



# Annual Report

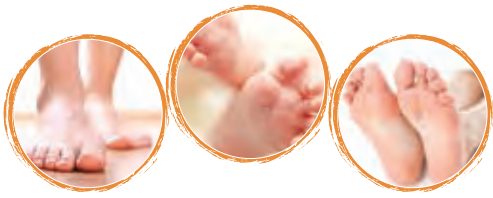
1 April 2017 – 31 March 2018



# PODIATRISTS BOARD OF NEW ZEALAND ANNUAL REPORT 2017-2018

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## Governance

### Report from the Chair

Having been elected Chair in February 2018 and taken over from retiring member Leigh Shaw, who served as Chair for seven of her eight year appointment to the Board, the task of completing this report falls to me.

Firstly, the Board and Registrar would like to pass on our thanks to Leigh for the commitment, leadership and collegiality shown over the years. Professionals such as Leigh putting themselves forward for appointment to the Board, allows for the continued functioning of the Board and assurance of the work required to keep the public safe.

One of the questions often posed to the Board and it's members by practitioners, is what do we do and what do they get for their money?

The Board falls within the ambit of the HPCAA, along with the other health regulatory authorities, with the principal purpose of protecting the health and safety of the public by ensuring that health practitioners are competent and fit to practice their professions.

Practitioners do not belong to the Board, they are registered with the Board as a legislative requirement, having satisfied criteria to become practitioners. Practitioners apply for an Annual Practising Certificate (APC) declaring that they have conducted themselves in a professional and ethical manner and complied with CPD and legislative requirements. Fees are payable for this and provide the finances for the Board to carry out its legislative requirements. These fees, as well as those for registration applications and to remain on the Register as inactive, are the sole source of funding the Board receives in which to operate.

One of the APC requirements is CPD and the Board monitors practitioners to ensure compliance, this is done in the interests of the ongoing safety of the public.

Complaints regarding a practitioner's practice or conduct are taken seriously, and must be dealt with by the requirements set out in the legislation. In the first instance these complaints are forwarded to the HDC and the Board is required to wait until the completion of their investigation and recommendations back to the Board, before determining the next steps.

Practitioners pay an annual disciplinary levy (included in the APC fee) of currently \$175, which can be used only as set out in the legislation for specific disciplinary costs. The flow on effect of this is that the more complaints and disciplinary measures received, the greater the potential for the Board to be forced to increase this fee.

As a small Regulatory Authority, the Board functions within a corporate service agreement with the Nursing Council, which provides in-house services such as accounting and office facilities and management, enabling economies of scale. The Board has a longstanding arrangement with the Occupational Therapy Board for some support staff hours and this continues to work favourably supporting Annabel in her role.



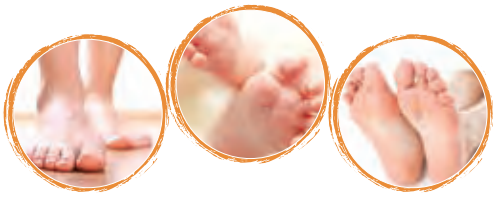
During the 2017/2018 year the reviewed CPD requirements have been finalised and the online logging of CPD went live on January 1st. The changes have been met positively by practitioners and feedback on how easy it is to use have been flowing. This, combined with online applications for Annual Practising Certificates, have reduced the previously labour intensive handling of paper for the office.

The major project for the Board for the 2018/2019 year is a submission for prescribing rights for practitioners. The Board envisions this will enhance public safety by prescriptions being written at point of care rather than the current work around via GP and other prescribers. This has the potential to reduce the volume of prescription medication required by the individual through timely access, and to reduce the cost to the individual and system, while providing more holistic care.

The Board is working on the development of an education package as part of this submission, and envisions running the education and certification for practitioners to prescribe. This has been done successfully most recently by the Dietitians Board, who have to date received no complaints with regard to their prescribing.

I encourage practitioners who have any questions or feedback regarding the functioning of the Board, or who may have an interest in serving as a member to contact the Board.

**Fiona Angus**  
Chair  
Podiatrists Board of New Zealand



## Board functions and membership

### Role of Board

The functions of the Board are legislated by the Health Practitioners Competence Assurance Act 2003 (HPCAA).

The principal purpose of the Act is to protect the health and safety of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practice their professions.

