



New Zealand
PSYCHOLOGISTS BOARD
Te Poari Kaimātai Hinengaro
o Aotearoa



ANNUAL REPORT TO THE MINISTER OF HEALTH

For the Year 1 April 2017 to 31 March 2018

2018



Hon Dr David Clark
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 2018.

On behalf of the Board,

John Bushnell,
Chairperson



Acronyms used in this Report

APC	Annual Practising Certificate
CCP	Continuing Competence Programme
CE	Chief Executive
CRC	Competence Review Committee
HDC	Health and Disability Commissioner
HPCA	Health Practitioners Competence Assurance Act 2003
HPDT	Health Practitioners Disciplinary Tribunal
HWNZ	Health Workforce New Zealand
IAAP	International Association of Applied Psychology
IPCP	International Project on Competence in Psychology
IUPsyS	International Union of Psychological Science
NZCCP	New Zealand College of Clinical Psychologists
NZPsS	New Zealand Psychological Society
PsyBA	Psychologists Board of Australia
PCC	Professional Conduct Committee
RA	Regulatory Authority
SLA	Service Level Agreement
TTMRA	Trans-Tasman Mutual Recognition Act 1997

Contacting the Board

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Board Structure

The Psychologists Board operated under a Policy Governance® model for many years with one governance (Board) committee and three operational (Secretariat) committees. Working Parties were also established on a time-limited, as needed basis.

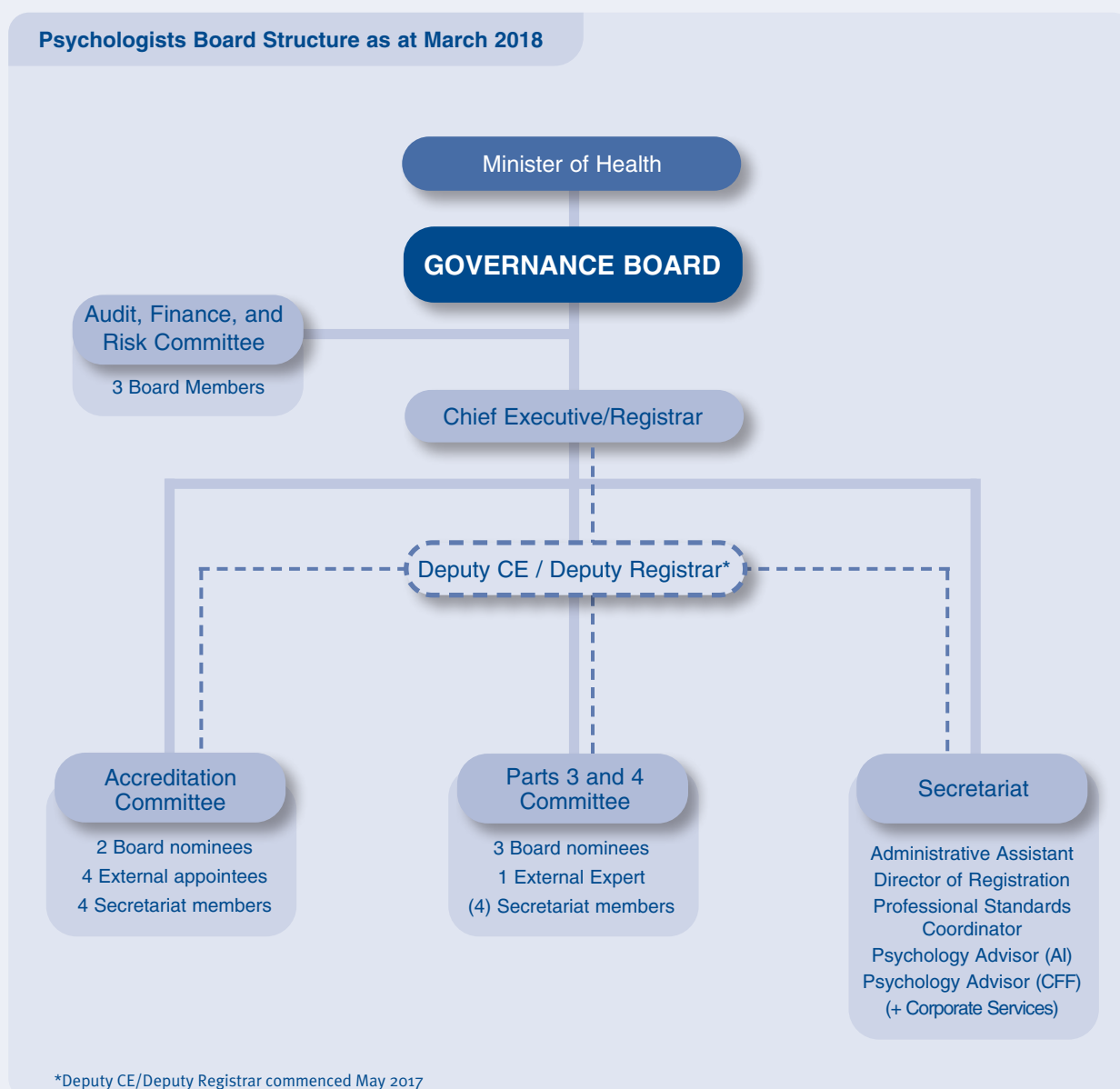


Figure 1: Psychologists Board structure as at 31 March 2018



Audit, Finance, and Risk Committee (Governance)

(Refer section 118 – HPCA Act 2003)

Ms Ann Connell *(Committee Chair, until February 2018)*

Professor John Bushnell *(commenced February 2018)*

Ms Monica Davis *(as Committee Chair, from February 2018)*

Dr Monique Faleafa *(until February 2018)*

Ms Nalini Meyer *(commenced February 2018)*

Mr Steve Osborne *(Chief Executive and Registrar; non-voting)*

Ms Frances Hamilton *(Deputy Chief Executive and Deputy Registrar; non-voting)*

This advisory committee closely monitors financial and non-financial risks, organisational achievement of the Board's Ends policy, and adherence by the Chief Executive (CE) to the Executive Limitations policy. It meets monthly by teleconference 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, until February 2018)*

Professor Janet Carter *(External stakeholder nominee)*

Mrs Anne Culver *(Director of Registrations, until February 2018)*

Ms Gina Giannios *(Professional Standards Coordinator)*

Ms Anne Goodhead *(Psychology Advisor)*

Ms Frances Hamilton *(Deputy Chief Executive and Deputy Registrar; Committee Chair from May 2017)*

Dr Richard Linscott *(External stakeholder nominee)*

Dr Bridgette Masters-Awatere *(External stakeholder nominee, from April 2017)*

Dr Ian Miller *(Board nominee)*

Mr Steve Osborne *(CE and Registrar. Member and Committee Chair until May 2017)*

Professor Devon Polaschek *(External stakeholder nominee)*

This decision-making committee works under delegation to review, consider, and determine the accreditation of 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 Health Practitioners Competence Assurance Act (HPCA). 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-programmes>.

