



Psychologists  
Board of  
Queensland

 **final  
annual  
report**  
2009-10



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Copies of this final annual report are publicly available at [www.healthregboards.qld.gov.au/publications](http://www.healthregboards.qld.gov.au/publications) and at no cost by contacting the Office as follows:

Ms Helen Davey  
Executive Support Officer

Telephone: (07) 3225 2509

In writing: GPO Box 2438, Brisbane Qld 4001

Fax: 3225 2507

Email: [daveyh@healthregboards.qld.gov.au](mailto:daveyh@healthregboards.qld.gov.au)

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# Foreword

The Hon Paul Lucas MP  
Deputy Premier and Minister for Health  
Parliament House  
BRISBANE QLD 4000

Dear Deputy Premier

I have pleasure in submitting the Annual Report and Financial Statements of the former Psychologists Board of Queensland (the Board) for the year ended 30 June 2010.

This final Annual Report outlines the activities and achievements of the former Psychologists Board of Queensland, which was repealed with effect from 1 July 2010.

I certify that this Annual Report complies with the prescribed requirements of the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2009, and the detailed requirements set out in the Annual Report Requirements for Queensland Government Agencies.

A checklist outlining the annual reporting requirements can be found at <http://www.healthregboards.qld.gov.au/publications.htm>.

I would like to thank Dr Christine Richardson, who resigned from the Board in October 2009, for her work with the Board during her tenure.

My appreciation is extended to all members of the Board and its committees for their efforts during the year.

The Board also records its appreciation for the administrative and operational support provided by the staff of the Office of Health Practitioner Registration Boards (the Office) in assisting the Board to fulfill its statutory functions and obligations.



A handwritten signature in blue ink that reads "G. Geffen".

Gina Geffen  
Former Chairperson  
17 November 2010





# Constitution, goals and functions

## Constitution

The Psychologists Board of Queensland (the Board) was constituted under section 9 of the *Psychologists Registration Act 2001* ("the Registration Act") as a body corporate with perpetual succession. It was subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999* ("the Professional Standards Act") and the *Financial Accountability Act 2009*.

## Goals

Consistent with section 7(1) of the Registration Act, the Board's primary goals were:

- to protect the public by ensuring health care was delivered by registrants in a professional, safe and competent way;
- to uphold standards of practice within the profession; and
- to maintain public confidence in the profession.

## Functions

The Board was directly responsible for the administration of the Registration Act and the *Psychologists Registration Regulation 2002* (as amended from time to time).

The Board's major functions were set out in section 11 of the Registration Act as follows:

- to assess applications for registration;
- to register persons who satisfy the requirements for registration;
- to monitor and assess whether registrants comply with any conditions of registration;
- to keep a register of, and records relating to, registrants;
- to promote high standards of practice of the profession by registrants;
- to develop or adopt programs for the continuing professional education of registrants and encourage their participation in the programs;
- to develop or adopt training programs in the practice of the profession that were relevant to a person's eligibility for registration;
- to confer and cooperate with interstate regulatory authorities;
- to confer and cooperate with entities engaged in the development of national policies about the regulation of the profession;
- to confer and cooperate with the following entities about the education of persons in the practice of the profession:
  - > educational institutions; and

- > entities responsible for accrediting courses or accrediting institutions to educate persons for the profession;
- to inform registrants and the public about the operation of the legislative scheme in its application to the profession;
- to examine and advise the Minister about the operation of the legislative scheme in its application to the profession;
- to monitor and enforce compliance with this Act;
- to undertake research, relevant to the legislative scheme, into the regulation of the profession;
- to collect and give to persons information about the practice of the profession by registrants; and
- to perform other functions given to the Board under the Registration Act or another Act.

In addition, the Board had a variety of functions under the Professional Standards Act. Those functions were listed under section 11 of that Act as follows:

- to receive complaints about its registrants and, if appropriate, refer the complaints to the Health Quality and Complaints Commissioner;
- to consult and cooperate with the Commissioner in investigating and disciplining its registrants and in relation to complaints about impaired registrants;
- to immediately suspend, or impose conditions on the registration of its registrants if the registrants pose a serious potential risk to the wellbeing of vulnerable persons;
- to conduct investigations, whether because of complaints or on its own initiative, about the conduct and practice of its registrants;
- to deal with disciplinary matters relating to its registrants that can be addressed satisfactorily through advising, cautioning and reprimanding;
- to bring disciplinary proceedings relating to its registrants before Panels or the Tribunal;
- to implement orders of Panels or the Tribunal relating to the Board's registrants;
- to establish health assessment committees to assess the health of registrants who may be impaired and make decisions about impaired registrants;
- to monitor its registrants' compliance with conditions imposed, or other disciplinary action taken, or undertakings entered into under this Act;
- to cancel or suspend, or impose conditions on its registrants' registration as a result of action taken under a foreign law;
- to consult and cooperate with other boards, foreign regulatory authorities and other relevant entities about the investigation and disciplining of its registrants and the management of its registrants who are impaired; and
- to exercise other functions given to the Board under the Act.



# Membership of the Board

Membership of the Board during 2009-10 constituted the following members appointed in accordance with the membership categories specified in section 15 of the Registration Act:

## Registrant members

Dr Patrick Coates	B Sc (Hons), D Psych (Health)
Ms Narelle Dickinson	BA (Hons)
Ms Sallie Gardner	BA (Psychology & Social Sciences), Grad Dip Ed, Post Grad Dip (School Counselling), M Ed Studies
Emeritus Professor Gina Geffen	BA (Hons), PhD [Chairperson]
Assoc Prof Kenneth Pakenham	BA, MA (Hon)(Psych), PhD
Professor Grace Pretty	B Sc (Hons)(Psych), M Sc, PhD
Dr Christine Richardson*	B Psych (Hons), PhD
Assoc Prof Robert Schweitzer	MA (Clin Psych), PhD [Deputy Chairperson]

## Public members

Mr Kingsley Bedwell	B Soc Wk
Mr John Sharp	

## Lawyer

Dr Kerri Anne Mellifont	LLB (Hons), LLM, SJD
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\* Dr Christine Richardson resigned from the Board 29 October 2009

The Board members' term of appointment expires on 20 December 2012.

# Board and committee meetings

Regular ordinary meetings of the Board were convened on the third Thursday of each month at 5.15 pm at the Office of Health Practitioner Registration Boards.

During 2009-10, the Board held 12 ordinary Board meetings, four disciplinary committee meetings and 28 meetings of the Board's advisory committees. Attendance by Board members at the various Board and committee meetings is shown below.

Member*	Ordinary Board meetings	Professional Standards and Health Monitoring Committee	Registration, Supervision and Training Committee	Disciplinary committees
K Bedwell	11	-	-	-
P Coates	10	11	-	4
N Dickinson	11	11	-	1
S Gardner	11	-	15	4
G Geffen	10	-	-	-
K Mellifont	9	-	-	3
K Pakenham	11	-	15	-
G Pretty	10	-	13	-
C Richardson*	-	-	-	-
R Schweitzer	9	8	-	-
J Sharp	9	10	-	-

\* Dr Christine Richardson resigned from the Board 29 October 2009

Disciplinary committees were established by the Board when appropriate to conduct disciplinary proceedings relating to registrants or former registrants.

The two committees were standing committees with membership and functions as follows.

## Registration, Supervision and Training Committee

The role of this committee was to assist and advise on registration issues, the supervised practice program and relevant training for registrants and supervisors.

Committee membership comprises:

K Pakenham (Chair)  
G Pretty

G Geffen (ex-officio)  
S Gardner  
H Ross (Professional Advisor, OHPRB)

## Professional Standards and Health Monitoring Committee

The functions of the Professional Standards and Health Monitoring Committee (PSHMC) were:

- to assist and advise the Board on complaints, information received and preliminary investigation reports under the Professional Standards Act; and
- to consider and report to the Board about the management of impaired registrants.

Committee membership comprise:

R Schweitzer (Chair)

P Coates

N Dickinson

J Sharp

G Geffen (ex-officio)

## The Register

The Board maintained a Register of psychologists pursuant to section 11(d) of the Registration Act.

Due to the Board ceasing to exist under the Registration Act after June 30 due to the introduction of the national registration and accreditation scheme, when statistics are usually compiled, the figures shown here have been compiled prior to the beginning of the 2010 renewal period for the profession.

At 1 May 2010, the Register contained a total of 5278 names. The 5278 registrants comprised:

- 4240 general registrants;
- 994 general registrants with probationary conditions;
- three deemed general registrants; and
- 41 provisional general registrants with probationary conditions.

During 2009-10 to 1 May 2010, 406 new registrations were processed by the Board.

Of the 406 new registrants, 88 (approximately 21.5%) were processed under mutual recognition legislation. Of the 88 mutual recognition registrants, 82 lodged a registration notice pursuant to the provisions of the *Mutual Recognition (Queensland) Act 1992* on the basis of holding current registration as a psychologist in another Australian State or Territory, while six lodged a registration notice pursuant to the provisions of the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* on the basis of holding current registration as a psychologist in New Zealand.

An analysis of the registration database as at 1 May 2010 provides the following information.

### Gender

- 23% of registrants were male; and
- 77% of registrants were female.

