



**Social Workers  
Registration Board**  
Kāhui Whakamana Tauwhiro

ANNUAL REPORT  
**2011–2012**  
FOR THE YEAR ENDED 30 JUNE 2012

Presented to the House of Representatives in accordance  
with Section 150 of the Crown Entities Act 2004



# MINISTER FOR SOCIAL DEVELOPMENT

In accordance with Section 151 of the Crown Entities Act 2004, I submit the annual report of the Social Workers Registration Board for the year ended 30 June 2012.



Toni Hocquard

Chairperson  
Social Workers Registration Board  
29 October 2012

## CONTENTS

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<b>Part 1: Introduction to the Social Workers Registration Board</b> .....	<b>3</b>
<b>Part 2: Governance</b> .....	<b>8</b>
<b>Part 3: Report from the Chairperson</b> .....	<b>9</b>
<b>Part 4: Financial Statements</b> .....	<b>14</b>
Statement of Responsibility.....	14
Independent Auditor’s Report.....	15
Statement of Service Performance .....	17
Statement of Comprehensive Income .....	25
Statement of Changes in Equity.....	26
Statement of Financial Position.....	27
Statement of Cash Flows .....	28
Statement of Accounting Policies .....	29
Notes to the Financial Statements .....	33
Statement of Service Performance (Financial).....	41

# PART 1: INTRODUCTION TO THE SOCIAL WORKERS REGISTRATION BOARD

## THE SOCIAL WORKERS REGISTRATION BOARD

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The Social Workers Registration Act 2003 (the Act) provides the framework for the registration of social workers.

A major purpose of the Social Workers Registration Act 2003 is:

- to protect the safety of members of the public, by prescribing or providing for mechanisms to ensure that social workers are:
  - competent to practise; and
  - accountable for the way in which they practise.

The Social Workers Registration Board (SWRB) was established under this Act, in November 2003. The SWRB, a Crown agent under the Crown Entities Act 2004, has the responsibility to organise the registration process, consider and take disciplinary actions relating to Registered Social Workers, encourage registration and act to enhance the professionalism of social workers.

### The Social Workers Registration Board's Functions

The functions of the SWRB cover five distinct areas:

- the registration of social workers;
- setting the standards for social work education;
- consideration of complaints about Registered Social Workers;
- promotion of the benefits of registration of social workers; and
- enhancing the professionalism of social workers.

### Registration

The Board provides:

- the application forms and guidance notes for social workers wishing obtain competence assessment
- the application forms and guidance notes for social workers wishing to apply for registration
- web-based downloads of forms and online information requests relating to recognised social work qualifications, applications for competence and registration and information on maintaining registration
- contact with registration staff via phone and email for general information on the requirements for competence assessments and registration
- follow up telephone calls, email and written correspondence advising of competence and registration progress as well as support to complete the registration process.

### Qualification Standards

The Board sets the standards for social work education and training in New Zealand by:

- consulting with providers and other bodies that set standards for social work education and training in New Zealand, to promote and set standards
- undertaking five yearly programme recognition panel visits to all Board recognised social work qualification providers

- providing ongoing advice and guidance to social work qualification providers on maintaining a recognised qualification and any issues regarding changes to programme delivery.
- providing updates on Board policies regarding the process for recognition/re-recognition of social work qualifications.

## Complaints System

The Complaints and Disciplinary Tribunal provides:

- the mechanism for anyone to make a complaint, either verbally or in writing, regarding the provision of social work services by Registered Social Workers
- Complaint Assessment Committees whose role is to investigate complaints against Registered Social Workers and provide recommendations to the Tribunal on whether
  - the Board should review the competence or fitness of the Registered Social Worker concerned to practise social work (or both); or
  - it should submit the complaint to conciliation; or
  - it should submit the complaint or conviction to the Tribunal for a hearing; or
  - no further steps should be taken under the Act in relation to the complaint or conviction
- for hearings of complaints based on recommendations from the Complaints Assessment Committees.

## Professional Development

The Board provides:

- guidelines for Registered Social Workers around continuing professional development to support them to maintain registration
- web-based downloads, forms and online information relating to continuing professional development and the ongoing maintenance of registration
- contact with registration staff via phone and email to provide general information on the requirements for continuing professional development and maintaining registration
- regular audit of Registered Social Workers continuing professional development portfolios
- follow up telephone calls, email and written correspondence advising of audit requirements as well as advice for completion of professional development logs and audit requirements.

## Information and Promotion

The Board provides information to the public, the profession and employers of social workers on:

- obtaining and maintaining registration
- Registered Social Workers and whether they hold current practising certificates and valid competence certificates
- the process for making complaints about the provision of social work services provided by Registered Social Workers.
- the rights of people receiving social work services
- the responsibilities of Registered Social Workers.

The detailed description of the SWRB's functions is set out in Section 99 of the Act.

In summary, they are:

- to receive and consider applications for registration and practising certificates, authorise the registration of social workers and maintain the Register;
- if the SWRB thinks fit, to adopt conditions subject to which all practising certificates, or the practising certificates of all Registered Social Workers of a particular description, must be issued;
- to promote and encourage high standards of practice and professional conduct among Registered Social Workers and the employers of social workers;
- to establish and maintain a Code of Conduct for Registered Social Workers, review the competence of social workers and to consider the cases of Registered Social Workers who may be unable to perform adequately the functions required to practise social work satisfactorily;
- in consultation with providers of social work education and training in New Zealand and bodies that set standards for social work education and training in New Zealand, to promote and set standards for such education and training, and recognise New Zealand educational qualifications for the purposes of the Act;
- to promote the benefits of registration and the establishment of accessible and efficient procedures for making, considering and determining complaints relating to social workers
- to advise, and make recommendations to, the responsible Minister in respect of matters relating to the regulation of the social work profession;
- subject to the Act, to disclose to the employers or prospective employers of social workers information it has obtained under this Act relating to people who are or have been applicants for registration or Registered Social Workers; and
- any other functions conferred or imposed on it by or under the Act or any other enactment.

## Review of the Social Workers Registration Act 2003 and its Own Operations

Section 104 of the Social Workers Registration Act 2003 requires that at intervals of not more than five years the SWRB is to review the operation of the Act, and its own operations. The SWRB is required to:

- review the operation of the Act and its own operations;
- consider the extent to which the Act, and the system of voluntary registration for which it provides, are achieving the stated purposes; and
- consider whether any amendments to the Act are necessary or desirable.

The SWRB last undertook a review of the Act in the 2006–2007 financial year.

The Board has undertaken a further review of the Act over the 2011–2012 financial year in accordance with the five yearly review cycle required under the Act. This report will be presented to the Minister.

## Goals, Outcomes and Objectives

The government is the major purchaser of social work services and has a significant interest in social worker quality and professionalism. In recognition of its status as a Crown agent and its national role, the SWRB has a stake in supporting the government's social objectives to increase economic growth, reduce inequality and improve the social and economic wellbeing of New Zealanders.

The SWRB has adopted the following outcomes framework to guide its work.

## OUTCOMES FRAMEWORK

This framework outlines how the SWRB intends to monitor and measure the outcomes as a result of the implementing the Social Workers Registration Act 2003.