"Parts 3 and 4" Committee (Operational)

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

Dr Elliot Bell *(Board nominee)*

Ms Dianne Cameron *(External expert)*

Dr Ainsleigh Cribb-Su'a *(Board nominee, from August 2017)*

Mrs Beverley Burns *(Board nominee, until August 2017)*

Ms Gina Giannios *(Professional Standards Coordinator)*

Ms Anne Goodhead

(Psychology Advisor (Competence, Conduct and Fitness))

Ms Frances Hamilton *(from June 2017)*

Mr Steve Osborne

(Committee Chair, CE and Registrar, until January 2018)

Ms Nalini Meyer *(Board nominee)*

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), 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

This is the Board's eighteenth Annual Report to the Minister and my first as Chairperson.

Since 2015, the Board has been critically reviewing policies and processes governing various aspects of its functioning. This activity was triggered not by the emergence of any particular crisis, but because after fifteen years since the HPCA Act (2003) was introduced, the Board wishes to ensure that its functions remain relevant to the needs of today's community. In the year covered by this report the Board completed and adopted the recommendations of a comprehensive review of the processes and pathways to registration. The recommendations reflect changes in aspects of both local and international training and practice. It has also been possible to consider how the recognition of psychology qualifications relates to international developments in regulation, especially in Australia where an examination of competence has been introduced for all internationally qualified applicants. The process of Implementing of the review's recommendations has been underway since August 2017, and we believe the outcome will be a set of processes and procedures that are easier to follow, whilst safeguarding competence to practice.

Another review was undertaken into the Board's model of governance, delegation of duties, and potential configuration of staffing needed to implement the Board's responsibilities as effectively and efficiently as possible. The governance review will be concluded by the end of 2018, using an external expert to review the functioning of the Board itself, identify any difficulties in carrying out its duties and responsibilities, and recommend options for addressing those issues.

The Board's membership has been stable for several years, resulting in a Board that understands its role in governance and works very well together. However,

changes will be required in the near future. Eight of the Board's nine members (six psychologists and three lay members) have terms that expire during 2018. Two members will no longer be eligible for reappointment as they will reach the end of their third consecutive term. This brings an opportunity for new members to join the Board. The remaining six members with terms expiring this year, have each served one or two terms, and all are available for reappointment. The Board wishes to achieve a balance between welcoming new members bringing energy and commitment, whilst ensuring stable membership as it guides the organisation through a period of change. This will assist in the decision-making and if a transition to new models and frameworks occurs, will provide stability and consistency ensuring that we are fulfilling our legislative mandate.

The profession is still growing steadily, with just over 3,000 psychologists holding practising certificates. However, Māori and Pasifika psychologists are still under-represented. In order to address this and other future workforce issues, the Board is a participant in the Psychology Workforce Task Group (PWTG, chaired by Dr John Crawshaw, Director of Mental Health at the Ministry of Health), a group that includes representatives from professional associations, universities, and major employers. The PWTG is actively working to understand future workforce needs and formulate plans to address the predicted gap in capacity and capability due to increasing demand for psychology services. The findings of the Government Inquiry into Mental Health and Addiction are expected to form a focus for activity as the Task Group considers any recommendations on the workforce needed to implement the changes needed to improve mental health in Aotearoa.

John Bushnell



As at 31 March 2018: **L to R:** Monique Faleafa, Ann Connell, Ian Miller, Nalini Meyer, John Bushnell, Elliot Bell, Monica Davis, Joanne Talbot, Ainsleigh Cribb-Su'a.)

Board members

Dr Elliot Bell

- 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 within the NZCCP, University of Otago, Ministry of Health, and Mental Health Commission.

Mrs Beverley Burns

- First appointed July 2008, term ended August 2017.
- BEd (Waikato), MSocSci (Hons) (Waikato), PGDipPsych (Clin)(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

(Chairperson from February 2018)

- 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), a national not-for-profit company delivering suicide prevention and mental health promotion programmes throughout Aotearoa.

Ms Ann Connell

(Chairperson until February 2018)

- 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.
- Over thirty years' experience in public mental health settings.
- Management and senior leadership experience.

Ms Ainsleigh Crib-Su'a

(Ngāti Maniapoto, Ngāti Tamaterā, Ngāti Kauwhata)

- First appointed August 2017, current term expires August 2020.
- Doctoral graduate of The University of Auckland.
- Registered in Clinical Psychologist scope of practice.
- Academic Fellow of research units at Canterbury University and AUT University.
- Member of the New Zealand Psychological Society and participating member of the National Standing Committee for Bicultural Issues.
- Worked extensively in Child and Adolescent Mental Health both clinically and in leadership.

Ms Monica Davis

- Lay member, first appointed November 2012, current term expires December 2018.
- BA/LLB (Auckland).
- Chair Avonside Girls High School Board of Trustees.
- Board member Aviva (formerly Christchurch Women's Refuge).
- Fifteen years' executive experience in retail and transportation/infrastructure industries.

Dr Monique Faleafa, MNZM

(Deputy Chairperson until February 2018)

- 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 Health Research Council of New Zealand.
- Founding member of Pasifikology (Pacific psychologists' network).

Ms Nalini Meyer

(Deputy Chairperson from February 2018)

- Lay member, 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.
- Trustee of the City Mission Foundation.

Dr Ian Miller

- First appointed September 2009, current term expires September 2018.
- Served as Board Chair 2011- 2013.
- 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

- First appointed December 2015, current term expires December 2018.
- PGDipPH (Wellington)
- Executive Officer, Barnados New Zealand
- 18 years' experience in health and social development.



