

# The Psychotherapists Board of Aotearoa New Zealand

*Te Pouari o nga Kaihahumanu Hinengaro o Aotearoa*

## Annual Report

Year Ending 30 September 2015

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#### **Acronyms used in this report**

APC	Annual Practising Certificate
CCR	Competence Review Committee
HDC	Health and Disability Commissioner
HPCAA	Health Practitioners Competence Assurance Act 2003
HRANZ	Health Regulatory Authorities of New Zealand
HPDT	Health Practitioners Disciplinary Tribunal
PCC	Professional Conduct Committee
RA	Responsible Authority



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## 1. Governance

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### The Psychotherapists Board of Aotearoa New Zealand (the Board)

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The Board's role is to implement the Health Practitioners Competence Assurance Act 2003 (HPCAA), fulfill the principal purpose as set out in section 3 and the functions as set out in section 118 of the HPCAA. The Board has made a commitment to ensure that issues of diversity and equality are valued, upheld, promoted and underpin all aspects of the Board's work according to the:

- Principles of natural justice and administrative law
- Te Tiriti o Waitangi
- Health and Disability Commissioner Act 1994 - Code of Health and Disability Services
- Consumers' Rights
- Health and Disability Services Act 1993
- Privacy Act 1993 - Health Information Privacy Code 1994
- Human Rights Act 1993

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### Duties and functions as set out in Section 118

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The functions of each authority appointed in respect of a health profession are to:

- Prescribe the qualifications required for scopes of practice within the profession and, for that purpose, to accredit and monitor educational institutions and degrees, and courses or programmes of study.
- Authorise the registration of health practitioners under this Act, and to maintain registers.
- Consider applications for annual practising certificates.
- Review and promote the competence of health practitioners.
- Recognise, accredit and set programmes to ensure the ongoing competence of health practitioners.
- Receive and act on information from health practitioners, employers and the Health and Disability Commissioner about the competence of health practitioners.
- Notify employers, the Accident Compensation Corporation (ACC), the Director-General of Health and the Health and Disability Commissioner if the practice of a health practitioner may pose a risk of harm to the public.
- Consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession.
- Set standards of clinical competence, cultural competence and ethical conduct to be observed by health practitioners of the profession.
- Liaise with other authorities appointed under this Act about matters of common interest.
- Promote education and training in the profession.
- Promote public awareness of the responsibilities of the authority.

- Exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

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## **Chair Report**

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This report highlights the activities of the Psychotherapists Board of Aotearoa New Zealand (the Board) for the period 1 October 2014 to 30 September 2015.

### **CHAIRPERSON'S REPORT**

I am pleased to present, on behalf of the Psychotherapists Board of Aotearoa New Zealand (the Board), the Annual Report highlighting the activities undertaken during the period 1 October 2014 to 30 September 2015. The 2014-2015 year has been another busy year for the Board with several changes and initiatives taking precedence.

#### **Board members**

There have been minimal changes to the composition of the Board during this period which has provided a sense of stability. We did farewell Judy Smyth, a practitioner member who served on the Board from 2011-2015. Judy, an experienced psychotherapist with many years of clinical experience, brought this valuable experience to her role on the Board. Judy's local body governance experience was also invaluable. During her time on the Board Judy was active in policy development and served on a number of committees. The members thank Judy for her contribution to the Board.

It has been a pleasure to welcome new practitioner Board member Simon Hall who commenced his appointment in July 2015. Simon is a child and adolescent psychotherapist and has many years of clinical experience. He has also been an active member of the New Zealand Association of Child and Adolescent Psychotherapists (NZACAP), holding an Executive role on the Membership Committee for five years and the position of Membership Committee Convener for a further four years. Simon has also held a position on the Health and Disability Commissioner (HDC) Adviser and Complaints Review panel.

#### **Secretarial staff**

The Board is delighted to have retained both Jacquelyn Manley (Registrar) and Eva Petro (Registration Officer) as its secretarial staff. Both have been stretched during this period as they have navigated new systems and processes. The Board thanks them for their commitment, efficiency and diligence in supporting the work of the Board.

#### **Board evaluation**

As identified in the 2013-14 annual report, the Board has continued the practice of evaluation using a self-assessment tool. Separate assessment of the overall functioning of the Board, the individual functioning of the Chair and individual Board member self-assessment is undertaken. It is the intent that this practice will continue and become more robust to ensure transparent good practice. Alongside this an annual review and appraisal for each of the secretariat staff is undertaken.



