



New Zealand  
**PSYCHOLOGISTS BOARD**

Te Poari Kaimātai Hinengaro  
o Aotearoa



# ANNUAL REPORT TO THE MINISTER OF HEALTH

**For the Year 1 April 2015 to 31 March 2016**

# 2016



Hon Dr Jonathan Coleman  
Minister of Health  
Parliament Buildings  
Wellington

Dear Minister

In accordance with section 134(1) of the Health  
Practitioners Competence Assurance Act 2003  
I am pleased to provide the Psychologists Board's  
Annual Report for the year ending 31 March 2016.

On behalf of the Board,

Ann Connell,  
Chairperson



### ***Acronyms used in this Report***

<b>APC</b>	Annual Practising Certificate
<b>CALD</b>	Culturally and Linguistically Diverse groups
<b>CARG</b>	Cultural Advice Reference Group
<b>CCP</b>	Continuing Competence Programme
<b>CUAP</b>	Committee on University Academic Programmes
<b>CRC</b>	Competence Review Committee
<b>HDC</b>	Health and Disability Commissioner
<b>HPCA</b>	Health Practitioners Competence Assurance Act 2003
<b>HPDT</b>	Health Practitioners Disciplinary Tribunal
<b>HRANZ</b>	Health Regulatory Authorities of New Zealand
<b>IAAP</b>	International Association of Applied Psychology
<b>IPCP</b>	International Project on Competence in Psychology
<b>IUPsyS</b>	International Union of Psychological Science
<b>NZCCP</b>	New Zealand College of Clinical Psychologists
<b>NZPsS</b>	New Zealand Psychological Society
<b>PsyBA</b>	Psychologists Board of Australia
<b>PCC</b>	Professional Conduct Committee
<b>RA</b>	Regulatory Authority
<b>TTMRA</b>	Trans-Tasman Mutual Recognition Act 1997

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## Board Structure

The Psychologists Board operates very efficiently under the Policy Governance® model with one governance (Board) committee and three operational (Secretariat) committees. Working Parties are also established on a time-limited, as needed basis.

### Psychologists Board Structure as at March 2016

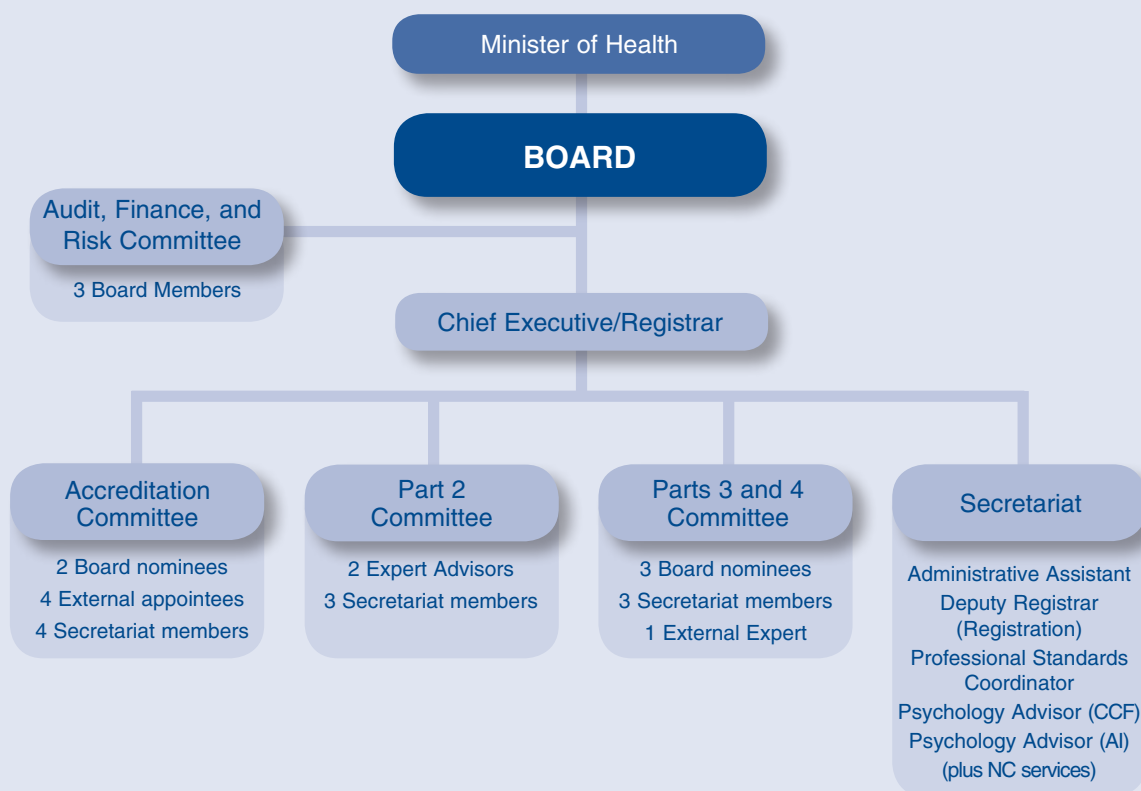


Figure 1: Psychologists Board structure 2016



## Audit, Finance, and Risk Committee (Governance)

(Refer section 118 – HPCA Act 2003)

Ms Ann Connell (*Committee Chair*)

Ms Monica Davis

Dr Monique Faleafa

Mr Steve Osborne (*CE/Registrar*) (*non-voting*)

This advisory committee closely monitors financial and non-financial risks, organisational achievement of Ends policy, and the Chief Executive's adherence to Executive Limitations policy. It meets monthly by teleconference (approx. 30 minutes) and reports to the full Board at each Board meeting.

## Accreditation Committee (Operational)

(Refer section 118 – (a) (e) (k) – HPCA Act 2003)

Professor John Bushnell (*Board nominee*) (*from 03/06/15*)

Mrs Anne Culver (*Deputy Registrar – Registration*)

Associate Professor Karyn France

(*External stakeholder nominee*)

Mr Jhan Gavala (*Board nominee*) (*to 18/05/15*)

Ms Gina Giannios (*Professional Standards Coordinator*)

Ms Anne Goodhead (*Psychology Advisor*)

Dr Richard Linscott (*External Stakeholder nominee*)

Dr Ian Miller (*Board nominee*)

Mr Steve Osborne (*Committee Chair, CE/Registrar*)

Professor Devon Polaschek (*External stakeholder nominee*)

Associate Professor Karen Salmon

(*External stakeholder nominee*)

This decision-making committee works under delegation to review, consider, and determine the accreditation of those university and agency training programmes that lead to registration as a psychologist in New Zealand. It also monitors New Zealand educational institutions, qualifications, courses of study, and programmes under the HPCA Act. It meets on an ad hoc basis at least three or four times per year, either by teleconference or face-to-face, and also conducts some business by email. A full list of Board-accredited training programmes and their current status can be viewed at <http://www.psychologistsboard.org.nz/accredited-training-programmes2>.

## “Part 2” Committee (Operational)

(Refer section 118 – (b)(c) – HPCA Act 2003)

Mrs Anne Culver (*Deputy Registrar – Registration*)

Ms Anne Goodhead (*Psychology Advisor*)

Mr Steve Osborne (*Committee Chair, CE/Registrar*)

Ms Sue O'Shea (*Board-nominated expert adviser*)

Professor Fred Seymour (*Board-nominated expert adviser*)

This advisory committee assists with administration of Part 2 of the HPCA Act by, for example, considering and making recommendations to the Registrar regarding complex applications for registration and/or practising certificates. The committee is rarely used now that the secretariat has developed its own, internal expertise, and the Board will consider disestablishing it as part of the current review of registration standards and procedures.

## “Parts 3 and 4” Committee (Operational)

(Refer section 118 – (d)(f)(g)(h)(k) – HPCA Act 2003)

Dr Elliot Bell (*Board nominee*) (*from 26/02/16*)

Mrs Beverley Burns (*Board nominee*)

Mrs Beverley Clark (*Board nominee*) (*to 07/12/15*)

Ms Ann Connell (*Board nominee*) (*to 25/02/16*)

Ms Gina Giannios (*Professional Standards Coordinator*)

Ms Anne Goodhead (*Psychology Advisor*)

Mr Steve Osborne (*Committee Chair, CE/Registrar*)

Ms Nalini Meyer (*Board nominee*) (*from 08/12/15*)

This decision-making committee works under delegation to provide efficient screening, consideration, and determination of conduct, competence, and fitness matters in accordance with Administrative Law, legislative requirements (especially Parts 3 and 4 of the HPCA Act), and Board policy. It conducts most of its business by email, and meets by teleconference or face-to-face only as and when needed.