» Operations

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 2017/2018 reporting period

- 24 & 25 May 2017
- 23 & 24 August 2017
- 13 & 15 November 2017
- 21 & 22 February 2018

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 have been unchanged since 1 April 2015.

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 disciplinary matters, accreditation processes, registration and practising certificate applications, supervision requirements, professional liaison, communications, and website maintenance. The Board has delegated these functions (and the requisite authority to carry them out) to the CE and Registrar, the Accreditation Committee, and the Parts 3 and 4 Committee. This greatly facilitates robust, consistent, timely, and efficient decision-making processes in regard to registration, competence, health, and disciplinary matters.

As signalled in the previous report, a Deputy Chief Executive and Deputy Registrar role was added to the secretariat structure and an appointee in place from 1 May 2017.

The Board is co-located with nine other Regulatory Authorities financial, which enhances sharing of ideas and resources. Payroll services, facilities management, lease, IT, and governance support services have been provided by the Nursing Council under a Service Level Agreement (SLA) since 2016.

During the reporting period the Psychologists Board was supported by seven staff (5.95 FTE):

- Mrs Anne Culver, Director Registration.
- Ms Gina Giannios, Professional Standards Coordinator.
- Ms Anne Goodhead (BSc Hon (Canterbury), MAAppClinCommPsy (Victoria), MPubPol (Victoria), Clinical Psychologist), Psychology Advisor (Complaints, Competence, and Fitness).
- Ms Frances Hamilton, LLB, MA PGDipClinPsych, Deputy Chief Executive and Deputy Registrar (from May 2017).
- Mr Steve Osborne (BSc, BEd (Distinction), MSc (Calgary), MIPGA, MASPPB, Clinical Psychologist, Chief Executive and Registrar.
- Ms Jo Pugh, Administrative Assistant.
- Associate Professor Lois Surgenor (MA DipClinPsych (Cant) PhD (Otago) FNZCCPsych) Psychology Advisor (Accreditation and Investigations) (until February 2018).

» 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. Within their scope of practice a psychologist is free to practise in any area in which he or she is personally competent. The public are also able to readily identify those practitioners who have completed specialised training in Clinical, Counselling, or Educational Psychology or Neuropsychology. In accordance with section 11 of the HPCA, 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.

“Intern Psychologist” – An intern psychologist within a special purpose 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.

An Intern Psychologist scope of practice may be granted to applicants;

Who have completed formal academic studies that have provided them with the foundation competencies required for safe practice in a supervised internship setting and who are enrolled in a Board-accredited post graduate diploma or doctoral course of studies.

“Trainee Psychologist” – A trainee psychologist within a special purpose 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 Psychologist scope of practice may be granted to applicants;

Who have completed formal academic qualifications that have provided the foundation competencies required for safe practice in a 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 Masters 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 Psychology¹ 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.

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

“Neuropsychologist” – Neuropsychologists apply scientific understanding of the relationship between the brain and neuropsychological function within applied clinical contexts. This approach forms the basis for the assessment, formulation, and rehabilitation of people who have sustained brain injuries or other neurological conditions. Neuropsychologists work with people of all ages who have neurological problems such as traumatic brain injury, stroke, epilepsy, toxic and metabolic disorders, brain tumours, and neurodegenerative diseases. 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 Neuropsychologist scope of practice;

A minimum of a Masters degree in Psychology from an accredited educational organisation and an accredited Postgraduate Diploma in Neuropsychology, or equivalent qualification. Eligibility for the Neuropsychologist scope of practice shall require a Board-approved practicum or internship involving no less than 1500 hours of supervised practice.

Accreditation of training programmes

The HPCA requires the Board to prescribe the qualifications required for each scope of practice within the profession, and to accredit and monitor educational organisations and courses of studies. Therefore, 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, the Board has developed a comprehensive set of standards and procedures for accreditation of qualifications leading to registration as a psychologist.

These standards ensure that the training and practice of psychologists in Aotearoa New Zealand reflect the paradigms and worldviews of both partners to Te Tiriti o Waitangi. Furthermore, and 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, an academic discipline, and as a key component of New Zealand’s health workforce. We therefore strive to implement the requirements of the HPCA Act without impeding the strength and diversity in the discipline, 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 and in a positive and constructive manner.

During the year to 31 March 2018, eight programmes were at some stage in the accreditation process, from applying for accreditation assessment, to Board’s Accreditation Committee reviewing Accreditation Assessment Team reports for moderation, proposed or final decisions. The Board’s Accreditation Committee met four times during the reporting period.

One programme was accredited in the reporting period, and a new programme (Auckland University of Technology’s Post-Graduate Diploma in Rehabilitation Psychology), was granted provisional, pending a comprehensive assessment once its first cohort of students have completed the programme.

The Board wishes to thank the all the members of the profession who have served on Assessment Teams or volunteered their time as a member of the Board’s Accreditation Committee over the reporting period.



Figure 2: Status of courses of study monitored by the Psychologists Board as at 31 March 2018

