

The Psychotherapists Board of Aotearoa New Zealand

Te Poari o nga Kaihaumanu Hinengaro o Aotearoa

Annual Report

Year Ending 30 September 2014

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1. Governance

The Psychotherapists Board of Aotearoa New Zealand (the Board)

The Board's role is to implement the Health Practitioners Competence Assurance Act 2003 (HPCAA) and 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 and 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.

Duties and Functions as set out in Section 118

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

- to 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
- to authorise the registration of health practitioners under this Act, and to maintain registers
- to consider applications for annual practising certificates
- to review and promote the competence of health practitioners
- to recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners
- to receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners
- to notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public
- to consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession
- to set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession
- to liaise with other authorities appointed under this Act about matters of common interest
- to promote education and training in the profession
- to promote public awareness of the responsibilities of the authority
- to 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.

Chair Report

This report highlights the activities of the Psychotherapists Board of Aotearoa New Zealand (the Board) for the period 1 October 2013 to 30 September 2014.

CHAIRPERSON'S REPORT

I am pleased to present the Annual Report for the Psychotherapists Board of Aotearoa New Zealand (the Board) highlighting the activities undertaken during the period 1 October 2013 to 30 September 2014.

The 2013-2014 year has been another busy year for the Board with several initiatives taking precedence. There have also been changes to the make-up of the Board which included farewelling two members and welcoming two new Board members. There were also employee changes within the secretariat during this period.

Sue Brown a chartered accountant by profession, was appointed as a lay member to the Board from 2011 until August 2014. During her time on the Board Sue served on a number of committees, and from 2013 accepted the role of Deputy Chair and fulfilled this role with commitment and dedication. The Board benefitted from Sue's accountancy knowledge and expertise. The members thank Sue for her contribution to the Board.

It was with immense sadness that the Board received the news in May 2014 of the passing of Paraire Huata, through ill-health. Paraire was appointed as a lay member to the Board in 2011.

Prior to this appointment Paraire had already made a significant contribution to Board work by serving on the Board's Ethical Standards Committee. As a Board member he was a strong lay person and a founding member of the Board's Accreditation of Training Programmes Committee. The Board valued Paraire's cultural knowledge and wisdom. He was respected by the psychotherapy profession, having been involved in a number of ways including cultural advisor and mentor.

The Board welcomed the appointment of two new lay members in September 2014. Miriana Stephens Ngati Rarua Ngāi Te Rangi, Ngāti Ranganui, and Megan Campbell. Miriana lives in Motueka and has a legal and business background. She also has significant experience and involvement in a number of community groups. Megan lives in the Waikato and comes with significant experience in business, policy development and knowledge of the HPCAA, and like Miriana is involved in a number of community positions. Further information about Megan and Miriana as well as other Board members can be found on page 8 of this report.

The Board welcomed Jacquelyn Manley back from parental leave in June 2014 to her position of Registrar. Jacq has been the Board's Registrar since its inception in 2007 and has been significant in the development and functioning of the Board. Eva Petro had been Acting Registrar during Jacq's absence and has since accepted the position of Registration Officer. The Board is pleased to retain Eva and thanks her for her work during Jacq's absence.

Collaboration with other Responsible Authorities

One of the ongoing matters addressed by the Board during the last year has been the continued work toward the development of shared services with other Health Responsible Authorities of New Zealand (HRANZ) as requested by the Minister of Health. It was indicated in my last report that full immersion to a single shared secretariat highlighted a number of concerns for most RAs. It also promoted discussion about areas that could be combined and work efficiently and successfully. To this end our Board has begun consultation, along with nine other RAs, to work toward co-location and shared backroom services.

The Board continues to be actively involved in ongoing liaison, with all other 15 RAs meeting four times a year. An inaugural HRANZ conference was held in May 2014 with Harry Cayton, Chief Executive of the Professional Standards Authority (UK) as keynote speaker. A particular interest of Mr Cayton is the role of regulatory authorities in the protection of the public and the assessment of this. This is a particular interest for our Board, and as such we have already developed an assessment tool for self-assessment and Chair evaluation.

Policy development

The Board has continued its work with regard to its duties under section 118 of the HPCAA in developing policy to ensure the protection of the public.

A major focus this year has been the development of the Accreditation of Training Programmes guidelines. A sub-committee comprised of four external practitioners from the psychotherapy profession, each coming from a different modality of practice, and two Board members, has met regularly to develop a consultation document. Progress has been monitored by regular updates to the Board. The Board is pleased with the progress of the Committee and it is anticipated the first consultation will go out to programme providers by mid-2015. Once the Board is satisfied with programme provider feedback there will be a fuller consultation with the profession.