Our Key Outputs				
Registration	Education	Accountability	Professional Standards	Information and Promotion
Information, guidance, advice, follow-up, tools and other resources provided online, in hard copy and via email or telephone contact	National Social Work Qualification Programme Recognition Standards	Social Workers Code of Conduct and the Complaints and Disciplinary Tribunal	Social Work Competence Assessment standards and Annual Practising Certificate process	General information, guidance, advice, follow-up, tools and other resources as well as the SWRB Mandatory Registration Discussion and Review of the SWR Act 2003



How much did we do?				
<ul style="list-style-type: none"> <li>Number of website hits</li> <li>enquiries followed up</li> <li>overseas based social workers undertaking non-binding qualification assessments</li> <li>social workers undertaking competence assessments</li> <li>social workers applying for registration</li> </ul>	<ul style="list-style-type: none"> <li>Number of programme recognition visits undertaken</li> <li>social work schools visited mid – recognition or at request</li> <li>social work schools assisted</li> </ul>	<ul style="list-style-type: none"> <li>Number of email or telephone enquiries regarding whether social workers are registered</li> <li>complaints received</li> <li>complaints accepted</li> <li>complaints resolved</li> <li>website hits on the Public Register</li> </ul>	<ul style="list-style-type: none"> <li>Number of competence assessments re-certifications</li> <li>new practising certificates issued</li> <li>practising certificates renewed</li> </ul>	<ul style="list-style-type: none"> <li>Number of promotional visits and presentations</li> <li>enquiries responded to via email and telephone</li> <li>enquiries regarding discussion document</li> <li>submissions received and acknowledged</li> </ul>



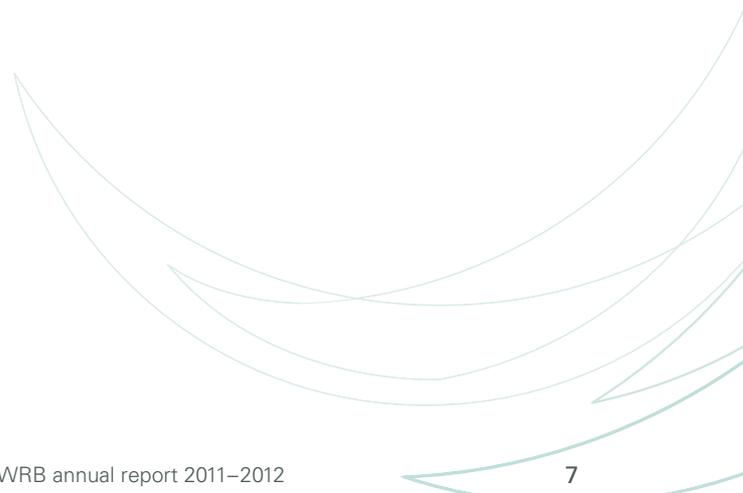
How well did we do it?				
<ul style="list-style-type: none"> <li>Percentage of users who found website content useful and easy to access</li> <li>users who found the SWRB office helpful</li> <li>overseas based social workers undertaking non-binding qualification assessments responding positively to process</li> <li>competence assessment applicants responding positively to process</li> <li>newly Registered Social Workers responding positively to process</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of programmes responding positively to panel visits</li> <li>social work schools responding positively to mid-recognition or additional visits</li> <li>social work schools who found SWRB assistance helpful</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of complainants responding positively to information provided</li> <li>social workers responding positively to information provided</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of competence assessment re-certification applicants responding positively to process</li> <li>registered social workers responding positively to the practising certificate process</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of positive feedback to visits and presentations</li> <li>positive feedback to enquiries responded to</li> <li>positive responses from submitters to the discussion document</li> </ul>



What was the outcome?				
Percentage of <ul style="list-style-type: none"><li>– overseas non-binding qualification assessments completed</li><li>– competence assessments completed</li><li>– new applications for registration completed</li></ul>	Percentage of <ul style="list-style-type: none"><li>– programme recognition and re-recognitions completed</li><li>– mid-recognition or additional visits</li><li>– schools of social work able to deliver improved social work qualifications</li></ul>	Percentage of <ul style="list-style-type: none"><li>– complainants reporting that complaint outcomes are fair, transparent and understandable</li><li>– social workers reporting that complaint outcomes are fair, transparent and understandable</li><li>– employers reporting that complaint outcomes are fair, transparent and understandable</li></ul>	Percentage of <ul style="list-style-type: none"><li>– competence assessment re-certifications completed</li><li>– practising certificates issued</li></ul>	Percentage of <ul style="list-style-type: none"><li>– attendees reporting improved understanding of the registration system</li><li>– enquirers reporting improved understanding of the registration system</li><li>– submitters reporting that the discussion document was clear and easy to respond to</li></ul>



What was the quality of the outcome?				
Percentage of <ul style="list-style-type: none"><li>– the public responding positively to registration and recognising the benefits</li><li>– social workers responding positively to registration and recognising the benefits</li><li>– employers of social workers responding positively to registration and recognising the benefits</li></ul>	Percentage of <ul style="list-style-type: none"><li>– Schools of social work responding positively to the National Social Work Qualification Programme Recognition Standards and recognising the benefits to educators and students</li></ul>	Percentage of <ul style="list-style-type: none"><li>– complainants acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers</li><li>– social workers acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers</li><li>– employers of social workers acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers</li></ul>	Percentage of <ul style="list-style-type: none"><li>– social workers identifying the competence assessment and practising certificate process as enhancing their professionalism</li><li>– employers of social workers identifying the competence assessment and practising certificate process as enhancing social workers professionalism</li></ul>	Percentage of <ul style="list-style-type: none"><li>– the public responding positively to registration and recognising the benefits</li><li>– social workers responding positively to registration and recognising the benefits</li><li>– employers of social workers responding positively to registration and recognising the benefits</li></ul>



# PART 2: GOVERNANCE

## SWRB Board Members 2011–2012

Toni Hocquard (Full term) – Chairperson

Paula Nes (Full term)

Maaka Tibble (Term ended 31 August 2011)

Kitty Chiu (Term ended 31 August 2011)

Mary Miles (Full Term)

Moana Eruera (Full Term)

Jim Heays (Full Term)

William Pua (appointed 1 September 2011)

Toni Millar (appointed 1 September 2011)

Sara Georgeson (appointed 1 September 2011)

## Board Meetings

The Board met on:

25 and 26 August 2011

1 and 2 December 2011

23 and 24 February 2012

11 May 2012 (via Teleconference)

## Board Committees

To facilitate its work, the Board reviewed and maintained a number of sub-committees for the 2011–2012 year. The committees and their membership were:

### **Finance, Audit and Risk Management**

Membership: P Nes (Chair), K Chiu, T Millar, J Heays and T Hocquard.

### **Policy Development and Review**

Membership: M Miles (Chair), M Tibble, M Eruera, S Georgeson, W Pua and T Hocquard.

## Board Member and Staff Insurance

The SWRB has taken insurance cover for Board members, Board Committee members and employees for personal loss caused by wrongful acts in the course of their duties where indemnity is not available from the organisation. The SWRB has also taken insurance cover covering personal accident and travel risk for Board members, Board Committee members and employees where injury or loss occurs whilst on the organisation's business.

# PART 3: REPORT FROM THE CHAIRPERSON

## REPORT FROM THE CHAIRPERSON

The five key output areas of the Board are:

REGISTRATION – Managing the registration of social workers

EDUCATION – Setting Standards for Social Work Education and Training

ACCOUNTABILITY – Considering complaints against Registered Social Workers

PROFESSIONAL STANDARDS – Enhancing the professionalism of social workers

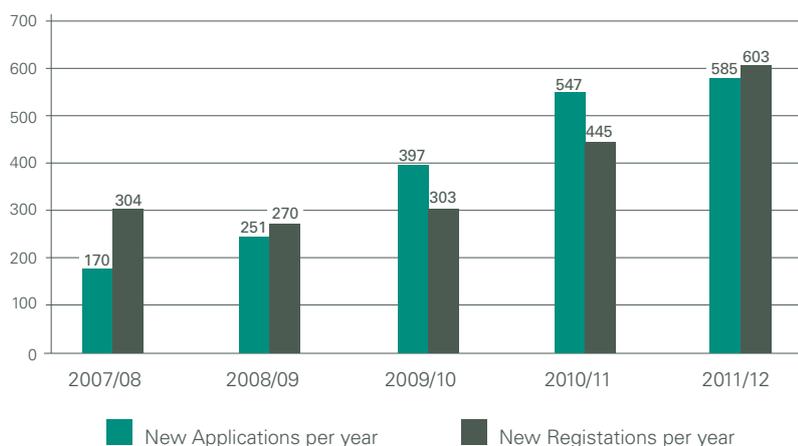
INFORMATION AND PROMOTION – Promoting the benefits of registration

### Managing the registration of social workers

The Social Workers Registration Board has continued to work to ensure that the process for registering social workers has been made as accessible and simple as possible while still adhering to the requirement of the Social Workers Registration Act 2003.