### Age groupings

Age grouping	% of registrants
Under 25 years	3.5%
25 – 34 years	29.0%
35 – 44 years	26.5%
45 – 54 years	21.5%
55 years and over	19.5%
<b>Total</b>	<b>100%</b>

### Geographical distribution

- 76.5% of registrants gave their addresses on the Register as within south east Queensland (postcodes 4000 to 4399 and 4500 to 4581), comprising 42.5% within Brisbane and 34% elsewhere in south east Queensland;
- 17% of registrants had Queensland addresses outside south east Queensland; and
- 6.5% of registrants had addresses outside Queensland.

The geographical statistics were based on an analysis of postcode addresses of the registrants as shown on the Register. In some cases, the Register address differed from the practice address of a registrant. Registrants with addresses outside Queensland had chosen to retain Queensland registration even though, in most cases, they did not currently practise their profession in Queensland.

## Administrative structure

Administrative and operational support for the Board's day to day operations was provided by the Office of Health Practitioner Registration Boards (the Office) under a service agreement between the Board and the Office. The Board was one of 12 health practitioner registration Boards receiving such support from the Office, which was constituted under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office had a permanent staff establishment of 50.6 full-time equivalent positions (as at 30 June 2010) and a variable number of temporary positions.

Members of the staff of the Office with primary responsibilities for the administrative tasks of the Board as at 30 June 2010 were:

Executive Officer	Mr Michael Demy-Geroe
Principal Co-ordinator	Mrs Pauline Portier
Professional Advisor (Psychology)	Ms Helen Ross
Professional Officer (Psychology)	Ms Melissa Redding
Registration Assessment Officer	Mr Blake Miles

The Principal Co-ordinator was assigned the task of handling and managing the day to day administrative affairs of the Board (and other health practitioner registration Boards) under the direction of the Executive Officer and the Directors of Board Support and Advice and Registration Services.

The Professional Adviser (Psychology), who is a registered psychologist, provided advice and assistance to the Board and registrants in relation to registration, supervision and related issues.

Other Office staff supported the Board with services in human resource management, financial management, information technology, counter enquiries, records management, investigation of complaints about



registrants, health assessment and monitoring of impaired practitioners and general administrative assistance.

Further information regarding the interrelationship between the Board and the Office is provided in the Office annual report.

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## Access

Due to the transition to the national registration scheme, after 30 June 2010 the Psychologists Board of Queensland will cease to exist under the Registration Act.

The Board was previously located at:

Level 8, 160 Mary Street  
Brisbane QLD 4000

Regulation of the profession transitioned to the Psychology Board of Australia which is located at:

Level 18  
179 Turbot Street  
BRISBANE QLD 4000

### Correspondence to the national Board should be addressed to:

AHPRA  
Psychology Board of Australia  
GPO Box 9958  
BRISBANE QLD 4001

### Board communication links are:

Telephone: 1300 419 495  
E-mail: [chair@psychologyboard.gov.au](mailto:chair@psychologyboard.gov.au)  
Website: [www.psychologyboard.gov.au](http://www.psychologyboard.gov.au)

Copies of this final annual report and the annual report of the Office of Health Practitioners Registration Boards are accessible to members of the public at the Office and on the Office's website. The Office is located at:

Level 19  
179 Turbot Street  
Brisbane  
QLD 4000

Website: [www.healthregboards.qld.gov.au](http://www.healthregboards.qld.gov.au)

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## Review of activities and operations

### Registration Act

The Registration Act was amended during 2009-10 by

- *Financial Accountability Act 2009* No. 9 ss 1, 2(2), 136 sch 1, which replaced references to the *Financial Administration and Audit Act 1977* with the *Financial Accountability Act 2009*;
- *Queensland Civil and Administrative Tribunal (Jurisdiction Provisions) Amendment Act 2009* No. 24 ss 1-2, ch 7 pt 21, which inserted provisions for the new Queensland Civil and Administrative Tribunal

which replaced the previous Health Practitioners Tribunal;

- *Health and Other Legislation Amendment Act 2009* No. 44 ss 1, 2(3), pt 18, which:
  - > extended the maximum period of provisional general registration to 12 months;
  - > inserted provisions so that if the board failed to make a decision on an application to review the imposition of conditions on general registration, the conditions are taken to be confirmed rather than removed; and
  - > inserted extensive provisions allowing for the cancellation of general registration where information or a document given was, or became, materially false, or where the registrant ceases to have, or does not have, the qualifications necessary for registration.

### Registration Regulation

- The *Psychologists Registration Regulation 2002* was amended during 2009-10 by:
- *Queensland Civil and Administrative Tribunal (Jurisdiction Provisions) Amendment Act 2009* No. 24 ss 1-2, ch 7 pt 22 [Vol 2009 p 2013], which inserted a right of appeal to the new Queensland Civil and Administrative Tribunal against a decision made in an information notice;
- *Health Legislation Amendment Regulation (No. 1) 2010* SL No. 73 pts 1, 12, extended the general registration period starting 1 July 2009 to 1 July 2010, and stated the following registration period starts on 2 July 2010, in order to accommodate the introduction of the national registration scheme; and
- *Health Legislation Amendment Regulation (No. 2) 2010* SL No. 74 pts 1, 13, which:
  - > increased fees payable under the Registration Act in line with movements in the Consumer Price Index - details of the fees applicable are provided in the "Fees" section of this report; and
  - > made consequential amendments to the period of registration and removed references to restoration fees in order to accommodate the implementation of the national registration scheme.

### Professional standards

The Queensland Board ceased to exist under the Registration Act after 30 June 2010, when statistics were usually compiled. To expedite production of this report prior to the cessation of the Board, the data shown here has been compiled prior to the 30 June 2010 conclusion of the 2009-10 reporting period.

### Complaints under the Registration Act

During 2009-10, the Board received 27 new complaints that were managed under the Registration Act.

- Nine complaints related to advertising by registrants. In five of these cases, the Board resolved to send letters to the advertisers reminding them of their



obligations under the Registration Act. In the other four cases, the Board determined that there was insufficient evidence of any breach for the Board to take any action.

- Eleven complaints related to registrants practising before obtaining registration or while their registration was expired. In two cases, the Board issued warnings to the registrants for breach of the Registration Act. In eight other cases the Board issued letters to the registrant reminding them of their obligations under the Registrant Act. In one case, the Board determined that there was insufficient evidence of any breach to take any action.
- Seven complaints related to unregistered persons holding themselves out or being held out as psychologists. In two cases, the Board issued warnings to the persons for breach of the Registration Act. In two cases, the Board issued letters to the persons reminding them of the relevant requirements of the Registration Act. In three cases, the Board resolved that there was insufficient evidence of any breach to take any action.

Six complaints relating to unregistered persons being held out as psychologists were carried over from 2008-09. In two cases, the Board issued warnings to the persons for breach of the Registration Act. In one case, the Board reminded the person of the requirements of the Act. In three cases, the Board determined that there was insufficient evidence of any breach to take any action.

## Complaints under the Professional Standards Act

The following tables and supporting information provide summary information in relation to the Board's handling of complaints, investigations, disciplinary proceedings and health assessments under the Professional Standards Act during 2009-10.

There were eight complaints carried over in assessment from 2008-09 to 2009-10.

- One complaint related to an allegation of breach of consent orders. The Board took no further action on the complaint.
- One complaint relating to an allegation of inadequate treatment by a psychologist was referred to the Health Quality and Complaints Commission for action.
- One complaint relating to an allegation of breach of confidentiality by a psychologist was investigated by the Board. The Board found there was insufficient evidence that a disciplinary matter existed and took no further action.
- One complaint relating to an allegation of failure to obtain proper consent was investigated by the Board. The Board found that there was insufficient evidence that a disciplinary matter existed and took no further action.
- Three complaints relating to allegations of inappropriate conduct were investigated by the Board. The Board found that, in two cases, there

was insufficient evidence that a disciplinary matter existed so took no further action while, in the other case, that a disciplinary matter did exist and so took disciplinary proceedings by correspondence.

- The other complaint related to an allegation of inadequate treatment and inadequate reporting by a psychologist. The Board investigated the matter but found that there was insufficient evidence that a disciplinary matter existed and took no further action.

The Board received 69 new complaints in 2009-10 which it dealt with under the Professional Standards Act in 2009-10. The following table outlines the source and nature of the complaints and information received.

The data in this table includes complaints as well as other information received, as a Board can determine to investigate a matter on the basis of information received which is not in the form of a complaint.

Source of complaint / information	Number received 2009-10	Nature of complaints
Consumer or consumer's representative	26	Inappropriate conduct (5) Inadequate treatment (9) Boundary issues (3) Fees (1) Inappropriate communication (5) Breach of confidentiality (3)
Other entity	43	Inappropriate conduct (13) Breach of confidentiality (3) Boundary issues (8) Inappropriate treatment (5) Breach of privacy (1) Inappropriate communication (7) Workplace issues (4) Inadequate report (2)
<b>Total</b>	<b>69</b>	

All new complaints were assessed to determine whether the complaint appeared to provide a ground for disciplinary action and, if so, whether the complaint should be first investigated.

The following table outlines the outcome of assessment for new complaints received in 2009-10.

Outcome of assessed complaints	Number of complaints
Closed after assessment	18
Referred to HQCC	2
Referred to another entity	1
Investigated	48
Investigated	6
<b>Total</b>	<b>75</b>



## Investigations under Professional Standards Act

The following table outlines the number of investigation conducted during 2009-10.