The Board's functions are described in section 118 of the HPCAA:

- to prescribe the qualifications required for scopes of practice within the profession, and for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes
- to authorise the registration of health practitioners under the Act, and to maintain registers
- to consider applications for annual practising certificates
- to review and promote the competence of health practitioners
- to recognise, accredit and set programmes to ensure the ongoing competence of health practitioners
- to receive and act on information from health practitioners, employers and the Health and Disability Commissioner about the competence of health practitioners
- to notify employers, the ACC, the Director-General of Health, and the Health and Disability Commissioner that the practise of a health practitioner may pose a risk of harm to the public
- to set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession, and to consider the cases of practitioners who may be unable to perform the functions required for practice of the profession
- to promote education and training in the profession
- to promote public awareness of the responsibilities of the authority
- to liaise with other authorities and to carry out other functions, powers and duties that are conferred or imposed on it by the HPCA Act or other enactments.





### **Mission**

To protect the public through effective regulation of the podiatry profession.

### **Vision**

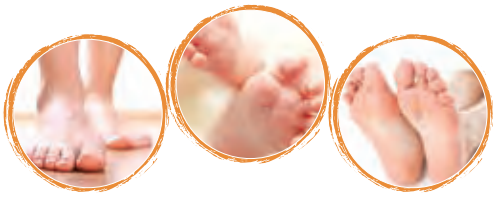
The podiatry profession practises in a way that maximises public well-being through its emphasis on being competent, safe, adaptable and ethical.

### **Values**

Consistent, fair and transparent.  
Respect for cultural diversity.

### **Strategic Goals**

- Effective implementation of the HPCA Act.
- Develop standards and scopes that reflect the changing health environment.
- Operate under effective and best practice governance.
- Robust financial systems.
- Promote awareness of the Board's role and build effective relationships.



## Board membership

Leigh Shaw	Chair (until Feb 2018)
Fiona Angus	Deputy Chair (until Feb 2018, then Chair)
Steve York	
Matthew Carroll	Deputy Chair (since Feb 2018)
Erin Beeler	
Barry Smith	Lay member
Sarah Graydon	Lay member



### Leigh Shaw CHAIR (UNTIL FEB 2018)

Member of the Podiatrists Board since 2010, elected Chair end of 2012 until February 2018. As part of this role on the Board she was also a member of the AUT Advisory Committee where she was also Chair.

Leigh has been a registered podiatrist in New Zealand since 1984 having qualified at the Central Institute of Technology, Upper Hutt NZ.

Presently employed full time as a Specialist Podiatrist at Bay of Plenty DHB since 2000, covering Western and Eastern Bay of Plenty's High Risk Foot patients.

She is also involved in the NZSSD special interest group and has worked with the NZ Wound Care Society as a presenter and lead on the recent Diabetic foot ulceration form project.



### Fiona Angus CHAIR (SINCE FEB 2018)

Fiona was appointed to the Podiatrists Board mid 2011, taking on the Deputy Chair role at the end of 2012 until her appointment as Chair in February 2018.

Prior to this she was on the Podiatry New Zealand Executive as Central Region representative. Fiona is currently working in the area of High Risk Foot employed by a DHB, working as part of a team of four Podiatrists.

Fiona trained as a Podiatrist in Sydney, Australia, graduating in 1989, and has work experience including public and private practice. Since her appointment to the Board she has been appointed to the ANZPAC Board of Management and their Accreditation Committee.

Other key involvements include the NZSSD Podiatry Special Interest Group and the NZ Wound Care Society. Fiona is married with three children and lives in the Hutt Valley.



**Matthew Carroll** DEPUTY CHAIR (SINCE FEB 2018)

Matthew was appointed to the Board in 2015 and was appointed Deputy Chair in 2018. He has been a registered podiatrist in New Zealand since 1998 and Australia, where he practiced for 11 years. Matthew is currently Head of Postgraduate Programmes within the School of Clinical Sciences at AUT University and was Head of Podiatry at AUT University from 2009-2017. He has served as a Director of the Australia New Zealand Podiatric Accreditation Council (ANZPAC) since 2011.

Matthew is active in research with a focus on musculoskeletal conditions of the lower limb and the Achilles tendon. Since commencing his academic career in 2009 he has published widely in peer reviewed journals and presented national and internationally. He is Associate Editor for BMC Musculoskeletal Disorders and Editorial Board Member for the Journal of Foot & Ankle Research.



**Steve York**

Steve was appointed to the Board in 2013 and reappointed in 2016. He has been a registered podiatrist in New Zealand since 2009 and graduated from AUT. He is currently employed as a diabetes podiatrist at the Northland DHB since 2010. He is also a member of the Podiatrist Special Interest Group Committee (NZSSD) and is also involved with other local and regional podiatry and diabetes working groups. Steve has an active interest in the diabetic foot and has recently co-authored a number of studies that relate to diabetic related lower extremity amputation in New Zealand.