Educational organisation / Course of study	Current status	Next assessment due
AUT		
Postgraduate Diploma in Counselling Psychology PGDipCounsPsych	Accredited	2020
Postgraduate Diploma in Rehabilitation Psychology	Provisionally Accredited	2020
Massey University		
Doctor of Clinical Psychology DClinPsych	Accredited	2021
Masters in Clinical Psychology MClinPsych	Provisionally Accredited	2019
Postgraduate Diploma in Educational and Developmental Psychology PGDipEdDevPsych	Accredited	2019
Postgraduate Diploma in Industrial/Organisational Psychology PGDipl/OPsych	Accredited	2018
Postgraduate Diploma in Psychological Practice PGDipPsychPrac	Accredited	2017
University of Auckland		
Doctor of Clinical Psychology DClinPsych	Accredited	2018
Postgraduate Diploma in Applied Psychology (Applied Behaviour Analysis) PGDipAppPsych(ABA)	Accredited	2018
Postgraduate Diploma in Applied Psychology (Industrial, Work and Organisational) PGDipAppPsych(IWO)	Not accepting enrolments	Deferred indefinitely
Postgraduate Diploma in Clinical Psychology PGDipClinPsych	Accredited	2018
Postgraduate Diploma in Health Psychology PGDipHlthPsych	Accredited	2018
University of Canterbury		
Postgraduate Diploma in Child and Family Psychology PGDipChFamPsych	Accredited	2020
Postgraduate Diploma in Clinical Psychology PGDipClinPsyc	Accredited	2021
Postgraduate Diploma in Industrial and Organisational Psychology PGDipIndOrgPsych	Not accepting enrolments	Deferred indefinitely
University of Otago		
Postgraduate Diploma in Clinical Psychology PGDipCIPs	Accredited	2020
University of Waikato		
Postgraduate Diploma in Psychology (Clinical) PGDipPsych(Clin)	Accredited	2017
Postgraduate Diploma in the Practice of Psychology (Applied Behaviour Analysis) PGDipPracPsych(ABA)	Accredited	2018
Postgraduate Diploma in the Practice of Psychology (Community) PGDipPracPsych(Comm)	Accredited	2021
Postgraduate Diploma in the Practice of Psychology (Organisational) PGDipPracPsych(Org)	Not accepting enrolments	Deferred indefinitely
Victoria University		
Postgraduate Diploma in Clinical Psychology PGDipClinPsych	Accredited	2018
Postgraduate Diploma in Educational Psychology Practice PGDipEPP	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. Trans-Tasman Mutual Recognition Act (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.

The Board registered 281 new practitioners in 2017/2018, including 116 overseas trained practitioners and 165 NZ trained practitioners.

Applications for registrations by scope³:

Psychologist	19
Clinical Psychologist	78
Counselling Psychologist	5
Educational Psychologist	5
Intern Psychologist	169
Trainee Psychologist	5

Neuropsychologist Scope of Practice

The Board introduced a new scope of practice in 2017, with a grandparenting pathway available for psychologists already registered who have particular formal education and experience in this area. Twenty-eight psychologists had attained the neuropsychologist scope by 31 March 2018.

Table 1: Applications for registration

	HPCAA Section	Number	Outcomes		
			Registered without conditions	Registered with conditions	Application declined
Total number of applications	s 15	281		174*	3 ²

*All were standard conditions for Interns/Trainees.

² The number declined is unable to be fully confirmed for the reporting period.

³ Excludes applications that were declined.



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		2843	2825	18*	0	0

*Includes 7 trainees with standard conditions.

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 Annual Practising Certificate (**APC**) and update their details online via our website. This is the primary route for renewals, which helps reduce costs and increases efficiency.

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 to its “Parts 3 & 4” Committee (“**the Committee**”). The Committee provides efficient screening, consideration, and determination of complaints, 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 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 Committee appoints two respected senior psychologists 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.

The Board also receives competence notifications from Professional Conduct Committees after a complaint is investigated, through a section 80(2)(e) pathway and orders for oversight supervision from the Health Practitioners Disciplinary Tribunal, through section 101(1)(c).

Of the new competence notifications received:

- One s34 notification was received from another Health Practitioner about a psychologist colleague. Because the concerns raised were in relation to an assessment contracted by the Family Court which was still “in process” within the court, that review was placed on hold to avoid impacting the Family Court process.
- The Committee referred one complaint to a competence review. The Competence Review Panel subsequently evaluated the psychologist as meeting the required standards of competence.
- A Professional Conduct Committee (PCC) investigated a complaint and recommended the practitioner undergo a competence review. This review resulted in “No further action” after a finding the psychologist is competent.

Table 3: Source of competence referrals received or in progress in 2017/2018

Source	HPCAA Section	Referrals		Number
		Received before 1 April 2017	Received in 2017/18	
Health Practitioner	s 34(1)	0	1	1
Health and Disability Commissioner	s 34(2)	0	0	0
Employer	s 34(3)	2	0	2
Parts 3 and 4 Committee	s 36(4)	0	1	1
Professional Conduct Committee	s 80(2)	1	3	4
Board Review	s 36(4)	0	1	1
Total				9



- Two further PCCs investigated complaints and recommended each psychologist be counselled. Both counselling interventions were conducted within the period covered by this Annual Review.
- The Committee referred a complaint to a PCC for investigation. The psychologist who was the subject of the complaint appealed the Committee's decision to the Board. The Board overturned its delegate's decision and instead ordered a competence review. The psychologist removed herself from the Register and so it remains a review "yet to be assessed" until such time that the psychologist applies for restoration to the Register.

There were also competence matters still in process at the beginning of the 2017/18 year:

- Two competence reviews ordered in a previous period concluded. In both cases competence programmes were ordered, in accordance with section 38.
- Two Health Practitioners Disciplinary Tribunal orders that the practitioner undertake a period of remedial supervision were in place on 1 April 2017. By 31 March 2018, one had concluded whereas one remained active.

The Board would like to thank all those psychologists who assisted the Board by servicing on Competence Review Panels or acting as supervisors on Competence programmes in the 2017/18 year.

Table 4: Outcomes of competence referrals processed in 2017/18

Outcomes	HPCAA Section	Referral Numbers		Status as at 31 March 2018	
		Received before 1 April 2017	Received in 2017/18	Closed	Still active
No further action		0	2	2	0
Notification of possible risk of harm to public	s 35	2	0	0	2
Orders concerning competence	s 38	2	1	1	2
Interim suspension/conditions	s 39	0	0	0	0
Competence programme	s 40	2	2	3	1
Recertification programme	s 41	0	0	0	0
Unsatisfactory results of competence or recertification programme	s 43	0	0	0	0
Reviews yet to be assessed		0	2	0	2

Continuing competence

Consistent with the principal purpose of the HPCA, 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.

Fitness to practise

Fitness concerns: Inability to perform required functions due to mental or physical condition

No new fitness notifications were received by the Board in period covered by this report.

However, four psychologists were monitored due to fitness notifications and assessments in previous periods. Three psychologists had conditions on their Annual Practising Certificate (APC) that they must only practise with Board approved supervision. One psychologist was required to undertake a period of treatment before an APC could be issued. Treatment was still in process at the close of this reporting period.