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### **Professional advisor and Board member training**

This year the Board has been proactive in developing appropriate cost saving initiatives to promote efficient operational services while ensuring the protection of the public. In line with this the Board has continued to seek expressions of interest from the profession to take on this role. To support this work the Board has put in place a training programme for professional advisors and Board members working on key operational committees requiring Board oversight, for example assessment of overseas qualifications, practitioners returning to practice after a break and the recertification of practitioner competence. Two training sessions ran last year receiving positive feedback from participants indicating they felt more confident in their understanding and ability.

### **Collaboration with other Responsible Authorities (RAs)**

Collaboration with other RAs has continued and gained momentum during the 2014-15 year. This included the signing of a Memorandum of Understanding (MoU) between the Nursing Council and nine other 'Partner RAs' (including the Board). The MoU is a foundation for participation in a shared 'corporate services' arrangement. The Nursing Council will provide agreed core services such as property, facilities management, IT support and financial services. This agreement is in line with the directive given by the Minister of Health to actively develop shared services. A Service Level Agreement (SLA) has also been signed which should lead to improved process, efficiencies and more opportunities for cooperation including sharing ideas and solutions.

The Board wishes to acknowledge its appreciation for the work undertaken by the Nursing Council for this time consuming and complex work.

### **Policy development and practitioner competence**

The Board has continued its duties under section 118 of the HPCAA in developing policies to ensure the protection of the public. In addition, the Board regularly reviews established policies to ensure relevance and currency.

A major focus this year has been the continued development of the Accreditation of Training Programme guidelines. A Board appointed sub-committee (comprising of four external practitioners from the psychotherapy profession and two Board members) continued to meet regularly during the 2014-15 year to develop accreditation guidelines to present to training providers for initial consultation. The consultation document went out to programme providers and professional bodies at the end of July 2015. The Board will use the consultation feedback to inform the ongoing development of the guidelines, prior to further consultation with all stakeholders.

Recertification of practitioner competence and ongoing professional development has been put in place this year with the first round of recertification audits scheduled to be carried out late February 2016. As this is the first audit, it will be carried out by all Board members in order to identify any problems or anomalies that may need to be addressed. It is anticipated that the audit process will be handed over to the appropriate Board committee or professional advisor once the Board is satisfied the process is running as expected and providing information to assist with ongoing competence and professional development.

## **Communication**

Communication continues to be a priority for the Board, with extensive use of electronic media, including email and the Board's website, to provide as much information as possible to the profession and stakeholders. Newsletters are also posted after each Board meeting.

The Board has continued to hold its meetings throughout New Zealand inviting members of the profession and stakeholders to face-to-face meetings each time. During the past year we have held meetings in Dunedin and Auckland in addition to Wellington. These meetings have proved to be successful in strengthening relations with members of the profession and for informing stakeholders of initiatives.

In addition to stakeholder meetings there have been useful and harmonious meetings held with the President of the New Zealand Association of Psychotherapists (NZAP) and with the President of the New Zealand Association of Child and Adolescent Psychotherapists (NZACAP).

The Board has also developed information pamphlets to inform the public about the practice of psychotherapy, the Board and the HPCAA. These pamphlets were distributed to District Health Boards, the ACC, non-government organisations and the education sector. They are also available on the Board's website.

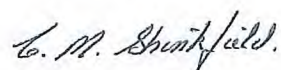
## **Complaints and notifications**

Notifications and complaints remain relatively low; however we are receiving more queries regarding practice and health concerns. The Board completed its first Competence Review during the 2014-15 time period. This has now been completed and closed.

## **Financial viability**

The Board is aware that some RAs have been undertaking in-depth cost analysis; this is something the Board will be looking at in the near future.

The Board's reserves have been set aside for co-location, system upgrades including website, database, online APC renewal and a document management system; investigation into these projects has begun.



Carol Shinkfield

Chair

Psychotherapists Board of Aotearoa New Zealand  
Te Poari o nga Kaihaumanu Hinengaro o Aotearoa



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## **Board member details**

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The Minister of Health appoints Board members for terms up to three years, in accordance with sections 120-122 of the HPCAA. The Chairperson and Deputy Chairperson are appointed by the Board at its first meeting of each year.

### **Carol Shinkfield (Chair)**

Carol has been a Board member since the Board's inception in 2007. She is a child and adolescent psychotherapist with over 20 years' experience working therapeutically with children, adolescents and their families. She also provides clinical supervision for a number of health practitioners and health services. Carol was the programme leader at Auckland University of Technology for the Graduate Diploma in Child Mental Health, and the Master of Health Science specialising in Child and Adolescent Psychotherapy and taught on both programmes for 14 years.