Figure 1 below provides information on the numbers of social workers applying for registration each year along with the number of applicants (from the current or previous years) who have been registered.

*Figure 1: Applications for Registration and New Registrations per year 2007–2012*



### Setting Standards for Social Work Education and Training

Since 1 January 2006 the entry level qualification for the purposes of registration has been a degree level social work qualification. The Board still recognises social work diploma qualifications if they were completed or commenced prior to 1 January 2006.

The Social Workers Registration Board currently recognises a range of undergraduate and postgraduate social work qualifications provided by seventeen providers.

At the undergraduate level, the Board recognises:

- Five 4-year degrees at Universities (two of these may be awarded with honours and two have an honours stream).
- One 4-year degree at a Private training establishment.
- One 4-year degree at a polytechnic.
- Eight 3 year degrees in the polytechnic/institute of technology sector
- Two 3-year degrees in the Wananga sector.
- One 4 year combined social work, mental health and addictions double major at a polytechnic.

At the postgraduate level there are two university professional masters programmes which may be awarded with honours currently offered. A further masters professional programme is recognised but is taking no more intakes at this stage. Graduate Diplomas and postgraduate diplomas are being taught out with no further intakes.

The qualifications and providers are as set out in Table 1 below:

**Table 1: Current SWRB Recognised Social Work Qualifications**

Institution	Qualification
Bethlehem Tertiary Institute	Bachelor of Social Work
Christchurch Polytechnic Institute of Technology	Bachelor of Social Work
Eastern Institute of Technology	Bachelor of Applied Social Sciences (Social Work major) (May be awarded with an additional major in Counselling or Psychotherapy)
Massey University	Bachelor of Social Work (may be awarded with Honours) Master of Applied Social Work (may be awarded with Honours)
Manukau Institute of Technology	Bachelor of Applied Social Work
NorthTec	Bachelor of Applied Social Service (Social Work major) Bachelor of Applied Social Service (Social Work and Mental Health & Addictions double major)
Open Polytechnic	Bachelor of Social Work
Te Wananga o Aotearoa	Bachelor of Social Work (Biculturalism in Practice)
Te Wananga o Raukawa	Poutuārongo Toiora Whānau
The University of Auckland	Bachelor of Social Work Bachelor of Social Work (Honours) Master of Social Work ( Professional) (may be awarded with Honours)
Unitec New Zealand	Bachelor of Social Practice (Social Work major) (Community Development major – for graduates completing 2009 onwards)
University of Canterbury	Bachelor of Social Work (may be awarded with Honours) Master of Social Work (Applied)
University of Canterbury	Graduate Diploma in Social Work Post Graduate Diploma in Social Work
University of Otago	Bachelor of Social Work Bachelor of Social Work (Honours)
University of Otago	Bachelor of Social and Community Work Post Graduate Diploma in Social and Community Work Master of Social and Community Work

University of Waikato	Bachelor of Social Work
Waiariki Institute of Technology	Bachelor of Applied Social Science (Social Work)
Whitireia Polytechnic	Bachelor of Social Work
Wintec	Bachelor of Applied Social Science (Social Work major)

At the December 2011 Board meeting the Board resolved to review the programme recognition standards, and established a steering committee to ensure a process whereby stakeholders were consulted. The Board also engaged an external project manager to manage the review process and the review of the SWRB Programme Recognition Standards is due to be presented to the Board in November 2012.

## Considering complaints against Registered Social Workers

The Social Workers Registration Board Complaints and Disciplinary Tribunal can only accept complaints about the practice of Registered Social Workers where there is an identified breach of the Code of Conduct.

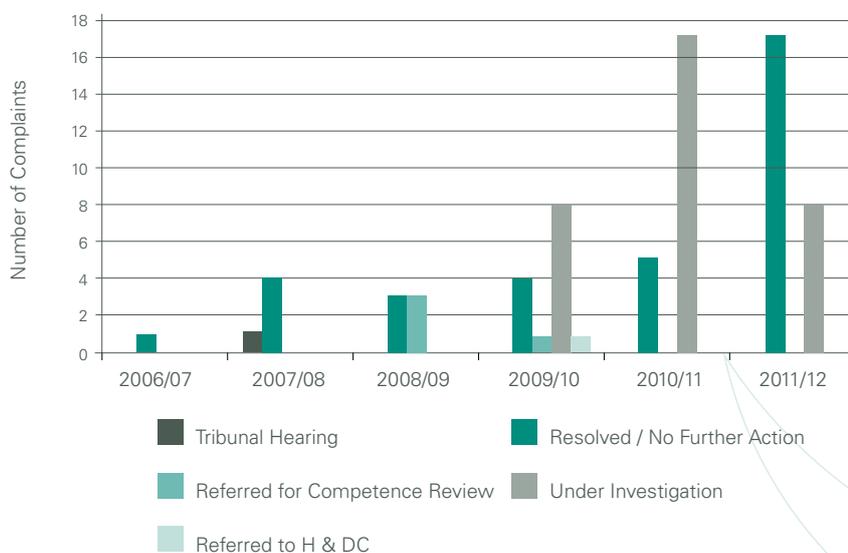
Figure 2 below indicates the outcome of complaints received in a given year.

If a complaint is not identified as a breach of the Code of Conduct it results in No Further Action.

A Competence Review is usually undertaken when a complaint does not necessarily reach the threshold of an identified breach of the code of conduct but the Chair of the Tribunal considers there to be enough evidence to warrant a referral back to the Social Workers Registration Board with the recommendation that a competence review is undertaken. The social worker's competence to practise is reviewed and any necessary conditions or restrictions on the social worker's practise are imposed.

Under the SWR Act a complaint is referred to the Health & Disability Commission if the complainant is a consumer of a health service

Figure 2. Complaint Outcomes 2006–2012



The Board receives a number of complaints about social workers who are not registered but is unable to act on the complaint.

Identifying the number of these complaints is difficult as often complainants will call to ask if a particular social worker is registered and when told they are not do not continue with the discussion or else they find out the social worker is not registered as they do not appear on the public register.

The number of potential complaints against unregistered social workers received in the SWRB office is much more than the number of complaints received regarding registered social workers.

### Enhancing the professionalism of social workers

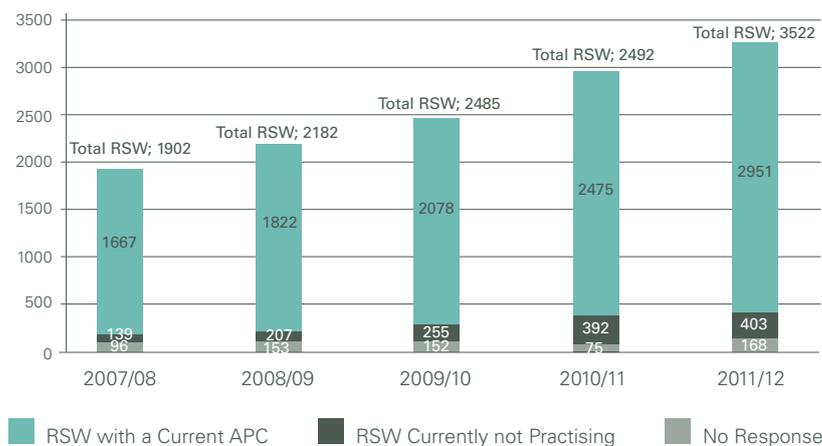
The SWRB maintains a Code of Conduct for social workers and reinforces high standards of practice by requiring registered social workers to meet minimum criteria in order to hold an Annual Practising Certificate (APC).