The Recertification of Practitioners process which was a major focus during the 2012/2013 year and expected to be in place for implementation of the 2014/2015 Annual Practicing Certificate (APC) renewal, has been implemented. Prior to implementation there was widespread consultation with the profession via information posted on the Board's website, regular updates in the Board's newsletter, discussion with representatives from the professional bodies and invitations to the profession to attend Board meetings. The first recertification audit will commence in the 2015/2016 APC year.

Communication

Communication continues to be a priority for the Board and extensive use has been made of electronic communication, using emails and the Board's website to provide as much information as possible to the profession and stakeholders. This includes Board newsletters that are posted after each Board meeting.

The Board holds its meetings throughout New Zealand and invites members of the profession to face to face meetings each time. The meetings have proved to be successful in strengthening relations with members of the profession. In addition 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. The pamphlets are in the process of being distributed to DHBs, ACC, appropriate NGOs and the education sector.

Complaints and notifications

Notifications and complaints remain low. The Board received its first Competence Review which has not been completed at the time of this report. A second Professional Conduct review was completed.

Financial viability

The Board is currently in a sound financial position with a net worth at 30 September 2014 of \$485,503.00. This is an increase in earnings from the previous year of \$58,163.00. The Board's reserves have been set aside for system upgrades including website, database, online APC renewal and document management systems. Investigation into these projects will begin in 2015.



Carol Shinkfield
Chair

Psychotherapists Board of Aotearoa New Zealand

Board Member Details

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.

Sue Brown (Deputy Chair and Board member until August 2014)

Sue was appointed as a lay member of the Board in 2011. Sue is a chartered accountant with a background at senior management level in several different industries. Currently she owns and operates an aged care facility in South Auckland, and with her husband runs a 200 acre deer farm in the Bay of Islands. Sue is a member of the Institute of Directors and serves on several boards and committees.

Paraire Huata (Board member until February 2014)

Paraire was appointed as a lay member of the Board in 2011. He is of Ngati Kahungunu descent and has a background in social services and family therapy. For the past 20 years he focused on providing training, mentoring and coaching to Maori in Maori mental health social services and particularly alcohol and drug services. Paraire was affiliated to the New Zealand Association of Training and Development (NZATD), and delivered training for Moana House Training Institute. The Board is sad to advise that Paraire passed away in 2014.

Carol Shinkfield (Chair from February 2013)

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.

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 in private practice. He also has teaching experience in various training programmes and experience as a clinical advisor to ACC. Bill has an interest in ethics and is currently a lay member of a NZ Law Society Standards Committee, and an independent advisor for the Health and Disability Commissioner.

Judy Smyth

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. Historically, Judy was involved in governance work as a councillor for 3 years on a local body.

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 eighteen years, and is the clinical coordinator of the Regional Eating

Disorders Service and the Professional Leader for the ADHB psychotherapists. She has a special interest in health law, and completed a postgraduate paper in health law at AUT in 2013.

Suzanne Johnson (Deputy Chair from September 2014)

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.

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

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 conflicts of interest with agenda items.

Board Meeting Dates

There were five meetings held between 1st October 2013 and 30th September 2014.

- 16th and 17th February 2014
- 2nd and 3rd May 2014
- 8th June 2014 (planning day)
- 27th and 28th July 2014
- 21st and 22nd September 2014

Board Committees

The Board has established the following Board Advisory Committees to assist it in carrying out its statutory functions:

- Te Tiriti o Waitangi Committee
- Accreditation Committee
- Communications Committee (disbanded September 2014¹)

¹ The work of this Committee was being carried out through other means; the Committee was disbanded ensuring that all Committees are necessary and active.

- Finance Committee
- Fitness to Practise Committee
- Notifications and Complaints Committee
- Personnel Committee
- Qualifications Committee
- Recertification and Audit 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. They undertake their business through various means such as email, the Board only site, teleconference, face-to-face meetings, 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 the progress they have made.

3. Registration of, and practising certificates for, health practitioners

Scopes of Practice

Under section 11 of the HPCAA, the Board has authorised three Psychotherapist Scopes of Practice. These were re-published in the New Zealand Gazette on 7 January 2013 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 clinical² 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, course of studies, or programmes.

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

² Comparable to a final assessment to persons gaining registration under the tertiary pathway

agreed that a primary goal is for the accreditation process 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 Committee has made good progress in developing a draft structure for the accreditation of psychotherapy training programmes. The Board expects to start consulting with training providers mid 2015; wider consultation will follow.