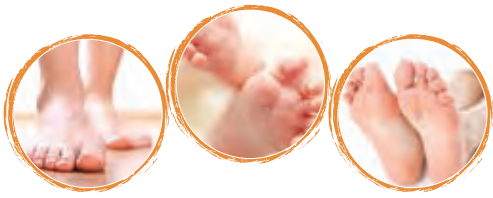


**Erin Beeler**

Erin joined the Board in 2016, having graduated from AUT in 2006 then working in Australia and New Zealand in the private sector. Erin is Director of Podium Podiatry and Footwear and divides her time between running the business and hands-on clinical work.

Erin is a clinical representative on the Board of the Eastern Bay of Plenty Primary Health Alliance, and is working towards her PgDipHSc (Māori Health). Her interests are in raising the profile of podiatry in New Zealand (both professionally and publically), and making quality podiatry services accessible and affordable for more New Zealanders.





## Lay Members



### Barry Smith QSM

Barry joined the Podiatrists Board in 2010. Affiliated to Te Rarawa and Ngati Kahu iwi, he works as a Population Health Analyst in the Planning and Funding Division of the Lakes District Health Board in Rotorua and has been a contract analyst to the Ministry of Health.

His academic background in sociology and statistics supports a work history in tertiary education and social and health research where he has published across a range of journals. He is a current Royal Society of New Zealand Marsden Fund grant recipient working on a project comparing ethics review systems in Australia, Canada and New Zealand in terms of the way researchers engage with indigenous populations.

Other key interests include health inequalities, Māori ethical frameworks and the ethical challenges relating to increasing cost pressures on the health system for which he has been an invited speaker at a number of key health and sociology conferences. Barry is a member of the Health Research Council of New Zealand (HRC) College of Experts and the Advisory Committee on Assisted Reproductive Technology (ACART).

He leads the Lakes DHB Research and Ethics Committee and was chair of the Bay of Plenty and Multi-region Health and Disability ethics committees.

Other current memberships include the Health Research Council Ethics Committee, the University of Otago Pharmacovigilance Ethics Advisory Group and the Middlemore Hospital Biobank Governance Committee.

On the ethics education front he contributes to courses run by the University of Otago Bioethics Centre and is involved with Victoria University of Wellington's Postgraduate Diploma of Clinical Research. Outside of ethics and health research, Barry is a gigging guitarist who has also spent time working in music education at tertiary level.



### Sarah Graydon

Sarah was appointed as a lay member of the Board in 2016. She has been a lawyer since 1998 and has a broad range of experience including as a Senior Legal Advisor for the Health & Disability Commissioner and head of legal at New Zealand Post. Sarah is currently a member of Juno Legal.

Sarah lives on the South Coast in Wellington with her husband and two children.



### Board Committees

Board members have their own Portfolios

<i>Governance/Chair</i>	Leigh Shaw / Fiona Angus
<i>Finance &amp; Secretariat</i>	Sarah Graydon
<i>Education</i>	Fiona Angus
<i>Recertification and Specialist Scopes</i>	Matt Carroll
<i>Fitness to Practice</i>	Erin Beeler
<i>Standards &amp; Competence</i>	Steve York / Barry Smith
<i>Competence Review &amp; Discipline</i>	Sarah Graydon & full Board
<i>Executive Committee</i>	Leigh Shaw / Fiona Angus, Matt Carroll, Annabel Whinam ( <i>Registrar</i> )

### Board Meetings

The Board held four 2-day meetings during the 2017-2018 reporting year:

- 25 & 26 May 2017;
- 24 & 25 August 2017;
- 16 & 17 November 2017;
- 22 & 23 February 2018.

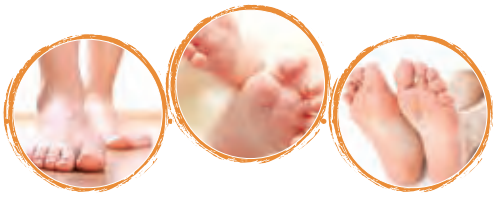
### Board Member Fees

The fees paid to Board members remain at the same level. Currents fees are:

**Chair:**  
\$650 per day/ \$100 per hour (plus \$15,000 annual honorarium)

**Deputy Chair:**  
\$500 per day/ \$70 per hour (plus \$3,000 annual honorarium)

**Other Board Members:**  
\$500 per day/ \$70 per hour



## Secretariat



Annabel Whinam REGISTRAR

The Board has had another busy and productive year.

Supporting the Board with regular business as usual: processing registration and practising certificates, all other processes needed for practitioner requirements and competence accountability, supporting Board meetings and meeting the Board's own regulatory and financial requirements, have kept the office busy throughout the year.