	Number
Investigations open at 1 July 2009	33
Investigations commenced in 2009-10	48
Investigations completed in 2009-10	41
Ongoing investigations	40
<b>Total costs</b>	<b>\$17752.06</b>

The following table reports the primary issue identified in each complaint that gave rise to an investigation commenced in 2009-10.

Nature of investigations commenced	Number
Breach of confidentiality	6
Inappropriate treatment	12
Inappropriate conduct	13
Inappropriate communication	9
Boundary issues	7
Inadequate report	1
<b>Total</b>	<b>48</b>

The following table reports the outcome of investigations completed in 2009-10.

Outcome of investigations completed	Number
No further action after investigation	21
Registrant entered into undertakings after investigation	2
Referred to Board for disciplinary proceedings	17
Referred to QCAT for disciplinary proceedings	1
<b>Total</b>	<b>41</b>

## Disciplinary Proceedings

The following table outlines the number of disciplinary proceedings conducted during 2009-10.

Type of proceeding	Board level	PCRCP	QCAT	Total
Disciplinary proceedings ongoing at 1 July 2009	12	3	3	18
Disciplinary proceedings commenced in 2009-10	19	0	5	24
Disciplinary proceedings completed in 2009-10	12	3	3	18
Disciplinary proceedings ongoing at 30 June 2010	19	0	5	24

The following table reports the primary issue identified in each complaint that gave rise to disciplinary proceedings completed in 2009-10.

Level	Issue	Results
Board	3 x unprofessional conduct 4 x boundary crossing 4 x report writing 1 x authorship	4 x ground not established 1 x advised 5 x caution with undertakings 2 x reprimand with undertakings
PCRCP	2 x report writing 1 x false representations	1 x undertakings 1 x conditions 1 x grounds not established
QCAT	2 x unprofessional conduct 1 x record keeping 1 x report writing	2 x withdrawn 1 x undertakings

The Board did not arrange or spend funds on health assessments under Part 5 of the Professional Standards Act during 2009-10.

## Undertakings

The Board entered into two undertakings with the registrant about their professional conduct or practice under section 118(1)(c)(iv) of the Professional Standards Act during 2009-10.

The Board entered into undertakings with four registrants under section 165(2)(b) of the Professional Standards Act during 2009-10. Copies of these undertakings with registrants were provided to the Health Quality and Complaints Commissioner pursuant to section 379(5) of the Professional Standards Act.

The Board entered into undertakings with four registrants under section 276(2)(a) of the Professional Standards Act during 2009-10. Copies of these undertakings with registrants were provided to the Health Quality and Complaints Commissioner pursuant to section 379(5) of the Professional Standards Act.

## Health Assessment and Monitoring

The Board's Health Assessment and Monitoring (HAM) program managed impaired registrants, in accordance with Part 7 of the Professional Standards Act.

Where a registrant suffers from a medical condition that may adversely affect their ability to safely and competently practise the profession, the Board arranged for a health assessment by an appropriately qualified medical practitioner. During 2009-10, the Board commenced four health assessments under Part 7 of the Act.

The Board may also required a new applicant for registration to undergo a health assessment under the Registration Act to ensure a known health condition did not compromise their practice. The Board commenced one such assessment during 2009-10.

During 2009-10, the Board did not incur any expense on health assessments conducted under section 271 of the Professional Standards Act. The cost of health assessments conducted under the Registration Act was \$2,000.

Many registrants enter into undertakings following a health assessment which allowed the Board to monitor their health and ensure that their medical condition did not affect their professional performance. It was usual for a registrant to be monitored for two to four years.

The Board monitored such conditions as mental illness and substance abuse and had established monitoring tools such as supervised practice and a urine drug screening program to ensure that its impaired registrants deliver health care in a professional, safe and competent way.

As at 30 June 2010, the Board was monitoring four registrants who had provided the Board with undertakings such as attending for treatment with a psychiatrist, working under supervision and attending for regular independent health reviews.

Occasionally the Board's Health Assessment and Monitoring program would conduct investigations on behalf of the Board where the ground for the investigation was possible impairment. No registrants required investigation on impairment grounds during 2009-10.

If a registrant failed to cooperate during a health assessment or the registrant and the Board could not agree on what undertakings were required to allow the Board to monitor the registrant's health, the Board may have established a health assessment committee.

The committee's function was to assess the registrant's health, make a finding as to whether the registrant was impaired and make recommendations to the Board. If the registrant was found impaired by the committee it have imposed conditions on the registrant.

The Board did not establish a health assessment committee during 2009-10.

## Ministerial authorisations

During 2009-10, the Board did not receive from the Minister for Health any authorisations under section 392 of the Professional Standards Act or section 221 of the Registration Act for a person performing functions under those Acts to disclose information acquired in the performance of those functions about another person's affairs.

## Ministerial directions

Section 37(1)(a) of the Registration Act and section 13(5) of the Professional Standards Act require the Board to include in its annual report copies of all written Ministerial directions given in the public interest to the Board during the financial year. The Board did not receive any directions during 2009-10.

## Legislative compliance

Queensland Health's *Legislative Compliance Policy and Implementation Standard* requires a statement in an annual report by a legislation Custodian concerning the Board's compliance with the Registration Act and Professional Standards Act.

To the best of the knowledge of the Custodian, during the course of the last financial year there have been no breaches by the Board of either the Registration Act or Professional Standards Act.

## Criminal history checking

Mandatory criminal history checking of all new applications made under the Registration Act was commenced on 1 July 2009. The following statistics report on the outcomes of this scheme from 1 July 2009 to 20 May 2010.

	Psychologists Board	Average across 12 Boards
Applications received	485	245
Applications checked	358	169
Positive criminal history identified	12	4.5
Conditions imposed	0	< 1
Undertakings imposed	0	< 1
Applications refused	2	< 1
Applications pending (further information required)	1	< 1
Additional processing time (days) due to external checking - positive	6	10
Additional processing time (days) due to external checking - negative	2	2

The results from criminal history checking across all Boards returned a wide variety of offence types. It is important to note that some of these offences were charges only. Offence types include:

- drunk and disorderly, drink driving, public nuisance
- assault
- grievous bodily harm
- drug possession / related drug offences
- theft
- fraud
- burglary and/or
- shoplifting.

There were a number of cases considered by the Board where further information or explanation was sought. No applications were granted with conditions / undertakings on the basis of criminal history. Two applications were refused, one solely on the basis of criminal history and one due to a combination of factors including health and previous disciplinary action. There is one application awaiting further information prior to Board decision.

The criminal history checking process was reviewed after six months of operation and an additional separation / checking mechanism was implemented. This has helped to ensure files are not released from the criminal history section inadvertently or incorrectly, and do not become confused with files at other stages of registration processing.



## Council of Australian Governments: National registration and accreditation

During 2009-10, much energy was focussed on preparation for transition to the national scheme. A draft Services, Assets and Liabilities (SALT) Heads of Agreement between the Board and AHPRA was completed and submitted for due diligence review. The final Agreement is based on the financial principles set down by Ministers for financial transition and the guidelines agreed by governments in relation to the transfer of funds of the existing registration bodies to the credit of the national board for the profession.

*The Health Practitioner Regulation National Law Act 2009* passed through the Queensland Parliament and received Assent on 3 November 2009. Subsequently the *Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010* received Assent on 21 April 2010. This Act provides for consequential, administrative and transitional amendments to the various pieces of legislation associated with the existing regulatory scheme. With the passage of this final piece of Queensland legislation, the process of transferring responsibility for administering ten health professions to the National Registration and Accreditation Scheme for the health professions is well advanced, and took effect from 1 July 2010. Regulation of the psychology profession will thereafter become the responsibility of the new national Board for the profession and the Australian Health Practitioner Regulation Agency (AHPRA), and the Psychologists Board of Queensland ceases to exist.

The new national board for the profession met for the first time on 19 and 20 September 2009 and has since finalised guidelines, registration standards and related matters necessary for implementation of the national law for the profession. Substantial efforts were devoted by the Board and its staff during 2009-10 to ensuring the legislative and policy arrangements proposed in consultation papers issued from the national board were properly analysed and addressed.

## Registration activities and the supervised practice program

From 1 July 2009 to 1 May 2010, the Board imposed probationary conditions on the general registration of 303 applicants approved for general registration. General registrants with probationary conditions may practise the profession only in accordance with the Board's Supervised Practice Program. Of these new probationary registrants, 163 (54%) applied to undertake the Program through Pathway 1 (practising the profession under supervision in a paid or voluntary professional position) and 140 (46%) applied to follow Pathway 2 (enrolled in an approved coursework postgraduate program in psychology at a university in Queensland).

Over the same period, the Board removed probationary conditions from the general registration of 153 registrants, following the registrants' satisfactory completion of the Supervised Practice Program.

As at 1 May 2010, there were 1035 registrants with probationary conditions undertaking the Supervised Practice Program.

## Training activities for supervisors

The eligibility criteria for supervisors to be approved by the Board were prescribed by the *Psychologists Registration Regulation 2002* (the Regulation) and included the requirement that registrants applying for approval to supervise must successfully complete a training program for supervisors provided or recognised by the Board. The Board-approved training program was the Supervisor Training and Accreditation Program (STAP) which commenced in November 2004.

From November 2004 until 1 May 2010, the STAP Consortium had run 49 two-day workshops. A total of 1104 registrants had attended a training workshop.

