



**Social Workers  
Registration Board**  

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**Kāhui Whakamana Tauwhiro**

**STATEMENT OF PERFORMANCE EXPECTATIONS**

**2014 – 2015**

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# STATEMENT OF RESPONSIBILITY

The Social Workers Registration Board is responsible for the preparation of the Statement of Performance Expectations as well as prospective financial statements, including the assumptions on which the financial statements are based.

The prospective financial statements of the Board have been prepared in accordance with the requirements of the Crown Entities Act 2004, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

The prospective financial statements comply with NZ IFRS, and other applicable Financial Reporting Standards, as appropriate for public benefit entities.

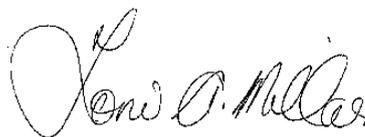
The prospective financial statements have been developed for the purpose of presenting the Social Workers Registration Board's intentions in Parliament, and should not be relied upon by any other party for any alternative purpose without the express written permission of the Social Workers Registration Board.

Actual results are likely to be different from the prospective financial statements and the variation may be material.

We have authorised the issue of the prospective financial statements on this day, 9 May 2014.



Toni Hocquard  
Board Chair  
9 May 2014



Toni Millar  
Chair – Finance Audit and Risk Management Committee  
9 May 2014

# REPORTABLE CLASS OF OUTPUTS

The Social Workers Registration Board is charged with protecting the public's safety by implementing a registration framework to ensure that social workers are competent to practise and held accountable for their practice.

The Board was established as a Crown agent as per the Crown Entities Act 2004 with its role established under the Social Workers Registration Act 2003 to:

- a) protect the safety of members of the public, by prescribing or providing for mechanisms to ensure that social workers are —
  - i) competent to practise; and
  - ii) accountable for the way in which they practise; and
  
- b) for the purposes of paragraph (a), to create a framework for the registration of social workers in New Zealand, and —
  - i) establish a Board to register social workers, and provide for its powers; and
  - ii) establish a tribunal to consider complaints about Registered Social Workers; and
  
- c) to provide for the Board to promote the benefits of registration of social workers —
  - i) to departments of State, other instruments of the Crown, other bodies and organisations that employ social workers, and the public; and
  - ii) among people practising social work; and
  
- d) to enhance the professionalism of social workers.

The Board will continue to pursue its stated objective that all social workers are registered through an effective registration system that protects the public and ensures high standards of social work practice.

The Board acknowledges that the current voluntary registration environment is the major challenge to ensuring that the public receives social work services from qualified and competent practitioners and will continue to support a move to mandatory registration of social workers.

## Impacts and Priorities:

The impacts and priorities described below are a brief overview of the Board's programme for the next twelve months and should be viewed within the context of the Statement of Intent 2014-2018 which will provide the Board's strategic intentions for the next four years

### **Registration**

*Social workers are registered to meet minimum standard through an efficient and accessible registration system.*

The Board provides access to a registration system for a large number of social workers that is continuing to grow each year. This priority contributes to delivering better public services across various sectors as well as providing value for money by ensuring the cost of registration does not increase as numbers increase. The Board has actively worked to reduce the costs of applying for and maintaining registration and continues to investigate new opportunities to reduce costs.

In 2014/15 the Board intends to further develop its online presence. This will be achieved by extending the online APC renewal platform to include an online application process. The Board will also provide further enhancements that will allow registered social workers to update their details online.

### **Education**

*Social work graduates enter the workforce with the expected entry-level competencies as a result of completing Board recognised social work qualifications delivered to national standards supported by educators.*

Social work education in New Zealand is recognised internationally as professionally taught and consistently of a high calibre. By maintaining programme delivery standards across tertiary providers, this priority contributes to ensuring that graduates have the skills they need to deliver high-quality social services to New Zealanders, especially those most vulnerable.

In 2014/15 the Board will support providers of recognised social work qualifications to meet the updated Programme Recognition Standards including the move to a four year degree by 2017 for those currently providing a three year qualification.

### **Accountability**

*Social workers are held accountable to the Board's Code of Conduct and the public, the profession and the employers of social workers see evidence of an accessible, transparent and fair process.*

The Board ensures that all social workers are aware of the Code of Conduct expected of Registered Social Workers and provides access to a Complaints and Disciplinary system for anyone with concerns about a social worker's practice. This priority contributes to delivering better public services across various sectors as well as value for money by ensuring the public have access to an independent and fair process at no cost.