Projects such as fine-tuning the online APC, introducing online CPD reporting from the beginning of 2018, work to be undertaken on an online audit process for CPD, fully reviewing the Board's Code of Practice and preparation for the Board's podiatric prescribing application to the Ministry of Health, have further occupied the office, as well as any complaints and discipline matters.

Along with a number of other health regulatory authorities, the Board is now in its third year of its service level agreement with the Nursing Council. This provides property and facilities management as well as IT and finance support for the Board. This arrangement continues to work well for the Board with savings achieved overall in this shared office environment.

The Board has also retained its service level agreement with the Occupational Therapy Board for some part-time staffing assistance throughout the year as well.



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## Registration

In order to meet its role of protecting the public, the Board must ensure that all podiatrists who are registered meet the standard required for safe and competent practice.

Every podiatrist who wishes to practice in New Zealand must be registered with the Board and hold a current Annual Practising Certificate.

### Scopes of practice

The Board is responsible for prescribing scopes of practice for registration in the practice of podiatry. The Board has the following four scopes of practice:

#### **PODIATRIST**

A registered primary health care practitioner (including those previously registered as a chiroprapist) who utilises medical, physical, palliative and surgical means other than those prescribed in the Podiatric Surgeon Scope of Practice, to provide diagnostic, preventative and rehabilitative treatment of conditions affecting the feet and lower limbs.

#### **PODIATRIC SURGEON**

A registered primary health care practitioner who holds the scope of practice of podiatrist and is further qualified to perform foot surgery by way of sharp toe nail wedge resection; surgical correction of lesser digital deformities affecting the phalanges, metatarsals and associated structures; surgical corrections of deformities affecting the first toe, first metatarsal and associated structures; surgical correction of osseous deformities of the metatarsus, mid-tarsus, rearfoot and associated structures; surgical correction and removal of pathological subcutaneous structures such as tendinous and nervous tissues and other connective soft tissue masses of the foot.

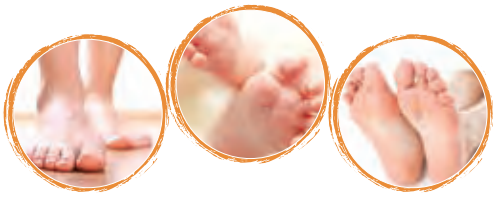
*(The Podiatrists Board does not approve of any Podiatric Surgeon performing any procedure beyond their competence, training and qualifications.)*

#### **PODIATRIC RADIOGRAPHIC IMAGER**

A registered primary health care practitioner who holds the scope of practice of podiatrist, who is qualified to use radiological equipment, and is licensed by the Ministry of health Office of Radiation safety, to obtain plain radiographic images and /or fluoroscopic images of the foot, ankle and lower leg.

#### **VISITING PODIATRIST EDUCATOR/ PRESENTER**

A visiting registered podiatrist who qualifies for the scope of practice of Podiatrist, and when appropriate for their specialty area of education, also qualifies for an additional scope of practice of Podiatric Surgeon and / or Podiatric Radiographic Imager as determined by the Podiatrists Board, who is presenting short-term educational / instructional programmes requiring demonstrations or practices, of a clinical or practical nature.



## Registration

Registration provides assurance to the public that a podiatrist has attained the standard of qualification, skills and competence prescribed by the Board.

The current Register is publically available and accessible on the Board's website [www.podiatristsboard.org.nz](http://www.podiatristsboard.org.nz). It provides names, qualifications, registration numbers and dates, scope/s of practice, currency of practising certificates (plus any conditions on the APC) and the region in which the podiatrist is practising.

The Board uses ANZPAC (Australia and NZ Accreditation Council) to provide the Board with qualification and skills assessments to assist the Board with its registration process of overseas trained applicants for podiatry and podiatric surgery.

Along with the ANZPAC (NZ version) of the Podiatry Competency Standards that the Board requires for a minimum standard of competence for registration, the Board also sets its standards and guidance in its Code of Practice and Ethical Principles & Standards of Practice. The Board has consulted its stakeholders on a review of the Code of Practice, and further work is expected to be completed in 2018, with the document to be called the Principles and Standards for the Practice of Podiatry in New Zealand (PSPPNZ).

The Trans-Tasman Mutual Recognition Act 1997 (TTMR Act) recognises Australian and New Zealand registration standards as equivalent. This allows registered podiatrists the freedom to practice in either country. Under TTMR, if a podiatrist is registered as a current practitioner in Australia, they are entitled to be registered and practice in New Zealand (subject to a limited right of refusal.)