This minimum criteria involves maintaining a valid competence assessment certificate, being a fit and proper person to practice social work and engaging in ongoing professional development.

While the Board accepts that some social workers will not be practising the Board requires confirmation of this to ensure that social workers are not practising without valid APCs.

The Board actively follows up on registered social workers who may be practising without a current APC advising both the practitioner and their employer of their obligations under the SWR Act.

**Figure 3: Total Registrations compared with Total APCs issued 2007–2012**



### Promoting the benefits of registration.

The benefits of registration are two-fold.

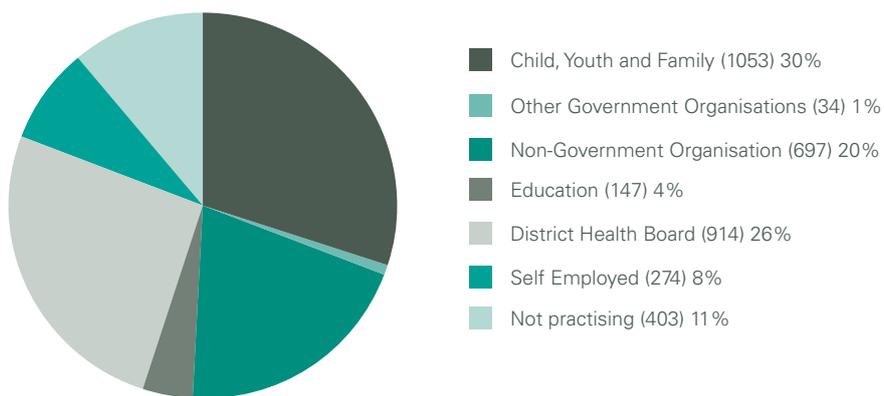
Primarily it has the purpose of protecting the safety of the public by providing a mechanism to ensure that social workers are competent to practise and are held accountable for the way in which they practise.

The registration framework also provides a process for social workers to have their competence and fitness to practise social work publically acknowledged.

Figure 4 below provides the number of registered social workers who have identified that they are employed within different sectors or else not practising.

Child, Youth and Family (30%) and the District Health Boards (26%) are the largest single employers of registered social workers followed by the non-government sector organisations employing 21%.

Figure 4: Number of Registered Social Workers by Employer



### Equal Employment Opportunities (EEO)

The SWRB is committed to the values of equity and fairness as a good employer and provides policies, programmes and practices that promote these values in supporting a small but busy office.

Toni Hocquard  
Chairperson  
Social Workers Registration Board

# PART 4: FINANCIAL STATEMENTS

## STATEMENT OF RESPONSIBILITY

### FORTHE YEAR ENDED 30 JUNE 2012

In terms of the Crown Entities Act 2004, the Board is responsible for the preparation of the Social Workers Registration Board's financial statements and statement of service performance, and for the judgements made in them.

The Board of the Social Workers Registration Board has the responsibility for establishing, and has established a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the Board's opinion, these financial statements and statement of service performance fairly reflect the financial position and operations of the Social Workers Registration Board for the year ended 30 June 2012.

Signed on behalf of the Board:



Toni Hocquard  
Chairperson  
29 October 2012



Paula Nes  
Chair Finance, Audit and Reporting Committee  
29 October 2012

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF THE SOCIAL WORKERS REGISTRATION BOARD FINANCIAL STATEMENTS AND STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2012

The Auditor-General is the auditor of the Social Workers Registration Board (the Registration Board). The Auditor-General has appointed me, Karen Young, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and statement of service performance of the Board on her behalf.

We have audited:

- the financial statements of the Registration Board on pages 25 to 42, that comprise the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and notes to the financial statements that include accounting policies and other explanatory information; and
- the statement of service performance of the Registration Board on pages 17 to 24.

#### Opinion

In our opinion:

- the financial statements of the Registration Board on pages 25 to 42:
  - comply with generally accepted accounting practice in New Zealand; and
  - fairly reflect the Registration Board's:
    - financial position as at 30 June 2012; and
    - financial performance and cash flows for the year ended on that date.
- the statement of service performance of the Registration Board on pages 17 to 24:
  - complies with generally accepted accounting practice in New Zealand; and
  - fairly reflects, for each class of outputs for the year ended 30 June 2012, the Board's:
    - service performance compared with the forecasts in the statement of forecast service performance for the financial year; and
    - actual revenue and output expenses compared with the forecasts in the statement of forecast service performance at the start of the financial year.

Our audit was completed 29 October 2012. This is the date at which our opinion is expressed.

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

#### Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements and statement of service performance are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements and statement of service performance. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements and statement of service performance. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements and statement of service performance, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Board's financial statements and statement of service performance that fairly reflect the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board;
- the adequacy of all disclosures in the financial statements and statement of service performance; and
- the overall presentation of the financial statements and statement of service performance.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements and statement of service performance. We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

### **Responsibilities of the Board**

The Board is responsible for preparing financial statements and a statement of service performance that:

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

The Board is also responsible for such internal control as is determined necessary to enable the preparation of financial statements and a statement of service performance that are free from material misstatement, whether due to fraud or error.

The Board's responsibilities arise from the Crown Entities Act 2004 and the Social Workers Registration Act 2003.

### **Responsibilities of the Auditor**

We are responsible for expressing an independent opinion on the financial statements and statement of service performance and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and the Crown Entities Act 2004.

### **Independence**

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the New Zealand Institute of Chartered Accountants.

Other than the audit, we have no relationship with or interests in the Registration Board.

*Karen Young*

Karen Young  
Audit New Zealand  
On behalf of the Auditor-General  
Wellington, New Zealand

## STATEMENT OF SERVICE PERFORMANCE 2011–2012

### Introduction

The SWRB established four output classes.

1. REGISTRATION – Managing the registration of social workers
2. EDUCATION – Setting Standards for Social Work Education and Training
3. ACCOUNTABILITY – Considering complaints against Registered Social Workers
4. PROFESSIONAL STANDARDS – Enhancing the professionalism of social workers
5. INFORMATION AND PROMOTION – Promoting the benefits of registration

### Output 1: REGISTRATION

#### Managing the registration of social workers

Description: This output involves the operation of a Register of social workers and the issuing of practising certificates as provided for in the Social Workers Registration Act 2003. As part of this process the SWRB will process applications for registration and for annual practising certificates. Applications for registration and for annual practising certificates are to be checked to ensure they comply with the criteria in the Act and with the policies of the SWRB.

**Impact: Social workers registered to meet minimum standards via an efficient and accessible registration system.**

The number of social workers becoming registered in New Zealand is increasing each and every year. Over the last four years the average percentage increase in applications for registration per year has been 38%.

### Key Performance Standards

#### Quantity and Timeliness

Measure	Target	Actual
100% of non-binding overseas qualification assessments completed	Within 20 working days	100% non-binding overseas qualification assessments completed within 20 Days
100% competence assessments completed	Within 20 working days	100% - All competence assessments were completed within 20 working days of a complete application being received.
100% new applications for registration completed and presented to the Board for approval	Within 60 working days	100% - All applications for registration were presented to the Board for approval within 60 days of receiving a complete application.
Website visits / hits	50,000 / 1,000,000	In excess of 68,239 visits and 1,262,148 hits were recorded
Non-binding overseas qualification assessments completed	50	48 Non-binding overseas qualification assessments completed.

