

# The Psychotherapists Board of Aotearoa New Zealand

*Te Poari o nga Kaihaumanu Hinengaro o Aotearoa*

*Te Poari o nga Kaihaumanu Hinengaro o Aotearoa*

## Annual Report

Year Ending 30 September 2017

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### Acronyms used in this report

ACC	Accident Compensation Corporation
APC	Annual Practising Certificate
CRC	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
MoU	Memorandum of Understanding
PCC	Professional Conduct Committee
PRG	Partner Regulatory Group
RA	Responsible Authority
SLA	Service Level Agreement

## 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), 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, promoted and underpin all aspects of the Board's work according to the:

- Health and Disability Commissioner Act 1994 – Code of Health and Disability Services Consumers' Rights
- Health and Disability Services Act 1993
- Health and Safety at Work Act 2015
- 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 (Board) for the period 1 October 2016 to 30 September 2017.

### **Board membership**

Membership of the Board has changed slightly with one new practitioner member joining the Board in December 2016. A current member was reappointed for a third term in August 2017. The Board remains stable with all members contributing constructively. The Board's lay members have brought experience and knowledge which has contributed to improved governance practices.

The Board is working efficiently, reducing the number of meetings per year and has gained increased clarity about governance versus operational work.

Board members continue to participate in an annual performance review of Board work and the role of the Chair and Registrar.

### **Employees**

The Board continues to benefit from the participation and knowledge of our long-term employees: Jacquelyn Manley (Registrar) and Eva Petro (Registration Officer).

The Board engaged Strategic Pay, a strategic remuneration and performance management company, to undertake a review of the Registrar's position. This was an in-depth review which resulted in a report that the Board will use to inform salary decisions.

### **Accreditation of training programmes**

The Board's largest project, the development of accreditation criteria, is ongoing. The Board continues to work with the Accreditation Committee to develop accreditation criteria for psychotherapy training providers. The work of this Committee is progressing with two pathways to registration. The Board appreciates the work of this Committee and is pleased with the progress being made.

Accreditation consultation feedback has indicated the need for greater bicultural engagement from the Board and from training providers, so that students of psychotherapy learn to understand the Māori world-view and practise within the parameters of cultural safety.

### **Engagement with other agencies**

This year, the Board has participated in discussion and consultation processes with Government Ministries including Health Workforce New Zealand (HWNZ) in support of opening up funding for post qualification professional training, and Ministry of Business Innovation and Employment (MBIE) in response to psychotherapists coming under Accident Compensation Corporation (ACC) regulations.

Clinical, cultural and ethical competencies have been useful as a reference point for practitioners working in agencies funded by Government, such as Ministry of Social Development (MSD). Recent MSD data collection proposals were questioned by practitioners in relation to client privacy, and the Board referred practitioners to our competencies to guide practitioner responses.

Engagement with practitioners continues via the Board's monthly newsletter and via responses to individuals and groups, such as Professional Associations.

The Board continues to remain informed of the wider mental health concerns and priorities of the Ministry of Health. These matters are considered during strategic planning.

### **Collaboration with other Responsible Authorities**

The Board's Partner Regulatory Group (PRG) service level agreement was reviewed and the Board continues to appreciate working within this agreement. Shared premises and shared accounting and secretariat services are working well, and provide a broad range of benefits including sharing of knowledge and resources.

### **Professional Advisors**

Current Professional Advisors are making a significant contribution to Board Operational Committees. These roles have decreased the time Board members spend on operational committees and operational matters. The Board currently has three (3) Professional Advisors and will regularly review these roles for effectiveness.

### **Budget**

A budget review shows that the Board is working to its income, with enough funds for ongoing projects, such as accreditation and technological upgrades.

The 2016/2017 Year end resulted in a Budget surplus; this surplus will be used in the development, consultation and implementation of accreditation processes. The Board has healthy reserves which in part have been allocated to projects which include accreditation and upgrading the Board's IT systems i.e. database, website, document management systems.

### **Closing Comment**

The Board was set up in 2007 and has functioned this year without an inaugural Board member. The Board continues to regularly review and develop policy and procedure.

The Board is working well, with new members being supported through Board and Health Practitioners Competence Assurance Act 2003 (HPCAA) induction processes.



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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.