## Accreditation

The purpose of accreditation is to assure the quality of education and training of podiatrists in New Zealand and to promote continuous programme improvement.

The Podiatry Department at AUT Auckland University of Technology is the sole education provider for podiatric education in New Zealand.

AUT will undergo a further full accreditation assessment in May 2018, and the ANZPAC Accreditation Committee provides this process for the Board. Regular accreditation ensures that the New Zealand podiatric education provider retains the same high standard as other providers in Australia and beyond.

This accreditation process uses the New Zealand version of the Australia and NZ Podiatry Competency Standards. During non-accreditation years the Board conducts informal audit committee visits to the department.



**Table 1: Applications for registration**

	HPCAA Section	Number	Outcomes		
			Registered	Registered with conditions	Not Registered
<b>Total</b>	<b>15</b>	<b>49</b> (41 NZ qual 3 O/seas qual 5 TTMRA)	<b>49</b>	<b>0</b>	<b>0</b>
<b>Reasons for non-registration</b>					
Communication including English language requirements	16 a and b	N/A			
Conviction by any court for 3 months or longer	16 c	N/A			
Mental or physical condition	16 d	N/A			
Professional disciplinary procedure in NZ or overseas, otherwise under investigation	16 e,f,g	N/A			
Other – danger to health and safety	16 h	N/A			

## Recertification programme/ Continuing professional development (CPD)

Under section 41 of the HPCA Act the Board has a well established recertification programme to ensure that podiatrists practising in New Zealand are competent and fit to practise their profession.

The Board believes that one of the key elements contributing to the maintenance of a practitioner's competence is participation in continued professional development. The Podiatrists Board Re-Certification Framework (PBRCF), now replaced with the new CPD Framework, requires practitioner CPD activities to assure the public and the Board that practitioners are up to date and have appropriately developed their knowledge and skills on an on-going basis.

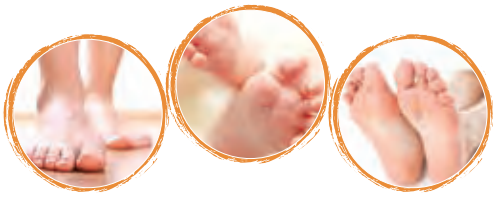
There are two components of the recertification programme, the annual renewal of the annual practising certificate (APC) and continuing professional development (CPD) requirements. Practitioner completion of the CPD audit periodically is part of this process.

The new CPD framework, introduced 1 January 2018, is now based on a two year cycle replacing the old four year cycle.

The CPD requirements now fall into the following categories:

- Compulsory (infection control, wound management and cultural safety)
- Professional communication
- Professional learning
- Basic life support (also compulsory)

A minimum of 40 CPD hours every two years is now the requirement.



## CPD Audit

The Board calls on approximately ten percent of practitioners each year, for a semi random audit. Until 2018, logbooks were required by practitioners for audit, to ensure practitioners maintained their PBRCF credits and were engaging with the programme. The new CPD programme now requires practitioners to log all their CPD hours online in their practitioner portal, and upload any relevant documentation.

For the introductory two year cycle practitioners will be able to also claim hours from the 2017 year, and will not be audited until the first cycle has been completed, after January 2020. The online CPD access will also provide practitioners returning to practice throughout the year with a pro rata calculation of how many CPD hours will be required of them, before the end of the cycle.

## Practising certificates

All practising podiatrists must hold a current Annual Practising Certificate (APC), which must be renewed each year for podiatrists to be able to continue practising legally. To obtain an APC, practitioners need to assure the Board that they have maintained their competence and fitness to practice.

The issue of an APC indicates to the public that the Board is satisfied that the practitioner has met the standards the Board has set.

**Table 2: Applications for an annual practising certificate (as at 31 March 2018)**

	HPCAA Section	Number	Outcomes			
			APC	APC with conditions	Interim	No APC
<b>Total</b>		<b>439</b>	<b>439</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Reasons for non-issue</b>						
Competence	27 (1) a	0				
Failed to comply with a condition	27 (1) b	0				
Not completed required competence programme satisfactorily	27 (1) c	0				1
Recency of practice	27 (1) d	0				
Mental or physical condition	27 (1) e	0				
Not lawfully practising within three years	27 (1) f	0				
False or misleading application	27 (3)	0				



## Competence, Fitness to Practice, and Quality Assurance

Under the HPCA Act practitioners may have their competence reviewed at any time or in response to concerns about their standard of practice. A concern about competence is not a disciplinary issue, and the Board does not seek to establish guilt or fault. It aims whenever possible, to review, remediate and educate.