Social workers undertaking competence assessments	150	485 Social workers have undertaken a competence assessment. This exceeded the target set by the Board as more social workers elected to use the SWRB competence assessment process than was expected.
Social workers applying for registration	400	585 Social workers applied for registration. This exceeded the target as more social workers elected to apply for registration in the current voluntary registration environment than was expected.

## Quality

Measure	Target	Actual
% users who found website content useful and easy to access	80%	95%
% users who found the SWRB office helpful	80%	85%
% of non-binding overseas qualification assessment applicants responding positively to process	80%	100% No non-binding overseas qualification assessment applicants have appealed the decisions of the Board
% of competence assessment applicants responding positively to process	80%	85%
% of newly registered social workers responding positively to process	80%	92%

## Output 2: EDUCATION

### Setting Standards for Social Work Education and Training

Description: This output involves the Board setting the standards for social work education and training in New Zealand and ensuring that the delivery of social work qualifications in New Zealand adheres to the Social Workers Registration Board Programme Recognition Standards. The Board will maintain and review the Programme Recognition Standards for recognised social work education providers and reinforce high standards of education in order that social workers achieve minimum competencies prior to engaging in professional practice.

There is an ongoing cost of training members of the Programme Recognition Panels as well as ensuring international moderation through engaging an international social work education member for each panel. The Board secretariat also provides ongoing advice and assistance to recognised tertiary education organisations providing social work programmes as well as assisting potential providers to

meet recognition standards. The Board secretariat also undertakes assessments of the overseas social work qualifications of applicants for registration to ensure that they are equivalent to recognised New Zealand social work qualifications.

**Impact: Social work students graduate from SWRB recognised Social Work Qualifications delivered to national standards with the expected entry level competencies.**

The Social Workers Registration Board currently recognises 17 social work qualifications throughout New Zealand. Each programme is assessed against the Board’s national programme recognition standards. The Board is currently reviewing the programme recognition standards to ensure that social work education in New Zealand is at an acceptable standard.

## Key Performance Standards

### Outcomes

Measure	Target	Actual
Programme recognition visits undertaken for programmes due for re-recognition	100%	100% – 5 of the planned 5 visits were completed
Mid-term programme recognition visits undertaken for programmes currently recognised	100%	80% – 4 of the planned 5 visits were completed.
Social work qualification providers seeking guidance are assisted by the SWRB	100%	Social Work qualification providers attended three meetings with the Board in which all providers were provided with guidance and assistance by the Board.

### Quantity and Timeliness

Measure	Target	Actual
Programme recognition visits undertaken for programmes due for re-recognition	5 Panel Visits	5 of the planned 5 visits were completed
Mid-term programme recognition visits undertaken for programmes currently recognised	5 Mid-term Visits	4 of the planned 5 visits were completed
Social work qualification providers seeking guidance are assisted by the SWRB	15	All 15 Social Work qualification providers attended three meetings with the Board where they were provided guidance and assistance.

## Quality

Measure	Target	Actual
% of social work qualification Programme providers respond positively to the outcome of recognition visits and acknowledge the benefits to educators and students	80%	83%
% of social work qualification Programme providers respond positively to the outcome of mid-term recognition visits and acknowledge the benefits to educators and students	80%	80%
% of social work qualification providers seeking guidance respond positively to the assistance provided and acknowledge the benefits to educators and students	80%	90%

## Output 3: ACCOUNTABILITY

### Considering complaints against Registered Social Workers

Description: This output involves the Board providing administrative support to an independent Social Workers Complaints and Disciplinary Tribunal which can appoint Complaint Assessment Committees (CACs) to assess complaints against Registered Social Workers.

There will be an ongoing cost of training members of the Social Workers Complaints and Disciplinary Tribunal as well as establishing and providing training for CACs. The Board secretariat will also provide ongoing administrative support to both the Complaints and Disciplinary Tribunal and CACs. The number of complaints and the complexity of complaints expected remain unknown but there is likely to be an increase in complaints over the next few years as public awareness increases.

A disciplinary reserve has been established to meet the costs of complaints.

**Impact: 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 Complaints and Disciplinary Tribunal process.**

The Social Workers Registration Board Complaints and Disciplinary Tribunal has received 73 complaints since 2006. The Complaints and Disciplinary Tribunal can only act on complaints in relation to registered social workers and unregistered social workers are not held accountable to the code of conduct. The Aotearoa New Zealand Association of Social Workers, the professional association for social workers in New Zealand, refer complainants to the Board if the complaint about a member relates to a registered social worker. Employers of social workers now regularly contact the Board to discuss disciplinary issues and outcomes and advise the Board of any suspected breaches of the code of conduct.

## Key Performance Standards

### Quantity and Timeliness

Measure	Target	Actual
% of complainants reporting that complaint outcomes are fair, transparent and understandable	80%	2011/12 All 18 Complaints received this year are still under investigation and yet to be completed
% of employers reporting that complaint outcomes are fair, transparent and understandable	80%	2011/2012 All 18 Complaints received this year are still under investigation and yet to be completed
% of social workers reporting that complaint outcomes are fair, transparent and understandable	80%	2011/2012 All 18 Complaints received this year are still under investigation and yet to be completed
Number of Email or telephone enquiries regarding whether socialworkers are registered	100	Email and telephone enquiries regarding whether social workers are registered exceeded 100
Number of complaints received	20	25
Number of complaints accepted	10	10
Number of complaints resolved	10	16 Complaints were resolved which included complaints received in previous financial years.

### Quality

Measure	Target	Actual
% of complainants acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers	80%	2011/2012 All Complaints received this year are still under investigation and yet to be completed
% of social workers acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers	80%	93% of respondents to the Mandatory Registration Discussion Document acknowledged the benefits of an independent and effective complaints and disciplinary system for social workers
% of employers of social workers acknowledging the benefits of an independent and effective complaints and disciplinary system for social workers	80%	93% of respondents to the Mandatory Registration Discussion Document acknowledged the benefits of an independent and effective complaints and disciplinary system for social workers

## Output 4: PROFESSIONAL STANDARDS

### Enhancing the professionalism of social workers

Description: The Board will maintain and review the code of conduct for social workers and reinforce high standards of practice in order that Registered Social Workers are accountable for their ongoing professional development. The Board will continue to promote the code of conduct to social workers and their employers as well as the ongoing issuing of practising certificates for all Registered Social Workers.

**Impact: Social workers are viewed as professionals by the public, employers and their peers across multi-disciplinary teams, adhere to accepted practice standards and continually develop their professional knowledge and skills**

Employers are recognising the status of registered social workers and many now require registration as a prerequisite to employment or require newly employed social workers to become registered.

The voluntary registration environment confuses the public in that it is difficult for the public to identify whether or not a social worker is registered although a recent survey undertaken on behalf of the Social Workers Registration Board notes that 81% of the public believe that social workers should be registered.

### Key Performance Standards

#### Quantity and Timeliness

Measure	Target	Actual
% of competence assessment recertifications completed	90%	100%
% of practising certificates issued	90%	100%
Competence assessment recertifications	650	179 competence assessment recertifications were completed by the SWRB and 571 were completed by the ANZASW on behalf of the SWRB. Total 750.
New practising certificates issued	350	603 new practising certificates were issued. This exceeded the target number as more social workers elected to apply for registration than the Board anticipated.
Practising certificates renewed	2500	2951 practising certificates were renewed. This number was more than the target set by the Board as more Registered Social Workers elected to renew their Practising Certificates than the Board anticipated.