Board membership as at the 1<sup>st</sup> October 2016 was as follows:

Ms Suzanne Johnson (Chair, Wellington)

Ms Miriana Stephens (Deputy Chair and layperson, Motueka)

Ms Anna Hedley (Auckland)

Mr Bill Grant (Wellington)

Ms Megan Campbell (layperson, Hamilton)

Mr Simon Hall (Christchurch)

Mr Hamish Brown (Auckland) appointed on the 12<sup>th</sup> December 2016

Ms Carol Shinkfield (Auckland) appointment ended on the 12<sup>th</sup> December 2016

### **Ms Suzanne Johnson (Chair)**

Ms Johnson is a psychotherapist working in private practice in Wellington, and was appointed to the Board in May 2013. Ms Johnson's original psychotherapy training was in transactional analysis and her therapy approach is informed by relational, intersubjective, psychoanalytic and mind/body theories. Ms Johnson is interested in cultural theory and the development of language, thinking, ethics and identity within cultural contexts. Ms Johnson 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, Ms Johnson worked as a clinical nurse specialist in Wellington's Mental Health Service.

### **Ms Miriana Stephens (Deputy Chair and lay member)**

Ms Stephens 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.

Ms Stephens 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.

Ms Stephens 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). Ms Stephens is also trustee for Te Āwhina Marae and Motueka High School and currently resides in Motueka with her children.

### **Ms Anna Hedley**

Ms Hedley was appointed to the Board in May 2013 as a practitioner member. She 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 over twenty years. She is the clinical coordinator of the Regional Eating Disorders Service and was the Professional Leader for the ADHB psychotherapists for six years. She has a special interest in health law, and completed a PG paper in health law at AUT in 2013.

Ms Hedley lives with her partner John in central Auckland and enjoys a busy family life. They have an adult family and two young grandchildren.

**Mr Bill Grant**

Mr Grant was appointed to the Board in February, 2011. He was raised and educated in Clyde and Dunedin. He has degrees in German and English, and spent ten years teaching in the Cook Islands, New Zealand, and Germany before starting an apprenticeship in psychotherapy under the NZAP programme. He undertook this while working at an adolescent inpatient psychiatric training unit in Dunedin, attached to the Department of Psychological Medicine at the university. This led to work as a visiting guidance counsellor, a clinic manager in the University of Otago, a private practitioner, a trainer of clinicians in several disciplines and programmes, a clinical advisor in the ACC Sensitive Claims Unit, and in an advisory role for the Health and Disability Commissioner. He has also served as Ethics Secretary for the New Zealand Association of Counsellors, managing their complaints service, and as lay member of a New Zealand Law Society Standards Committee, providing advice on complaints. He continues to work as a private psychotherapist in central Wellington.

**Ms Megan Campbell (lay member)**

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

**Mr Simon Hall**

Mr Hall 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, charitable and District Health Board settings in both New Zealand and the United Kingdom. Mr Hall 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.

**Mr Hamish Brown**

Mr Brown is a practitioner Board member appointed 2016. He was raised in the small country town of Kaikohe in the far north of the North Island. For over 20 years he has been living and working in Auckland. He has a Bachelor of Arts (Philosophy and Ethics) from Victoria University in Wellington, a Master's Degree in Business Administration (Dispute Resolution) from Massey University. Mr Brown is certificated as a Psychodramatist by the Aotearoa New Zealand and Australian Psychodrama Association (AANZPA) and holds a Post Graduate Diploma in Health Science (Psychoanalytic Psychotherapy) from Auckland University of Technology.

Mr Brown has worked as a organisational consultant for 20 years in the areas of leadership development and change. He runs public programmes in group facilitation, and he co-founded Phoenix Facilitation Ltd in 2008. He has been in private practice as a psychotherapist since 2002 and is on the staff of the Auckland Training Centre for Psychodrama (ATCP). Mr Brown is currently the Chair of the Ethics committee for AANZPA. He is raising two school aged daughters with his partner Johanna in West Auckland.



### **Ms Carol Shinkfield**

Ms Shinkfield was a Board member since its inception in 2007. She held the office of Deputy Chair in 2012 and the office of Chair from 2013–2015. She left the Board at the end of 2016 after 9 years' service.

Ms Shinkfield is a child and adolescent psychotherapist with over 25 years' experience working therapeutically with children, adolescents and their families. Prior to qualifying as a child and adolescent psychotherapist she qualified as a psychotherapist working with adults and couples. She also provides clinical supervision for a number of health practitioners and health services.