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

Source	HPCAA Section	Number of Notifications		Status as at 31 March 2018	
		Received before 1 April 2017	Received in 2017/18	Closed	Active
Health service	s 45(1)(a)	0	0	0	0
Health practitioner	s 45(1)(b)	1	0	0	1
Employer	s 45(1)(c)	2	0	0	2
Medical Officer of Health	s 45(1)(d)	0	0	0	0
Any other person	s 45(3)	0	0	0	0
Person involved with education	s 45(5)	0	0	0	0
PCC	s 80(2)(b)	1	0	0	1
Self-report		0	0	0	0



» Part 4 of the HPCA Act: Complaints and discipline

Overview

As already noted, the Board has delegated the management and consideration of complaints to the Parts 3 and 4 Committee, “the Committee”. There were 64 complaints considered by the Committee during this reporting period, including 32 still in process from the previous reporting period and 32 new complaints.

Four new PCCs were initiated and five more PCC investigations were managed during the reporting year.

Complaints against Family Court report writers continue to feature prominently in the statistics (Table 8 provides details on the source of complaints). Complaints arising from the preparation of reports for the Family Court or under other Family Court contracts also tend to have a long duration. This is primarily because the Court and the Board have a policy agreement that the Board will only consider the complaint after the Court processes have been completed, or are at a stage where the Court considers it appropriate to proceed. This policy aims to discourage potential complainants from attempting to use the Board’s complaint processes as a way of unfairly influencing the Court’s process. More information about the management of complaints against Family Court Specialist Report Writer can be found in the Family Court’s *Practice Note for Specialist Report Writers*⁴.

Complaints

Complaints Process

Psychologists are always informed immediately if a complaint against them is received. The matter is then referred to the Health and Disability Commissioner (HDC) if a health consumer is involved, and if relevant to the Family Court. Once these agencies have considered the complaint, the Board’s process ensues.

The psychologist is asked to respond to the complaint; this response is then forwarded to the complainant for further comment. This submission is usually forwarded in full, but the psychologist may make a case to justify withholding information, in accordance with the Privacy Act and Health Information Privacy Code. The complainant is then invited to make further comments in the light of the psychologist’s response. Where a complaint relates to a report prepared for a third party such as the Family Court or ACC, a copy of the report may be requested.

The complaint and all relevant materials are then considered by the Committee. Possible outcomes include to refer to a PCC for investigation, refer to a competence review, refer to another agency, or to take no further action with or without issuing an advisory letter. A complaint is considered closed when the committee decides to take no further action, when it becomes a competence matter, or when a PCC report is received and actioned.

⁴ Revised, the relevant version for the reporting year being as at 6 October 2016. This sets out various processes and procedures agreed by stakeholders form the requirements for appointment of specialist report writers to the Family Court, through to management of complaints.

Decisions on complaints considered in 2017/2018

In Table 6 “outcomes” refers to complaints that have been considered by the Committee. Complaints are typically considered after the matter has been assessed by the Health and Disability Commissioner (where appropriate) and the Family Court, if relevant.

No complaints were referred to the Health Practitioners Disciplinary Tribunal (HPDT).

Source of new complaints received

Complaints about psychologists undertaking third party reports continued to dominate, with 19 of 32 new complaints in that category. This includes reports written for the Family Court, the Parole Board and ACC. Third party reports may also be involved in the private practice and other categories, for example when a report is prepared for disability sector agency.

The complaints from other sources are varied, reflecting allegations about ethical breaches and competence concerns.

The Board would like to thank all those who assisted the Board by serving on PCCs in the 2017/2018 year.

Health Practitioners Disciplinary Tribunal

There were no matters before the Health Practitioners Disciplinary Tribunal in 2017/18.

Table 6: Complaints – sources and outcomes

Received prior to 1 April 2017 Still open	Received 2017/18	Referred to HDC (New cases)	OUTCOME				CLOSED BY 31 MARCH 2018		In Progress On 31 March 2018
			NFA	Advisory letter	Refer to PCC	Refer to Comp review	Withdrawn	Open 31 March 2018	
36	32	27	17	5	4	4	3	33	35

Table 7: Source of new complaints

Source of new complaint (practice setting or role of psychologist).	Number received 1 April 2017- 31 March 2018
Family Court reports	15
Department of Corrections reports	1
ACC reports	3
Private practice	10
DHB	2
Other	1



» Appeals and reviews

During the year the Board received and considered (in accordance with section 18 of Schedule 3 of the Act) five applications to review decisions made under delegation by its Part 3 and 4 Committee.

- In the case of two applications the Board confirmed its delegate's decision to take no further action against three psychologists (one complaint being against two practitioners).
- In two further cases the Board confirmed that no further action would be taken to investigate the complaint but added an advisory letter.
- In the fifth case the Board revoked the Committee's decision to refer the matter to a PCC for investigation, and ordered that the psychologist be referred to a competence review

The Board also undertook reviews of three Registrar's decisions made under delegation to decline registration. The Board upheld its delegate's decisions in all cases.

There were no appeals under s.106 of the Act.

» Linking with stakeholders

Overview

The Board continued to guide the profession through its newsletters and the development of "Best Practice Guidelines". Eight guidelines had been published on our website prior to the reporting period:

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

A further guideline "Coping with a Client Suicide" was published in August 2017.

Psychology workforce

Workforce development continues to be a major strategic focus for the Board. We continue to meet with key stakeholders, including quarterly with the Psychology Workforce Group and, more recently, with the Ministry of Health's "Psychology Workforce Task Force".

Linking with owners and stakeholders

The Psychologists Board actively maintained its website, and published twice-yearly newsletters, which routinely includes a section on lessons learned from complaints. It held 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 information on accredited training programmes, the Board's Continuing Competence Programme, and returning to practice. It also provides information for practitioners on current consultations, recent news and developments, Board processes, and upcoming events (e.g., public meetings).

The Board sends a copy of its Annual Report to the New Zealand Psychological Society (**NZPsS**), the New Zealand College of Clinical Psychologists (**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. In the reporting year it met with representatives from the Ministry of Health and Health Workforce New Zealand and presented to interns at several accredited training programmes.

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

The Board continued its close and mutually beneficial relationships with the Psychology Board of Australia (**PsyBA**), taking the opportunity to hold a joint meeting this year to discuss topics of mutual interest. The Boards continue to operate under 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 also continued its links with the (North American) Association of State and Provincial Psychology Boards (**ASPPB**) and continued 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.