## Quality

Measure	Target	Actual
% competence assessment recertification applicants responding positively to process	80%	93%
% Registered Social Workers responding positively to the practising certificate process	80%	85%

## Output 5: INFORMATION AND PROMOTION

### Promoting the benefits of registration

Description: This output recognises that the registration of social workers is voluntary. The Board, therefore, will promote registration and its benefits to social workers and their employers.

The Board intends to continue meeting with social workers, their employers and other stakeholders at least once in a year and will also be issuing regular newsletters and updates to the sector.

**Impact: 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 social workers are competent and held accountable for their practice.**

The profession and employers of social workers are aware of the system of registration and how to access it but not all members of the profession and their employers are currently registered as a result of the voluntary registration environment.

### Key Performance Standards

#### Quantity and Timeliness

Measure	Target	Actual
% of attendees at visits and presentations reporting improved understanding of the registration system	90%	100%
% of enquirers via email or telephone reporting improved understanding of the registration system	90%	78%
% of submitters to the Mandatory Registration Discussion document reporting that the discussion document was clear and easy to respond to	90%	100% – no submitters reported an inability to understand or respond to the discussion document
Promotional visits and presentations	10	30 Promotional visits and presentations were undertaken as a result of the more than expected number of requests to present that the Board received.

Enquiries responded to via email and telephone	400	Enquiries exceeded target
Enquiries regarding discussion document	100	Enquiries regarding the discussion document exceeded target
Submissions received and acknowledged	100	422 Submissions were received and acknowledged

### Quality

Measure	Target	Actual
% of the public responding positively to registration and recognising the benefits	80%	81%
% of social workers responding positively to registration and recognising the benefits	80%	92% of respondents to the Mandatory Registration Discussion Document responded positively to registration and recognised the benefits
% of employers of social workers responding positively to registration and recognising the benefits	80%	92% of respondents to the Mandatory Registration Discussion Document responded positively to registration and recognised the benefits

## STATEMENT OF COMPREHENSIVE INCOME

### FOR THE YEAR ENDED 30 JUNE 2012

	Actual 2012 \$	Budget 2012 \$	Actual 2011 \$
<b>INCOME</b>			
Application, registration, and practicing fees	1,067,787	979,050	921,983
Discipline levy	-	-	78
Expense recoveries & other income	42,785	53,000	41,797
Interest	31,319	25,000	32,391
<b>Total Income</b>	<b>1,141,891</b>	<b>1,057,050</b>	<b>996,219</b>
<b>EXPENDITURE</b>			
Audit fees	21,720	20,000	20,730
Board & Tribunal costs	36,465	49,000	34,947
Course recognition	19,258	50,000	21,056
Depreciation & amortisation	77,609	70,600	64,404
Loss on disposal of property, plant & equipment	874	-	-
Personnel costs	1 514,324	512,500	478,081
Promotion & publications	46,878	40,500	93,006
Operating lease costs	94,175	94,140	94,109
SWRB Act review costs	24,433	17,000	-
Other expenses	238,365	204,100	177,959
<b>TOTAL EXPENDITURE</b>	<b>1,074,101</b>	<b>1,057,840</b>	<b>984,292</b>
Surplus/(Deficit)	67,790	(790)	11,927
Other comprehensive income	-	-	-
<b>NET COMPREHENSIVE INCOME</b>	<b>\$67,760</b>	<b>\$(790)</b>	<b>\$11,927</b>

Explanations of major variances against budget are provided in note 20.

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

## STATEMENT OF CHANGES IN EQUITY

### FOR THE YEAR ENDED 30 JUNE 2012

		Actual 2012 \$	Budget 2012 \$	Actual 2011 \$
Balance at 1 July		516,434	\$502,229	504,507
Total comprehensive income		67,790	(790)	11,927
<b>Balance at 30 June</b>	<b>9</b>	<b>\$584,224</b>	<b>\$501,439</b>	<b>\$516,434</b>

Explanations of major variances against budget are provided in note 20.

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

## STATEMENT OF FINANCIAL POSITION

### AS AT 30 JUNE 2012

		Actual 2012 \$	Budget 2012 \$	Actual 2011 \$
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	2	934,797	98,912	827,239
Investments	3	413,407	470,000	350,000
Accounts receivable		6,622	4,400	14,157
Prepayments		33,907	4,000	28,678
<b>Total current assets</b>		<b>1,388,733</b>	<b>577,312</b>	<b>1,220,074</b>
<b>NON CURRENT ASSETS</b>				
Property, plant and equipment	4	80,254	70,973	86,334
Intangible assets	5	144,300	165,390	113,405
<b>Total non-current assets</b>		<b>224,554</b>	<b>236,363</b>	<b>199,739</b>
<b>TOTAL ASSETS</b>		<b>1,613,287</b>	<b>813,675</b>	<b>1,419,813</b>
Less:				
<b>CURRENT LIABILITIES</b>				
Accounts payable and accruals	6	190,136	79,236	192,837
Employee entitlements	7	34,811	17,000	25,421
Income received in advance	8	804,117	216,000	685,121
<b>TOTAL LIABILITIES</b>		<b>1,029,064</b>	<b>312,236</b>	<b>903,379</b>
<b>NET ASSETS</b>		<b>\$584,223</b>	<b>\$501,439</b>	<b>\$516,434</b>
<b>EQUITY</b>				
General Funds		584,223	494,113	472,470
Discipline Reserve		-	7,326	43,964
<b>TOTAL EQUITY</b>	9	<b>\$584,223</b>	<b>\$501,439</b>	<b>\$516,434</b>

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

Explanations of major variances against budget are provided in note 20.

## STATEMENT OF CASH FLOWS

### FORTHE YEAR ENDED 30 JUNE 2012

		Actual 2012 \$	Budget 2012 \$	Actual 2011 \$
<b>Net Cash Flows from Operating Activities</b>				
Registration fees, levies and APC fees		1,186,783	979,050	1,446,382
Other revenue		42,785	53,000	39,011
Interest received		30,071	25,000	39,989
Payments to Suppliers		(487,059)	(467,847)	(356,306)
Payments to Personnel		(498,315)	(512,500)	(480,307)
<b>Net Cash flows from Operating Activities</b>	<b>10</b>	<b>274,265</b>	<b>76,703</b>	<b>688,769</b>
<b>Net Cash Flows from Investing Activities</b>				
Movement in bank term deposits	11	(63,407)	50,000	(76,997)
Sale of property, plant & equipment		–	–	–
Purchase of property, plant and equipment		(31,767)	(23,992)	(27,300)
Purchase of intangible assets		(71,533)	(100,000)	(62,573)
<b>Net Cash flows from Investing Activities</b>		<b>(166,707)</b>	<b>(73,992)</b>	<b>(166,870)</b>
<b>Net Increase/(Decrease) in Cash or cash equivalents</b>		<b>107,558</b>	<b>2,711</b>	<b>521,899</b>
Cash or cash equivalents at beginning of the year		827,239	96,201	305,340
Cash or cash equivalents at end of the year		\$934,797	\$98,912	\$827,239

The GST (net) component of cash flows from operating activities reflects the net GST paid to and received from the Inland Revenue Department. The GST (net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes and to be consistent with the presentation basis of the other primary financial statements.

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

Explanations of major variances against budget are provided in note 20.

## STATEMENT OF ACCOUNTING POLICIES

### FOR THE YEAR ENDED 30 JUNE 2012

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#### Reporting Entity

The Social Workers Registration Board ("the Board") is a Crown entity as defined by the Crown Entities Act 2004 and 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 financial statements for the Board are for the year ending 30 June 2012 and were approved by the Board on 25 October 2012.