Ms Shinkfield was the programme leader for the Graduate Diploma in Child Mental Health and the Master of Health Science at the Auckland University of technology (AUT) for 14 years; during that time she taught on both programmes.

### **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.

## **2. Secretariat**

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### **Board meetings**

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Agendas and supporting papers are prepared for each Board meeting; formal 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 Board work. All members are required during meetings to declare any conflict of interest with agenda items.

### **Collaboration and collocation**

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To support business process and collaboration on areas of common interest the Board collocated with the Nursing Council of New Zealand (NCNZ) and nine other Responsible Authorities (RAs) in February 2016. This process involved entering into a Memorandum of Understanding with all RAs and a Service Level Agreement (SLA) with the NCNZ. The SLA covers core services such as property, facilities management, IT support, finance and payroll.

The Board has now been through a full year of collocation and a review of the SLA. Both the Board and the secretariat are pleased with their new premises and the networking opportunities provided by this collaboration.

### **November Earthquake**

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The Kaikoura earthquakes caused some disruption to Board operational procedures. Due to building damage, the Board's offices were closed for two weeks while the building was assessed and cleared by structural engineers. During this period, employees worked remotely maintaining the Board's regulatory functions and operational processes; this closure did not impact on psychotherapists and served as a useful test for disaster recovery procedures.

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## Meetings of the Board

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There were five meetings held between 1<sup>st</sup> October 2016 and 30<sup>th</sup> September 2017:

- 24<sup>th</sup> November 2016 (only one day due to the Kaikoura earthquakes)
- 17<sup>th</sup> and 18<sup>th</sup> February 2017
- 7<sup>th</sup> and 8<sup>th</sup> May 2017
- 28<sup>th</sup> and 29<sup>th</sup> July 2017
- 24<sup>th</sup> and 25<sup>th</sup> September 2017

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## Board committees

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

- Accreditation Committee
- Finance and Risk Committee
- Personnel Committee
- Fitness to Practise Operational Committee
- Notifications and Complaints Operational Committee
- Recertification and Audit Operational Committee
- Qualifications Operational Committee

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

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

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#### Psychotherapist Scopes of Practice

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Under section 11 of the HPCAA, the Board has authorised three Psychotherapist Scopes of Practice:

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

No amendments were made to the scopes of practice during the reporting year.

The Board has two pathways to registration. Acceptable qualifications are being grandparented until the accreditation<sup>2</sup> of psychotherapy training programmes is completed.

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<sup>1</sup> a site accessible only to Board members.

<sup>2</sup> see the accreditation section of this report for an update on this progress.



The two pathways are:

1. Tertiary Programme; and
2. Professional Development Programme or Course of Study.

Persons seeking registration under a Tertiary Programme 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 Programme or Course of Study must successfully complete a final clinical 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), New Zealand Association of Psychotherapists (NZAP) and New Zealand Association of Child and Adolescent Psychotherapists (NZACAP).

### Accreditation

Under section 12(2)(b) and 118(a) of the HPCAA the Board is required to prescribe the qualifications needed for scopes of practice and, for that purpose, to accredit and monitor educational institutions and degrees and courses or programmes of study.

Over the last year the Board and the Accreditation Committee have been reviewing and considering training provider consultation feedback. This feedback has been taken into account and in line with minimum standards, the draft documents have been amended.

The Board and the Accreditation Committee continue to work on the draft documents with further consultation and a training provider hui being planned for 2018.

Wider consultation is anticipated to be held early 2019. This will involve programme providers, practitioners, stakeholders and the public. In the meantime the Board continues to keep stakeholders, training providers and psychotherapists updated on progress through its newsletters and electronic communications.

### 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 maintains a public Register which includes names, the qualification used for registration and the registration dates of all psychotherapists. The Public Register is available for viewing on the Board's website: [www.pbanz.org.nz](http://www.pbanz.org.nz)

#### Applications for registration within the reported year

HPCAA section	Scope	Number	Registered	Registered with conditions	Not Registered
15	Interim	15	15	0	-
15	Psychotherapist Scope of Practice	10	10	1	-
15	Psychotherapist Scope of Practice with Child and Adolescent	1	1	0	

	Psychotherapist Specialism				
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### Annual Practising Certificates (APC)

Annual Practising Certificates (APC) provide assurance to the public that a psychotherapist is competent and fit to practise their profession. Each year psychotherapists must declare that they have maintained their competence and fitness to practise. If the Board is not satisfied that a psychotherapist has met these standards, then an APC application can be declined.