### **Suzanne Johnson (Deputy Chair)**

Suzanne is a psychotherapist working in private practice in Wellington, and was appointed to the Board in May 2013. Suzanne's original psychotherapy training was in transactional analysis and her therapy approach is informed by relational, intersubjective, psychoanalytic and mind/body theories. Suzanne is interested in cultural theory and the development of language, thinking, ethics and identity within cultural contexts. Suzanne has been on the NZAP Council as Chair of Public Issues and is currently a member of Wellington Transactional Analysis Training Institute which provides training and clinical supervision to psychotherapy students. Before private practice, Suzanne worked as a clinical nurse specialist in Wellington's Mental Health Service.

### **Bill Grant**

Bill was appointed to the Board in February 2011. He has clinical experience in mental health services, schools, a university clinic, community health clinics and private practice. He also has teaching experience in various training programmes, experience as a clinical advisor to the ACC, and an independent advisor for the Health and Disability Commissioner. Bill also has an interest in ethics and is currently a lay member of a NZ Law Society Standards Committee,

### **Judy Smyth (Board member until July 2015)**

Judy was appointed to the Board in 2011. Since graduating from AIT Auckland in 1994 Judy has maintained a full time psychotherapy and counselling practice. Judy is a full member of the New Zealand Association of Psychotherapists (Advanced Clinical Practice), the International Association for Relational Psychoanalytic Psychotherapy, and a founding member of the Auckland Chapter. Previously, Judy spent three years as a councillor for local government.

### **Anna Hedley**

Anna was appointed to the Board in May 2013. Anna graduated with a Diploma in Psychotherapy (AIT) in 1996 and a Master of Health Science (first class honours) in 2003. She has worked as a psychotherapist at ADHB for twenty years, and is the clinical coordinator of the Regional Eating Disorders Service. She was the Professional Leader for the ADHB



psychotherapists from 2008-2014. She has a special interest in health law, and completed a postgraduate paper in health law at AUT in 2013.

### **Simon Hall**

Simon is a practitioner Board member appointed in August 2015. He is a Child and Adolescent Psychotherapist with over 20 years' experience working with children, adolescents and their families. He has worked in private practice and charitable and District Health Board settings in both New Zealand and the United Kingdom. Simon has acted on the Executive of the New Zealand Association of Child and Adolescent Psychotherapists for nine years. He has also acted as an expert advisor for the Health and Disability Commission and has been on the PBANZ Professional Conduct Committee since 2012. He is based in Christchurch and has an adult daughter.

### **Megan Campbell (lay member appointed in August 2014)**

Megan has qualifications in Arts, Commerce and Policy. She has worked in policy and communications roles for a number of central government organisations, within Parliament, and most recently she was Operations Manager in a high profile not-for-profit organisation. Megan also provides government relations advice to a number of New Zealand companies and not-for-profits. Megan has governance experience and serves on a number of school, community and whanau boards.

### **Miriana Stephens (lay member appointed in August 2014)**

Miriana was born and raised in Motueka by her grandparents. She has a Bachelor of Arts majoring in New Zealand History from Canterbury University and a Law Degree from Waikato University majoring in Commercial Law and Māori Land Law.

Miriana is currently a director of Aotahi Limited (Aotahi) which is a Māori-owned and managed business based in Te Kuiti that specialises in developing and managing educational programmes and resources for entrepreneurs / small business owners throughout Aotearoa.

Miriana is also a director for Wakatū Incorporation (Wakatū). Wakatū is a family business whose owners descend from the original Māori landowners of the Nelson, Tasman and Golden Bay Region. She is a director on the property division, is a member of the audit and risk committee and also holds horticultural directorships on behalf of Wakatū and Kono NZ (the Food and Beverage business of Wakatū). Miriana is also trustee for Te Āwhina Marae and Motueka High School and currently resides in Motueka with her children.

### **Board Member Fees**

Fees are paid to members for work undertaken on behalf of the Board. These rates have remained unchanged since 2009.

Board Chairperson \$90.00 per hour

Board members \$80.00 per hour

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## **2. Secretariat**

### **Board meetings**

Agendas and supporting papers are prepared for each Board meeting; minutes record the proceedings of each meeting. A quorum of four Board members, including at least one member who is a layperson, is required for the Board to transact business. All members are required during meetings to declare any conflict of interest with agenda items.

### **Collaboration and co-location**

The Board has entered into a Memorandum of Understanding with nine other RAs and a service level agreement with the Nursing Council. This agreement involves office co-location which is expected to occur in early 2016.

As part of this co-location the Nursing Council has generously agreed to share its database platform with the Board. This platform will require modification and adaption, but once completed, will future-proof the Board's original database and meet the needs of the Board. This work will begin as soon as practicable.

### **Board meeting dates**

There were six meetings held between 1st October 2014 and 30th September 2015.