The Board's Chief Executive and Registrar continued as a member of the Working Group for the International Project on Competence in Psychology (**IPCP**).

HRANZ collaborations

The Health Regulatory Authorities New Zealand (**HRANZ**) collective continue to work collaboratively with the Operational Group continued to meet. Also, the new grouping of "RA Partners" worked together consistently, enhanced by our colocation to offices on Willeston Street.

Finance

Prescribed fees and levies

There were no changes to existing fees or levies in 2017/18. However, fees were introduced for applications for the new Neuropsychology Scope of practice. There are contingencies for these applications to be assessed in three stages if necessary, however, to date no assessments have been deemed necessary beyond Stage 1. These new application fees are highlighted in Table 8 below.

For several years the Board has collected a disciplinary levy, payable in conjunction with an application for a practising certificate of a specified type. In Table 8 below, practising certificate application fees and the associated disciplinary levies are shown together for ease of reference, along with the total paid by the applicant.

**Table 8: Psychologists Board Fees and Levies**

Fees (GST inclusive)	2017/18 Fee (\$)	Change from Previous Year
Application for registration by a practitioner trained in New Zealand	185	nil
Application for registration under the Trans-Tasman Mutual Recognition Act 1997	190	nil
Application for registration by a practitioner trained overseas in a prescribed country	595	nil
Application for registration by a practitioner trained overseas in a non-prescribed country	850	nil
Application for a vocational scope of practice by a practitioner trained in New Zealand or a prescribed country	412	nil
Application for a vocational scope of practice by a practitioner trained in a non-prescribed country	553	nil
Application (Stage 1) for the Neuropsychologists scope of practice	650	NEW
Application (Stage 2) for the Neuropsychologists scope of practice	690	NEW
Application (Stage 3) for the Neuropsychologists scope of practice	682	NEW
Application to be restored to the Register of Psychologists	90	nil
Application to renew a current practising certificate for the subsequent financial year (APC application + Disciplinary Levy)	655 (479 + 176)	nil
Application for a new practising certificate for a period of 12 months (or less) (APC application + Disciplinary Levy)	729 (553 + 176)	nil
Application by a new graduate for his or her first (12-month) practising certificate (APC application + Disciplinary Levy)	575 (399 + 176)	nil
Application for a new practising certificate valid for a period of 3 months (or less) by a practitioner who has not been practising at any other time during that financial year (APC application + Disciplinary Levy)	186.50 (142.50 + 44)	nil
Application for a new practising certificate valid for a period of 1 month (or less) by a practitioner who has not been practising at any other time during that financial year (APC application + Disciplinary Levy)	84.50 (69.50 + 15)	nil
Application to return to practice from a practitioner who has not held a practising certificate within the 3 years immediately preceding the date of the application	230	nil
Annual Maintenance of registration and communication for non-practising registrants	48	nil
Certificate of Registration	98.50	nil
Replacement of a printed practising certificate	47.50	nil
The supply of any documents (other than a certificate of registration) required for the purpose of seeking registration overseas	143.50	nil
Inspection of the Register or other records (search fee)	220	nil
Copy of the Register of Psychologists	105	nil
Application for the Board to review a delegate's decision	300	nil
Fee for conducting an accreditation review of a degree, course of study, or programme leading to registration as a psychologist in New Zealand ⁵	12,170	nil
Board review fee	300	nil

⁵ The fee will be adjusted (at a rate of \$100.00 per assessor per hour) if the site visit exceeds three days and/or deficiencies are identified that require additional review.

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**INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
NEW ZEALAND PSYCHOLOGISTS BOARD
PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

The Auditor-General is the auditor of the New Zealand Psychologists Board. The Auditor-General has appointed me, Philip Pinckney, using the staff and resources of Staples Rodway Audit Limited, to carry out the audit of the performance report of the New Zealand Psychologists Board on his behalf.

Opinion

We have audited the performance report of the New Zealand Psychologists Board on pages 2 to 11, that comprise the entity information, the statement of financial position as at 31 March 2018, the statement of financial performance, the statement of movements in equity and statement of cash flows for the year ended on that date and the notes to the performance report that include accounting policies and other explanatory information.

In our opinion the performance report of the New Zealand Psychologists Board on pages 2 to 11, present fairly, in all material respects:

- the entity information,
- its financial position as at 31 March 2018; and
- its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand and have been prepared in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector).

Our audit was completed on 5th September 2018. This is the date at which our opinion is expressed.

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

Basis of opinion

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

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

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

Responsibilities of the Board for the performance report

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

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



STAPLES RODWAY AUDIT LIMITED INCORPORATING THE AUDIT PRACTICES OF CHRISTCHURCH, HAWKES BAY, TARANAKI, TAURANGA, WAIKATO AND WELLINGTON



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

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

Responsibilities of the auditor for the audit of the performance report

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

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

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

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

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

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

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

Independence

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

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



Philip Pinckney
Staples Rodway Audit Limited
On behalf of the Auditor-General
Hastings, New Zealand



