to the members who took the time to participate in the survey we circulated in March of this year to gauge the effects of Covid-19 restrictions on members; one year on from the initial start of the Covid-19 pandemic here in New Zealand.

We received 126 responses representing 28% of our 451 practising members. The information from the survey will need to be considered with this limitation.

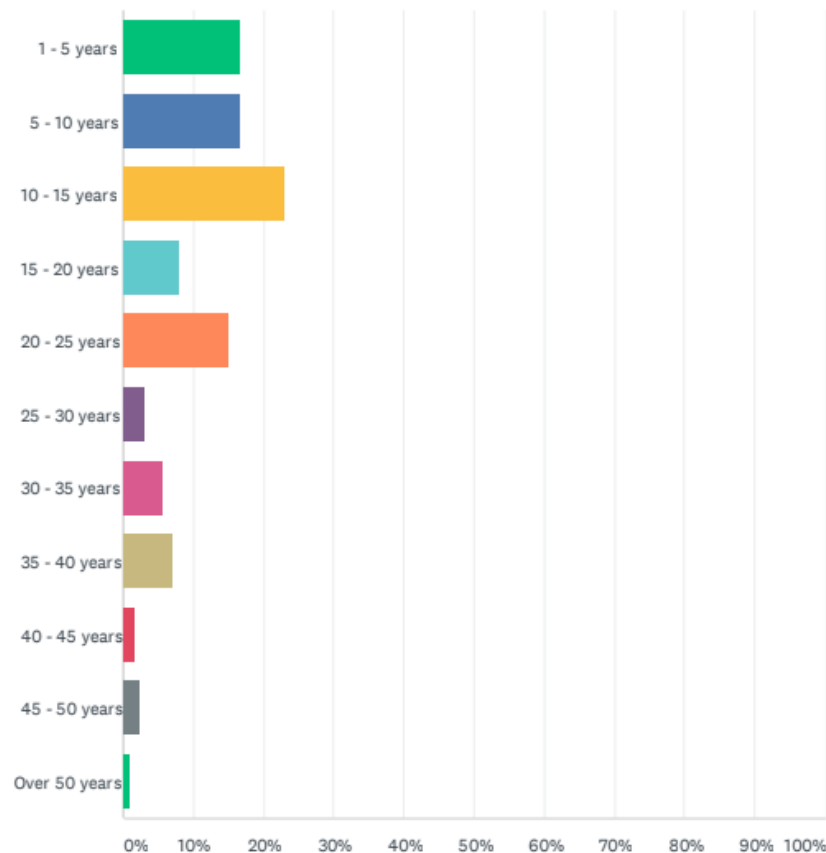
57 of the respondents were from the Auckland region, 19 from Waikato/Bay of Plenty and 18 from Canterbury / West Coast. These 3 areas accounted for 75% of the responses.

The detailed demographics from respondents:

ANSWER CHOICES	RESPONSES	
Northland	0.79%	1
Auckland	45.24%	57
Waikato / Bay of Plenty	15.08%	19
Gisborne / Hawkes Bay	5.56%	7
Taranaki / Wanganui / Manawatu	6.35%	8
Wellington	5.56%	7
Nelson / Marlborough	5.56%	7
Canterbury / West Coast	14.29%	18
Otago / Southland	1.59%	2
TOTAL		126

Q18 How many years have you been in practice?