Workshop attendees undertook an evaluation and assessment component over a period of three to six months, then were accredited by the Board as supervisors for probationary registrants undertaking the Supervised Practice Program. In 2009-10, the Board accredited 114 new supervisors for probationary registrants.

The Regulation required supervisors for the Supervised Practice Program to renew their STAP accreditation every three years. To enable this requirement to be met, the STAP Consultancy, under the direction of the Board, developed a one-day refresher workshop. This program commenced in July 2008. During 2009-10, eight refresher workshops have been run throughout the State and 172 attendees have had their accreditation status as supervisors approved by the Board for a further three years. The refresher workshop is run on the model of supervision of supervision. Participants bring supervision case material and issues for which supervision is facilitated and there are other interactive exercises to ensure an experiential training process applies to the workshop.

## Council of Psychologists Registration Boards [Australasia] Inc

The Council of Psychologists Registration Boards [Australasia] Inc. (CPRB), provides a forum for co-ordinating information sharing between the various psychologists registration Boards in Australia and New Zealand. The CPRB also provides a part-time secretariat service to the annual conference which it convenes.

The CPRB was funded by the participating registration Boards. During 2009-10, a levy of \$28,389.00 was paid to CPRB, based on the number of registrants at a per-capita rate of \$6.00 per registrant.

On 26 and 27 September 2009, Board Chair Emeritus Professor Gina Geffen attended the 2009 CPRB conference held in Darwin. Major topics discussed at the 2009 conference were:

- current status of National Registration and Accreditation Scheme;
- national registration standards;
- 5+1 update on implementation in higher education sector – HODSPA;
- approved supervisors – national standards;
- English language standard;
- practicum and supervision hours;



- recency of practice standard;
- assessment of overseas qualifications and experience;
- continuing professional development standard;
- national examination;
- national accredited internships;
- national code of ethics;
- national guidelines on complaints;
- protection of psychological testing;
- communications; and
- international Congress.

## Australian Psychology Accreditation Council

The Australian Psychology Accreditation Council (APAC) is the national accreditation authority that accredits psychology courses for registration purposes. Board Chair Professor Geffen, a Director of APAC, attended a number of meetings relating to the national registration and accreditation scheme.

### Newsletters

During 2009-10, the Board distributed one newsletter to inform registrants of Board activities and issues relevant to the profession. Major topics covered in the newsletters were:

- renew 2010 rego a.s.a.p.;
- national registration update: advice to registrants;
- from the Chair;
- on-line renewal and restoration works well;
- national law bill enacted in Qld;
- Ministerial Council update;
- Qld Chair, member joins national board;
- national board meets;
- 2008 - 09 registration data;
- 2008 - 09 professional standards data;
- reminder – Board recognised CPD program;
- profile on a Board member;
- registrant information kit; and
- Qld Health re-entry program.

### Office submissions

During 2009-10, the Board considered submissions from the Office of Health Practitioner Registration Boards regarding policy options and other matters as follows:

- on-line renewal and e-mail population update;
- SALT agreements;
- criminal history checking – guidelines and Queensland Police Service process;
- *Criminal History Screening Bill: Consultation Paper*; and
- advance funding to AHPRA.

## Australian Health Ministers' Advisory Council stakeholder forum

On 10 July 2009, Board Chair Emeritus Professor Geffen and Deputy Chair Assoc Prof Robert Schweitzer attended a stakeholder forum on the National Registration and Accreditation Implementation Scheme for health professionals.

The forum was addressed by the Hon Paul Lucas, Deputy Premier and Minister for Health and featured presentations by Dr Andrew Wilson, Deputy Director-General of Queensland Health and by Dr Louise Morauta and Mr Christopher Robertson, both of the National Registration and Accreditation Project.

### Conferences

Ms Helen Ross, Professional Adviser (Psychology) attended the 2009 September Conference of the Australian Psychological Society (APS) in Darwin.

### Presentations to psychology students

The Board conducted an information session at the Australian Psychological Society's *Expo on Post-graduate Psychology Courses* on 8 August 2009 in Brisbane. Associate Professor Schweitzer and Associate Professor Kenneth Pakenham gave presentations on the role and responsibilities of the Board as well as an overview of the registration process, including the Supervised Practice Program.

### University accreditation site visits

The following Australian Psychology Accreditation Council site visits were undertaken by Board representatives:

- Ms Sallie Gardner – Queensland University of Technology on 16 to 18 August 2009;
- Ms Narelle Dickinson – Australian Catholic University on 24 and 25 August 2009;
- Professor Geffen – Griffith University on 3 to 6 August 2009; and
- Associate Professor Schweitzer – Sunshine Coast University on 23 February 2010.

### Service agreement

During 2009-10, the Board continued to receive services under its service agreement with the Office of Health Practitioner Registration Boards. This administrative and operational support for the Board ceased after 30 June 2010, due to the transition to the national registration scheme.

### Strategic plan

During 2009-10, the Board, as required by its current strategic plan for 2007–11, continued preparatory works for the introduction of national registration. These activities are set out in detail in the "Council of Australian Governments: National registration and accreditation" section above.



## Overseas travel

No overseas travel was undertaken during 2009-10.

## Consultancies

The Board did not engage any consultants during 2009-10 and consequently had no expenditure on consultancies for 2009-10.

## Fees

The Board's activities were funded mostly through fees payable by registrants in relation to registration. Such fees were exempt from the Goods and Services Tax (GST) under the provisions of Division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*.

As at 30 June 2010, the fees were prescribed under the *Psychologists Registration Regulation 2002* as follows:

Fee type	Amount (\$)
1. Application fee for general registration or special purpose registration	
(a) for a period of less than 5 weeks	nil
(b) for a period of more than 5 weeks	159.00
2. Registration fee for general registration or special purpose registration:	
(a) for a period of not more than 5 weeks	nil
(b) for a period of registration of more than 5 weeks but not more than 3 months	83.00
(c) for a period of registration of more than 3 months but not more than 5 months	139.00
3. Application for review of conditions	223.00
4. Replacement of certificate of registration	33.00
5. Certified copy of certificate of registration	33.00
6. Copy of the register or part of it - for each page	0.55

## Board Code of Conduct

Under the *Public Sector Ethics Act 1994*, the Board was responsible for establishing a code of conduct for Board members to set the standard of conduct fundamental to good public administration. The Board's *Code of Conduct* was published on the Board's website and all new members were given training in the *Code* during their induction to the Board prior to the dissolution of the Board under the Registration Act in July 2010.

## Statement of Reasons: Judicial Review Act 1991

Under section 32 of the *Judicial Review Act 1991*, a person who is aggrieved by an administrative decision is entitled to request from the decision maker, a written Statement of Reasons in relation to the decision. The Board did not receive any such requests during 2009-10.

## Right to Information

The *Right to Information Act 2009* (RTI Act) gives the community a right to apply for access to documents held by government agencies, including the Psychologists Board of Queensland. The *Information Privacy Act 2009* (IP Act) is related to the RTI Act as it also allows individuals to apply for access or amendment to documents, but only if the documents contain their own personal information. These acts replaced the *Freedom of Information Act 1992* (FOI Act) as at 1 July 2009.

No applications for access to documents under the FOI Act were carried over from 2008-09.

Due to the necessity to wind up the Board's activities prior to it ceasing to exist under the Registration Act after 30 June 2010, the following reporting information is up to 21 May, 2010.

During the period 1 July 2009 to 21 May 2010, the Board received five (5) applications under the RTI Act and nine (9) applications under the IP Act for access to documents. There was one application for amendment of personal information. Six of these 15 applications had not been finalised by 21 May 2010.

The nine applications finalised during the period 1 July 2009 to 21 May 2010 required examination of 1434 documents from the Board's records for decision making purposes. Of these, full or partial access was granted to 1348 documents.

There were two applications for internal review of decisions on release of documents, one under the IP Act and one under the FOI Act. The internal review officers of the Psychologists Board are Professor Geffen, in her capacity as Chair of the Psychologists Board, and Mr Michael Demy-Geroe in his capacity as Executive Officer.

Two applications for external review were lodged with the Office of the Information Commissioner (Qld) following decisions on access to Board documents. One of these external review applications were under the IP Act, and one was under the FOI Act. The external reviews were ongoing as at 21 May 2010.

Section 201 of the RTI Act and section 18 of the FOI Act require the Board to publish a Statement of Affairs annually, setting out a range of information about the Board, including details of the categories of documents it holds and the arrangements for obtaining access to such documents. That Statement is provided as a supplement at the end of this report.

## Privacy of information held by the Board

During 2009-10, the Queensland Government introduced the *Information Privacy Act 2009* (IP Act) which includes Information Privacy Principles (IPPs) which are listed in Schedule 3 of the IP Act. A copy of the *Information Privacy Act 2009* can be accessed at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

Though the Board would cease to exist after 30 June 2010 under the Registration Act because of the introduction of national registration, the Office of Health Practitioner Registration Boards was committed to ensuring that all personal information held during 2009-10 was managed with integrity and in accordance with the 11 IPPs, to ensuring that all such "personal information" held in



its records was treated with respect and confidentiality and the Office did not knowingly disclose any "personal information" unlawfully. The Office's *Privacy Plan* outlines the types of personal information collected and which continues to be stored by the Office.

The *Privacy Plan* applies to the collection, management and use of personal information. The IP Act defines "personal information" as "information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained".

Examples of personal information include a person's name, address, date of birth or phone number. The IP Act covers information held in paper or electronic records and may extend to body samples or biometric data.