## Governance

### From the Chairperson

1 April 2015 to 31 March 2016

This is the Board's sixteenth Annual Report to the Minister and my fourth as Chairperson.

In the year covered by this report the Board was very pleased with the synergies gained by co-locating in central Wellington with nine other Regulatory Authorities. A great deal of planning was put into this partnership, the transition went smoothly, and procedural benefits were apparent soon after the move. The capacity for informal corridor discussions between secretariat staff and their counterparts from other authorities supports cooperation, collaboration and the sharing of best practice. Board members also benefit from incidental contact with board members from other authorities, and the opportunities for collegial sharing of ideas and information.

The Board has been working on reviews of core processes to incorporate current best practice and maximise efficiency. This has included consideration of "right touch, light touch" principles, and robust consultation with practitioners and other interested parties. We have introduced a streamlined and simplified version of the Continuing Competence Programme for practitioners, retaining the emphasis on the practitioner considering their practice and development needs in relation to competence, and strengthening the role of supervision in the annual

process. This aligns with our expectations about lifelong learning and allows flexibility for each practitioner in determining the activities necessary to maintain competence. A revised set of reduced and rationalised accreditation standards was introduced, with clear linkage between the standards and the role of the Board in protecting the public. A detailed review of all fees charged by the Board was undertaken to ensure that they accurately reflect the work involved in each activity. Preliminary work has been done on a review of registration standards and procedures.

There have been several changes of membership of the Board during this reporting period. Professor John Bushnell was appointed to the vacancy left by Mr Jhan Ghavala, and lay member Mrs Nalini Meyer and psychologist Dr Elliot Bell were appointed to the two new positions. This has given the Board a most useful mix of experienced and new members. We also now have the capacity to maintain quorum with committee work when conflicts of interest arise.

The Chief Executive and his staff have worked superbly this year, despite major changes in their work environment and substantial changes to their day-to-day activities. The Board thanks them for their dedication and enthusiastic engagement with all aspects of their work.

**Ann Connell**





L to R: Ian Miller, Nalini Meyer, John Bushnell, Monique Faleafa (Deputy Chair), Ann Connell (Chair), Beverley Burns, Joanne Talbot, Monica Davis, Elliot Bell.  
As at 31 March 2016.

## Board members

### **Dr Elliot Bell** (from 27/08/15)

- First appointed August 2015, current term expires August 2018.
- BCA (Victoria); MA (Victoria); PGDipClinPsych (Victoria); PhD (Otago).
- Registered in the Clinical Scope of practice.
- Fellow of the New Zealand College of Clinical Psychologists.
- Twenty years' experience in public and private mental health services.
- Ten years' experience in university teaching and research.
- Past service contributions.

### **Mrs Beverley Burns**

- First appointed July 2008, current term expires August 2017.
- BEd (Waikato), MSocSci(Hons) (Waikato), PGDipClinPsych (Waikato).
- Registered in the Psychologist scope of practice.
- Fellow of the New Zealand Psychological Society.
- Member of NZPSS Institute of Clinical Psychology.
- Eighteen years' experience in mental health and education settings.
- Currently private consultancy specialising in training and development and professional supervision.
- Governance experience includes independent schools and not-for-profit arenas.

### **Professor John Bushnell** (from 28/05/15)

- First appointed May 2015, current term expires May 2018.
- BA, MA(Hons), PGDipClinPsych (Canterbury), PhD (Otago).
- Registered in the Clinical Psychologist scope of practice.
- Fellow of the NZ College of Clinical Psychologists.
- Thirty-eight years' experience in academic and medical settings encompassing teaching, research, and clinical practice.
- Senior academic leadership, organisational development, and management experience, including Associate Dean Medical Education at Otago University, Foundation Director of Graduate (Rural) Medical Program, and Professor of Medical Education at University of Wollongong NSW, Australia.
- Member of Board of Directors of Clinical Advisory Services Aotearoa (CASA).

### **Mrs Beverley Clark** (Layperson) (to 07/12/15)

- First appointed September 2009, current term expired November 2015 and she did not seek reappointment due to retirement.
- Former consumer representative – College of GPs Division of Rural Hospital Medicine.
- Former Chairperson and Member of the Royal College of General Practitioner's Consumer Liaison Committee.
- Served for eight years as a Board member for Central Otago Health Services Limited (Chairperson for five years).



- Ten years' experience on Regional and National Ethics Committees.
- Past governance experience includes a Director role on the Health Funding Authority for New Zealand (HFA) and the Southern Regional Health Authority (SRHA).
- Registered Marriage and Civil Union Celebrant.

#### **Ms Ann Connell**

- First appointed July 2011, current term expires May 2018.
- MSc (Otago), PGDipClinPsych (Otago).
- Registered in the Clinical Psychologist scope of practice.
- Fellow of the NZ College of Clinical Psychologists.
- Thirty-one years' experience in public mental health settings.
- Management and senior leadership experience.

#### **Ms Monica Davis** (*Layperson*)

- First appointed November 2012, current term expires December 2018.
- BA/LLB (Auckland).
- Chair Avonside Girls High School Board of Trustees.
- Fifteen years' executive experience in retail and transportation/infrastructure industries.

#### **Dr Monique Faleafa** (*Deputy Chairperson*)

- First appointed September 2009, current term expires September 2018.
- Doctorate in Clinical Psychology (Auckland), BA (Hons) (Auckland). Registered in the Clinical Psychologist scope of practice.
- CEO of Le Va, national Pasifika non-government organisation.
- Member of the New Zealand Order of Merit.
- Eighteen years' experience in non-government organisations and Pacific communities.
- Board Member, Health Promotion Agency.
- Member of the Westpac External Stakeholder Panel.
- Board Member Workwise.
- Founding member of Pasifikology (Pacific psychologists' network).

#### **Mr Jhan Gavala** (*to 18/05/15*)

- First appointed February 2012, current term expired February 2015. Did not seek reappointment due to relocation overseas.
- PGDipEdPsych, (Massey), MSocSc (Waikato).
- Registered in the Psychologist scope of practice.
- Lecturer at Massey University's School of Psychology in Auckland, where he teaches Bicultural Perspectives in Psychology and Experimental Social Psychology.
- Fifteen years' experience working in the mental health sector as a practitioner and academic.
- Consultant Psychologist to the Ministry of Education.
- Consultant psychologist on Manus Island (MRPC), Papua New Guinea.
- Member of the Te Rau Puawai Board.
- Member of the NZPsS National Standing Committee on Bicultural Issues.
- Former executive member of the New Zealand Psychological Society.
- Former member of Massey University Ethics committee.

#### **Ms Nalini Meyer** (*Layperson*) (*from 27/08/15*)

- First appointed August 2015, current term expires August 2018.
- LLB/ BA (Canterbury).
- Admitted as a Barrister and Solicitor of the High Court of New Zealand.
- Senior Associate at Harmans Lawyers, Christchurch.
- Board Member of the Christchurch City Mission.

#### **Dr Ian Miller**

- First appointed September 2009, current term expires September 2018.
- PhD (Psychology) (Canterbury), BSc Hons (Canterbury).
- Registered in the Psychologist scope of practice.
- Former Member of the Alcohol Advisory Council.
- Previously Manager of Police Psychological Services and Regional Senior Psychologist for Department of Justice Psychological Services.
- Specialist areas: behavioural regulatory change, behavioural risk mitigation, psycho-trauma, and forensic behavioural issues.

**Ms Joanne Talbot** (*Layperson*) (from 17/12/15)

- First appointed December 2015, current term expires December 2018.
- PGDipPH (Wellington).
- Board Member, Optometrists and Dispensing Opticians Board.
- 18 years' experience in health and social development.
- Currently self-employed on consultancy basis.

**Board meetings**

Agendas and supporting documents are prepared for each Board meeting and minutes record all formal proceedings. A quorum of five members, including at least one layperson, is required for the Board to transact business. All members are required during meetings to declare any conflicts of interest with agenda items, and a Declaration of Interests Register is maintained for all Board members and senior staff.

The Board normally meets four times in each financial year, though brief teleconferences can be held where an urgent matter arises between meetings.

**Board meeting dates during the 2015/2016 reporting period**

- 20 & 21 May 2015
- 19 & 20 August 2015
- 24 & 25 November 2015
- 24 & 25 February 2016

**Fees paid to Board Members**

The Board Chairperson is paid \$140 per hour, the Deputy Chairperson \$130 per hour, and Board members \$120 per hour. These rates came into effect on 1 April 2015, having previously been unchanged since 2002.