In 2014/15 the Board will begin a review the Code of Conduct and the policy and procedures in relation to Complaints and Discipline matters.

### ***Professional standards***

*Social workers are required to meet accepted practice standards and are expected to continually develop their professional knowledge and skills for them to be viewed as professionals by the public, employers, and their peers across multi-disciplinary teams.*

The Board ensures that only social workers who are deemed competent to practise social work and are competent to work with Māori, Pasifika and other different ethnic and cultural groups in New Zealand are registered. This priority contributes by ensuring social workers are adaptable to new approaches to providing social services including those identified under Whānau Ora.

In 2014/15 the Board will begin a review the competence standards to practise social work. This review will focus on the general social work competencies as well as individually address the competencies required to work with Māori, Pasifika and different ethnic and cultural groups in Aotearoa / New Zealand.

### ***Information and promotion***

*The public, the profession and employers of social workers are aware of the system of registration, how to access it, and the benefits of ensuring that all Registered Social Workers are competent and held accountable for their practice.*

This is a significant area of focus for the Board as it is necessary for all New Zealanders to be aware of social worker registration to ensure that the system provides for the purposes as set out in the Act. Protection of the public by providing for mechanisms to ensure that social workers are competent to practise and accountable for the way in which they practise contributes to better public services.

In 2014/15 the Board will undertake a review of the preparation and support of social work graduates entering the workforce. This will involve significant input from social work educators, employers of social workers, the social work profession and interested stakeholders.

## THE DIFFERENCE WE WANT TO MAKE AND HOW WE WILL MAKE IT

<b>OUR VISION</b>	<b>All Social Workers are registered</b>				
<b>SOCIAL SECTOR OUTCOMES</b>	<b>We protect the public's safety by implementing a registration framework to ensure that social workers are competent to practise and held accountable for their practice.</b>				
	 <b>RANGE OF GOVERNMENT AND NON-GOVERNMENT ACTIVITIES</b>				
	 <b>Registration, Education, Accountability, Professional Standards, Information</b>				
<b>OUR IMPACTS</b>	Social workers registered to meet minimum standards via an efficient and accessible registration system	Social work students graduate from SWRB-recognised social work qualifications delivered to national standards	Registered Social Workers, the public and employers see evidence of an accessible, transparent and fair Complaints and Disciplinary Process	Registered Social Workers are viewed as professionals and adhere to accepted practice standards while continually developing their professional knowledge and skills	The system of registration is accessible and the benefits of registration are acknowledged by the profession, employers and the public.
<b>OUR OUTPUT</b>	<b>IMPLEMENTATION OF THE SWRB REGISTRATION FRAMEWORK</b>				
<b>WHAT WE DO</b>	Receive applications for Registration and Annual Practising Certificates (APC)	Recognise Social Work Qualifications	Hold Social Workers accountable via Code of Conduct and Complaints and Disciplinary Tribunal	Review the competence of Social Workers and issue Annual Practising Certificates	Provide information and promote registration to the profession, employers and the public
<b>OUR PRIORITIES</b>	<b>Social Workers and those that receive social work services</b>				

## OUTPUT:

### IMPLEMENTATION OF THE SWRB REGISTRATION FRAMEWORK

#### What is intended to be achieved?

We protect the public's safety by implementing a registration framework to ensure that social workers are competent to practise and held accountable for their practice.

#### This will be implemented via the following processes:

##### ***Management of the registration of social workers***

- by receiving and considering applications for registration, taking recognised educational qualifications and competence of social workers into account
- by authorising the registration of social workers and maintaining a Public Register
- by considering applications for, and issuing practising certificates.

##### ***Consideration of complaints against Registered Social Workers***

- by maintaining a Complaints and Disciplinary Tribunal and providing administrative and related services for the Tribunal
- by promoting the establishment by organisations that employ social workers, of accessible and efficient procedures for making, considering and determining complaints relating to social workers they employ.

##### ***Enhancement of the professionalism of social workers***

- by maintaining a code of conduct to apply to Registered Social Workers and that will apply generally in the social work profession
- by promoting and encouraging high standards of practice and professional conduct among Registered Social Workers and the employers of social workers.