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

HPCAA section	Scope	Number	Registered	Registered with conditions	Not Registered
15	Interim	14	14	-	-
15	Psychotherapist Scope of Practice	16	6	-	-
	Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism	0	0		

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 issue of an APC is the Board's certification to the public 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
570	-	-

55 psychotherapists held non-practising status.

4. Competence, fitness to practise, and quality assurance

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, a patient, an employer, the Ministry of Health, Accident Compensation Corporation 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 these 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 undertook one competence review during the timeframe which is ongoing.

Recertification, continuing competence

After consulting with the profession, stakeholders and the public in July 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.

The Board did not receive any referrals under section 45 of the HPCAA for the timeframe covered by this report.

5. Complaints and discipline

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; 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; following that the Board decides whether it should be handled as a competence, conduct or health issue.

Complaints from various sources and outcomes

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

Professional Conduct Committee (PCC)

Following a drink-driving notification the Board referred one psychotherapist to a PCC. This was investigated and closed during the timeframe covered by this report.

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.

The Board has also developed a pamphlet for people considering psychotherapy; a guide for clients and their families. The pamphlet will be disseminated to DHBs and will be available on the Board's website.

8. Health Regulatory Authorities New Zealand Collaborations

Health Regulatory Authorities New Zealand (HRANZ) provides a forum for all the health regulatory authorities to meet and discuss matters of common interest, both at an operational and strategic level. The Chairperson attended HRANZ strategic meetings, as did the Registrar. The Registrar also attended HRANZ operational meetings. The major focus of HRANZ meetings during the timeframe of this report was exploring the potential of shared secretariat/efficiencies as directed by the Minister of Health. In May 2014 HRANZ held a conference attended by Board members, staff and stakeholders; the purpose of the conference was to discuss matters of common interest. Regular HRANZ updates have been provided in the Board newsletters.

9. Contact details

All correspondence should be addressed to:

The Registrar
The Psychotherapists Board of Aotearoa New Zealand
PO Box 10-787
Wellington 6143

Secretariat:

The Psychotherapists Board is currently supported by two staff (1.2 FTE)
Jacquelyn Manley (Registrar) on parental leave May 2013 – June 2014
Eva Petro (current Registration Officer) Acting Registrar during the above parental leave May 2013 – June 2014

The Board's physical address is:
Level 10, ASB House
101 The Terrace
Wellington 6143

Telephone: (64) (04) 918 4727
Fax: (64) (04) 918 4746
Email: registrar@pbanz.org.nz
Website: www.pbanz.org.nz

10. Financial Statements

Audited Accounts

**INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2014**

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.

We have audited the financial statements of the Board on pages 2 to 7, that comprise the statement of financial position as at 30 September 2014, the statement of financial performance, and statement of movements in equity for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

Opinion

In our opinion the financial statements of the Board on pages 2 to 7:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's:
 - financial position as at 30 September 2014; and
 - financial performance for the year ended on that date.

Our audit was completed on 22 January 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 we 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 that fairly reflect the matters to which they relate. We consider internal control 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;
- the adequacy of all 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 have obtained all the information and explanations we have required and 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 preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's financial position, and financial performance.

The Board is also 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.

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

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 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

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 2014

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**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 SEPTEMBER 2014**

	NOTE	2014 \$	2013 \$
Revenue			
Annual Practice Certificates Fees		315,183	347,175
Non Practicing fee		2,750	2,898
Registration Fees		9,355	9,550
Other Revenue		1,923	1,323
Interest		23,018	22,360
Total Revenue		352,230	383,307
Expenditure			
Board & Committees	1	147,376	140,029
Secretariat	2	146,691	182,470
Total Expenditure		294,067	322,498
Net Surplus/(Deficit)		58,163	60,809

**STATEMENT OF MOVEMENT IN EQUITY
FOR THE YEAR ENDED 30 SEPTEMBER 2014**

	2014 \$	2013 \$
Equity at beginning of period	427,340	366,531
Net surplus/(deficit) for the period	58,163	60,809
Total recognised Revenues and Expenses for the period	58,163	60,809
Equity at End of period	485,503	427,340

The accompanying notes form part of these financial statements



**STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2014**

	NOTE	2014 \$	2013 \$
Equity	3	485,503	427,340
Current Assets			
Cash, Bank & Bank deposits		384,171	279,147
Investments		426,523	472,201
Accounts Receivable and prepayments		10,783	6,192
Office rental and outgoing advance		1,389	1,389
Total Current Assets		822,866	758,929
Non-Current Assets			
Property, plant equipment	4	2,949	1,896
Intangible assets	5	0	160
Total Assets		825,815	760,985
Current Liabilities			
Goods and Services Tax		29,406	36,047
Accounts payable and provisions	6	57,651	42,929
Income in Advance	8	253,255	254,668
Total Current Liabilities		340,312	333,645
Total Liabilities		340,312	333,645
Net Assets		485,503	427,340

For and on behalf of the Board.