## Operations

### From the Chief Executive and Registrar

The 2015/2016 year was extraordinarily busy, challenging, and productive for the Psychologists Board's Secretariat. Our biggest achievement of the year was (without doubt) our colocation with nine other Regulatory Authorities (RAs) to new offices in Wellington's CBD in February. All nine RAs have signed Service Level Agreements with the Nursing Council who now provide us with certain core business/administrative services (property, facilities management, IT and database support, finance and payroll, and governance support). This arrangement will help reduce costs, enhance efficiencies, and harmonise aspects of how we carry out some business functions. It also provides a foundation on which we can build, and an environment in which opportunities for further collaboration are expected to abound.

The annual financial audit conducted on behalf of the Office of the Auditor General (see appended report) has confirmed that the Board continues to employ sound financial and risk-management systems and that the Minister, the public, and the practitioners whose fees fund our activities can all be confident that those funds are being managed responsibly. As a result we were able to maintain all of our fees at their current levels for the 2015/2016 financial year (refer Table 10 below).

The major changes to our operational costs resulting from the colocation and shared services reported above will have a significant impact on our budget for 2016/2017 and beyond. We have therefore just conducted a major review of all of our fees to ensure that they continue to be set purely on a cost-recovery basis, and that they reflect our new efficiencies and staffing structure. As a result of the review several fees have been eliminated, some new ones have been established, and others have been adjusted. The overall result is, we believe, a fair and transparent schedule of fees that ensures cost recovery (only) and the appropriate apportionment of costs to those that benefit from each service.

In our other, 'non-financial' areas of endeavour, there have also been a number of significant changes made this year. In response to passage of the new Health and Safety at Work Act we conducted a review of all of the Board's policies and procedures, and made a number of changes. A new 'Health and Safety Officer' has been appointed to work with the Nursing Council to ensure that the Psychologists Board complies with all agreed health and safety policies, that inspections and reviews of premises and practices are conducted, and that advice, education, and training are provided to all of our staff members.

The Board have received an application for the establishment of a new scope of practice for Neuropsychology. The Board received substantial and well-considered responses to its first round of consultation, showing overall support for such a scope. We are therefore preparing for further consultation, and anticipate gazetting the new scope in mid- to late 2017.

Finally, the other major change this year was a simplification of the Board's Continuing Competence Programme (CCP). The main steps and objectives of the original CCP have been retained, with each practitioner still required to undertake an annual self-reflective review for the purpose of identifying any competencies in need of strengthening or development, thus generating a set of learning objectives to be achieved throughout the remainder of the year. The recording of this process has, however, been greatly simplified and streamlined. It is expected that the psychologist's supervisor will be involved, as before, in providing a reality check to facilitate and enhance the self-reflective review and the end-of-year review of progress. The new procedures take effect from 1 April 2016, with the first audits of participation scheduled for March 2017.

In closing I would like to thank the Board, my staff, my "Partner RA" colleagues, and all of the people who served on our committees, panels, and working groups over the past year. Each and every contribution to our efforts matters, and makes a real difference in our efforts to protect the public and guide the profession.

*Naku, na*  
**Steve Osborne**



## Secretariat Staff



*L to R:  
Gina Giannios,  
Jo Pugh,  
Lois Surgenor,  
Steve Osborne,  
Anne Culver,  
Anne Goodhead.*

### The Secretariat

The Secretariat assists the Board by carrying out its day-to-day operational responsibilities including financial management, the organisation and oversight of competence reviews and programmes, the Continuing Competence Programme, health and fitness matters, complaints and discipline matters, accreditation processes, registration and practising certificate applications, supervision requirements, professional liaison, communications, and website maintenance. The (governance) Board has delegated these functions (and the requisite authority to carry them out) to the Chief Executive and Registrar, the Accreditation Committee, and the Parts 3 & 4 Committee. This greatly facilitates robust, consistent, timely, and efficient decision-making processes in regard to registration, competence, health, and disciplinary matters.

Since February 2016 the Secretariat has been collocated with nine other Regulatory Authorities. From that time the Board's facilities management, lease, IT, and governance support services have been provided by the

Nursing Council under a Service Level Agreement. From 1 April 2016 the Board's main financial and payroll services will also be provided under the SLA.

The Psychologists Board is currently supported by six staff (4.95 FTE):

- Mrs Anne Culver is our Deputy Registrar - Registration.
- Ms Gina Giannios is our Professional Standards Coordinator.
- Ms Anne Goodhead (BSc Hon (Canterbury), MAAppClinCommPsy (Victoria), MPubPol (Victoria), Clinical Psychologist) is our Psychology Advisor (Complaints, Competence, and Fitness).
- Mr Steve Osborne (BSc, BEd (Distinction), MSc (Calgary), MIPGA, MASPPB, Clinical Psychologist) is our Chief Executive and Registrar.
- Ms Jo Pugh is our Administrative Assistant.
- Associate Professor Lois Surgenor is our Psychology Advisor (Accreditation and Investigations).



## » Part 2 of the HPCA Act: Registration and practising certificates

### Scopes of practice

The Board has taken a very broad, flexible approach to defining scopes of practice for the profession, thereby minimising any workforce impediments. All psychologists hold the “Psychologist” scope, which includes the foundational, core competencies common to all branches of the profession. The Board has also established “vocational” scopes, but only where they are clearly required for public protection. In this way a psychologist is free to practise in any area in which he or she is personally competent, but the public are also able to readily identify those practitioners who have completed specialised training in Clinical, Counselling, or Educational Psychology. In accordance with section 11 of the HPCA Act, the Psychologists Board has prescribed the following scopes of practice and associated qualifications:

**“Psychologist”** – A psychologist within a general scope is defined as rendering or offering to render to individuals, groups, organisations, or the public any psychological service involving the application of psychological knowledge, principles, methods, and procedures of understanding, predicting, ameliorating, or influencing behaviour, affect, or cognition. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications are prescribed for registration as a Psychologist in the general scope of practice;

A minimum of a Masters degree in Psychology from an accredited educational organisation, or an equivalent qualification. Eligibility for a general scope of practice requires a Board approved practicum or internship involving 1500 hours of supervised practice.

#### **“Trainee Psychologist” or “Intern Psychologist”**

– A psychologist within a general scope is defined as rendering or offering to render to individuals, groups, organisations or the public any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting ameliorating or influencing behaviour, affect or cognition. Such practice is undertaken within an

individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

A Trainee or Intern Psychologist scope of practice may be granted to applicants:

- who have completed formal academic qualifications that have provided the trainee or intern psychologist with the foundation competencies required for safe practice in the approved supervised setting, and
- who are entering Board approved supervised practice for the purpose of achieving full registration.

**“Clinical Psychologist”** – Clinical Psychologists apply psychological knowledge and theory derived from research to the area of mental health and development, to assist children, young persons, adults and their families with emotional, mental, developmental or behavioural problems by using psychological assessment, formulation and diagnosis based on biological, social and psychological factors, and applying therapeutic interventions using a scientist-practitioner approach. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications have been prescribed for registration as a Psychologist in the Clinical Psychologist scope of practice;

A minimum of a Masters degree in Psychology from an accredited educational organisation and an accredited Postgraduate Diploma in Clinical Psychology, or equivalent qualification. Eligibility for the Clinical Psychologist scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

#### **“Counselling Psychologist”** – Counselling

Psychologists apply psychological knowledge and theory derived from research to the area of client empowerment and enhancement, to assist children, young persons, adults and their families with personal, social, educational, and vocational functioning by using psychological assessments and interventions, and preventative approaches that acknowledge ecological,



developmental and phenomenological dimensions. Such practice is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications have been prescribed for registration as a Psychologist in the Counselling Psychologist scope of practice;

A minimum of a Master's degree in Psychology from an accredited educational organisation and an accredited Postgraduate Diploma in Counselling Psychology, or equivalent qualification. Eligibility for the Counselling Psychologist scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

**“Educational Psychologist”** – Educational Psychologists apply psychological knowledge and theory derived from research to the area of learning and development, to assist children, young persons, adults and their families regarding their learning, academic performance, behavioural, social and emotional development, by using psychological and educational assessments and applying interventions using systemic, ecological and developmental approaches. Such practice is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications have been prescribed for registration as a Psychologist in the Educational Psychologist scope of practice;

A minimum of a Masters degree in Psychology<sup>1</sup> from an accredited educational organisation and an accredited Postgraduate Diploma in Educational Psychology, or equivalent qualification. Eligibility for the Educational Psychologist scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

## Accreditation of training programmes

The HPCA Act requires the Board to prescribe the qualifications required for each scope of practice within the profession (see above) and, for that purpose, to accredit and monitor educational organisations and courses of studies. The Board, working in collaboration with the relevant university Heads of Departments, the New Zealand College of Clinical Psychologists, the New Zealand Psychological Society, and representatives of

the “supervision-to-registration” schemes has therefore developed a comprehensive set of standards and procedures for accreditation of qualifications leading to registration as a psychologist. These standards (updated in January 2016) ensure that, in accordance with the Board's Global Ends policy, the training and practice of psychologists in Aotearoa/New Zealand reflect the paradigms and worldviews of both partners to the Treaty of Waitangi. Furthermore, in keeping with our obligations under the Treaty (which are also reflected in the Code of Ethics for Psychologists Working in Aotearoa New Zealand 2002), the accreditation standards and procedures require consideration of the adequacy of training programmes for meeting the needs and aspirations of both Treaty partners.