#### Basis of Preparation

##### 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 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 24    Related Party Disclosures

NZ IFRS 7    Financial Instruments: Disclosure

##### Measurement Base

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

##### Functional and Presentation Currency

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

##### Changes in Accounting Policies

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

## STATEMENT OF ACCOUNTING POLICIES

FORTHE YEAR ENDED 30 JUNE 2012

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### Significant Accounting Policies

#### Revenue

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

#### 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 surplus/deficit.

#### 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.

Impairment of a receivable is established when there is objective evidence that the Board will not be able to collect amounts due according to the original terms of the receivable.

#### 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 surplus/deficit.

## STATEMENT OF ACCOUNTING POLICIES

### FOR THE YEAR ENDED 30 JUNE 2012

#### 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 surplus/deficit 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	48.0%

#### 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 of maintaining the Board's website are 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 the surplus/deficit.

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

Computer software	5 years	20.0%
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#### 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.

## STATEMENT OF ACCOUNTING POLICIES

### FORTHE YEAR ENDED 30 JUNE 2012

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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 other comprehensive income.

#### **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**

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.

#### **Goods and Services 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.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

	2012 \$	2011 \$
<b>1. PERSONNEL COSTS</b>		
Salaries, wages and Board/Committee remuneration	498,315	480,307
Defined contribution plan employer contribution	6,619	4,617
Increase/(Decrease) in employee entitlements	9,390	(6,843)
	<b>514,324</b>	<b>478,081</b>
<b>2. CASH &amp; CASH EQUIVALENTS</b>		
Cash on hand and at bank	160,427	740,067
Cash equivalents – bank call deposits	774,370	87,172
	<b>934,797</b>	<b>827,239</b>
The carrying value of short term deposits with maturity dates of 3 months or less approximates their fair value.		
<b>3. INVESTMENTS</b>		
Current investments are represented by:		
Bank term deposits	413,407	350,000
The carrying value of short term deposits with maturity dates of 3 months or less approximates their fair value. The weighted average effective interest rate for term deposits in 2012 was 4.65%. (2011 4.65%)		

## NOTES TO THE FINANCIAL STATEMENTS

### FORTHE YEAR ENDED 30 JUNE 2012

	Furniture & office equipment	Computer equipment	Leasehold alterations	Total
4. PROPERTY, PLANT & EQUIPMENT	\$	\$	\$	\$
<b>COST</b>				
Balance at 1 July 2010	105,582	77,989	62,162	245,733
Additions	6,355	20,945	–	27,300
Disposals	–	–	–	–
Balance at 30 June 2011	111,937	98,934	62,162	273,033
Balance at 1 July 2011	111,937	98,934	62,162	273,033
Additions	3,887	5,600	22,280	31,767
Disposals	(5,392)	(32,042)	–	(37,438)
Balance at 30 June 2012	110,432	72,488	84,442	267,362
<b>ACCUMULATED DEPRECIATION</b>				
Balance at 1 July 2010	69,416	65,938	22,409	157,763
Depreciation expense	9,199	9,377	10,360	28,936
Elimination on disposal	–	–	–	–
Balance at 30 June 2011	78,615	75,315	32,769	186,699
Balance at 1 July 2011	78,615	75,315	32,769	186,699
Depreciation expense	7,673	12,793	16,506	36,972
Elimination on disposal	(5,145)	(31,419)	–	(36,564)
Balance at 30 June 2012	81,144	56,689	49,275	187,108
<b>CARRYING AMOUNT</b>				
At 1 July 2010	36,166	12,051	39,753	87,970
At 30 June and 1 July 2011	33,322	23,619	29,393	86,334
At 30 June 2012	29,289	15,798	35,167	80,254

The total amount of property, plant, and equipment in the course of construction is \$nil. (2011 \$nil)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

	Acquired Software \$	Total \$
5. INTANGIBLE ASSETS		
COST		
Balance at 1 July 2010	152,224	152,224
Additions	62,573	62,573
Disposals	–	–
Balance at 30 June 2011	214,797	214,797
Balance at 1 July 2011	214,797	214,797
Additions	71,533	71,533
Disposals	–	–
Balance at 30 June 2012	286,330	286,330
ACCUMULATED AMORTISATION		
Balance at 1 July 2010	65,924	65,924
Amortisation expense	35,468	35,468
Elimination on disposal	–	–
Balance at 30 June 2011	101,393	101,393
Balance at 1 July 2011	101,393	101,393
Amortisation expense	40,637	40,637
Elimination on disposal	–	–
Balance at 30 June 2012	142,030	142,030
CARRYING AMOUNT		
At 1 July 2010	86,300	86,300
At 30 June and 1 July 2011	113,405	113,405
At 30 June 2012	144,300	144,300

There are no restrictions over the title of the Board's intangible assets, nor are any intangible assets pledged as security for liabilities.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

	2012 \$	2011 \$
6. ACCOUNTS PAYABLE & ACCRUALS		
Creditors	158,408	163,043
Accrued expenses	31,727	29,794
	190,136	192,837
Creditors are non-interest bearing and are normally settled on 30 day terms, therefore the carrying value approximates their fair value.		
7. EMPLOYEE ENTITLEMENTS		
Accrued salaries	12,000	12,000
Annual leave	22,811	13,421
	34,811	25,421
8. FEES RECEIVED IN ADVANCE		
Annual practising certificate	740,117	621,121
Prepaid Application fees	64,000	64,000
	804,117	685,121
The Board's annual practising certificate year commences on 1 July. Fees received prior to balance date for the subsequent year are recognised as income in that year.		
9. EQUITY		
<b>General funds</b>		
Balance at 1 July	472,470	250,312
Surplus/(Deficit)	111,753	222,158
Balance at 30 June	584,223	472,470
<b>Discipline reserve</b>		
Balance at 1 July	43,964	254,195
Surplus/(Deficit)	(43,964)	(210,231)
Balance at 30 June	–	43,964
Total Equity	584,223	516,434

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

10. RECONCILIATION OF CASH FLOW WITH REPORTED OPERATING SURPLUS	2012 \$	2011 \$
Reported surplus	67,790	11,927
Add non cash items:		
Depreciation and amortisation	77,609	64,404
Loss on disposal	874	–
	146,273	76,331
Movements in working capital items		
(Increase)/Decrease in receivables and prepayments	2,307	(9,086)
Increase/(Decrease) in accounts payable	(2,701)	112,686
Increase/(Decrease) in employee entitlements	9,390	(6,843)
Increase/(Decrease) in income received in advance	118,996	515,681
Net Cash Flows from Operating Activities	274,265	688,769
11. DISCLOSURE OF CASH FLOWS		
The cash flows relating to the Board's investing activities have been netted off in the Statement of Cash Flows because the amounts involved are held in short deposits which are rolled over frequently during the year.		
12. CAPITAL COMMITMENTS AND OPERATING LEASES		
<b>Capital commitments</b>		
Website upgrade	–	10,400
<b>Operating leases as lessee</b>		
The future aggregate minimum lease payments to be made under non-cancellable operating leases are as follows:		
Not later than one year	94,373	94,109
Later than one year and not later than five years	62,916	156,848
Later than five years	–	–
	157,289	250,957

The Board leases one floor of Perpetual House, Customhouse Quay, Wellington for a term of 6 years commencing 1 March 2008 and expiring on 28 February 2014. There is a right of renewal for two further periods of 3 years with a final expiry date of 29 February 2020.