The cost of the Annual Practising Certificate remains unchanged.

### Applications for Annual Practising Certificates

Total Applications	APCs with conditions	No APC
521	1	-

62 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, 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 is established or a review of a psychotherapist's competence.

### Performance

There were no competence reviews completed during the timeframe covered by this report.

### Recertification and continuing competence

In June 2017 the Board completed its first large audit, with 100 psychotherapists taking part. Overall the audit process was successful with the Board receiving encouraging and positive feedback from many psychotherapists. Feedback indicated that psychotherapists are finding the self-reflective process beneficial and useful to their practice.

Following this audit the Board developed Recertification Plan tips; the tips outline information that psychotherapists engaged in audit may find useful. The audit tips are advertised on the Board's website.



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## Health/fitness to practise

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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 there were no new health notifications. The Board finalised an existing health notification under section 45 of the HPCAA.

## 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

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The Board received four (4) new complaints<sup>3</sup> during the period covered in this report; all four are now closed. There was one (1) Professional Conduct Committee case ongoing from the previous year which has since been closed.

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## Professional Conduct Committee

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

During the timeframe covered by this report the one (1) complaint carried over from the previous year was finalised by a PCC. This complaint has since been closed.

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## Health Practitioners Disciplinary Tribunal (HPDT)

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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.

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<sup>3</sup> referred from the HDC; two under section 34(1)(a) and one section 59(4). One outside of Board jurisdiction.

## 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 is responsible for communicating with psychotherapists, liaising with health regulatory authorities and other stakeholders over matters of common interest and to promote public awareness of the Board's role. The Board does this by regularly communicating with the public, stakeholders and psychotherapists via the Board's website, newsletters, consultation documents, consultation feedback documents, face-to-face meetings, annual reports and attendance at conferences where appropriate. The Board also meets with representatives of the Ministry of Health and attends Ministry consultation meetings where appropriate.

Throughout the reporting year the Board has developed two (2) Information Sheets<sup>4</sup> intended to guide psychotherapists. These Information Sheets were advertised through the Board's newsletter and are available on the Board's website.

## 8. Health Regulatory Authorities New Zealand collaborations

The Board is required under the HPCAA section 118(j) to liaise with other authorities appointed under the HPCAA about matters of common interest.

Health Regulatory Authorities of New Zealand (HRANZ) forum is made up of all 16 health Responsible Authorities. Although the forum had a quiet year the Operational Group (CEO/Registrars) continued to meet periodically to discuss matters of common interest. The Board and the Registrar continue to support and encourage this collective.

## 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 4 918 4727  
Email: [registrar@pbanz.org.nz](mailto:registrar@pbanz.org.nz)

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<sup>4</sup> Information Sheet – Clinical Notes and Information Sheet – Access, Protection, Retention and Disposal.

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

## **10. Financial statements**

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Audited accounts

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**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND'S PERFORMANCE REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

The Auditor-General is the auditor of the Psychotherapists Board of Aotearoa New Zealand (Psychotherapists Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of Staples Rodway Audit Limited, to carry out the audit of the performance report of the Psychotherapists Board on his behalf.

**Opinion**

We have audited the performance report of the Psychotherapists Board on pages 1 to 8, that comprise the entity information, statement of financial position as at 30 September 2017, the statement of financial performance, the statement of movement in equity and statement of cash flows for the year ended on that date and the notes to the performance report that include accounting policies and other explanatory information.

In our opinion the performance report of the Psychotherapists Board on pages 1 to 8, present fairly, in all material respects:

- its financial position as at 30 September 2017; and
- its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand and have been prepared in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)

Our audit was completed on 1 December 2017. 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 relating to the performance report, and we explain our independence.

**Basis of opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the Auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

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

**Responsibilities of the Board for the performance report**

The Board is responsible for preparing the performance report that is fairly presented and that complies with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board is responsible on behalf of the Psychotherapists Board for assessing the Psychotherapists Board's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to liquidate the Psychotherapists Board or to cease operations, or there is no realistic alternative but to do so.

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

**Responsibilities of the auditor for the audit of the performance report**

Our objectives are to obtain reasonable assurance about whether the performance report, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these performance report.