The Board wishes to foster the continuing growth and vitality of psychology as a science, as an academic discipline, and as a key component of New Zealand's workforce. We therefore strive to implement the requirements of the HPCA Act without impeding the strength and diversity in the discipline, and while attending carefully to the competencies required for the safe and ethical practice of psychology. The Board conducts its accreditation processes collaboratively with the training programmes in order to minimise duplication and redundancy with other review processes (e.g., CUAP). Further, accreditation review processes are conducted in a positive and constructive manner.

As at 31 March 2016, the Board have assessed and accredited (fully, provisionally, or conditionally) all but three of the twenty-three training programmes that can lead to registration as a psychologist in New Zealand. The Board is currently in the process of nominating an Assessment Team to assess another training programme.

The Board wishes to thank the following members of the profession who have served on one or more Assessment Teams or who have volunteered their time as a member of the Board's Accreditation Committee during in the 2015/2016 year:

Clive Banks	Richard Linscott
Elizabeth Jones	John Bushnell
Oliver Mudford	Keith McGregor
Joanne Walker	Lois Surgenor
Jack Austin	Karen Salmon
Devon Polaschek	Ian Miller
Karyn France	

<sup>1</sup> A Masters degree in Education may be considered equivalent to a Masters degree in Psychology where its content is sufficiently educational psychology in nature.



Figure 2: Current status of courses of study monitored by the Psychologists Board

Educational organisation / Course of study	Current Status	Next assessment due
<b>AUT</b>		
Postgraduate Diploma in Counselling Psychology <b>PGDipCounsPsych</b>	Accredited	2017
<b>Massey University</b>		
Doctor of Clinical Psychology <b>DClinPsych</b>	Accredited	2021
Masters in Clinical Psychology <b>MClinPsych</b>	Provisionally Accredited	2015
Postgraduate Diploma in Educational and Developmental Psychology <b>PGDipEdDevPsych</b>	Deemed to be Accredited	(on hold)
Postgraduate Diploma in Industrial/Organisational Psychology <b>PGDipl/OPsych</b>	Accredited	2018
Postgraduate Diploma in Psychological Practice <b>PGDipPsychPrac</b>	Accredited	2017
<b>University of Auckland</b>		
Doctor of Clinical Psychology <b>DClinPsych</b>	Accredited	2018
Postgraduate Diploma in Applied Psychology (Applied Behaviour Analysis) <b>PGDipAppPsych(ABA)</b>	Accredited	2018
Postgraduate Diploma in Applied Psychology (Industrial, Work and Organisational) <b>PGDipAppPsych(IWO)</b>	Not accepting enrolments	Deferred indefinitely
Postgraduate Diploma in Clinical Psychology <b>PGDipClinPsych</b>	Accredited	2018
Postgraduate Diploma in Health Psychology <b>PGDipHlthPsych</b>	Accredited	2018
<b>University of Canterbury</b>		
Postgraduate Diploma in Child and Family Psychology <b>PGDipChFamPsych</b>	Accredited	2020
Postgraduate Diploma in Clinical Psychology <b>PGDipClinPsyc</b>	Accredited	2021
Postgraduate Diploma in Industrial and Organisational Psychology <b>PGDipIndOrgPsyc</b>	Not accepting enrolments	Deferred indefinitely
<b>University of Otago</b>		
Postgraduate Diploma in Clinical Psychology <b>PGDipCIPs</b>	Accredited	2020
<b>University of Waikato</b>		
Postgraduate Diploma in Psychology (Clinical) <b>PGDipPsych(Clin)</b>	Accredited	2017
Postgraduate Diploma in the Practice of Psychology (Applied Behaviour Analysis) <b>PGDipPracPsych(ABA)</b>	Accredited	2018
Postgraduate Diploma in the Practice of Psychology (Community) <b>PGDipPracPsych(Comm)</b>	Accredited	2021
Postgraduate Diploma in the Practice of Psychology (Organisational) <b>PGDipPracPsych(Org)</b>	Accredited	2017
<b>Victoria University</b>		
Postgraduate Diploma in Clinical Psychology <b>PGDipClinPsych</b>	Accredited	2018
Postgraduate Diploma in Educational Psychology Practice <b>PGDipEPP</b>	Accredited	2021



Figure 3: Current status of “Supervision-to-registration” programmes monitored by the Psychologists Board

Supervision-to-Registration Agency	Current Status	Next assessment due
New Zealand Department of Corrections	Accredited	2019
New Zealand Defence Force	Accredited	2019

## Registration

### Registration process

The Psychologists Board does not require applicants to sit any special assessment or examination beyond those completed as part of their academic (including practical) qualifications. The consideration of applications is done by the Registrar under delegation and as a result the application process is very quick, efficient, and consistent. The Board has prescribed and published a set of decision-making guidelines to facilitate the Registrar’s processing of applications for registration. These guidelines include mechanisms that further facilitate the assessment process for overseas applicants who have previously been registered by a competent authority recognised by the Board. However, even where such mechanisms do not come into play, overseas applications are normally

fully processed within one or two weeks of receipt. TTMRA applications and applications from New Zealand graduates are consistently processed within two days. Close monitoring has shown that our registration processes are effective, efficient, timely, and fair, and they have also proven to be very robust in the face of (infrequent) legal challenges.

The Board writes to new registrants to encourage them to undertake training in the Treaty of Waitangi and bi-cultural relations. They are also provided with a copy of the bilingual “*Code of Ethics for Psychologists Working in Aotearoa/New Zealand [2002]*” and copies of the most recent *Board Newsletter* and *Annual Report*.

Table 1: Applications for registration

	HPCAA Section	Number	Outcomes		
			Registered without conditions	Registered with conditions	Application declined
Total number of applications	s 15	235	75	155*	5
<b>Reasons for declining an application</b>					
Does not have prescribed qualifications	s 15(1)(b)	5	0	0	5
Is not competent to practise within scope	s 15(1)(c)	0	–	–	–
Does not meet communication (including English language) requirements	s 16(a,b)	0	–	–	0
Conviction by any court for 3 months or longer	s 16(c)	0	–	–	–
Mental or physical condition	s 16(d)	0	–	–	–
Professional disciplinary procedure in NZ or overseas, otherwise under investigation	s 16(e,f,g)	0	–	–	–
Other – danger to health and safety	s 16(h)	0	–	–	–

\*154 were standard conditions for Interns/Trainees.

The Board registered 230 new practitioners in 2015/2016, including 65 overseas trained practitioners (15 via the TTMRA) and 165 NZ trained practitioners.

By scope: Psychologist = 32  
Clinical Psychologist = 36  
Counselling Psychologist = 3  
Educational Psychologist = 5  
Intern Psychologist = 151  
Trainee Psychologist = 3

The Board registered 15 practitioners via the Trans-Tasman Mutual Recognition Act 1997 this year, which is close to the long-term average.

## Annual practising certificates

In order to lawfully practise as a psychologist in New Zealand, a practitioner must be registered with the Psychologists Board and must hold a current practising certificate. Further, all psychologists on the Register must hold a current practising certificate at any and all times they are practising within the scope of psychology, even if they are practising under some other title. [Refer sections 7 & 8 of the HPCA Act 2003.]

The Board asks that practitioners renew their APC and update their details online via our website. This is the primary route for renewals, which helps reduce costs and increase efficiency.

**Table 2: Applications for an annual practising certificate**

	HPCAA Section	Number	Outcomes			
			APC with no conditions	APC with conditions	Interim PC	Application declined
Total number of applications		2640	2634	6*	0	0
<b>Reasons for declining an application</b>						
Competence	s 27(1)(a)	0	–	–	–	–
Failed to comply with a condition	s 27(1)(b)	0	–	–	–	–
Not completed required competence programme satisfactorily	s 27(1)(c)	0	–	–	–	–
Recency of practice	s 27(1)(d)	0	–	–	–	–
Mental or physical condition	s 27(1)(e)	0	–	–	–	–
Not lawfully practising within 3 years	s 27(1)(f)	0	–	–	–	–
False or misleading application	s 27(3)	0	–	–	–	–

\*Includes 3 Trainees with standard conditions.