- 5<sup>th</sup> and 6<sup>th</sup> December 2014
- 13<sup>th</sup> and 14<sup>th</sup> February 2015
- 11<sup>th</sup> and 12<sup>th</sup> May 2015
- 13<sup>th</sup> June 2015
- 12<sup>th</sup> and 13<sup>th</sup> July 2015
- 4<sup>th</sup> and 5<sup>th</sup> September 2015

### **Board committees**

The Board has established the following Board Advisory Committees to assist with undertaking its statutory functions:

- Te Tiriti o Waitangi Committee
- Accreditation Committee
- Recertification and Audit Committee
- Finance Committee
- Fitness to Practise Committee
- Notifications and Complaints Committee
- Personnel Committee
- Qualifications Committee



These Board Advisory Committees undertake various functions in-line with issues that fall within their respective portfolios. Each committee conducts itself according to what the work dictates. Business is undertaken through various means such as email, the Board Only Site<sup>1</sup>, teleconference, face-to-face meetings, with committees often using a combination of communication methods. Some committees have delegated decision-making powers, but all committees ultimately report to the Board and provide regular updates on progress.

### **3. Registration of, and practising certificates for, health practitioners – Part two of the HPCAA**

#### **Scopes of practice**

Under section 11 of the HPCAA, the Board has authorised three Psychotherapist Scopes of Practice. These were republished in the New Zealand Gazette on 7 January 2013 and are as follows:

1. Psychotherapist Scope of Practice.
2. Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism.
3. Interim Psychotherapist Scope of Practice.

The Board has two pathways to registration: the Tertiary Pathway and the Professional Development Pathway. Acceptable qualifications are being grandparented until the accreditation of psychotherapy training programmes can be completed.

Persons seeking registration under the Tertiary Pathway must hold a Masters-level qualification in psychotherapy or a comparable qualification. The Board has a policy on 'Comparable Qualifications'.

Persons seeking registration under the Professional Development Pathway must successfully complete a final clinical<sup>2</sup> assessment through a Board-approved organisation. Organisations currently approved to conduct these assessments during grandparenting are the Australian and New Zealand Society of Jungian Analysts (ANZSJA), The New Zealand Association of Psychotherapists (NZAP) and the The New Zealand Association of Child and Adolescent Psychotherapists (NZACAP).

#### **Accreditation**

Under section 118(a) of the HPCAA the Board is required to prescribe the qualifications needed for scopes of practice within the profession and, for that purpose, to accredit and monitor educational institutions and degrees and courses or programmes of study.

The Board held an initial accreditation meeting on 31 March 2012. Eight different providers were represented along with representatives from interest groups and associations. All in attendance agreed that a primary goal is for the accreditation process is to be affordable and that different modalities and training structures are valued and respected.

An Accreditation Committee was subsequently formed and there have been a number of meetings since. The Accreditation Committee consists of:

<sup>1</sup> A site accessible only to Board members

<sup>2</sup> Comparable to a final assessment to persons gaining registration under the tertiary pathway

- Brenda Leiven
- Carol Shinkfield (Board member)
- Josie Goulding
- Mary Cubitt
- Peter Hubbard
- Suzanne Johnson (Board member)

The first initial accreditation consultation for the tertiary pathway with programme providers commenced during the 2014/2015 financial year but closed in the 2015/2016 financial year. This work is ongoing.

## Registration

Registration provides an assurance to the public that psychotherapists are fit to practise, hold the qualification/s prescribed by the Board and are competent to practise within the scope that they are registered.

The Board's website hosts a public Register which includes names, the qualification used for registration and the registration dates of all psychotherapists.

### Applications for registration within the reported year

<b>HPCAA section</b>	<b>Scope</b>	<b>Number</b>	<b>Registered</b>	<b>Registered with conditions</b>	<b>Not Registered</b>
15	Interim	13	13	7	-
15	Psychotherapist Scope of Practice	18	18	1	-
15	Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism	2	2	2	

## Annual Practising Certificates (APC)

The HPCAA requires that all practising psychotherapists must hold a current practising certificate, to be renewed annually. Each year psychotherapists must declare that they have maintained their competence and fitness to practise. The purpose of issuing APCs is to provide the Board's certification to the public confirming that the psychotherapist has maintained the standards set by the Board and that they remain both fit and competent to practise as a psychotherapist. If the Board is not satisfied that a psychotherapist has met these standards then an APC application can be declined.



#### Applications for Annual Practising Certificates

Total Applications	APCs with conditions	No APC
525	-	-

57 psychotherapists held non-practising status.