### Performance

**Table 3: Competence and fitness to practice referrals.**

**There have been nine cases under section 34 this financial year.**

Source	HPCAA Section	Number
Health Practitioner (Under RA)	34 (1)	1
Health and Disability Commissioner	34 (2)	7
Employer	34 (3)	0
Notification received from ACC	35	1
Notification	35	0
<b>Total</b>		<b>9</b>

### Health/fitness to practice

Notifications of inability to perform required functions due to mental or physical (health) condition. There have been no cases referred to the Board under section 45 this financial year.

### Quality assurance activities

The Board made no applications for activities to be protected under section 54 of the HPCAA this financial year.

## Complaints and Discipline

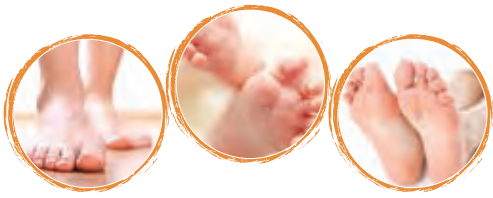
### Complaints

The Board's primary responsibility when receiving a complaint is the protection of the health and safety of the public. All patients have the right to complain about a podiatrist. Complaints generally fall into two broad categories:

Those that allege the practice or conduct of a podiatrist has affected a patient, or those that do not directly involve a patient. This would include situations where the practitioner is practising outside their scope of practice, practising without an APC or have committed a disciplinary offence or a conviction by the Courts.

Complaints that allege a patient has been affected, must be referred on by the Board to the Health and Disability Commissioner (HDC).





**Table 4: Complaints from various sources and outcomes**

Source	Number	Outcome		
		No further action	Referred to Professional Conduct Committee	Referred to the Health and Disability Commissioner
Consumers	3	3		
Health and Disability Commissioner	6	1	5	Not Applicable
Health Practitioner (Under RA)	1	1 (further practitioner requirements)		
Other Health Practitioner	0			
Courts notice of conviction	1		1	
Employer	0			
Other	0			

### Professional Conduct Committee (PCC)

A PCC is a statutory committee appointed to investigate when an issue of practitioner conduct arises. This committee is independent of the Board. Some of the PCC expenses incurred by the Board are able to be refunded through its disciplinary levy fund.

The Board has had two PCC cases, (one covering multiple complaints) in the last financial year.

### Health Practitioners Disciplinary Tribunal (HPDT)

The HPDT hears and decides disciplinary charges brought against registered health professionals. Charges are brought by the PCC or HDC Director of Proceedings.

This tribunal operates independently to the Board. Some of the HPDT expenses incurred by the Board are able to be refunded through its disciplinary levy fund.

There have been no cases referred to the HPDT in the last financial year.

## Appeals and Judicial Reviews

Decisions of the Board may be appealed to the District Court. Practitioners may also seek to judicially review Board decisions in the High Court. The Court must assess whether in making a decision, the Board has followed its own policies and processes and that these are reasonable.

There has been one (unsuccessful) appeal and no judicial reviews against decisions made by the Board in this financial year.

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## Linking with Stakeholders

The Board has the responsibility to:

- Communicate with the podiatric profession
- Liaise with health regulatory authorities and other stakeholders including the Ministry of Health
- Promote public awareness of the Board's role.

### **PODIATRY BOARD OF AUSTRALIA (PBA)**

The Board enjoys a collegial relationship with the PBA and it continues to strengthen its ties with annual joint meetings of representatives from both Boards. The Board hosted representatives from the PBA at its August meeting in 2017. The sharing of policies and processes, and mutual concerns encourages collaboration and cooperation to the benefit of practitioners on both sides of the Tasman.

### **AUSTRALIA AND NEW ZEALAND PODIATRY ACCREDITATION COUNCIL (ANZPAC)**

The Board is a member of this Council and has previously worked with ANZPAC in the development of a joint registration standards document. ANZPAC has accredited the AUT Podiatry Department programme in 2012 and is expected to do so again in May 2018.

It also provides qualifications and skills assessments for the Board when considering registration applications from podiatrists trained overseas, including administering the cultural competence open book examination.

### **AUT UNIVERSITY PODIATRY DEPARTMENT**

The Board has a good relationship with the Podiatry Department and there are regular communications regarding the podiatric curriculum, Board registration and continuing competence requirements and other matters of mutual interest.

### **HEALTH WORKFORCE NZ (HWFNZ)**

Board representatives have met with HWFNZ and the Ministry of Health on a number of occasions in recent years on consultations and matters of mutual interest. The Board provides the results of its annual workforce survey to HWFNZ which assists the Ministry for future health workforce planning.