## » Part 3 of the HPCA Act: Competence and fitness to practise

### Overview

The Board has delegated almost all decision-making under Parts 3 and 4 of the HPCA Act to its “Parts 3&4” Committee (“**the Committee**”). The Committee provides efficient screening, consideration, and determination of complaint, competence, and fitness matters, in accordance with Administrative Law, legislative requirements, and Board policy. Its membership includes three Board members, three members of the Secretariat, and one external member. Most of the Committee’s business is conducted by email, but a teleconference or face-to-face discussion may be held when decision-making is challenging.

### Performance

The HPCA Act enables the Board to review the competence of a psychologist when there is reason to believe that the psychologist’s competence may be deficient and/or if the Board receives a notice of concerns as outlined in section 34 of the Act. In such circumstances the Board appoints two senior and respected psychologist colleagues to review the psychologist’s competence. Should this ‘Competence Review Panel’ find that the psychologist is not meeting the required standards of competence, then that information is considered by the Committee. Possible outcomes of a competence review include orders for a competence programme, conditions on the practitioner’s scope of practice, an examination or assessment, or that the practitioner be counselled. For example, there may be a requirement that the practitioner practise only under Board-approved supervision or only in a specified setting.

In the 2015/2016 year, the Board handled the following competence related matters:

Only one new notification was received under section 34 of the Act, initiated when the psychologist left his employment after a dispute with his employer over

various matters related to competence. Initial enquiries indicated that the employer considered he had failed to perform in a satisfactory manner whereas the psychologist considered that the organisational requirements placed him in conflict with his ethics. The resultant competence review was still in process at the end of the reporting period.

At 1 April 2015, four competence reviews were underway which had been ordered in earlier reporting periods. All four reviews found that the psychologists concerned did not meet required standards and the Committee proposed orders under section 38 of the Act to initiate competence programmes. One of these psychologists has suffered ill health which has placed her competence programme on hold. She is also challenging the outcome of the competence review through legal channels. This matter remained unresolved at the end of the reporting period. The other three psychologists are at various stages of progressing through competence programmes. All three have a condition on their scope of practice requiring them to only practise under Board-approved supervision, which has both oversight and educational functions.

An historic competence review (from 2007) had found that the psychologist did not meet required standards of competence. The practitioner chose to remove herself from the Register at that time but during the current reporting period made application to be reinstated to the Register. The Registrar (acting under delegated authority) issued an Annual Practising Certificate with a condition that she must only practise under Board-approved supervision, in accordance with section 38(1)(b). The supervisor was requested to report on the psychologist’s current competence, to give an updated assessment, while also ensuring oversight to safeguard public safety. This modified competence programme/ review was still in process at the end of the reporting period.

**Table 3: Competence referrals (new in 2015/2016)**

Source	HPCAA Section	Number
Health Practitioner	s 34(1)	0
Health and Disability Commissioner	s 34(2)	0
Employer	s 34(3)	1
Other – Parts 3 and 4 Committee	s 36(4)	0
Other – Professional Conduct Committee	s 80(2)	0
<b>Total</b>		<b>1</b>

**Table 4: Outcomes of competence referrals**

Outcomes	HPCAA Section	Number			
		Existing	New	Closed	Still active
No further action		0	0	0	0
Notification of possible risk of harm to public	s 35	2	0	0	2
Orders concerning competence	s 38	4	1	0	5
Interim suspension/conditions	s 39	0	0	0	0
Competence programme	s 40	4	0	0	4
Recertification programme	s 41	0	0	0	0
Unsatisfactory results of competence or recertification programme	s 43	0	0	0	0
On hold		1	0	0	1
Reviews still in process		0	2	0	2

## Continuing competence

Consistent with the principal purpose of the HPCA Act, to “protect the health and safety of members of the public by providing for mechanisms to ensure that health professionals are competent and fit to practise their profession”, the Psychologists Board must be satisfied that a practitioner is competent to practise in New Zealand before being registered and, in accordance with sections 26 and 27, that he or she has maintained the required standard of competence before being issued an APC. Since 2009 the Board has prescribed a Continuing Competence Programme (CCP) as part of its endeavours to meet its obligations under the Act. The dual objectives of the CCP are to provide a framework to assist individual practitioners to address the ongoing challenge of maintaining competence, while also giving the Board a mechanism to support and ensure that practitioners maintain competence. All actively practising psychologists are required to participate in the CCP and to declare they have done so when applying to renew their APC each year.

A random audit of 20% of all APC applications is completed each year and has (to date) demonstrated high levels of compliance with the CCP. After consulting with the profession during 2015, the recording requirements were adjusted to reduce the administrative time required, with the objectives of reducing compliance costs while assisting practitioners to direct their learning to proactively maintain competence. These changes were implemented at the end of this reporting period, to take effect in the CCP cycle starting 1 April 2016. The Board’s actions in reforming this programme were to achieve greater consistency with the “right touch” approach to regulation that the Board aspires to – that is, keeping the required intervention and compliance costs proportionate to perceived risk, while maintaining incentives for the self-regulation appropriate to the profession of psychology.



## Fitness to practise

### Fitness concerns: Inability to perform required functions

Four fitness notifications were received by the Board in the year 1 April 2015 to 31 March 2016.

Two notifications were prompted by employers becoming aware of acute mental health crises for the psychologist, both of which necessitated urgent psychiatric assessment. In one case an assessment was ordered by the Board (resulting in no further action) and in the other scenario, mental health assessment and intervention was organised by the employer and reported to the Board.

A notification was received about a psychologist from a colleague who had become concerned about perceived cognitive decline in a practitioner who had previously suffered a stroke. After medical advice from an occupational physician at her place of employment, the psychologist subject of the notification decided to retire and asked to be removed from the Register.

The fourth notification arose from a PCC recommendation in accordance with section 8o (2)(b) to review the fitness of the health practitioner, after a complaint concerning a professional conduct matter. The fitness assessment was still in process at the end of the reporting period.

**Table 5: Source and number of notifications of inability to perform required functions due to mental or physical condition**

Source	HPCAA Section	Numbers			
		Existing	New	Closed	Still active
Health service	s 45(1)(a)	0	0	0	0
Health practitioner	s 45(1)(b)	0	1	1	0
Employer	s 45(1)(c)	0	2	1	1
Medical Officer of Health	s 45(1)(d)	1	0	1	0
Any other person	s 45(3)	0	0	0	0
Person involved with education	s 45(5)	0	0	0	0
PCC	s8o(2)(b)	1	0	0	1

Table 6 records the actions taken in regard to pre-existing and new fitness notifications over this reporting period.

**Table 6: Outcomes of fitness notifications**

Outcomes	HPCAA Section	Number of practitioners
No further action	–	0
Order medical examination	s 49	2
Interim suspension	s 48	0
Conditions on scope of practice	s 48	0
Restrictions imposed	s 50	0



## Part 4 of the HPCA Act: Complaints and discipline

### Overview

There has been increase in the number of new complaints received this year (44 new cases compared to 38 the previous year). In this reporting period a total of ten complaints were referred to PCCs for further investigation. Complaints against report writers for third parties continue to rate higher than any other complaint type (refer Table 8 for a breakdown of new complaints within practice settings).

### Complaints

#### Board decisions on complaints considered in 2015/2016

The outcome section of Table 7 refers to complaints that have been considered by the Board's Parts 3 and 4 Committee. Complaints are typically considered after the matter has been assessed by the Health and Disability Commissioner (where appropriate) and, in the case of a complaint against a Family Court Specialist Report Writer (in accordance with the Family Court's *Practice Note for Specialist Report Writers*<sup>3</sup>), the Family Court.

The Board managed a total of sixty-one complaints between 1 April 2015 and 31 March 2016, compared to sixty two in the previous year. Forty-four of these were

new complaints received in the reporting period, while seventeen were complaints received previously but which were still active at the beginning of the period. Thirteen of the seventeen were closed during the year and four remained open as at 31 March 2016. Of the seventeen that were closed, eight were assessed to require no further action and five complaints were referred to a PCC. During the year eight complaints were withdrawn, one of which was a complaint in reference to a specialist report for a third party.

#### Complaints by practice setting

Table 8 below shows the representation of new complaints within the most common practice settings. As indicated above, the majority of complaints are against practitioners preparing reports for third parties. It should be noted that there has been a significant increase in the number of complaints the Board received this year regarding practitioners in a private practice setting (19 cases compared to 5 the previous year), but that complaints regarding Family Court reports are still the most common type received. It should be noted, however, that most Family Court related complaints are assessed to require no further action.