##### ***Promotion the benefits of registration***

- by promoting the benefits of registration among people practising as social workers, to bodies and organisations that employ social workers, and to the New Zealand public by acknowledging the status of Registered Social Workers as qualified, competent and regulated professionals
- by reinforcing the place of Registered Social Workers as contributing members of multi-disciplinary teams working within many sectors.

##### ***Set standards for social work education and training***

- by ensuring that the delivery of social work qualifications in New Zealand adheres to the Social Workers Registration Board Programme Recognition Standards
- by maintaining and reviewing the Programme Recognition Standards for recognised social work education providers
- by reinforcing high standards of education in order that social workers achieve minimum competencies prior to engaging in professional practice.

## How will we assess performance?

Performance Measure	Estimated Actual 2013/2014	Forecast 2014/2015
The percentage of Social Work Qualifications due for re-recognition that are assessed by panels prior to their expiry date will be no less than	100%	100%
The percentage of completed applications for Registration that are assessed and presented to the Board for approval within 60 working days, will be no less than	100%	100%
The percentage of APC applications that are processed within 20 working days will be no less than	100%	100%
The percentage of applicants who report being satisfied with the Registration and APC renewal process will be no less than	90%*	90%*
The percentage of competence assessments that are completed within 20 working days will be no less than	100%	100%
The percentage of competence re certification assessments that are completed within 20 working days will be no less than	100%	100%
The percentage of applicants who report being satisfied with the Competence Assessments process will be no less than	90%*	90%*
The number of events that inform and promote the benefits of Registration to Social Workers, employers of Social Workers and the public, will be no less than	40	40
The percentage of people who report that they are satisfied with promotional material they receive will be no less than	90%*	90%*
The percentage of formal complaints received and referred to the Complaints and Disciplinary Tribunal to be processed within 20 working days will be no less than	100%	100%

\* This will be evaluated via an annual survey

## Forecast Revenue and Expenditure

Expenditure on the output for 2014/2015 will be funded by payments received by the Board from social workers who apply for registration, from Registered Social Workers who wish to maintain their registration and from Tertiary Education Organisations that require their social work qualifications to be recognised for the purposes of the Social Workers Registration Act 2003.

Output	Income	Expenditure
<b>Implement the SWRB Registration framework</b>	<b>\$ 1,500,350</b>	<b>\$ 1,445,000</b>

# PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2015

Actual 2012/2013 \$		Budget 2014/2015 \$	Forecast 2013/2014 \$
	<b>INCOME</b>		
1,226,004	Application & registration fees	1,414,850	1,307,654
13,242	Programme recognition & other income	55,500	21,200
394	Depreciation recovered	-	-
31,262	Interest	30,000	33,000
<b>1,270,902</b>	<b>Total Income</b>	<b>1,500,350</b>	<b>1,361,854</b>
	<b>EXPENDITURE</b>		
21,688	Audit fees	20,000	20,129
57,324	Board & Tribunal costs	66,000	55,977
	Conference 2013	-	28,428
15,084	Course recognition	55,000	28,090
100,261	Depreciation & amortisation	102,000	96,635
1,228	Net loss on disposal of property, plant & equipment	-	14,713
589,872	Personnel costs	742,500	626,123
58,510	Promotion & publications	40,000	49,707
9,029	SWRB Act review		
94,373	Operating lease costs	90,500	94,423
353,082	Other	329,000	293,697
<b>1,300,451</b>	<b>Total Expenditure</b>	<b>1,445,000</b>	<b>1,307,921</b>
<b>\$ (29,549)</b>	<b>Surplus/(Deficit)</b>	<b>\$ 55,350</b>	<b>\$ 53,933</b>

The accompanying notes and accounting policies form part of these financial statements.