Answered: 126 Skipped: 0



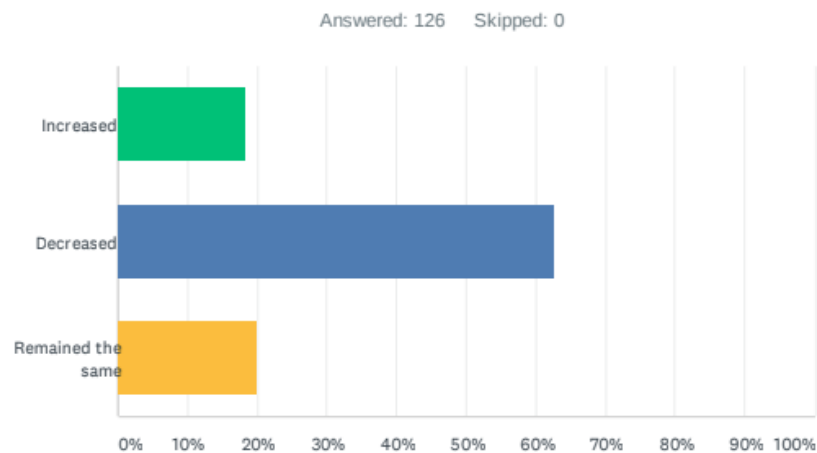
General Overview of some key responses:

- 40% of the respondents had applied for or received the Covid-19 Government small business loan.
- 60% said their staffing levels remained the same over the last year. 16% had increased their staffing levels and 23% decreased them.
- 90% of the respondents said they did make use of the Covid-19 Government wage supplement.
- 52% said they did not experience difficulties in meeting any of their financial obligations attributable to the Covid-19 pandemic, 47% said they did.
- 95% of respondents said they had experienced a negative financial impact on their practice from between 0-40%. The largest group was 29% of respondents in the 0 -10% negative impact.
- 66% of respondents stated that their fees had remained the same over the last 12 months.
- Thinking of the year ahead and considering all factors related to their practice, 54% of respondents were optimistic, 25% neutral and 20% pessimistic.
- Unfortunately the question regarding closing practice was ambiguous. The intent was to discover if any of our members had been forced to close permanently. In the comments one

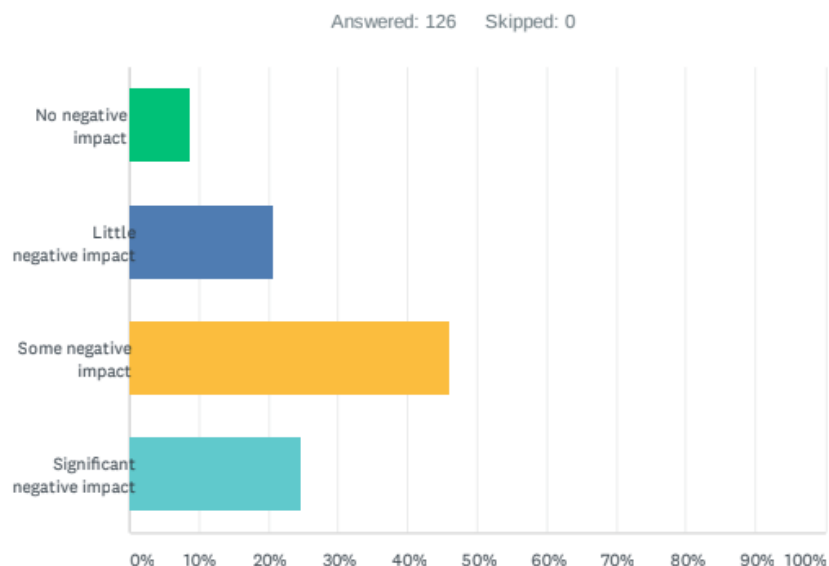
respondent said they had closed their practice completely, one said they may be closing, and one respondent stated they had lost their job.

The following are some key tables lifted from the survey:

Q1 In the past 12 months has your practice income increased, decreased or remained the same when compared with the previous 12 months?