**Table 7: Complaints – sources and outcomes**

Source	Total Number	Referred to HDC (new cases only)	Not yet considered as at 31 March 2016	Outcome			
				Withdrawn	No further action	Referred to PCC	Referred to CRC
Received prior to, but not yet considered by P3&4, as at 1 April 2015	17	NA	4	0	8	5	0
New complaints: Consumers	10	7	4	2	3	3	0
New complaints: Subject of or in reference to a specialist report for a third party <sup>2</sup>	18	17	11	1	6	1	0
New complaints: Other	16	12	7	5	8	1	0

<sup>2</sup> Third-party in this context means the Family Court, Dept. of Corrections, or ACC.

<sup>3</sup> Sets out the requirements and recommended procedures agreed for specialist report writers to the Family Court. (Revised version formally came into operation on 3 April 2014).



**Table 8: New complaints by practice setting**

Setting	New complaints	% of total
Private Practice	19	43
Family Court	13	30
ACC	3	7
Department of Corrections	2	4
DHB	0	0
Other	7	16

## Professional Conduct Committees

Table 9 shows all PCCs that were in operation at various stages during the 2015/2016 year. Five PCCs were appointed within the period and five were carried over from the previous year.

**Table 9: Professional Conduct Committee cases**

Nature of issue	Source	Number	Outcome
Concerns about standards of practice	Subject of or in reference to a specialist report for third party	1	On hold
Conduct	Subject of or in reference to a specialist report for third party	1	Board revoked PCC decision
	Other	1	Still in progress
Concerns about standards of practice and conduct	Subject of or in reference to a specialist report for third party	3 <sup>4</sup>	Still in progress
	Other	4 <sup>5</sup>	Still in progress (2) On hold (2)

<sup>4</sup> These relate to one practitioner and were referred to one PCC.

<sup>5</sup> Two of these relate to one practitioner and were referred to one PCC.

## » Appeals and reviews

The Board would like to thank the following psychologists and laypersons who assisted the Board by serving on PCCs in the 2015/2016 year:

### **Psychologists**

Lois Surgenor	Carolyn Cavana
Hamish Dixon	Margaret Beekhuis
Dianne Cameron	Sue Sidey
Tanya Breen	Margaret McConnell

### **Laypersons**

Ruth Helms	John Horwood
Sarah McNaughtan	Pat Oettli

## **Health Practitioners Disciplinary Tribunal**

One psychologist was subject to charges heard by the HPDT in 2015/2016. The psychologist was the subject of a complaint and the subsequent investigation resulted in the PCC's determining that the matter should be referred to the HPDT. The case has been considered by the HPDT and the practitioner was found guilty of professional misconduct, with certain particulars of the charge made out warranting disciplinary sanction. The practitioner has accepted the findings of guilt, but has lodged an appeal against the Tribunal's penalty decision. The appeal had not yet been heard by the end of the 2015/2016 reporting year. A summary of the decision will therefore be published in next year's Annual Report.

## **Overview**

In the 2015/2016 year the Board were involved with one appeal to the courts. As noted in the HPDT section above, although the appeal has been filed it has yet to be heard.

During the year the Board received and considered (in accordance with section 18 of Schedule 3 of the Act) eight requests to review decisions made under delegation. In five cases the Board confirmed its delegate's decision, and in three it revoked the delegate's decision and made its own, new decision. The decisions that were confirmed included three made by the Parts 3 & 4 Committee (not to take any further action in regard to complaints made against three psychologists) and two by the Registrar (to decline an application for registration as a Psychologist and to decline an application for the Educational Psychologist scope of practice). The decisions that were revoked included two made by the Parts 3&4 Committee; in one case a decision to refer a practitioner for a Competence Review was changed to "no further action", and in the other a "no further action" decision was changed to issuing an advisory letter. The final revoked decision (to place a condition on a practitioner's scope of practice) was made by the Registrar, and it was changed to "no further action".



## » Linking with stakeholders

### Overview

In 2015/2016 the Board continued to guide the profession through its newsletters and the development of “Best Practice Guidelines”. Eight sets of guidelines have been published on our website:

*Guidelines on Unprofessional Behaviour and its Management in the Workplace*

*Supervision Guidelines*

*What to do when you have Concerns about another Psychologist*

*Keeping Records of Psychological Services*

*The Practice of Telepsychology*

*The Use of Psychometric Tests*

*Maintaining professionalism when using social media networking*

*Guidelines on Informed Consent*

### Psychology workforce

Workforce development continues to be a major strategic focus for the Board. We continue to meet with key stakeholders, including quarterly meetings with the Psychology Workforce Group and, more recently, with the Ministry of Health’s new Psychology Workforce Task Force. We continue to facilitate the entry to the workforce of applicants who have adequate academic qualifications but who lack the necessary practical training experience. Through the “Supervision to Registration” scheme two government employers (the Defence Force and the Department of Corrections) employ “Trainee Psychologists” and support them to complete the necessary (Board-accredited) practical training to become fully registered.

### Linking with owners and stakeholders

The Psychologists Board actively maintains an informative website, publishes twice-yearly newsletters, this Annual Report, and holds regular meetings with various stakeholder groups.

The Board’s website remains the first port of call for both New Zealand and overseas-trained practitioners seeking information about registering as a psychologist in

New Zealand, and includes substantial information on accredited training programmes, the Board’s Continuing Competence Programme, and returning to practice. It also provides information for current practitioners on current consultations, recent news and developments, Board processes, and upcoming events (e.g., public meetings). Feedback on the website has consistently been very positive.

The Board sends a copy of its Annual Report to the NZPsS, the NZCCP, the HDC, various government departments/agencies, other RAs, District Health Boards, universities, all financially current psychologists, and the Psychology Board of Australia. The most recent report is also supplied to all new registrants at the time of registration.

Psychologists Board representatives routinely attend the annual conferences of the NZPsS and NZCCP to inform and consult with practitioners regarding topical issues such as the development of best practice guidelines, the colocation of secretariats and the development of shared business services, the (ongoing) review of the HPCA Act, the CCP, and lessons to be learned from recent competence and complaint notifications. The Board also meets at least quarterly with representatives of the NZPsS, the NZCCP, Heads of Department of the various psychology training programmes, and DHB Professional Leaders to provide a forum for discussion of matters of mutual concern (e.g., workforce development).

The Board continues to place particular emphasis on linking with stakeholders and owners, and toward that end has met this year with representatives from the HDC (Anthony Hill and Katie Elkin), HWNZ, WDHB/ADHB’s Asian Mental Health Service (re: eCALD), and “Future Psychology” (a group of psychologists exploring how the profession can better contribute to society in the future).

The Board also met with lawyers Rachael Schmidt-McCleave (who provided a workshop on the new Health and Safety at Work legislation) and Paul Radich QC (who facilitated a review of the Board’s complaint screening processes and the conduct of decision reviews).

## **HRANZ collaborations**

### **Promoting the safe practice of psychology in the Asia-Pacific and beyond**

The Board continues its close and mutually beneficial relationships with the Psychology Board of Australia (PsyBA) and the Association of State and Provincial Psychology Boards (ASPPB), and continues to build and maintain stronger ties to regulators in Europe and in the Asia-Pacific region. These links help inform our policies and practices and enhance our understanding of international standards and trends in accreditation, regulation, and workforce matters that can improve our systems and (especially) our consideration of overseas applications for registration.

Representatives of the NZPB and the PsyBA met once this year (by teleconference), and also renewed our longstanding MoU (which aims to facilitate mutual recognition of the regulatory environments in Australia and New Zealand, promote communication and information exchange between our organisations, develop (where possible) common processes and standards, and thereby facilitate the movement of psychologists between our two countries).

The Board's Chief Executive and Registrar continued as a member of the Working Group for the International Project on Competence in Psychology (IPCP). The Working Group recently submitted the final version of the "International Declaration on Core Competences in Professional Psychology" for approval by IUPsyS and IAAP. The declaration, if approved as anticipated, will be formally launched in Yokohama in July 2016, and then used as a reference point to assist with matters such as the development and accreditation of training programmes, international workforce mobility, and fostering the safe growth of the profession in developing nations.

### **Overview**

The Health Regulatory Authorities New Zealand (HRANZ) collective had a rather quiet year this year, although the Operational Group continued to meet. Also, the new grouping of "RA Partners" worked together consistently through the year, culminating in our colocation to offices on Willeston Street in February. Efforts are being made to revitalise the "HRANZ Forum", with the next meeting scheduled for May 2016.

## **Finance**

### **Prescribed Fees and Levies**

The Disciplinary Levy was maintained at its current level for the 2015/2016 financial year.

APC fees were also held at current levels for the 2015/2016 financial year.