We did not evaluate the security and controls over the electronic publication of the performance report.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit 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 Psychotherapists Board's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Psychotherapists Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Psychotherapists Board to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Our responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

**Independence**

We are independent of the Psychotherapists Board in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

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



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

**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND  
PERFORMANCE REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

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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 2017

Legal Name of Entity:

PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND

Type of Entity and Legal Basis :

The Psychotherapists Board of Aotearoa New Zealand (the Board) is a body corporate established by the Health Practitioners Competence Assurance Act 2003 (HPCAA) 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; Health and Safety Work Act 2016; 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 (APCs);
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; and
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 receives its main income from APC Fees paid by registered psychotherapists.

Additional Information:

To protect the public, the Board is also responsible for making sure that psychotherapists continue 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 5, 22 Willeston Street, 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 2017**

		<b>2017</b>	<b>2016</b>
		<b>\$</b>	<b>\$</b>
<b>Revenue</b>	<b>NOTE</b>		
APC fees		380,578	315,602
Non-practising fees		3,774	2,900
Registration fees		16,207	9,400
Other revenue		3,538	1,487
Interest		22,361	18,351
<b>Total Revenue</b>		<b>426,458</b>	<b>347,739</b>
<b>Expenditure</b>			
Board & committees	1	117,410	135,524
Secretariat	2	201,914	206,669
<b>Total expenditure</b>		<b>319,323</b>	<b>342,193</b>
<b>Net surplus/(deficit)</b>		<b>107,135</b>	<b>5,546</b>

**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**STATEMENT OF MOVEMENT IN EQUITY**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Accumulated Funds at the beginning of period	465,801	460,256
Net surplus/(deficit) for the period	107,135	5,546
Accumulated Funds at the end of period	<b>572,936</b>	<b>465,801</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 2017**

	NOTE	2017 \$	2016 \$
<b>Equity</b>	<b>3</b>	<b>572,936</b>	<b>465,801</b>
<hr/>			
<b>Current assets</b>			
Cash, bank & bank deposits		369,727	421,615
Investments		625,368	460,000
Accounts receivable and prepayments		25,226	11,526
<b>Total current assets</b>		<b>1,020,321</b>	<b>893,141</b>
<hr/>			
<b>Non-current assets</b>			
Property, plant equipment	<b>4</b>	18,546	22,976
<b>Total assets</b>		<b>1,038,867</b>	<b>916,118</b>
<hr/>			
<b>Current liabilities</b>			
Goods and Services Tax		48,396	48,535
Accounts payable and provisions	<b>5</b>	55,841	44,097
Income in advance	<b>6</b>	361,694	357,685
<b>Total current liabilities</b>		<b>465,931</b>	<b>450,317</b>
<b>Total liabilities</b>		<b>465,931</b>	<b>450,317</b>
<b>Net assets</b>		<b>572,936</b>	<b>465,801</b>
<b>Accumulated Funds</b>		<b>572,936</b>	<b>465,801</b>

For and on behalf of the Board.

Suzanne Johnson

Board Chair

Dated:

*Suzanne Johnson*  
24/11/17

Jacquelyn Manley

Registrar

Dated:

*Jacquelyn Manley*  
24/11/2017

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 2017**

	2017 \$	2016 \$
<b>Cash flows from operating activities</b>		
Cash was received from:		
APC fees	384,587	386,612
Non-practising & registration income	22,415	13,630
Other fees	1,103	156
Interest revenue	9,404	17,823
Cash was applied to:		
Board and committees expenditure	(91,118)	(134,631)
Secretariat expenses	(216,054)	(184,277)
Net cash flows from operating activities	110,337	99,313
<b>Cash flows from investing and financing activities</b>		
Cash was applied to:		
Purchase of fixed assets	(2,225)	(19,249)
Short-term investments	(160,000)	(83,696)
Net cash flows from investing and financing activities	(162,225)	(102,945)
<b>Net Increase / (decrease) in cash</b>	(51,888)	(3,632)
Opening cash brought forward	421,615	425,247
<b>Closing cash carried forward</b>	369,727	421,615
Represented by:		
<b>Cash and cash equivalents</b>	369,727	421,615



# **PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**

## **STATEMENT OF ACCOUNTING POLICIES**

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

### **FOR THE YEAR ENDED 30 SEPTEMBER 2017**

#### **BASIS OF PREPARATION**

The 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 New Zealand Generally Accepted Accounting Practice (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

Office refit 20% Straight Line Method

##### **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.

##### **Investments**

Investments are recognised at cost. Investment income is recognised as an accrual basis where appropriate

##### **Income recognition**

Fees received for the issue of APCs 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**

All policies have been applied on a consistent basis with those of the previous period.