#### 4. Competence, fitness to practise, and quality assurance – Part 3 of the HPCAA

Under section 36(4) of the HPCAA the Board may review the competence of a psychotherapist at any time or in response to a concern regarding their practice. Competence reviews are not punitive and are designed to review, remediate and educate. Competence concerns can be raised by a colleague, patient, employer, the Ministry of Health, the ACC and/or the Health and Disability Commissioner.

The Board will undertake initial inquiries into a psychotherapist's competence following a notification or expression of concern regarding competence (reviews are undertaken to ensure that notifications are not frivolous or vexatious). Following consideration, possible outcomes could be no further action, an individual recertification programme established or a review of a psychotherapist's competence.

##### Performance

The Board completed one ongoing competence review during the period of this report. Following the satisfactory completion of the Competence Review Committee's recommendations, this case was closed with the Board deciding not to take further action.

##### Recertification and continuing competence

After consulting with the profession, stakeholders and the public in 2013, the Board implemented a psychotherapist recertification programme under section 41 of the HPCAA. The Board believes that one of the key elements contributing to the maintenance of competence is participation in continued professional development. The recertification programme was put in place for the 2014-2015 practising year; audits will begin early 2016.

##### Health/fitness to practise

A physical or mental health problem may impair a psychotherapist's ability to practise safely and endanger clients and the public. Practitioners and employers have a legal obligation to notify the Board if there is any reason to be concerned about a psychotherapist's health or fitness to practise.

During this reporting period the Board received one health notification under section 45 of the HPCAA. This case is currently open.

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## **5. Complaints and discipline**

### **– Part 4 of the HPCAA**

Complaints fall into two broad categories: those that allege the practitioner or conduct of a practitioner has affected a health consumer, and those that do not directly involve a health consumer. Under section 64(1) of the HPCAA the Board must promptly forward to the HDC any complaint alleging that the practice or conduct of a health practitioner has affected a health consumer. The HDC may or may not investigate the complaint. The Board is unable to take action on a conduct issue while the HDC is investigating, however the Board can investigate competence or health concurrently.

Notifications or complaints that do not allege that a health consumer has been affected are reviewed on a case-by-case basis. Each notification or complaint is investigated and the Board decides whether it should be handled as a competence, conduct or health issue.

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#### **Complaints from various sources and outcomes**

The Board did not investigate any complaints during the timeframe covered by this report.

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#### **Professional Conduct Committee**

A Professional Conduct Committee (PCC) investigates complaints that relate to practitioners' conduct.

During the timeframe covered the Board did not refer any practitioners to a PCC.

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#### **Health Practitioners Disciplinary Tribunal (HPDT)**

The HPDT hears and decides disciplinary charges brought against registered health practitioners. Charges may be brought by a Professional Conduct Committee or the Director of Proceedings of the Health and Disability Commissioner's office.

The Board had no cases before the HPDT during the timeframe covered by this report.

## **6. Appeals and judicial reviews**

Decisions of the Board may be appealed to the District Court or, in some cases, judicial review sought in the High Court.

There were no judicial reviews or appeals during the timeframe covered by this report.

## **7. Linking with stakeholders**

The Board has a responsibility to:

- Communicate with psychotherapists.
- Liaise with health regulatory authorities and other stakeholders over matters of mutual interest
- Promote public awareness of the Board's role.

The Board regularly communicates with the public, stakeholders and psychotherapists via the Board's website, newsletters, consultation documents, face-to-face meetings, annual reports



and attendance at association conferences where appropriate. The Board meets with representatives of the Ministry of Health and attends Ministry consultation meetings where appropriate.

## **8. Health Regulatory Authorities New Zealand Collaborations**

Health Regulatory Authorities of New Zealand (HRANZ) meets periodically to discuss matters of common interest at both governance and operational levels. The Board continues to support and encourage this collective. This group originated as a response to section 118(j) of the HPCAA.

## **9. Contact details**

### **All correspondence should be addressed to:**

The Registrar  
The Psychotherapists Board of Aotearoa New Zealand  
PO Box 9644  
Wellington 6141

### **Secretariat:**

The Psychotherapists Board is currently supported by two staff (1.6 FTE)  
Jacquelyn Manley (Registrar)  
Eva Petro (Registration Officer)

The Board's physical address is:

Level 5  
22 Willeston Street  
Wellington 6011

**Telephone:** (64) (04) 918 4727

**Email:** [registrar@pbanz.org.nz](mailto:registrar@pbanz.org.nz)

**Website:** [www.pbanz.org.nz](http://www.pbanz.org.nz)

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## **10. Financial statements**

### **Audited accounts**

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**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015**

The Auditor-General is the auditor of the Psychotherapists Board of Aotearoa New Zealand (the Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of Staples Rodway Wellington, to carry out the audit of the financial statements of the Board on her behalf.