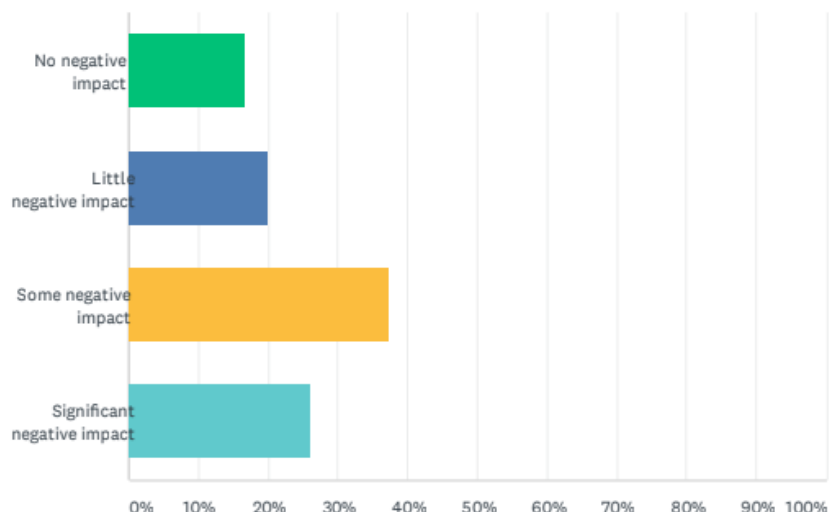


Q11 Overall, considering all the financial factors over the past 12 months, how would you consider the effect the Covid-19 pandemic has had on your practice?



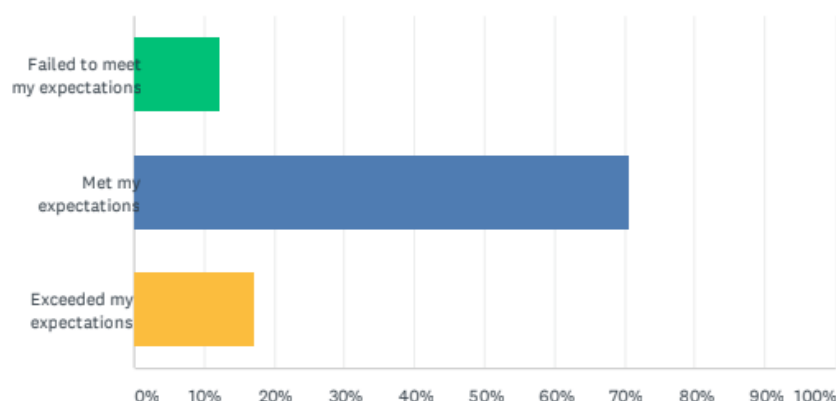
Q12 Overall, considering all the mental health factors over the past 12 months, how would you consider the effect the Covid-19 pandemic has had on you?

Answered: 126 Skipped: 0



Q15 Considering all factors related to the Covid-19 pandemic over the past 12 months, do you consider that the NZCA as your representative body has:

Answered: 123 Skipped: 3



Some learnings from the comments made in the survey with responses for clarification:

- It was clear from the comments that many members did not realise that Covid-19 restrictions and lockdowns were initiated by the Government and Ministry of Health without consultation with health professionals.
- It is important to know that these decisions were not under the control of the NZCA or the Chiropractic Board; however, your Council was active in representing the profession to

obtain the best outcomes for access to chiropractic services. As a result, limited access was granted at level 3.

- The country was in the midst of a global pandemic which was unprecedented. The New Zealand Government chose to apply stringent rules that were not necessarily the same as overseas. Attempts to make comparisons with other countries were not considered relevant as our Government determined the strategy.
- Communication is obviously key and some members felt this was inadequate although information was relayed as it came to hand.
- Access to counselling was suggested and this will be followed up.
- Reduced subscription fees were suggested by some. The 10% late penalty fee was waived; the rise in subscriptions due to CPI was not implemented and more flexible payment options were initiated; this allowed more members to be able to pay in instalments.
- Some members wish us to continue lobbying Government officials and this is an ongoing process. The collective voice of AHANZ is greatly assisting this approach.
- Overall, our members appear to have been adaptable in the face of adversity by negotiating different terms and conditions with landlords, taking on extra jobs, reducing staff, working longer hours, moving to smaller spaces, restructuring and changing marketing strategies.