Also listed in the Office's *Privacy Plan* are:

- types of personal information held by the Office of Health Practitioner Registration Boards (example client-related records, employee records, financial management systems information);
- registers managed by the Office;
- contractual arrangements with external bodies;
- how long each type of record is kept;
- accessing and amending personal information; and
- complaint and review procedures.

A copy of the Office's *Privacy Plan* can be obtained by:

- writing to the Manager (Records Management), Office of Health Practitioner Registration Boards, GPO Box 2438, Brisbane Q 4001; or
- accessing the Board's website at [www.healthregboards.qld.gov.au](http://www.healthregboards.qld.gov.au).

Any further enquiries regarding information that was subject to the IP Act and which was previously held by the Board should be referred to the Psychology Board of Australia at the address listed under "Access" earlier in this report.

## Annual report supplement: Statement of affairs and publication scheme

### Introduction

It is a requirement under section 201 of the *Right to Information Act 2009* and section 18 of the *Freedom of Information Act 1992* that an agency must publish, at intervals of not more than one year, an up to date statement of the affairs of the agency. In accordance with that section, this supplement contains information not already included elsewhere in this final annual report that the Board is required to publish every year about its affairs.

### The effect of the Board's functions on members of the public

During 2009-10, the registration and disciplinary functions of the Board reduced risks to public health and safety by:

- ensuring only appropriately qualified and fit persons may be registered; and

- requiring that proper professional standards are maintained by its registrants.

Documents held by the Office during 2009-10 included:

- client-related records;
- employee records;
- information systems records (i.e. databases - financial, EDRMS, public registers); and
- other administrative records relating to the management of the Office.

The Board's publication scheme during 2009-10 included:

- policies and guidelines:
  - > *Application process policy*;
  - > *Approved workplace settings for the supervised practice program*;
  - > *Assessment of relevant practical experience in the profession claimed by applicants for registration*;
  - > *Code of Conduct for Board members*;
  - > *Descriptors in front of the word "Psychologist" to denote areas of expertise*;
  - > *English language proficiency*;
  - > *Oral examination policy*;
  - > *Practice direction Disciplinary committee hearings – written submissions*;
  - > *Statement on jurisdictional issues and consultation by telephone*;
  - > *Supervision program guidelines* and;
  - > *Supervision program guidelines – student appendix*;
- criminal history checking:
  - > *Criminal history checking overview*;
  - > *Criminal history checking – Applicant policy*; and
  - > *Criminal history checking – Board policy*;
- management documents:
  - > Strategic Plan 2007-11;
  - > Board newsletters: August 2004 to December 2009; and
  - > annual reports: 2003-04 to 2008-09.

As the Board ceased to exist after 30 June 2010 under the Registration Act because of the introduction of national registration, any further enquiries concerning a *Right to Information Act* application regarding information or documentation previously held by the Board should be referred to the Psychology Board of Australia at the address listed under "Access" earlier in this report.

This final annual report of the Board is available at the Office free of charge from the address listed under "Access" earlier in this report.



## Summary of financial performance

The Board funded its activities from its retained surplus funds within an operational budget which showed a surplus at the end of the reporting period.

The Board's funding is fully sourced from monies received from its registrants, and it receives no funding from elsewhere. The funds are primarily expended on administrative costs such as salaries and accommodation expenses, and also significantly, legal expenses and other costs associated with the boards' professional standards maintenance function.

Registration fees have been benchmarked at a level adequate to meet the Board's obligations under the legislative scheme for health practitioner regulation. The fees are reviewed and adjusted annually in line with CPI movement. CPI increases of registration fees were approved in April 2010.

The Board conducted its operational activities in a manner calculated to minimize its costs and risks in relation to its liabilities and contingent liabilities. The internal auditors have reported their satisfaction that the current internal controls and systems are acceptable for the size and nature of the Board's operations and that there is a high level of compliance with Board internal controls, policies, procedures and statutory requirements.

## External scrutiny

The Queensland Audit Office advised that there were no significant issues arising from their audit. The Boards were not subject to any reports of any parliamentary committees, the Crime and Misconduct Committee, the Queensland Ombudsman or the Coroner.

## Towards Q2

The Board contributed to the Government's Q2 aim: *Healthy Queensland – Making Queenslanders Australia's healthiest people* by having included in their legislative goals the protection of the public by ensuring health care is delivered in a professional, safe and competent way, upholding standards of practice within the professions, and maintaining public confidence in the professions.

## Whistleblowers Protection Act 1994

No public interest disclosures were received by the Board during the reporting year.

## Risk Management and Accountability

Board Committees: - Committees were established by the Board (see page 4-5 of this annual report) in accordance with the *Psychologists Registration Act 2001*. Committees functioned under specific terms of reference and had no delegation to make binding decisions. Board Committees only made recommendations which were submitted to the full Board for review and determination. The Board also delegated some routine administrative decisions to the Executive Officer or another person approved by the

Executive Officer who had the requisite standing in the Office, in line with the limitations set out in the legislation.

Agreement for Support Services – As required under the *Health Practitioner Boards (Administration) Act 1999*, the Board and the Executive Officer entered into a Service Agreement which required the parties to work together and support the development of the most efficient and cost effective mechanism to deliver administrative and operational support .

Under the Agreement, the Office was obligated to: (a) ensure statutory compliance; (b) achieve appropriate quality standards in service delivery; (c) ensure staff were properly trained; and (d) pursue alternative service delivery options where appropriate in order to meet the Board's needs.

The Agreement contained accountability and governance measures which enabled the Board to monitor performance. The Executive Officer was required to provide a financial statement on a monthly basis to the Board as soon as possible after the end of each month itemising moneys collected, managed and disbursed under that part of the Budget entitled Service Agreement Related Expenses. The statement provided details of expenditure in each cost category showing expenditure in the past month, the year to date, and variance from estimates.

The Executive Officer also provided a monthly statement detailing expenditure by the Board from those of its funds that were managed by the Office, and identified in the Budget attached to the Service Agreement as "Direct Board Related". The statement provided details of expenditure in each cost category showing expenditure in the past month, the year to date, and variance from estimates. The financial statement itemised income received by the Board during the immediate past month, year to date and variance from Budget estimates of income.

Additionally, The Executive Officer provided a performance report to the Board for each six month period. The report included: (a) Office achievement against operational objectives; (b) actual performance in delivery against agreed performance standards; (c) progress on special projects; (d) variances; (e) major events or breakdowns; (f) non-compliance of the Board or the Office with their obligations set out in the Agreement; and (g) other issues for discussion.

## Governance - human resources

All members of the Board were appointed by the Governor-in-Council, and the Board did not employ any staff directly. All administrative, record keeping, information systems and financial services of the Board are provided by the Office under a service agreement.

## Information systems and recordkeeping

Under its Service Agreement with the Office, the Office provided all administrative support to the Board including information systems and record keeping. Consistent with



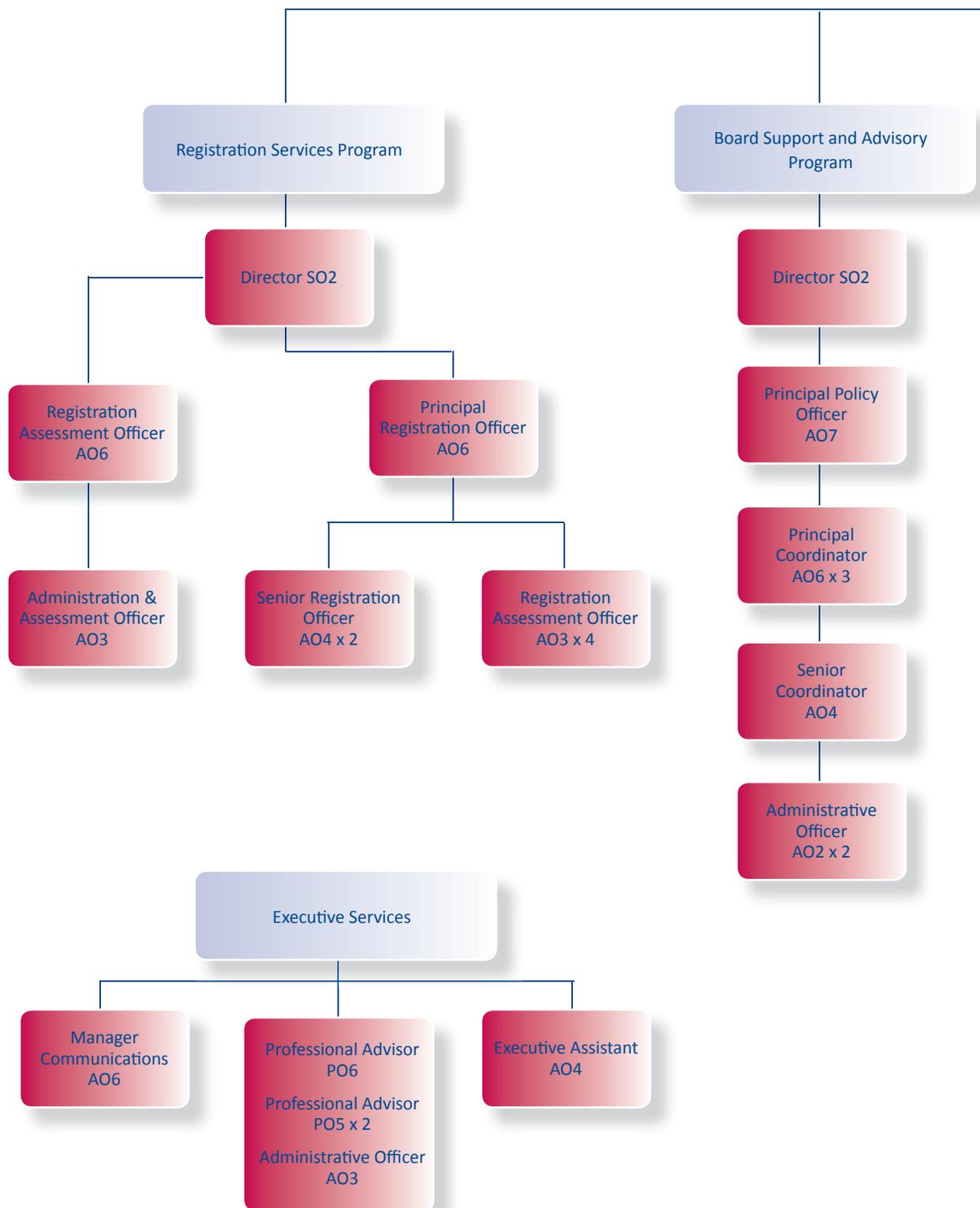
the *Public Records Act 2002, Information Standard 40: Recordkeeping* and *Information Standard 31: Retention and Disposal of Public Records*, the Office has adopted the following policies:

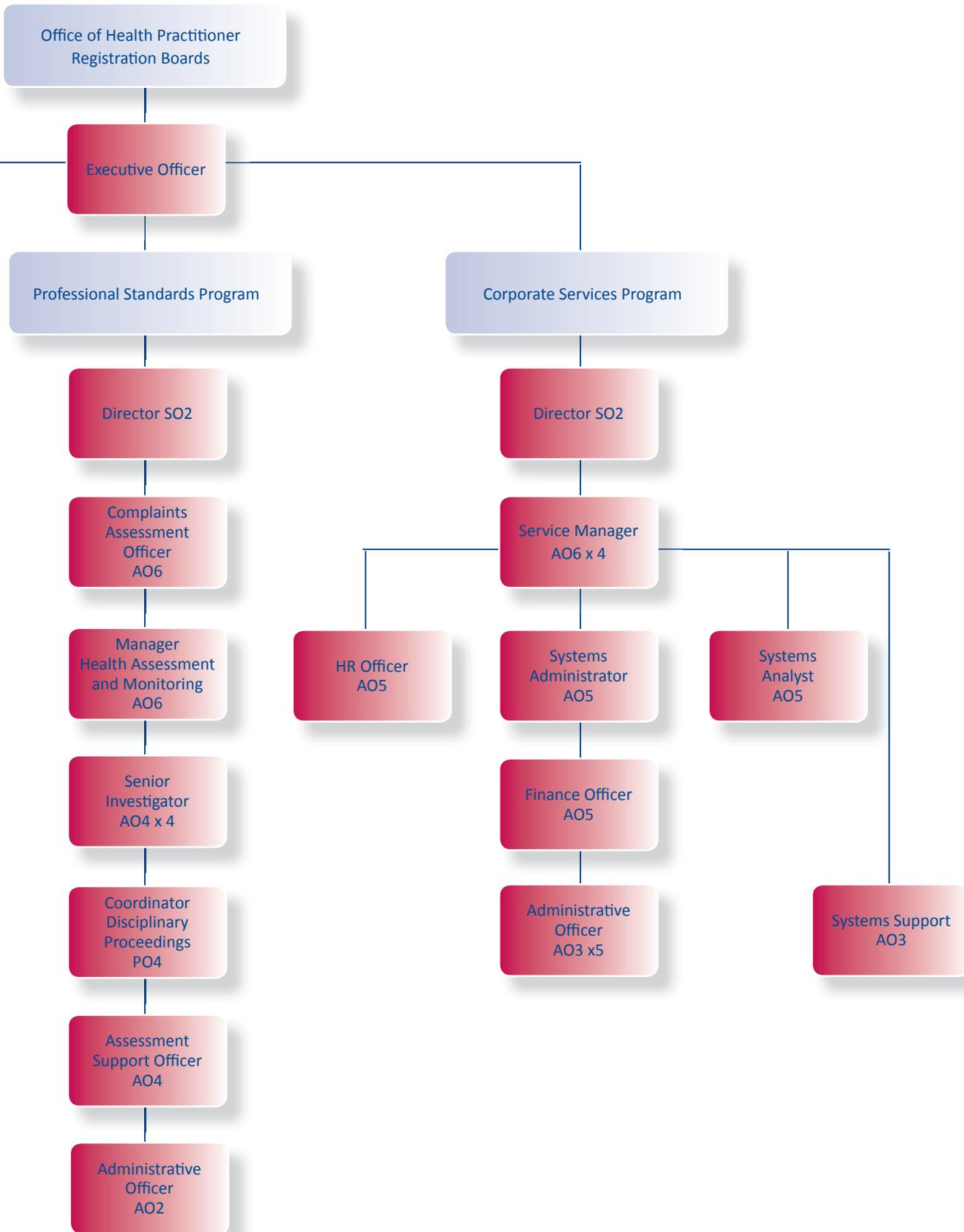
- *Vital Records Policy*, which provides a quick reference guide, consistent with the stages of information, for the management control of vital records within the Office, and provide definitions for vital, important and routine records. In addition, issues of corporate responsibility and “best practice” for the various stages of information management are also provided;
- *Records Management Policy*, which aims to:
  - > foster an organisational culture that recognises the strategic importance and the enduring value of records as critical assets of the organisation, essential to facilitate the provision of administrative, operational support and meet business, legislative and accountability requirements; and
  - > to develop, implement and maintain standardised recordkeeping practices that promote the sharing of knowledge and support evidence-based decision making to deliver high quality administrative services; and
  - > *Managing Emails – Public Records Policy and Procedure*, which advises all staff of the Office and Board members of their obligations in relation to managing emails that are public records.

In addition, the Office has implemented the TRIM electronic document and records management system to provide for the long-term retention of information. All staff have been trained in the operation of TRIM and trained in the Office’s *Data Entry Standards (TRIM) Policy*.



# Organisational chart







# Financial report for the year ended 30 June 2010

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THE PSYCHOLOGISTS BOARD OF QUEENSLAND

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>Revenue</b>			
Registration and other fees	2	952,015	1,790,973
Fines and legal cost recoveries		1,470	26,507
Interest revenue		66,114	90,094
Grant income		-	179,500
Other revenue		82,338	77,266
<b>Total Revenue</b>		<u>1,101,937</u>	<u>2,164,340</u>
<b>Expenses</b>			
Administration expenses	3	430,735	488,404
Service agreement expenditure	4	1,410,016	1,332,579
Grants - Council of Psychology Registration Boards		25,201	25,809
Queensland Health - Surplus employee payment		220,194	-
Loss on transfer of net assets to AHPRA	17	1,053,070	-
<b>Total Expenses</b>		<u>3,139,216</u>	<u>1,846,792</u>
<b>Operating Result</b>		<u>(2,037,279)</u>	<u>317,548</u>
<b>Total Comprehensive Income</b>		<u>(2,037,279)</u>	<u>317,548</u>



The accompanying notes form part of these financial statements.

THE PSYCHOLOGISTS BOARD OF QUEENSLAND

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	-	2,101,051
Trade and other receivables	6	-	23,173
Other current assets	7	-	1,126
<b>TOTAL CURRENT ASSETS</b>		-	<u>2,125,350</u>
<b>TOTAL ASSETS</b>		-	<u>2,125,350</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	-	88,071
<b>TOTAL CURRENT LIABILITIES</b>		-	<u>88,071</u>
<b>TOTAL LIABILITIES</b>		-	<u>88,071</u>
<b>NET ASSETS</b>		-	<u>2,037,279</u>
<b>EQUITY</b>			
Accumulated surplus / (deficit)		-	<u>2,037,279</u>
<b>TOTAL EQUITY</b>		-	<u>2,037,279</u>



The accompanying notes form part of these financial statements.



THE PSYCHOLOGISTS BOARD OF QUEENSLAND

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
ACCUMULATED SURPLUS BALANCE AT BEGINNING OF THE YEAR	2,037,279	1,719,731
<i>Operating Result</i>	<u>(2,037,279)</u>	<u>317,548</u>
BALANCE AT END OF THE YEAR	<u><u>-</u></u>	<u><u>2,037,279</u></u>



The accompanying notes form part of these financial statements.

THE PSYCHOLOGISTS BOARD OF QUEENSLAND

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<i>Receipts</i>			
Receipts from customers		1,063,133	2,250,071
Interest received		66,114	90,094
GST input tax credits from ATO		182,983	139,712
		<u>1,312,230</u>	<u>2,479,877</u>
<i>Payments</i>			
Supplies and services		<u>(2,364,314)</u>	<u>(2,000,589)</u>
		<u>(2,364,314)</u>	<u>(2,000,589)</u>
<b>NET CASH (USED IN) / PROVIDED BY OPERATING ACTIVITIES</b>	<b>11</b>	<u>(1,052,084)</u>	<u>479,288</u>
Net increase / (decrease) in cash held		(1,052,084)	479,288
Cash at the beginning of the year		<u>2,101,052</u>	<u>1,621,763</u>
Transfer of cash to AHPRA	<b>17</b>	<u>(1,048,968)</u>	<u>-</u>
<b>CASH AT THE END OF THE YEAR</b>	<b>12</b>	<u><u>-</u></u>	<u><u>2,101,051</u></u>



The accompanying notes form part of these financial statements.