**Opinion**

We have audited the financial statements of the Board on pages 2 to 8, that comprise the statement of financial position as at 30 September 2015, the statement of financial performance, statement of movement in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the Board:

- present fairly, in all material respects:
  - its financial position as at 30 September 2015; and
  - its financial performance and cash flows for the year then ended; and
- have been prepared in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) Standards (PBE SFR-A (PS)).

Our audit was completed on 11 December 2015. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities, and explain our independence.

**Basis of opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers' overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Board's financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board of Directors;
- the adequacy of the disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. Also we did not evaluate the security and controls over the electronic publication of the financial statements.

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

### **Responsibilities of the Board**

The Board is responsible for the preparation and fair presentation of financial statements for the Board in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) Standards (PBE SFR-A (PS)).

The Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

The Board is responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. The Board is also responsible for the publication of the financial statements, whether in printed or electronic form.

### **Responsibilities of the Auditor**

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001.

### **Independence**

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.

Other than the audit, we have no relationship with or interests in the Board.



Robert Elms  
Staples Rodway Wellington  
On behalf of the Auditor-General  
Wellington, New Zealand



PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2015

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## PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND

### Entity Information

"Who are we?", "Why do we exist?"

FOR THE YEAR ENDED 30 SEPTEMBER 2015

Legal Name of Entity:

PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND

Type of entity and Legal Basis :

The Psychotherapists Board is a body corporate established by the Health Practitioners Competence Assurance Act 2003 and is a Responsible Authority under that Act.

Entity's Purpose or Mission:

The Board's role is to ensure the implementation of the HPCAA and fulfil the principal purpose as set out in Section 3 and the functions as set out in Section 118 of the HPCAA. The Board has made a commitment to ensure that issues of diversity and equality are valued, upheld and promoted, and underpin all aspects of the Board's work and therefore to being familiar with, and operating according to the Principles of natural justice and administrative law: Te Tiriti o Waitangi; Health and Disability Commissioner Act 1994 - Code of Health and Disability Services Consumers' Rights; Health and Disability Services Act 1993; Trans-Tasman Mutual Recognition Act 1997; Privacy Act 1993 - Health Information Privacy Code 1994; Human Rights Act 1993;

The Board has been set up to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions. The functions of the Board are to:

1. Prescribe the qualifications required for scopes of practice within the profession, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes;
2. Authorise the registration of health practitioners under this Act, and to maintain a register;
3. Consider applications for annual practising certificates;
4. Review and promote the competence of health practitioners;
5. Recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners;
6. Consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession;
7. Promote education and training in the profession;
8. Promote public awareness of the responsibilities of the authority;
9. Exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

Entity Structure:

The Board has seven (7) members. Five (5) psychotherapists and two (2) lay members to represent public interests. Board Members are appointed by the Minister of Health.

Main Sources of the entity's cash and Resources:

The board has received its main income from Annual Practice Certificates Fees paid by registered psychotherapists.

Additional information:

To protect the public, the Board is also responsible for making sure that psychotherapists keep high standards of practice by continuing to maintain their competence once they have entered the workforce

General Description of the Entity's Outputs

To protect the health and safety of members of the public by providing for mechanisms to ensure that psychotherapists are competent and fit to practise.

Contact details

Physical Address:

Level 6, 90 The Terrace, Wellington 6011

Phone:

04 - 9184727

Email:

[registrar@pbanz.org.nz](mailto:registrar@pbanz.org.nz)

Website:

[www.pbanz.org.nz](http://www.pbanz.org.nz)



**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**"How was it funded?" and "What did it cost?"**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

		2015 \$	2014 \$
<b>Revenue</b>	<b>NOTE</b>		
Annual Practice Certificates Fees		309,930	315,183
Non Practicing fee		2,850	2,750
Registration Fees		11,550	9,355
Other Revenue		453	1,923
Interest		26,565	23,018
<b>Total Revenue</b>		<b>351,349</b>	<b>352,230</b>
<b>Expenditure</b>			
Board & Committees	1	182,315	147,376
Secretariat	2	194,281	146,691
<b>Total Expenditure</b>		<b>376,596</b>	<b>294,067</b>
<b>Net Surplus/(Deficit)</b>		<b>(25,247)</b>	<b>58,163</b>

**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**STATEMENT OF MOVEMENT IN EQUITY**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

		2015 \$	2014 \$
Equity at beginning of period		485,503	427,340
Net surplus/(deficit) for the period		(25,247)	58,163
Equity at End of period	3	<b>460,256</b>	<b>485,503</b>