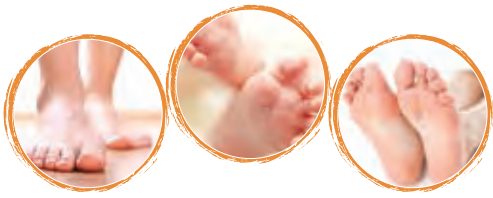
### **PODIATRY NEW ZEALAND**

The Board has regular communications with the professional association, and hopes these continue, to further develop a good working relationship for the benefit of the profession.

### **HEALTH REGULATORY AUTHORITIES OF NEW ZEALAND (HRANZ)**

The Health Regulatory Authorities of New Zealand (HRANZ) group has met periodically to discuss matters of common interest, at both governance and operational levels, although meetings have not been as regular in recent years.

They have included discussions on matters of mutual interest or concern, and joint responses to relevant consultations within the sector. The goal for the organisation has been to foster communication among the responsible authorities as is required under the HPCA Act.



## Practitioner Fees

	Disciplinary Levy Portion	Fee incl GST
<b>REGISTRATION</b>		
New Zealand qualification (incl re-registration & restoration to Register)		378.00
Overseas qualification		817.00
Trans-Tasman Mutual Recognition		817.00
Further Scope of Practice		235.00
<b>ANNUAL PRACTISING CERTIFICATE (APC) INCLUDING DISCIPLINARY LEVY</b>		
APC for full year 1 April to 31 March	175.00	992.00
APC if applying after 1 April and held APC in previous year	175.00	1,095.00
APC if never previously registered as a Podiatrist (valid from 1 Dec until 31 March the following year)	43.75	247.75
APC (valid 1 January until 31 March of the same year) for <b>Return to Practice applicants and new Overseas Qualified Registrants</b>	87.50	495.50
APC with further scope of practice: <b>Podiatric Surgery</b>	175.00	1,167.00
APC with further scope: <b>Podiatric Surgery &amp; Podiatric Radiographic Imagery</b>	175.00	1,187.00
APC with further scope/s and applying after 1 April and held APC in previous year	175.00	1,270.00
<b>OTHER FEES</b>		
NON-PRACTISING INACTIVE MAINTENANCE FEE	175.00	260.00
Certificate of Registration		36.00
Supply of any documents (other than Certificates of Registration)		48.00
Addition or alteration to Register (excl. change of name or address)		71.00
Inspection or copy of Register		30.00
Cultural (Open Book) Exam: Return to Practice: no prior NZ APC / Re-Registration		1,196.00
Cultural (Open Book) Exam: Return to Practice APC/ O/seas qualified and prior NZ reg pre OBE)		598.00
Cultural (Open Book) Examination Re-sit		393.00
Review Fee (practitioner competence review: up to 1/3 of costs to the Board)		2,000 to 15,000 maximum

## Contacting the Board



All contact with the Board should be through the Registrar.

**Postal Address:** PO Box 9644, Wellington, New Zealand 6141

**Physical Address:** Level 5, 22 Willeston Street, Wellington, New Zealand 6011

**Email:** registrar@podiatristsboard.org.nz

**Website:** www.podiatristsboard.org.nz

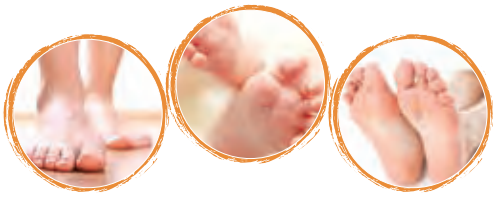
**Staff:** Annabel Whinam, Registrar

**Phone:** (04) 474 0706 / +64 4 474 0706

**Fax:** (04) 918 4746 / +64 4 918 4746



Financial  
Report  
**2017/2018**



Level 6, 95 Customhouse Quay  
Wellington 6011  
New Zealand

PO Box 1208  
Wellington 6140  
New Zealand

T +64 4 472 7919  
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W staplesrodway.com



**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF  
PODIATRISTS BOARD OF NEW ZEALAND'S FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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

**Opinion**

We have audited the Performance Report of the Podiatrists Board on pages 22 to 32, that comprises the entity information, the statement of financial position as at 31 March 2018, the statement of comprehensive income, the statement of movement in equity and statement of cash flows for the year ended on that date and the notes to the Performance Report that include accounting policies and other explanatory information.

In our opinion the Performance Report of the Podiatrists Board on pages 22 to 32, present fairly, in all material respects:

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

Our audit was completed on 21 September 2018. This is the date at which our opinion is expressed.