There are no restrictions placed on the Board by the leasing arrangement.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

#### 13. CONTINGENCIES

##### Contingent liabilities

The Board has no contingent liabilities at year end. (2011 Nil)

##### Contingent assets

The Board has no contingent assets at year end. (2011 Nil)

#### 14. RELATED PARTY TRANSACTIONS

The Board is a wholly owned entity of the Crown. The government significantly influences the role of the Board but is not a major source of revenue. All related party transactions have been entered into on an arm's length basis *Collectively, but not individually, significant, transactions with government-related entities*

In conducting its activities, the Board is required to pay various taxes and levies (such as GST, FBT, PAYE, and ACC levies) to the Crown and entities related to the Crown. The payment of these taxes and levies, other than income tax, is based on the standard terms and conditions that apply to all tax and levy payers. The Board is exempt from paying income tax.

The Board also purchases goods and services from entities controlled, significantly influenced, or jointly controlled by the Crown. Purchases from these government-related entities for the year ended 30 June 2012 totalled \$91,117 (2011 \$117,337). These purchases included the purchase of seconded staff from the Ministry of Social Development, air travel from Air New Zealand, and postal services from New Zealand Post.

No provision has been required, nor any expense recognised for impairment of receivables from related parties (2011 Nil)

#### 15. BOARD MEMBER REMUNERATION

The total value of remuneration paid or payable to each Board member during the year was:

	2012 \$	2011 \$
Briggs, Lynne	–	2,813
Chiu, Kitty	1,155	4,455
Eruera, Moana	2,813	2,438
Georgeson, Sara	2,280	–
Heays, James	2,970	2,813
Hocquard, Toni (Board Chair from 1 February 2010)	10,743	11,815
Macdonald, Stuart	–	2,228
Millar, Toni	2,175	–
Miles, Mary	11,453	5,573
Nes, Paula	2,918	1,778
Pua, William	938	–
Tibble, Maaka	–	2,438
	37,445	36,351

There have been no payments made to committee members appointed by the Board who are not Board members during the financial year.

The Board has effected Directors and Officers Liability and Professional Indemnity insurance cover during the financial year in respect of the liability or costs of Board members and employees.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2012

		Number of employees	
		2012	2011
16.	<b>EMPLOYEE REMUNERATION</b>		
	Remuneration falling in the following bands		
	\$130,000 and \$139,999		1
	\$140,000 and \$149,999	1	
	During the year ended 30 June 2012 no employee received compensation and other benefits in relation to cessation (2011 Nil) No Board member received compensation or other benefits in relation to cessation (2011 Nil)		
17.	<b>EVENTS AFTER BALANCE SHEET DATE</b>		
	There were no significant events after the balance sheet date.		
18.	<b>CATEGORIES OF FINANCIAL ASSETS AND LIABILITIES</b>	2012	2011
		\$	\$
	The carrying amounts of financial assets and liabilities in each of the NZ IAS 39 categories are as follows:		
	<b>Loans and receivables</b>		
	Cash and cash equivalents	934,797	827,239
	Investments	413,407	350,000
	Accounts receivable and prepayments	40,529	42,835
		1,388,733	1,220,074
	<b>Financial liabilities measured at amortised cost</b>		
	Creditors	158,408	163,043

## NOTES TO THE FINANCIAL STATEMENTS

### FORTHE YEAR ENDED 30 JUNE 2012

#### 19. CAPITAL MANAGEMENT

The Board's capital is its equity, which comprises accumulated funds and other reserves. Equity is represented by net assets

The Board is subject to the financial management and accountability provisions of the Crown Entities Act 2004, which impose restrictions in relation to borrowings, acquisition of securities, issuing guarantees and indemnities and the use of derivatives.

The Board manages its equity as a by-product of prudently managing revenues, expenses, assets, liabilities, investments, and general financial dealings to ensure the Board effectively achieves its objectives and purpose, whilst remaining a going concern.

#### 20. EXPLANATION OF SIGNIFICANT VARIANCES AGAINST BUDGET

##### **Statement of comprehensive income**

###### *Application, registration, and practicing fees*

Applications for registration and competence assessment significantly exceeded that budgeted. Other revenue had no significant variation from budget.

###### *Expense recoveries and other income*

Programme accreditation undertaken fell short of budget estimate.

###### *Interest*

Funds not required to meet current operating costs were greater than anticipated and were invested in short term bank deposits until required.

###### *Board and Tribunal costs*

Lower Board activity and fewer complaint and disciplinary matters than budgeted.

###### *Personnel costs*

Increase in employee leave entitlements.

##### **Statement of financial position**

###### *Cash, cash equivalents and investments*

Fees receipts for 2012-13 year prior to 30 June not budgeted to be received until after 30 June.

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

Minor capital equipment purchases required to maintain and enhance existing facilities.

###### *Intangible assets*

Enhancements to existing registration database and upgrade of the Board's website.

###### *Accounts Payable & accruals*

GST content of fees received in advance and increase in employee leave entitlements.

###### *Fees in advance*

Fees received prior to year end relating to the subsequent year were above budgeted levels as a result of major employers choosing to pay for renewal of Annual Practising Certificates prior to 30 June 2012.

## STATEMENT OF OBJECTIVE AND SERVICE PERFORMANCE (FINANCIAL)

FOR THE YEAR ENDED 30 JUNE 2012

		Actual 2012 \$	Budget 2012 \$
<b>OUTPUT 1:</b>			
<b>Managing the registration of Social Workers</b>			
Resources employed			
Revenue	Third party revenue	298,249	165,750
	Other (Including Interest)	3,232	3,100
	<b>Total Revenue</b>	<b>301,481</b>	<b>168,850</b>
Expenditure	Total Expenditure	214,593	195,468
	<b>Net Surplus (Deficit)</b>	<b>\$86,888</b>	<b>\$(26,618)</b>
<b>OUTPUT 2:</b>			
<b>Setting Standards for Social Work Education and Training</b>			
Resources employed			
Revenue	Third party revenue	34,585	50,000
	Other (Including Interest)	9,509	1,850
	<b>Total Revenue</b>	<b>44,094</b>	<b>51,850</b>
Expenditure	Total Expenditure	216,534	236,168
	<b>Net Surplus (Deficit)</b>	<b>\$(172,440)</b>	<b>\$(184,318)</b>
<b>OUTPUT 3:</b>			
<b>Considering complaints against Registered Social Workers</b>			
Resources employed			
Revenue	Third party revenue	-	-
	Other (Including Interest)	-	600
	<b>Total Revenue</b>	<b>-</b>	<b>600</b>
Expenditure	Total Expenditure	199,698	207,168
	<b>Net Surplus (Deficit)</b>	<b>\$(199,698)</b>	<b>\$(206,568)</b>
<b>OUTPUT 4:</b>			
<b>Enhancing the professionalism of social workers</b>			
Resources employed			
Revenue	Third party revenue	769,538	813,900
	Other (Including Interest)	26,778	21,250
	<b>Total Revenue</b>	<b>796,316</b>	<b>835,150</b>
Expenditure	Total Expenditure	215,338	192,368
	<b>Net Surplus (Deficit)</b>	<b>\$580,978</b>	<b>\$642,782</b>

## STATEMENT OF OBJECTIVE AND SERVICE PERFORMANCE (FINANCIAL)

### FORTHE YEAR ENDED 30 JUNE 2012

		Actual 2012 \$	Budget 2012 \$
<b>OUTPUT 5:</b>			
<b>Promoting the benefits of registration</b>			
<b>Resources employed</b>			
Revenue	Third party revenue	-	-
	Other (Including Interest)	-	600
	<b>Total Revenue</b>	-	<b>600</b>
Expenditure	Total Expenditure	227,938	226,668
	<b>Net Surplus (Deficit)</b>	<b>\$(227,938)</b>	<b>\$(226,068)</b>

Output 1, Explanation of Significant Variance Against Budget: The Third party revenue received for registration applications significantly exceeded that budgeted.





**Social Workers  
Registration Board**  
Kāhui Whakamana Tauwhiro

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