The accompanying notes form part of these financial statements



**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**STATEMENT OF FINANCIAL POSITION**  
**"What the entity owns?" and "What the entity owes?"**  
**AS AT 30 SEPTEMBER 2015**

	NOTE	2015 \$	2014 \$
<b>Equity</b>	<b>3</b>	<b>460,256</b>	<b>485,503</b>
<b>Current Assets</b>			
Cash, Bank & Bank deposits		425,247	384,171
Investments		372,745	426,523
Accounts Receivable and prepayments		16,443	10,783
Office rental and outgoing advance		0	1,389
<b>Total Current Assets</b>		<b>814,435</b>	<b>822,866</b>
<b>Non-Current Assets</b>			
Property, plant equipment	4	11,831	2,949
Intangible assets	5	0	0
<b>Total Assets</b>		<b>826,266</b>	<b>825,815</b>
<b>Current Liabilities</b>			
Goods and Services Tax		35,040	29,406
Accounts payable and provisions	6	44,295	57,651
Income in Advance	7	286,675	253,255
<b>Total Current Liabilities</b>		<b>366,010</b>	<b>340,312</b>
<b>Total Liabilities</b>		<b>366,010</b>	<b>340,312</b>
<b>Net Assets</b>		<b>460,256</b>	<b>485,503</b>

For and on behalf of the Board.

Carol Shinkfield

Board Chair

Dated:

*C. Shinkfield*

*11/12/15*

Jacquelyn

Manley

Registrar

Dated:

*J Manley*

*11/12/15*

The accompanying notes form part of these financial statements





**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**STATEMENT OF CASH FLOWS**

**"How the entity has received and used cash"**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

	2015 \$	2014 \$
<b>Cash flows from Operating Activities</b>		
Cash was received from:		
Statutory fees and levies	398,130	364,118
Registration income	13,283	10,654
Other fees	1,584	1,973
Interest Revenue	10,478	8,506
Cash was applied to:		
Board and Committees Expenditure	(187,439)	(116,567)
Secretariat Expenses	(250,581)	(217,588)
Net cash flows from operating activities	<u>(14,545)</u>	<u>51,095</u>
<b>Cash flows from Investing and Financing Activities</b>		
Cash was received from:		
Short-term investments	420,349	356,247
Cash was applied to:		
Purchase of fixed Assets	(14,728)	(2,318)
Short-term investments	(350,000)	(300,000)
Net Cash Flows from Investing and Financing Activities	<u>55,621</u>	<u>53,929</u>
<b>Net Increase / (Decrease) in Cash</b>	<u>41,076</u>	<u>105,024</u>
Opening Cash Brought Forward	<u>384,171</u>	<u>279,147</u>
<b>Closing Cash Carried Forward</b>	<u>425,247</u>	<u>384,171</u>
Represented by:		
<b>Cash and cash equivalents</b>	425,247	384,171



# **PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**

## **STATEMENT OF ACCOUNTING POLICIES**

### **"How did we do our accounting?"**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2015**

#### **BASIS OF PREPARATION**

The Psychotherapists Board is a body corporate established by the Health Practitioners Competence Assurance Act 2003 and is a Responsible Authority under that Act.

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and have been prepared on the basis of historical cost.

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **SPECIFIC ACCOUNTING POLICIES**

##### **Receivables**

Receivables are stated at estimated realisable values.

##### **Property, plant & equipment**

Initially stated at cost and depreciated as outlined below. Initial cost includes the purchase consideration plus any costs directly attributable to bringing the asset to the location and condition required for its intended use.

Assets are written down immediately if any impairment in the value of the asset causes its recoverable amount to fall below its carrying value.

##### **Intangible Assets**

Intangible Assets comprise non-physical assets which have a benefit to the Board for periods extending beyond the year the costs are incurred.

##### **Amortisation**

Intangible assets are amortised over the period of benefit to the Board at the following rate:  
Website/Database 5 years straight line.

##### **Depreciation**

Depreciation of property, plant & equipment have been assessed based on the useful lives of each asset class. The following rates have been used:  
Computer equipment 50% - 60% diminishing value  
Office equipment 20% diminishing value

##### **Leases**

Payments made under operating leases are recognised in the statement of financial performance on a basis representative of the pattern of benefits expected to be derived from the leased asset.

##### **Employee entitlements**

Provision is made in respect of the Board's liability for annual leave at balance date. Annual leave has been calculated on an actual entitlement basis at current rates of pay. No provision is made for sick leave entitlement as this does not accumulate.

##### **Taxation**

The Board is exempt from Income Tax.  
The Board is registered as a charitable entity under the Charities Act 2005.

##### **Income recognition**

Fees received for the issue of annual practicing certificates and register maintenance are recognised in the year to which the fees relate. All other fees are recognised on receipt.