The 2015/2016 year saw many changes to the Board's servicing arrangements, staffing, and property costs. In anticipation, a major review of all fees was conducted in late 2015 to inform the budget and the setting of fees and the disciplinary levy for 2016/2017. It was expected that the significant savings resulting from colocation and shared business services would largely offset any need for an increase in APC fees, so we were able to hold them steady.

Before the end of 2016 a major review and (possible) restructuring of the Board's Secretariat will be conducted. The Board has also invested more than expected this year in strategic activities, including the establishment of Cultural Advice Reference Groups (CARGs), and participation in the International Congress of Psychology. Higher than expected costs have also arisen from a significant increase in applications for reviews of decision (which are heavily subsidised to avoid the fee becoming an obstacle to genuine applications). As a result of all of these demands, it is anticipated that APC fees may need to be increased next year. If analysis late in the year shows this may be required, a robust consultation process will be carried out.



**Table 10: Psychologists Board Fees**

Fee Payable (NZ\$, incl GST)	As at 31/03/14	2014/ 2015	Change	2015/ 2016	Change
Application for registration by a practitioner trained in New Zealand	441.50	441.50	–	441.50	–
Application for registration under the Trans-Tasman Mutual Recognition Act	441.50	441.50	–	441.50	–
Application for registration by a practitioner trained overseas	764.50	764.50	–	764.50	–
Application for (optional) non-binding assessment of qualifications for registration	102.00	102.00	–	102.00	–
Application by a registered psychologist for a current practising certificate ( <i>shown without Disciplinary Levy component</i> )	375.00	375.00	–	375.00	–
Application by a registered psychologist applying prior to 1 April for a practising certificate for the subsequent financial year ( <i>shown without Disciplinary Levy component</i> )	375.00	375.00	–	375.00	–
Application by a registered psychologist who held a practising certificate in the previous financial year, who has continued to practise, and who is applying for a practising certificate for the current financial year after 1 April ( <i>shown without Disciplinary Levy component</i> )	477.00	477.00	–	477.00	–
Application by a registered psychologist for a practising certificate for a period of three months (or less) and who has not been practising at any other time during that financial year ( <i>shown without Disciplinary Levy component</i> )	187.50	187.50	–	187.50	–
Disciplinary Levy (Payable each financial year by all registered psychologists except: – those who have not held and will not hold a current practising certificate at any time during that financial year, and – practitioners currently registered in the Intern Psychologist scope of practice)	0.00	170.00	(new)	170.00	–
Annual maintenance of registration and communication for non-practising registrants	45.00	45.00	–	45.00	–
Certificate of registration (optional)	87.00	87.00	–	87.00	–
The supply to any psychologist of any documents, other than a certificate of registration, required for the purpose of seeking registration overseas (optional)	51.00	51.00	–	51.00	–
Copy of the Register of Psychologists (optional)	53.00	53.00	–	53.00	–
Fee for conducting an accreditation review of a degree, course of study, or programme leading to registration as a psychologist in New Zealand	9,140.00	9,140.00	–	9,140.00	–



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**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
NZ PSYCHOLOGISTS BOARD  
PERFORMANCE REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

The Auditor-General is the auditor of the NZ Psychologists 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 performance report of the Board on her behalf.

We have audited the performance report of the Board on pages 28 to 36, that comprise the entity information, the statement of service performance, the statement of financial position as at 31 March 2016, the statement of financial position, the statement of changes in equity and the statement of cash flows for the year ended on that date and the notes to the performance report that includes accounting policies and other explanatory information.

**Opinion**

In our opinion the performance report of the Board on pages 28 to 36:

- fairly reflect the Board's:
  - entity information for the year then ended;
  - statement of service performance;
  - financial position as at 31 March 2016; and
  - 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 5 August 2016. 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 performance report is 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 performance report. 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 performance report. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the performance report whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Board's performance report 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 performance report; and
- the overall presentation of the performance report.

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

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 a performance report that:

- complies with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's entity information, financial position, financial performance and cash flows.

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

A handwritten signature in black ink, appearing to read 'R Elms'.

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

## NZ PSYCHOLOGISTS BOARD

### ENTITY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2016

<b>LEGAL NAME OF ENTITY:</b>	Psychologists Board
<b>OTHER NAMES OF ENTITY:</b>	NZ Psychologists Board (NZPB)
<b>ENTITY TYPE:</b>	Body Corporate
<b>CHARITIES REGISTRATION:</b>	CC21656
<b>FOUNDING DOCUMENT:</b>	Established by the Health Practitioners Competency Assurance Act 2003 (HPCA Act) and is an Authority under that Act.
<b>ENTITY'S PURPOSE OR MISSION:</b>	Regulation of the psychology profession in accordance with the the HPCA Act
<b>ENTITY STRUCTURE:</b>	A 9 member governance Board supported by a 6 member (operational) secretariat with back office services provided by the Nursing Council of New Zealand.
<b>MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES:</b>	Practitioners, applicants for registration, and educational institutions seeking accreditation.
<b>MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS:</b>	Fees and levies (refer sections 130 and 131 of the HPCA Act).
<b>ENTITY'S RELIANCE ON VOLUNTEERS AND DONATED GOODS OR SERVICES:</b>	No reliance is placed on Volunteers or Donated Goods or Services.
<b>CONTACT DETAILS:</b>	
<b>Physical Address:</b>	Level 5, 22 Willeston Street, Wellington 6011
<b>Postal Address:</b>	PO Box 9644 Wellington 6141
<b>Phone:</b>	+64 4 471 4580
<b>Fax:</b>	+64 4 471 4581
<b>Email:</b>	info@nzpb.org.nz
<b>Website:</b>	www.psychologistsboard.org.nz

## NZ PSYCHOLOGISTS BOARD

### STATEMENT OF SERVICE PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2016

<b>DESCRIPTION OF THE ENTITY'S OUTCOMES:</b>	The health and safety of the public is protected when receiving services from registered psychologists, at a justifiable cost to registered psychologists and in accordance with Te Tiriti o Waitangi/Treaty of Waitangi provisions and principles and the requirements of the Health Practitioners Competence Assurance (HPCA) Act 2003. Psychologists are competent and ethical in the services they deliver. The training and practice of psychologists in Aotearoa/New Zealand reflects paradigms and worldviews of Māori and non-Māori.
<b>DESCRIPTION AND QUANTIFICATION OF THE ENTITY'S OUTPUT:</b>	The Board has a single output being the regulation of the practice of psychology in New Zealand in terms of the requirements of the HPCA Act. All costs are applied to that output.
<b>ADDITIONAL OUTPUT MEASURES:</b>	<ul style="list-style-type: none"> <li>• All registration and accreditation related functions of the Board are carried out.</li> <li>• All complaint, competence, and fitness related functions of the Board are carried out.</li> <li>• All other Board functions conferred or imposed in legislation are carried out.</li> </ul>



## NZ PSYCHOLOGISTS BOARD

## STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2016

	Note	2016 \$	2015 \$
<b>REVENUE</b>			
Fees for registration and practicing certificates		955,901	899,379
Discipline Levy		382,354	369,430
Fees for provision of services	1	106,276	138,373
Interest		52,031	59,465
<b>Total Revenue</b>		<b>1,496,562</b>	<b>1,466,647</b>
<b>EXPENDITURE</b>			
Employees	2	523,395	540,282
Governance	3	142,550	156,784
Provision of services	4	488,284	471,909
Secretariat administration	5	361,558	424,945
Sponsorship and grants		4,500	5,003
Transition and relocation		76,238	–
<b>Total Expenditure</b>		<b>1,596,525</b>	<b>1,598,923</b>
<b>NET SURPLUS / (DEFICIT)</b>		<b>(99,963)</b>	<b>(132,276)</b>

## NZ PSYCHOLOGISTS BOARD

## STATEMENT OF MOVEMENTS IN EQUITY

FOR THE YEAR ENDED 31 MARCH 2016

	Note	2016 \$	2015 \$
Equity at beginning of period		734,163	866,439
Net surplus / (deficit) for the period		(99,963)	(132,276)
Total recognised Revenues and Expenses for the period		(99,963)	(132,276)
<b>EQUITY AT END OF PERIOD</b>	6	<b>634,200</b>	<b>734,163</b>

The accompanying notes form part of these financial statements

NZ PSYCHOLOGISTS BOARD  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2016**

	Note	2016 \$	2015 \$
<b>EQUITY</b>	6	<b>634,200</b>	<b>734,163</b>
<b>CURRENT ASSETS</b>			
Cash, Bank & Bank deposits		1,373,081	1,279,682
Accounts Receivable		18,028	14,161
Prepayments		6,108	14,765
Investments	7	754,612	735,888
<b>Total Current Assets</b>		<b>2,151,829</b>	<b>2,044,496</b>
<b>NON-CURRENT ASSETS</b>			
Accounts Receivable		14,010	14,470
Property, plant & equipment	8	121,884	32,084
<b>Total Non-Current Assets</b>		<b>135,894</b>	<b>46,554</b>
<b>TOTAL ASSETS</b>		<b>2,287,723</b>	<b>2,091,050</b>
<b>CURRENT LIABILITIES</b>			
Goods and Services Tax		149,401	138,775
Accounts payable and provisions	9	234,352	77,109
Employee costs payable		80,257	69,733
Income in Advance	10	1,189,513	1,071,270
<b>Total Current Liabilities</b>		<b>1,653,523</b>	<b>1,356,887</b>
<b>TOTAL LIABILITIES</b>		<b>1,653,523</b>	<b>1,356,887</b>
<b>NET ASSETS</b>		<b>634,200</b>	<b>734,163</b>

For and on behalf of the Board.