NEW ZEALAND PSYCHOLOGISTS BOARD

ENTITY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2018

LEGAL NAME OF ENTITY:	New Zealand Psychologists Board
TYPE OF ENTITY AND LEGAL BASIS:	The New Zealand Psychologists Board is a body corporate established by the Health Practitioners Competence Assurance Act 2003 (HPCA Act) and is a Responsible Authority under the HPCA Act.
ENTITY'S PURPOSE OR MISSION:	<p>The Board is established under the HPCA Act that enables self-regulation of various health professions - the principle purpose of the HPCA Act being to protect the health and safety of members of the public through an effective framework of regulation that ensure Psychologists are competent and fit to practise their profession.</p> <p>The functions of the Board are to:</p> <ol style="list-style-type: none"> 1. Prescribe the qualifications required for scopes of practice within the professions, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes: 2. Authorise the registration of Psychologists under the HPCA Act, and to maintain registers: 3. Consider applications for annual practising certificates (APCs): 4. Review and promote the competence of Psychologists: 5. Recognise, accredit, and set programmes to ensure the ongoing competence of Psychologists: 6. Receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of Psychologists: 7. Notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a Psychologist may pose a risk of harm to the public: 8. Consider the case of Psychologists who may be unable to perform the functions required for the practice of their profession: 9. Set standards of clinical competence, cultural competence, and ethical conduct to be observed by Psychologists: 10. Liaise with other authorities appointed under the HPCA Act about matters of common interest: 11. Promote education and training in the profession: 12. Promote public awareness of the responsibilities of the authority: 13. Exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under the HPCA Act or any other enactment.
ENTITY STRUCTURE:	The Board has nine (9) members; Six (6) Psychologists and three (3) lay members. Board Members are appointed by the Minister of Health.
MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES:	The Board has received its main income from Annual Practising fees paid by registered Psychologists.
GENERAL DESCRIPTION OF THE ENTITY'S OUTPUTS:	Safe and effective Psychological care for members of the public.
CONTACT DETAILS:	
Physical Address:	Level 5, 22 Willeston Street, Wellington 6011
Postal Address:	PO Box 9644, Wellington 6141
Phone:	(04) 471 4580
Email:	info@nzpb.org.nz
Website:	http://www.psychologistsboard.org.nz

NEW ZEALAND PSYCHOLOGISTS BOARD

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 \$	2017 \$
REVENUE			
APC fees		1,166,955	980,527
Education Income		10,583	35,984
Registration fees		89,852	72,730
Non-Practising fees		24,167	21,498
Other income and cost recoveries		56,321	12,834
Interest		60,354	39,995
Disciplinary Orders		–	68,775
Disciplinary Levy		428,322	391,941
Total Revenue		1,836,555	1,624,284
EXPENDITURE			
Board & committees	1	259,548	234,751
Secretariat	2	1,142,347	968,361
Disciplinary expenses	3	79,738	299,998
Total Expenditure		1,481,633	1,503,111
NET SURPLUS / (DEFICIT)		354,922	121,173

NEW ZEALAND PSYCHOLOGISTS BOARD

STATEMENT OF MOVEMENT IN EQUITY

FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 \$	2017 \$
Accumulated funds at the beginning of period		755,373	634,200
Net surplus/(deficit) for the period		354,922	121,173
ACCUMULATED FUNDS AT THE END OF PERIOD		1,110,295	755,373

The accompanying notes form part of these financial statements.



NEW ZEALAND PSYCHOLOGISTS BOARD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2018

	Note	2018 \$	2017 \$
EQUITY	7	1,110,295	755,373
CURRENT ASSETS			
Cash and cash equivalents		433,963	504,404
Investments		2,508,793	1,981,409
Accounts receivable	5	34,901	40,000
Prepayments		37,352	30,650
Other assets		18,442	5,019
Total Current Assets		3,033,451	2,561,482
NON-CURRENT ASSETS			
Fixed Assets	4	76,037	69,241
Intangible Asset	4	68,276	51,643
TOTAL ASSETS		3,177,764	2,682,366
CURRENT LIABILITIES			
Accounts payable and provisions	8	107,621	173,991
Employee costs payable	9	86,607	69,368
Income in advance	6	1,632,530	1,461,854
Goods and services tax		220,920	196,131
WHT Payable		19,792	25,649
Total Current Liabilities		2,067,469	1,926,993
TOTAL LIABILITIES		2,067,469	1,926,993
NET ASSETS		1,110,295	755,373

For and on behalf of the Board.

Board Chair

Dated: 05/09/18

Deputy Registrar

Dated: 05/09/18

The accompanying notes form part of these financial statements.

NEW ZEALAND PSYCHOLOGISTS BOARD
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	2018 \$	2017 \$
<i>Cash flows from Operating Activities</i>		
<i>Cash was received from:</i>		
Statutory fees	1,806,325	1,673,617
Registration income	115,506	95,402
Other fees	33,537	61,129
Interest revenue	46,932	38,999
<i>Cash was applied to:</i>		
Payments to suppliers & employees	(1,503,577)	(1,525,169)
Payment/(refund) IRD for GST	24,676	46,843
Net cash flows from operating activities	523,398	390,821
<i>Cash flows from Investing and Financing Activities</i>		
<i>Cash was received from:</i>		
Short-term investments	1,054,659	889,000
Sale of fixed assets	657	5,372
<i>Cash was applied to:</i>		
Purchase of fixed assets	(67,111)	(38,074)
Short-term investments	(1,582,043)	(2,115,797)
Net Cash Flows from Investing and Financing Activities	(593,838)	(1,259,499)
Net Increase/(Decrease) in Cash	(70,441)	(868,678)
Opening Cash Brought Forward	504,404	1,373,082
CLOSING CASH CARRIED FORWARD	433,963	504,404
<i>Represented by:</i>		
Cash and cash equivalents	433,963	504,404

The accompanying notes form part of these financial statements.



NEW ZEALAND PSYCHOLOGISTS BOARD
STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 MARCH 2018

BASIS OF PREPARATION

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

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

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

SPECIFIC ACCOUNTING POLICIES

Income recognition

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

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 and non-financial assets which have a benefit to the Board for periods extending beyond the year the costs are incurred.

Depreciation

Fixed Assets are shown at original cost less accumulated depreciation. Depreciation has been

calculated over the expected useful life of the assets at the following rates:

<i>Office Furniture</i>	18.0% Diminishing value
<i>Office Equipment</i>	1.2% - 40.0% Diminishing value
<i>Computer Equipment</i>	48.0% Diminishing value
<i>Leasehold Alterations</i>	5 years Straight line

Amortisation

Websites and Databases have a finite useful life. The Website and Database are capitalised and amortised over their currently estimated useful life of 5 years on a straight line basis.

Database & Website 5 years Straight line

Taxation

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

Investments

Investments are recognised at cost. Investment income is recognised on an accruals basis where appropriate.

Goods & Services Tax

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

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.

Cash and cash equivalents

Cash and cash equivalents includes petty cash, cheque account and saving account with banks.

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.

Changes in accounting policies

All other policies have been applied on a consistent basis with those used in previous years.