## THE PSYCHOLOGISTS BOARD OF QUEENSLAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

#### OBJECTIVES OF THE BOARD

The Psychologists Board of Queensland is constituted under Section 9 of the *Psychologists Registration Act 2001* as a body corporate with perpetual succession. The Board is subject to the provisions of the *Health Practitioner Registration Boards (Administration) Act 1999*, the *Health Practitioners (Professional Standards) Act 1999*, the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*.

The principal objectives of the Board are to protect the public by ensuring health care is delivered by registered practitioners in a professional, safe and competent way, uphold standards of practice within the profession, and maintain public confidence in the profession.

On 26 March 2008 the Council of Australian Governments executed an Intergovernmental Agreement to establish a single national scheme encompassing the registration and accreditation functions for 10 health professions including psychology, to commence 1 July 2010.

As a result of this agreement, legislation titled *Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010* was enacted and assented to by the Queensland Parliament on 21 April 2010. As per section 123 of this act the *Psychologists Registration Act 2001* is repealed with effect from 1 July 2010.

The Australian Health Practitioners Regulation Agency (AHPRA) is the National Agency responsible for regulation of the health professions in Australia from 1 July 2010. The services, assets and liabilities of the Psychologists Board of Queensland were transitioned through AHPRA to the Psychologists Board of Australia, established under the *Health Practitioner Regulation National Law Act 2008*. To effect this transfer the Psychologists Board of Queensland and AHPRA entered into a Services, Assets and Liabilities Transfer (SALT) Agreement.

Consequently, this is the final financial report of the Psychologists Board of Queensland.

#### **NOTE 1 SIGNIFICANT ACCOUNTING POLICIES**

##### **(a) Basis of accounting**

The financial report is a general purpose financial report that has been prepared in accordance with the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2009* and Australian Accounting Standards (including Australian Interpretations).

As stated above, the Psychologists Board of Queensland was abolished on 1 July 2010. Consequently it is no longer a going concern and the going concern basis of accounting is not applicable.

Under the arrangements for the discontinuing of the former Psychologists Board of Queensland, the net assets were transferred to the Psychology Board of Australia on 30 June 2010 for nil consideration and no additional liabilities arose from discontinuance. The book value of the net assets transferred to the Psychology Board of Australia of \$1,053,070 has been recognised as an expense in the Statement of Comprehensive Income. Detailed disclosures of the balances transferred to Psychology Board of Australia are included in Note 17. As a consequence, the Board has no assets or liabilities to disclose in the Statement of Financial Position as at 30 June 2010.

The financial report has been prepared under the historical cost convention except where stated.

The accounting policies set out as follows, have been consistently applied to all years presented.



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **(b) Revenue recognition**

##### Registration and other fees

Revenue from annual registration fees and other fees are recognised on receipt. Application fees and registration fees are levied in accordance with the *Psychologists Registration Regulation 2002*. Under this legislation, the registration period finishes at 30 June each year. Registrants who do not renew their registration are removed from the Board's register.

Under this legislation, after 1 July 2010 the general registration period begins on 2 July 2010 and ends on 30 November 2010.

##### Interest revenue

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

##### Grant revenue

Grants that are non-reciprocal in nature are recognised as revenue in the year in which the Board obtains control over them.

#### **(c) Employee benefits**

Employee benefits are recognised in the Office of Health Practitioner Registration Boards (OHPRB) financial statements. The Board receives all administrative and operational support from the OHPRB and pays for this support on a bi-annual basis.

#### **(d) Accommodation**

The Board is located in premises rented by the OHPRB from the Department of Public Works. Accommodation costs are paid by the OHPRB and reimbursed by the Board through a service agreement.

#### **(e) Cash and cash equivalents**

For financial reporting purposes, cash includes all cash at bank, on hand and deposits at call with financial institutions.

#### **(f) Trade and other receivables**

Trade and other receivables are recognised at the amounts due at the time of service delivery. The terms of trade are 60 days from the date of invoice. Collectability of debtors is reviewed on an ongoing basis. A provision for impairment is raised where doubt as to collection exists. Debts which are known to be uncollectable are written off.

#### **(g) Trade and other payables**

Trade and other payables are recognised as liabilities for goods and services provided to the Board prior to the end of the financial year and which are unpaid. The amounts are non-interest bearing, unsecured and are normally paid within 30 days of recognition.



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### (h) Taxation

The activities of the Board are exempt from Commonwealth taxation except for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). GST credits receivable from and GST payable to the Australian Taxation Office are recognised.

#### (i) Insurance

The Board has a Directors and Officers liability insurance for the Board Members.

#### (j) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

#### (k) Roundings and comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest dollar. Where required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### (l) Judgements

The Board has made no estimates, assumptions or judgements which may cause material adjustments to the carrying amounts of assets and liabilities transferred to the new Board.

#### (m) Issuance of financial statements

The financial statements are authorised for issue by the former Chairperson and the former Executive Officer at the date of signing the Certificate of the former Psychologists Board of Queensland.

#### (n) Financial instruments

The Board does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the Board holds no financial assets classified at fair value through profit or loss. All other disclosures relating to the measurement and financial risk management of financial instruments held by the Board are included in Note 16.

### NOTE 2 REGISTRATION & OTHER FEES

	2010 \$	2009 \$
Annual registration fees	803,926	1,659,956
Restoration fees	63,850	44,892
Application fees	84,239	86,125
	<u>952,015</u>	<u>1,790,973</u>



THE PSYCHOLOGISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
<b><u>NOTE 3 ADMINISTRATION EXPENSES</u></b>		
General operating expenses	101,851	88,862
Board member expenses	90,376	116,411
Conference expenses - Board	4,927	3,874
Conference expenses - Staff	3,669	3,835
Function costs	43	4,733
Health assessment expenses	13,036	13,178
Investigation expenses	18,030	10,045
Legal expenses	198,803	247,466
	<u>430,735</u>	<u>488,404</u>
<b><u>NOTE 4 SERVICE AGREEMENT EXPENDITURE</u></b>		
Service agreement - Salaries	1,141,608	1,024,831
Service agreement - Non-salaries	268,408	307,748
	<u>1,410,016</u>	<u>1,332,579</u>
<b><u>NOTE 5 CASH AND CASH EQUIVALENTS</u></b>		
Cash at bank and on hand	-	398,266
At call deposits	-	1,702,785
	<u>-</u>	<u>2,101,051</u>
<b><u>NOTE 6 TRADE AND OTHER RECEIVABLES</u></b>		
Accrued interest	-	410
Trade receivables	-	12,099
Other debtors	-	10,664
	<u>-</u>	<u>23,173</u>
<b><u>NOTE 7 OTHER CURRENT ASSETS</u></b>		
Prepayments	-	1,126
<b><u>NOTE 8 TRADE AND OTHER PAYABLES</u></b>		
Trade payables	-	38,575
Payable to OHPRB	-	49,496
	<u>-</u>	<u>88,071</u>



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 9 KEY MANAGEMENT PERSONNEL COMPENSATION

Names of Board Members who have held office during the financial year are:

Kingsley Bedwell	Kenneth Pakenham
Patrick Coates	Grace Pretty
Narelle Dickinson	Christine Richardson (resigned 29/10/2009)
Sallie Gardner	Robert Schweitzer
Gina Geffen	John Sharp
Kerri Anne Mellifont	

### Remuneration of key management personnel for year ended 30 June 2010

Key management personnel comprise the members of the Board whom have authority and responsibility for planning, directing and controlling the activities of the Board. The remuneration paid to the Board Members are in the nature of short-term employee benefits and consist of meeting fees which are set by Governor in Council. In addition, Board Members may be reimbursed travel and accommodation costs incurred in the course of their duties as members of the Board.

Total short-term employee benefits paid, to all Board Members during the year was \$62,712 (2009: \$75,485). No other benefits were paid to or accrued by Board Members.

### Transactions with Board Members as Registrants

The Board Members who are Registrants, paid registration fees to the Board which are within normal Registrants' relationships, on terms and conditions no more favourable than those which it is reasonable to expect would have been adopted if dealing with the Board Member at arm's length, in the same circumstances.

### NOTE 10 COMMITMENTS

The Board had no commitments at 30 June 2010.

<u>NOTE 11 CASH FLOW INFORMATION</u>	2010 \$	2009 \$
Reconciliation of operating result (used in) / provided by operating activities:		
Operating Result	(2,037,279)	317,548
Adjustments for non-cash items:		
Transfer of net assets to new Board	1,053,070	-
Change in assets and liabilities*		
(Increase) / Decrease in receivables	13,703	149,824
(Increase) / Decrease in prepayments	1,126	280
Increase / (Decrease) in payables	<u>(82,704)</u>	<u>11,636</u>
<b>Net cash (used in) / provided by operating activities</b>	<u><u>(1,052,084)</u></u>	<u><u>479,288</u></u>

\*Changes in assets and liabilities per Note 17 Transfer of Net Assets to the Psychology Board of Australia.