Ann Connell  
Board Chair  
Dated: 3/8/2016



Steve Osborne  
CEO/Registrar  
Dated: 3/8/2016

The accompanying notes form part of these financial statements



## NZ PSYCHOLOGISTS BOARD

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2016

	2016 \$	2015 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>		
<i>Cash was received from:</i>		
Fees from applications, Levies & APCs	1,453,091	1,289,456
Providing services	106,276	138,373
Interest received	52,031	81,959
	<b>1,611,398</b>	<b>1,509,788</b>
<i>Cash was applied to:</i>		
Payments to Suppliers	873,530	1,035,852
Payments to Employees	512,871	532,957
Sponsorship and grants	4,500	5,003
	<b>1,390,901</b>	<b>1,573,812</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>220,497</b>	<b>(64,024)</b>
<b><i>Cashflows from Investing and Financing Activities</i></b>		
<i>Cash was received from:</i>		
Maturity of bank term deposits	–	289,160
Sale of Property, Plant & Equipment	333	–
	333	289,160
<i>Cash was applied to:</i>		
Purchase of bank term deposits	18,724	
Purchase of Property, Plant & Equipment	108,707	5,652
	<b>127,431</b>	<b>5,652</b>
<b>NET CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES</b>	<b>(127,098)</b>	<b>283,508</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	93,399	219,484
Add Opening Cash Brought Forward	1,279,682	1,060,198
<b>ENDING CASH CARRIED FORWARD</b>	<b>1,373,081</b>	<b>1,279,682</b>

The accompanying notes form part of these financial statements



## NZ PSYCHOLOGISTS BOARD

# STATEMENT OF ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2016

### BASIS OF PREPARATION

The NZ Psychologists Board "The Board" is a body corporate established by the Health Practitioners Competency Assurance Act 2003 and is an Authority under that Act.

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

#### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

#### Accounts 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.

#### Depreciation & amortisation

Depreciation of property, plant & equipment is charged at rates permitted under the Income Tax Act 2007. The following rates have been used:

<i>Office furniture &amp; equipment</i>	<i>18.0%–67.0%</i> <i>Diminishing value</i>
<i>Computer equipment</i>	<i>48.0%</i> <i>Diminishing value</i>

Alterations to leasehold premises are written off over the period of the lease as follows:

*Leasehold alterations*      *5 years*      *Straight line*

Intangible assets are amortised over the period of benefit to the Board at the following rate:

*Database & website*      *5 years*      *Straight line*

#### 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 wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

#### Income recognition

Fees received for the issue of annual practising certificates and the provision of services are recognised in the year to which the fees relate or the service performed. 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 which have been applied on a consistent basis with those of the previous period.



## NZ PSYCHOLOGISTS BOARD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

	Note	2016 \$	2015 \$
<b>1. REVENUE FROM PROVISION OF SERVICES</b>			
Non-practicing fees		17,922	22,656
Programme accreditation		–	29,791
Rent recoveries		81,673	78,316
Other income		6,681	7,610
		106,276	138,373
<b>2. EMPLOYEES</b>			
<i>Costs relating to Employees</i>			
Salaries		495,726	515,836
Professional development & training		9,525	6,622
Superannuation contribution		14,427	15,471
Other		3,717	2,353
		523,395	540,282
<b>3. GOVERNANCE</b>			
<i>Costs relating to Board meetings &amp; other activities</i>			
Fees		114,171	96,135
Meeting expenses, conferences & travel		28,379	42,956
Legal		–	17,693
		142,550	156,784
<b>4. PROVISION OF SERVICES</b>			
<i>Costs relating to registration, competence &amp; professional conduct</i>			
Fees		207,612	223,724
Meeting expenses & travel		53,304	63,255
Legal		201,515	166,032
Publications		25,853	18,898
		488,284	471,909
<b>5. SECRETARIAT</b>			
<i>Administration of the Board secretariat</i>			
Audit fees		7,617	7,464
Depreciation & amortisation	8	17,642	16,257
Loss on disposal of property, plant & equipment		932	–
Occupancy costs		158,257	148,726
Other costs		99,431	104,200
Printing and Stationery		17,787	15,359
Professional fees		40,748	118,522
Telephone, Postage & courier		19,144	14,417
		361,558	424,945

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

	2016 \$	2015 \$
<b>6. EQUITY</b>		
<b>General Reserve</b>		
Accumulated surpluses with unrestricted use		
Balance at 1 April	293,887	377,473
Surplus for year	(24,258)	(83,586)
Balance at 31 March	269,629	293,887
<b>Disciplinary Reserve</b>		
Levies received less costs restricted under S131 of HPCA Act		
Balance at 1 April	440,276	488,966
Discipline levy	382,354	369,430
Discipline costs	(458,059)	(418,120)
Balance at 31 March	364,571	440,276
Total Reserves	634,200	734,163

**7. INVESTMENTS**

Investments represent bank term deposits with maturity dates within 1 year of balance date.

	OPENING CARRYING VALUE	DISPOSALS	CURRENT YEAR ADDITIONS	DEPRECIATION, AMORTISATION & IMPAIRMENT	CLOSING CARRYING VALUE
<b>8. PROPERTY, PLANT &amp; EQUIPMENT</b>					
<b>At 31 March 2016</b>					
Office furniture & equipment	19,349	1,073	10,610	3,831	25,055
Computer equipment	6,414	192	20,565	4,122	22,664
Leasehold alterations	–		36,031	601	35,431
Database & Website software	6,321		41,500	9,088	38,733
	32,084	1,265	108,706	17,642	121,883
<b>At 31 March 2015</b>					
Office furniture & equipment	18,481	–	5,095	4,227	19,349
Computer equipment	11,566	–	557	5,709	6,414
Leasehold alterations	–	–	–	–	–
Database & Website software	12,642	–	–	6,321	6,321
	42,689	–	5,652	16,257	32,084



## NZ PSYCHOLOGISTS BOARD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

	2016 \$	2015 \$
<b>9. ACCOUNTS PAYABLE &amp; PROVISIONS</b>		
Accounts payable	154,807	40,219
Accruals & provisions	31,699	36,890
Lease liability	47,846	–
	234,352	77,109

The Board has a liability to pay the ongoing lease cost on the premises vacated February 2016 until termination of the lease on 31 March 2017.

**10. INCOME IN ADVANCE**

Fees received for next year		
Annual Practicing Certificate (includes Discipline levy of \$336,390)	1,164,308	1,067,719
Short term Practicing Certificate (includes Discipline levy of \$708)	3,127	2,487
Non practicing	3,548	1,063
	1,170,983	1,071,269
Fees received from education providers for course accreditation	18,530	–
	1,189,513	1,071,269

**11. COMMITMENTS**

Contractual commitments for operating leases of premises and shared back-office services		
Not Later than one year	249,724	136,724
Later than one year	477,442	133,296
	727,166	270,020

The Board holds the lease of level 9 at 79 Boulcott Street, Wellington until 31 March 2017. Previously the Board leased approximately 40% of level 9. The Board has sub-let approximately 60% of the floor area to existing and new tenants.

On 22 February 2016 the Board signed a Memorandum of Understanding with the Nursing Council of NZ for the provision of premises and back office support. The agreement is for an initial period of 5 Years.

As at 31 March 2016 the Board has a credit card facility of \$11,000 held with Westpac New Zealand Limited of which \$2,327 has been utilised.

NZ PSYCHOLOGISTS BOARD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

### 12. CAPITAL COMMITMENTS

There are no commitments for capital expenditure at balance date. (2015 \$Nil)

### 13. CONTINGENT LIABILITIES

The Board as tenant of Level 9, Boulcott Street, Wellington has a contingent liability at balance date amounting to \$79,978 (2015 \$Nil) should the sub-tenants default on rental payments.

### 14. RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year.

### 15. EVENTS AFTER BALANCE DATE

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