C. Shinkfield
Carol Shinkfield
Board Chair
Dated: 22/01/15

J. Manley
Jacquelyn Manley
Registrar
Dated: 22/01/15

The accompanying notes form part of these financial statements



STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 SEPTEMBER 2014

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 is an entity qualifying for differential reporting exemptions as it has no public accountability and is not large as defined by the Framework for Differential Reporting. The Board has taken advantage of all differential reporting exemptions.

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 is charged at the same rates as the Income Tax Act 1994. 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

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.

Uncertainty about the delivery of office functions in future

In February 2011, Health Workforce New Zealand (HWNZ), on behalf of the Minister of Health, issued a consultation document proposing a single shared secretariat and office function for all 16 health regulatory authorities (RAs). As at 30 September 2014, this proposal is no longer under consideration with any uncertainty disclosed in previous financial years being removed.



NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2014

1.BOARD & COMMITTEES	NOTE	2014 \$	2013 \$
Fees		95,113	105,516
Meeting expenses, training ,travel & others		31,299	34,512
Legal, investigation and hearing expense (Discipline)		20,965	0
		<hr/> 147,376	<hr/> 140,029
2.SECRETARIAT			
Audit fees		5,820	5,651
Depreciation & amortisation		1,123	2,144
Interest		-	-
Occupancy		12,430	19,366
Other costs		15,163	24,411
Personnel & Professional fees		111,219	129,282
Printing and Stationery		936	1,616
		<hr/> 146,691	<hr/> 182,470
3. EQUITY			
General purpose		366,416	304,665
Discipline reserve		119,087	122,675
		<hr/> 485,503	<hr/> 427,340



NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2014

4. PROPERTY, PLANT & EQUIPMENT

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
At 30 September 2013			
Computer Equipment	5,771	5,009	762
Office equipment	1,260	126	1,134
	7,031	5,135	1,896
At 30 September 2014			
Computer Equipment	7,787	5,745	2,042
Office equipment	1,260	353	907
	9,047	6,098	2,949

5. INTANGIBLE ASSETS

	COST	ACCUMULATED AMORTISATION	BOOK VALUE
At 30 September 2013			
Website/Database	5,800	5,640	160
	5,800	5,640	160
At 30 September 2014			
Website/Database	5,800	5,800	0
	5,800	5,800	0

6. ACCOUNTS PAYABLE & PROVISIONS

	2014 \$	2013 \$
Accounts payable	36,307	24,756
Accruals & provisions	15,417	16,127
Employee benefits	5,928	2,046
	57,651	42,929

7. DEPRECIATION & AMORTISATION

	2014 \$	2013 \$
Depreciation has been charged against:		
Depreciation of Property, Plant and Equipment	963	984
	963	984
Amortisation of intangible assets		
Website	160	1,160
	160	1,160



PSYCHOTHERAPISTS BOARD OF AOTEAROA NEW ZEALAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2014

	2014 \$	2013 \$
8. INCOME IN ADVANCE		
Fees received relating to 2014/2015 year		
Annual practicing certificate fees and Non-practising fees	253,255	254,668
	<u>253,255</u>	<u>254,668</u>

9. CREDIT CARD FACILITY

There is a visa credit card that amount to \$5,000 held with Westpac.

10. 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 annual cost of \$4,986 (2013: \$4,986).

Contractual commitments for operating leases of premises and equipment.

101-103 The Terrace Wellington, ASB Bank House

	2014 \$	2013 \$
Not Later than one year	3,856	5,381
One to two years	0	4,036
	<u>3,856</u>	<u>9,417</u>

The figures disclosed above reflect Psychotherapists Board's portion of rent, as currently payable.

The lease agreement is in the names of a number of Health Regulatory Authorities which have joint and several liability.

The full liability as at 30 September 2014 is Current \$173,538.

11. CAPITAL COMMITMENTS

There are no capital commitments at balance date. (2013: \$Nil)

However, there are a number of IT projects currently under investigations that could lead to capital commitments in the future.

12. CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2013: \$Nil)

13. RELATED PARTY TRANSACTIONS

There were no related party transactions involving related parties during the year. (2013: \$Nil)

14. EVENTS AFTER BALANCE DATE

There were no events that have occurred after balance date that would have a material impact on these financial statements.