**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**NOTES TO THE PERFORMANCE REPORT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2017**

	NOTE	2017 \$	2016 \$
<b>1. BOARD &amp; COMMITTEES</b>			
Fees		73,669	99,743
Meeting expenses, training ,travel & others		33,830	35,782
Legal, investigation and hearing expense (Discipline)		9,910	0
		<u>117,410</u>	<u>135,524</u>
<b>2. SECRETARIAT</b>			
Audit fees		6,182	6,128
Depreciation & amortisation		6,656	7,983
Occupancy		16,990	19,588
Other costs		30,405	31,306
Personnel & professional fees		140,517	141,058
Printing and stationery		1,163	606
		<u>201,914</u>	<u>206,669</u>
<b>3. EQUITY</b>			
General reserve		463,760	346,715
Discipline reserve		109,177	119,087
		<u>572,936</u>	<u>465,801</u>

General reserve is used for operating expenses;

Discipline reserve is used for the Professional Conduct Committees and Health Practitioners

Disciplinary Tribunal costs.





**PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND**  
**NOTES TO THE PERFORMANCE REPORT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2017**

**4.PROPERTY, PLANT & EQUIPMENT**

**At 30 September 2017**

Computer Equipment  
Office equipment  
Office refit

Opening Carrying account	Purchases	Sales/disposals	Current Year Depreciation and Impairment	Closing carrying Amount
5,392	2,225	0	2,917	4,700
9,179	0	0	1,836	7,343
8,405	0	0	1,902	6,503
22,976	2,225	0	6,655	18,546

**At 30 September 2016**

Computer Equipment  
Office equipment  
Office refit

11,105	0	120	5,592	5,392
726	9,734	0	1,281	9,179
0	9,515	0	1,110	8,405
11,831	19,249	120	7,983	22,976

**5.ACCOUNTS PAYABLE & PROVISIONS**

Accounts payable  
Accruals & provisions  
Employee benefits

**2017**  
\$

**2016**  
\$

30,869  
8,901  
16,071  
55,841

21,293  
9,120  
13,684  
44,097

**6.INCOME IN ADVANCE**

APC fees and Non-practising fees  
Fees received relating to 2016/2017 year  
Fees received relating to 2017/2018 year

**2017**  
\$

**2016**  
\$

0  
361,694  
361,694

357,685  
0  
357,685



# **PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND** **NOTES TO THE PERFORMANCE REPORT** **FOR THE YEAR ENDED 30 SEPTEMBER 2017**

## **7.CREDIT CARD FACILITY**

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

## **8.COMMITMENTS**

The Board have an agreement with the Nursing Council of New Zealand for the provision of back office corporate services. The Service Level Agreement is for an initial period of five years. The future estimated commitments based on the expected costs included in this agreement as at 30 September 2017 are: property \$9,710; corporate services \$21,330; total \$31,040.

Corporate services	2017	2016
	\$	\$
Due in 1 year	21,330	17,547
Due between 1-2 years	21,330	17,547
Due between 2-5 years	29,862	42,113
	<u>72,522</u>	<u>77,208</u>

Contractual commitments for operating leases of premises  
Level 5, 22 Willeston Street Wellington

	2017	2016
	\$	\$
Due in 1 year	9,710	11,226
Due between 1-2 years	9,710	11,226
Due between 2-5 years	13,594	26,194
	<u>33,014</u>	<u>48,646</u>

The figures disclosed above reflect the Board's rent, as currently payable.  
The lease agreement is in the name of Nursing Council of New Zealand.

## **9.CAPITAL COMMITMENTS**

There are no capital commitments at balance date. (2016: \$Nil)

## **10.CONTINGENT LIABILITIES**

There are no contingent liabilities at balance date. (2016: \$Nil)

## **11.Assets Held on Behalf of Others**

There were no assets held on behalf of others during the financial year. (2016: \$Nil)

## **12.RELATED PARTY TRANSACTIONS**

There were no related party transactions involving related parties during the financial year. (2016: \$Nil)

## **13.EVENTS AFTER BALANCE DATE**

There were no events that have occurred after balance date that would have a material impact on the Performance Report. (2016: \$Nil)

## **14.Correction of Errors**

There were no Correction of Errors at balance date. (2016: \$Nil)