## Prospective Statement of Movements in Equity

For the year ended 30 June 2015

Actual 2012/2013 \$		Budget 2014/2015 \$	Forecast 2013/2014 \$
584,223	Total Crown Equity at the start of the year.	608,607	554,674
(29,549)	Operating surplus/(Deficit) for the period	55,350	53,933
(29,549)	Total recognised revenue and expenses for the period	55,350	53,933
<b>\$554,674</b>	Total Crown Equity at the end of the year.	<b>\$ 663,957</b>	<b>\$ 608,607</b>

## Prospective Statement of Financial Position

For the year ended 30 June 2015

Actual 2012/2013 \$		Budget 2014/2015 \$	Forecast 2013/2014 \$
	<b>CURRENT ASSETS</b>		
1,178,062	Cash and cash equivalents	641,963	549,520
5,652	Accounts receivable	8,400	4,400
300,000	Investments	1,050,000	1,100,000
19,667	Prepayments	4,000	8,000
1,503,381		704,363	661,920
	<b>NON CURRENT ASSETS</b>		
82,565	Property, Plant & Equipment	107,566	40,981
175,943	Intangible assets	190,248	168,825
258,508		297,814	209,807
1,761,889	<b>TOTAL ASSETS</b>	2,002,177	1,871,727
	Less:		
	<b>CURRENT LIABILITIES</b>		
33,554	Employee entitlements	22,000	22,000
1,207,216	<b>TOTAL LIABILITIES</b>	1,338,220	1,263,120
<b>\$ 554,674</b>	<b>NET ASSETS EMPLOYED</b>	<b>\$663,957</b>	<b>\$608,607</b>
	<b>CROWN EQUITY</b>		
584,223	Accumulated surplus	608,607	554,674
(29,549)	Current Year Surplus/(Deficit)	55,350	53,933
<b>\$ 554,674</b>	<b>TOTAL CROWN EQUITY</b>	<b>\$663,957</b>	<b>\$608,607</b>

The accompanying notes and accounting policies form part of these financial statements.

## Prospective Statement of Cash Flows

For the year ended 30 June 2015

Actual 2012/2013 \$		Budget 2014/2015 \$	Forecast 2013/2014 \$
	<b>Cash Flows from Operating Activities</b>		
1,383,580	Registration fees, levies & APC fees	1,414,850	1,389,961
13,242	Other revenue	55,500	21,200
30,737	Interest received	26,000	34,252
(571,523)	Payments to Suppliers	(521,409)	(573,632)
(591,129)	Payments to Employees	(742,500)	(637,677)
264,907	<b>Net Cash flows from Operating Activities</b>	232,441	234,104
	<b>Cash Flows from Investing Activities</b>		
113,407	Net movement in bank term deposits held	50,000	(800,000)
2,984	Sale of property, plant & equipment		
(54,268)	Purchase of property, plant & equipment	(100,000)	(12,538)
(83,765)	Purchase of intangible assets	(90,000)	(50,109)
(21,642)	<b>Net Cash flows from Investing Activities</b>	(140,000)	(862,647)
243,265	<b>Net Increase/(Decrease) in Cash or cash equivalents</b>	92,441	(628,543)
934,797	Cash or cash equivalents at beginning of the year	549,521	1,178,064
\$1,178,062	Cash or cash equivalents at end of the year	\$641,962	\$549,521

The accompanying notes and accounting policies form part of these financial statements.

## Prospective Statement of Accounting Policies

For the year ended 30 June 2015

### REPORTING ENTITY

The Social Workers Registration Board (“the Board”) is a Crown entity as defined by the Crown Entities Act is domiciled in New Zealand. As such, the Board’s ultimate parent is the New Zealand Crown.

The Board’s primary objective is to provide public services to the NZ public, as opposed to that of making a financial return.

Accordingly, the Board has designated itself as a public benefit entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (“NZ IFRS”).

The budget financial statements for the Board are for the year ending 30 June 2015.

### STATEMENT OF COMPLIANCE

The financial statements of the Board have been prepared in accordance with the requirements of the Crown Entities Act 2004, which includes the requirement to comply with New Zealand generally accepted accounting practice (“NZ GAAP”).

The Board has applied the Framework for Differential Reporting for entities adopting the New Zealand equivalents to International Financial Reporting Standards (NZ IFRS) and its interpretations as appropriate to public benefit entities that qualify for and apply differential reporting concessions.

The Board qualifies for differential reporting exemptions as it has no public accountability and does not qualify as large under the criteria set out in the Framework for Differential Reporting.

Differential reporting exemptions as available under the Framework for Differential Reporting have been applied in relation to:

- NZ IAS 1 Disclosure of critical accounting estimates and assumptions
- NZ IAS 24 Related Party Disclosures
- NZ IFRS 7 Financial Instruments: Disclosure

### MEASUREMENT BASE

The financial statements have been prepared on a historical cost basis.

### CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies during the financial year.

The Minister of Commerce has approved a new Accounting Standards Framework developed by the External Reporting Board (XRB). Under this Framework the Board is classified as a Tier 3 reporting entity and is permitted to apply simple format reporting standard. These standards have been developed by the XRB based on current international Public Sector Accounting Standards. The effective date for the new standards for public sector entities is for reporting periods beginning on or after 1 July 2014. This means the Board will transition to the new standards in preparing its 30 June 2015 financial statements. The Board has assessed adoption of the new Accounting Standards Framework will have little impact on the Board.

Due to the change in the Accounting Standards Framework for public benefit entities, the XRB has effectively frozen the financial reporting requirements for public benefit entities up until the

new Accounting Standards Framework is effective. Accordingly, no disclosure has been made about new or amended NZ IFRS that exclude public benefit entities from their scope.

## **FUNCTIONAL AND PRESENTATION CURRENCY**

The financial statements are presented in New Zealand dollars. The functional currency of the Board is New Zealand dollars.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **Revenue**

Revenue is measured at the fair value of consideration received or receivable.

Revenue from the Crown

The Board receives no funding through revenue received from the Crown.

### **Interest**

Interest income is recognised using the effective interest method.

### **Fees**

Revenue from Annual practicing certificate fees are recognised in the year to which the practicing certificate relates. Other fee revenue is recognised on receipt.

### **Leases**

Operating leases

Leases that do not transfer substantially all the risks and rewards incidental to ownership of an asset to the Board are classified as operating leases. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the term of the lease in the statement of financial performance.

### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand and deposits held with New Zealand registered banks with original maturities of three months or less.

### **Accounts receivable**

Accounts receivable are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

### **Investments**

At each balance sheet date the Board assesses whether there is any objective evidence that an investment is impaired.

### **Bank deposits**

Investments in bank deposits are initially measured at fair value. After initial recognition investments in bank deposits are measured at amortised cost using the effective interest method.

### **Property, plant and equipment**

Property, plant and equipment asset classes consist of leasehold improvements, furniture and office equipment which are shown at cost less any accumulated depreciation and impairment losses.

## **Additions**

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably.

## **Disposals**

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the statement of financial performance.

## **Subsequent costs**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in the statement of financial performance as they are incurred.

## **Depreciation**

Leasehold improvements are depreciated over the unexpired period of the lease or the estimated remaining useful lives of the improvements, whichever is the shorter.

Depreciation of furniture & office equipment is provided on a diminishing value basis at rates provided under the Income Tax Act 2007.

The depreciation rates of major classes of assets have been estimated as follows:

Leasehold improvements (16.7%)

Furniture and office equipment (18% - 60%)

Computer equipment (48%)

## **Intangible assets**

Software acquisition and development.

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use by the Board, are recognised as an intangible asset. Direct costs include the software development.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with the development and maintenance of the Board's website is recognised as an expense when incurred.

## **AMORTISATION**

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in statement of financial performance.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Developed computer software	5 years	20%
Developed website	3 years	33%

### **Impairment of non-financial assets**

Property, plant and equipment and intangible assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the Board would, if deprived of the asset, replace its remaining future economic benefits or service potential.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount and recognised in the statement of financial performance.

### **Creditors and other payables**

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

### **Employee entitlements**

Short-term employee entitlements

Employee entitlements that the Board expects to be settled within 12 months of balance date are measured at undiscounted nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

The Board recognises a liability and an expense for bonuses where it is contractually obliged to pay them, or where there is a past practice that has created a constructive obligation.

### **Good and Service Tax (GST)**

All items in the financial statements are presented exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

### **Income Tax**

The Board is a public authority and consequently is exempt from the payment of income tax. Accordingly, no charge for income tax has been provided for.

### **Cost allocation**

The Board has determined the entity has a single output. All costs are applied to that output.

The Board previously allocated costs to five separate outputs and represents a change in the allocation methodology.

### **COPYRIGHT STATEMENT**

To the best of the Social Workers Registration Board's knowledge, under New Zealand law: There is no copyright or other intellectual property rights in this Statement of Performance Expectations in New Zealand; and it may be copied and otherwise re-used in New Zealand without copyright or other intellectual property right related restriction.

The Social Workers Registration Board will not be liable to you, on any legal basis (including negligence), for any loss or damage you suffer through your use of this.