NEW ZEALAND PSYCHOLOGISTS BOARD

NOTES TO THE PERFORMANCE REPORT

FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 \$	2017 \$
1. BOARD & COMMITTEES			
Conferences		2,862	2,369
Fees		178,752	185,880
Meeting expenses, training, travel & others		77,934	46,502
		259,548	234,751
2. SECRETARIAT			
Audit fees		8,215	8,070
Depreciation & amortisation	4	42,673	33,701
Legal costs		15,629	13,715
Occupancy costs		49,133	37,301
Other costs		173,390	135,310
Personnel costs		706,270	541,514
Professional fees		115,220	171,074
Telephone, Postage & Printing and Stationery		31,818	27,677
		1,142,347	968,361
3. DISCIPLINARY EXPENSES			
PCC Investigation expense		31,706	81,783
Doubtful debts		–	14,530
HPDT Hearing expense		48,032	203,686
		79,738	299,998



NEW ZEALAND PSYCHOLOGISTS BOARD

NOTES TO THE PERFORMANCE REPORT

FOR THE YEAR ENDED 31 MARCH 2018

4. PROPERTY, PLANT & EQUIPMENT AND INTANGIBLE ASSETS

	OPENING CARRYING VALUE	CURRENT YEAR ADDITIONS	CURRENT YEAR DISPOSAL /SALES	CURRENT YEAR DEPRECIATION, AMORTISATION & IMPAIRMENT	CLOSING CARRYING VALUE
At 31 March 2018					
Furniture & fittings	18,478	690	(211)	(3,389)	15,567
Office equipment	3,753	1,217	(294)	(1,876)	2,800
Computer equipment	14,765	3,929	(504)	(8,373)	9,816
Office refit	32,245	28,388	-	(12,779)	47,854
	69,241	34,223	(1,009)	(26,418)	76,037
Database & Website software	51,643	32,888	-	(16,255)	68,276
	51,643	32,888	-	(16,255)	68,276
At 31 March 2017					
Furniture & fittings	23,937	3,443	(4,336)	(4,565)	18,478
Office equipment	1,118	3,937	(70)	(1,232)	3,753
Computer equipment	22,665	5,280	(960)	(12,220)	14,765
Office refit	35,430	4,020	0	(7,205)	32,245
	83,150	16,679	(5,366)	(25,222)	69,241
Database & Website software	38,732	21,395	-	(8,484)	51,643
	38,732	21,395	-	(8,484)	51,643

	2018 \$	2017 \$
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5. ACCOUNTS RECEIVABLE

Accounts receivable	49,431	54,530
Less provision for doubtful debts	(14,530)	(14,530)
	34,901	40,000

6. INCOME IN ADVANCE

Fees received relating to next year

APC fees	1,131,857	1,043,690
Disciplinary levy	415,666	392,143
Non-Practising fee	21,511	26,022
Accreditation fees in advance	63,496	-
	1,632,530	1,461,854

NEW ZEALAND PSYCHOLOGISTS BOARD

NOTES TO THE PERFORMANCE REPORT

FOR THE YEAR ENDED 31 MARCH 2018

	2018 \$	2017 \$
7. EQUITY		
General Reserve		
Accumulated surpluses with unrestricted use		
Balance at 1 April	230,085	269,629
Surplus/(deficit) for year	6,337	(39,544)
Balance at 31 March	236,422	230,085
Discipline Reserve		
Opening Balance	525,288	364,571
Levies received	428,322	460,715
Discipline Costs	(79,738)	(299,998)
Balance at 31 March	873,872	525,288
Total Reserves	1,110,295	755,373
General reserve is used for operating expenses; Discipline reserve is used for the Professional Conduct Committees and Health Practitioners Disciplinary Tribunal costs.		
8. ACCOUNTS PAYABLE & PROVISIONS		
Accounts payable	93,038	135,888
Accrued expenses	14,583	38,102
	107,621	173,991
9. EMPLOYEE COSTS PAYABLE		
PAYE owing	19,115	13,621
Holiday pay accrual	61,347	51,569
Kiwisaver contributions owing	6,144	4,178
	86,607	69,368



NEW ZEALAND PSYCHOLOGISTS BOARD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

	2018 \$	2017 \$
10. COMMITMENTS		
The Board has entered into a Service Level Agreement (SLA) with the Nursing Council of New Zealand for the provision of back office corporate services. This SLA is for an initial term of 5 years. The future estimated commitments based on the expected costs included in this agreement as at 31 March 2018 are: Property \$28,448, Corporate Services \$66,743, Total \$95,191.		
Due in 1 year	95,191	93,641
Due between 1-2 years	95,191	93,641
Due between 2-5 years	95,191	187,282
	285,573	374,564

The lease agreement is in the name of Nursing Council of New Zealand.

11. CREDIT CARD FACILITY

A MasterCard credit card with a limit of \$20,000 is held with Westpac.

12. RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year. (2017 \$Nil)

13. CONTINGENT LIABILITIES

There are no contingent liabilities at balance date. (2017 \$Nil)

	2018 \$	2017 \$
14. CAPITAL COMMITMENTS		
Leasehold alterations	–	27,274
	–	27,274

15. ASSETS HELD ON BEHALF OF OTHERS

There were no assets held on behalf of others during the financial year. (2017: \$Nil)

16. EVENTS AFTER BALANCE DATE

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (2017: \$Nil).

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

17. CORRECTION OF ERRORS

There were no correction of errors at balance date. (2017: \$Nil)

18. RECLASSIFICATION OF EXPENDITURE

Certain items have been reclassified so as to provide more useful information about the performance of the Board. It has not been practicable to restate all relevant comparative balances.

19. SHARED SERVICES

In 2015/16, Nursing Council of New Zealand, Occupational Therapy Board of New Zealand, Podiatrists Board of New Zealand, Dietitians Board, Midwifery Council of New Zealand, Psychotherapists Board of Aotearoa New Zealand, Osteopathic Council of New Zealand, Chiropractic Board, Psychologist Board, and Optometrists & Dispensing Opticians Board entered into an agreement to co-locate to 22 Willeston Street, Wellington. The lease agreement for 22 Willeston Street (signed solely by Nursing Council of New Zealand) is for five years taking effect from 1st February 2016 and expiring on 1st February 2021.

To facilitate the management of shared resources, including a joint lease agreement for office rental purposes and corporate supports, the ten RAs entered into an agreement for the provision of corporate services.