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 12 RECONCILIATION OF CASH AND CASH EQUIVALENTS

For the purpose of the Statement of Cash Flows, the Board considers cash to include cash on hand and at bank, and liquid investments. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2010 \$	2009 \$
Cash at bank	-	398,266
At call deposits	-	1,702,785
	<u>-</u>	<u>2,101,051</u>

### NOTE 13 RELATED PARTY TRANSACTIONS

The Office of the Health Practitioner Board (OHPRB), an independent statutory body was established to provide administrative and operational support to the Board. A service agreement has been signed between the two entities. During the year the Board paid \$1,410,016 (2009: \$1,332,579) to OHPRB towards cost of services rendered under this agreement.

### NOTE 14 CORPORATE INFORMATION

Principal Place of Business and Registered Office:  
Level 8, Forestry House, 160 Mary Street, BRISBANE QLD 4000

No of Employees: 2010: Nil (2009: Nil).

### NOTE 15 AUDITOR'S REMUNERATION

The auditor's remuneration is not directly paid by the Board. Remuneration is paid through a service level agreement with OHPRB (the service provider). For details of auditor's remuneration for the year ended 30 June 2010 refer to OHPRB's Financial Statements.



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 16 FINANCIAL INSTRUMENTS

The main risks arising from the Board's financial instruments are interest rate risk, credit risk and liquidity risk. The Board uses different methods to measure different types of risk to which it is exposed. These methods include sensitivity analysis in the case of interest rate risks and ageing analysis for credit risk. The Board reviews and approves policies for managing each of these risks to maintain a consistent level of quality across the Board which includes the minimisation of risk. The policies for managing each of the Board's risks are summarised below and remain unchanged from the prior year.

The Board holds the following financial instruments:

	2010	2009
	\$	\$
<b>Financial assets</b>		
Cash and cash equivalents	-	2,101,051
Trade and other receivables	-	23,173
	<u>-</u>	<u>2,124,224</u>
<b>Financial liabilities</b>		
Trade and other payables	<u>-</u>	<u>88,071</u>

#### **Credit risk**

Credit risk is the risk of financial loss to the Board if a member or counterparty to a financial instrument fails to meet its contractual obligations, and arises principally from the Board's receivables from Members.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets as summarised above.

Management has a credit policy in place and the exposure to credit risk is monitored on an ongoing basis. Credit evaluations are performed on all members requiring credit over a certain amount. The Board does not require collateral in respect of financial assets. Investments are allowed only in liquid securities and only with counterparties that have a credit rating equal to or better than an approved rating. There are no significant concentrations of credit risk within the Board.

The ageing of the Board's trade receivables at the reporting date was:

	2010	2009
	\$	\$
	Gross	Gross
Not past due (current)	-	9,582
Past due (30 day ageing)	-	-
Past due (31 - 60 day ageing)	-	-
Past due (60+ day ageing)	-	13,591
	<u>-</u>	<u>23,173</u>

Based on historic default rates, the Board believes that no impairment allowance is necessary in respect of receivables not past due or past due by up to 60 days. For those receivables outstanding more than 60 days each debtor has been individually analysed and a provision for impairment established accordingly as necessary.



# THE PSYCHOLOGISTS BOARD OF QUEENSLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### NOTE 16. FINANCIAL INSTRUMENTS (CONTINUED)

#### Liquidity risk

Liquidity risk is the risk that the Board will not be able to meet its financial obligations as they fall due. Prudent liquidity risk management implies maintaining sufficient cash and marketable securities and the availability of funding through an adequate amount of committed credit facilities. The Board aims to maintain flexibility in funding by keeping sufficient committed credit lines available to meet the Board's requirements.

The following are the contractual maturities of financial liabilities, including estimated interest payments and excluding the impact of netting agreements:

30 June 2010		2010 Payable in			Total \$
Note	<1 year \$	1-5 years \$	>5 years \$		
<b>Non-derivative financial liabilities</b>					
Trade and other payables	-	-	-	-	-
<hr/>					
30 June 2009		2009 Payable in			Total \$
Note	<1 year \$	1-5 years \$	>5 years \$		
<b>Non-derivative financial liabilities</b>					
Trade and other payables	8	88,071	-	-	88,071
<hr/>					

#### Market risk

##### (a) Foreign exchange risk

Foreign exchange risk arises when future commercial transactions and recognised assets and liabilities are denominated in a currency that is not the entity's functional currency. The Board is not exposed to foreign exchange risk.

##### (b) Interest rate risk

The Board manages its exposure to interest rate fluctuation by continuously monitoring its debt and interest cover ratio to ensure any significant movement would not have a material impact on the performance of the Board. The Board does not engage in any significant transactions which are of a speculative nature.

At the reporting date the interest rate profile of the Board's interest-bearing financial instruments was:

	30 June 2010		30 June 2009	
	Effective interest rate	Balance \$	Effective interest rate	Balance \$
<b>Variable rate instruments</b>				
Cash assets	1.98%	-	3.27%	2,101,051
		<hr/>		<hr/>

#### Interest rate sensitivity

The Board has quantified the impact of a +/-50 basis points change in interest rates on the 30 June 2010 and 30 June 2009 cash balances and determined that there would be no material impact on the surplus for those years.

#### Fair values

The carrying values of financial assets and liabilities are assumed to approximate their fair values due to their relatively short-term nature.



THE PSYCHOLOGISTS BOARD OF QUEENSLAND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2010

**NOTE 17 TRANSFER OF NET ASSETS TO THE PSYCHOLOGY BOARD OF AUSTRALIA**

As referred to in Note 1(a) the Psychologists Board of Queensland was abolished and net assets were transferred to the Psychology Board of Australia on 30 June 2010, through the Australian Health Practitioners Regulation Agency (AHPRA), for nil consideration as at that date. Prior to making any accounting adjustments relating to the transfer, the book values of the assets and liabilities transferred were recorded in the Psychologists Board of Queensland as follows:

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2010	2010 \$	2009 \$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	1,048,968	2,101,051
Trade and other receivables	9,470	23,173
Other current assets	-	1,126
<b>TOTAL CURRENT ASSETS</b>	<u>1,058,437</u>	<u>2,125,350</u>
<b>TOTAL ASSETS</b>	<u>1,058,437</u>	<u>2,125,350</u>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	5,367	88,071
<b>TOTAL CURRENT LIABILITIES</b>	<u>5,367</u>	<u>88,071</u>
<b>TOTAL LIABILITIES</b>	<u>5,367</u>	<u>88,071</u>
<b>NET ASSETS</b>	<u>1,053,070</u>	<u>2,037,279</u>
<b>EQUITY</b>		
Accumulated surplus / (deficit)	1,053,070	2,037,279
<b>TOTAL EQUITY</b>	<u>1,053,070</u>	<u>2,037,279</u>



## THE PSYCHOLOGISTS BOARD OF QUEENSLAND

### CERTIFICATE OF THE FORMER PSYCHOLOGISTS BOARD OF QUEENSLAND

This final general purpose financial report has been prepared pursuant to section 62(1)(a) of the *Financial Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the final financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the abolished Psychologists Board of Queensland for the final financial year ended 30 June 2010, and of the financial position of the Board at the end of that year.



Michael Demy-Geroe  
Former Executive Office  
Date: 06/10/10



Gina Geffen  
Former Chairperson  
Date: 10 September 2010



## INDEPENDENT AUDITOR'S REPORT

To the Minister of the former Psychologists Board of Queensland

### Report on the Final Financial Report

I have audited the accompanying final financial report of the former Psychologists Board of Queensland which comprises the statement of financial position as at 30 June 2010, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the final period ended on that date, a summary of significant accounting policies, other explanatory notes and certificates given by the former Chairperson and former Executive Officer.

#### *The Former Board's Responsibility for the Final Financial Report*

The former Board is responsible for the preparation and fair presentation of the final financial report in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the final financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

My responsibility is to express an opinion on the final financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. These auditing standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance whether the final financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the final financial report. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement in the final financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the final financial report 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 entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates made by the former Board, as well as evaluating the overall presentation of the final financial report including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.



### *Independence*

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

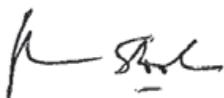
### *Auditor's Opinion*

In accordance with s.40 of the *Auditor-General Act 2009* –

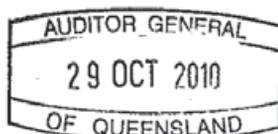
- (a) I have received all the information and explanations which I have required; and
- (b) In my opinion –
  - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the final financial report has been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of the former Psychologists Board of Queensland for the final period 1 July 2009 to 30 June 2010 and of the financial position as at the end of that final period.

### *Emphasis of Matter – Abolishment of Psychologists Board of Queensland*

Without qualification to the opinion expressed above, attention is drawn to the disclosures under Objectives of the Board and Note 1(a) in the final financial report which identifies that pursuant to s.123 of the *Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010*, the former Psychologists Board of Queensland was abolished with effect on 1 July 2010 following the transfer of its functions to the new Psychology Board of Australia on 1 July 2010. In accordance with the Services, Assets and Liabilities Transfer Agreement signed by the former Board and the Australian Health Practitioners Regulation Agency, the net assets were transferred to the new Board for nil consideration. Consequently, the final financial report records all assets and liabilities balances at nil to represent their value to the former Board. Accordingly, the final financial report has not been prepared on a going concern basis.



G G POOLE FCPA  
Auditor-General of Queensland



Queensland Audit Office  
Brisbane



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## Notes



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# Notes



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## Notes







Psychologists  
Board of Queensland