##### **Goods & Services Tax**

The Board is registered for GST, and all amounts are stated exclusive of Goods & Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

##### **Changes in accounting policies**

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





**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

	NOTE	2015 \$	2014 \$
<b>1. BOARD &amp; COMMITTEES</b>			
Fees		118,649	95,113
Meeting expenses, training ,travel & others		54,230	31,299
Legal, investigation and hearing expense (Discipline)		9,436	20,965
		<hr/> 182,315	<hr/> 147,376
<b>2. SECRETARIAT</b>			
Audit fees		6,179	5,820
Depreciation & amortisation		3,805	1,123
Interest		-	-
Occupancy		14,306	12,430
Other costs		20,953	15,163
Personnel & Professional fees		147,481	111,219
Printing and Stationery		1,557	936
		<hr/> 194,281	<hr/> 146,691
<b>3. EQUITY</b>			
General purpose		341,169	366,416
Discipline reserve		119,087	119,087
		<hr/> 460,256	<hr/> 485,503



**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2015**

**4.PROPERTY, PLANT & EQUIPMENT**

	Opening Carrying account	Purchases	Sales/disposals	Current Year Depreciation and Impairment	Closing carrying Amount
<b>At 30 September 2015</b>					
Computer Equipment	2,042	12,686	0	3,623	11,105
Office equipment	907	0	0	181	726
	<u>2,949</u>	<u>12,686</u>	<u>0</u>	<u>3,804</u>	<u>11,831</u>
<b>At 30 September 2014</b>					
Computer Equipment	762	2,016	0	736	2,042
Office equipment	1,134	0	0	227	907
	<u>1,896</u>	<u>2,016</u>	<u>0</u>	<u>963</u>	<u>2,949</u>

**5.Intangible Assets**

	Opening Carrying account	Purchases	Sales/disposals	Current Year Depreciation and Impairment	Closing carrying Amount
<b>At 30 September 2015</b>					
Website/Database	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>At 30 September 2014</b>					
Website/Database	160	0	0	160	0
	<u>160</u>	<u>0</u>	<u>0</u>	<u>160</u>	<u>0</u>

**6.ACCOUNTS PAYABLE & PROVISIONS**

	2015 \$	2014 \$
Accounts payable	21,834	36,307
Accruals & provisions	12,490	15,417
Employee benefits	9,972	5,928
	<u>44,295</u>	<u>57,651</u>



**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2015**

	2015 \$	2014 \$
<b>7.INCOME IN ADVANCE</b>		
Annual practicing certificate fees and Non-practising fees		
Fees received relating to 2014/2015 year	0	253,255
Fees received relating to 2015/2016 year	286,675	0
	<u>286,675</u>	<u>253,255</u>

**8.CREDIT CARD FACILITY**

There is a visa credit card with \$7,000 limit, held with Westpac.

**9.COMMITMENTS**

The Psychotherapists Board of Aotearoa New Zealand have an agreement with the Occupational Therapy Board of New Zealand for the provision of secretariat services. The provision of services are continuing to be provided at a minimum cost of \$1,659. (2014: \$4,986)

The Psychotherapists Board of Aotearoa New Zealand have an agreement with the Nursing Council of New Zealand for the provision of corporate services. The provision of services are continuing to be provided at a minimum annual cost of \$26,726.

	Starting date	Amount
Property	1-Feb-16	11,226
Facilities Management	1-Mar-16	5,100
Finance and Payroll support	1-Sep-15	10,400
		<u>26,726</u>

Contractual commitments for operating leases of premises and equipment.

90 The Terrace Wellington

	2015 \$	2014 \$
Not Later than one year	6,347	3,856
One to two years	0	0
	<u>6,347</u>	<u>3,856</u>

The figures disclosed above reflect Psychotherapists Board's portion of rent, as currently payable. The lease agreement is held by a number of Health Regulatory Authorities which have joint liability. The full liability as at 30 September 2015 is \$51,091.

**10.CAPITAL COMMITMENTS**

There are no capital commitments at balance date. (2014: \$Nil)

**11.CONTINGENT LIABILITIES**

There are no contingent liabilities at balance date. (2014: \$Nil)

**12.Assets Held on Behalf of Others**

There were no assets held on behalf of others during the financial year. (2014: \$Nil)

**13.RELATED PARTY TRANSACTIONS**

There were no related party transactions involving related parties during the financial year. (2014: \$Nil)

**14.EVENTS AFTER BALANCE DATE**

There were no events that have occurred after balance date that would have a material impact on the Performance Report.

**15.Correction of Errors**

There were no Correction of Errors at balance date. (2014: \$Nil)