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

**Basis of opinion**

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

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

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

**Responsibilities of the Board for the Performance Report**

The Board is responsible for preparing a Performance Report that is fairly presented and that complies with generally accepted accounting practice in New Zealand.

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

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

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

**Responsibilities of the auditor for the audit of the Performance Report**

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



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

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

We did not evaluate the security and controls over the electronic publication of the Performance Report.

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

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

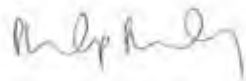
We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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

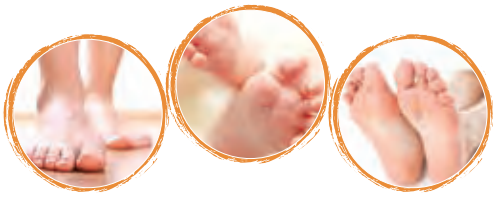
#### **Independence**

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

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



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



PODIATRISTS BOARD OF NEW ZEALAND

## Entity Information

*"Who Are we?", "Why do we exist?"*

FOR THE YEAR ENDED 31 MARCH 2018

### **Legal Name of Entity:**

PODIATRISTS BOARD OF NEW ZEALAND

### **Type of Entity and Legal Basis:**

The Podiatrists Board of New Zealand (the Board) is a body corporate established by the Health Practitioners Competence Assurance Act 2003 (HPCAA) and is a Responsible Authority under that Act.

### **Entity's Purpose or Mission:**

The mission of the Board is to protect the public through effective regulation of the podiatry profession.

The functions of the Board are legislated by HPCAA.

The principal purpose of the Act is to protect the health and safety of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practice their professions.

The Board's functions are described in section 118 of the HPCAA:

1. Prescribe the qualifications required for scopes of practice within the profession, and for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes;
2. Authorise the registration of health practitioners under the Act, and to maintain registers;
3. Consider applications for annual practising certificates (APCs);
4. Review and promote the competence of health practitioners;
5. Recognise, accredit and set programmes to ensure the ongoing competence of health practitioners;
6. Receive and act on information from health practitioners, employers and the Health and Disability Commissioner about the competence of health practitioners;
7. Notify employers, the ACC, the Director-General of Health, and the Health and Disability Commissioner that the practise of a health practitioner may pose a risk of harm to the public;
8. Set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession, and to consider the cases of practitioners who may be unable to perform the functions required for practice of the profession;
9. Promote education and training in the profession;
10. Promote public awareness of the responsibilities of the authority;
11. Liaise with other authorities and to carry out other functions, powers and duties that are conferred or imposed on it by the HPCA Act or other enactments.

PODIATRISTS BOARD OF NEW ZEALAND

## Entity Information

*"Who Are we?", "Why do we exist?"*

FOR THE YEAR ENDED 31 MARCH 2018

### **Entity Structure:**

The Board has seven (7) members. Five (5) podiatrists and two (2) lay members to represent public interests. Board Members are appointed by the Minister of Health.

### **Main Sources of the Entity's Cash and Resources:**

The board has received its main income from APC fees paid by registered podiatrists.

### **Additional Information:**

Vision – The podiatry profession practises in a way that maximises public well-being through its emphasis on being competent, safe, adaptable and ethical.

### **General Description of the Entity's Outputs:**

To protect the health and safety of members of the public by providing for mechanisms to ensure that podiatrists are competent and fit to practise.

### **Contact Details:**

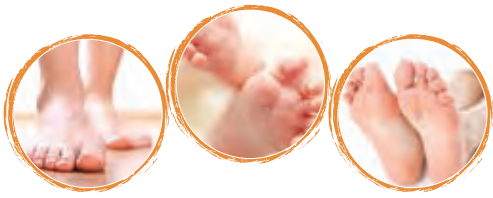
Physical Address: Level 5, 22 Willeston Street, Wellington

Phone: (04) 474 0706

Email: registrar@podiatristsboard.org.nz

Website: www.podiatristsboard.org.nz





PODIATRISTS BOARD OF NEW ZEALAND

## Statement of Financial Performance

*"How was it funded?" and "What did it cost?"*

FOR THE YEAR ENDED 31 MARCH 2018

	<i>Note</i>	2018 \$	2017 \$
<b>REVENUE</b>			
APC Fees		296,483	290,574
Disciplinary Levy		67,033	65,511
Examination Fees		1,560	1,560
Registration Fees		21,132	16,530
Non-Practising Fees		1,848	1,775
Other Income		1,002	198
Interest		13,944	8,943
<b>Total Revenue</b>		<b>403,002</b>	<b>385,091</b>
<b>EXPENDITURE</b>			
Board & Committees	<i>1</i>	88,526	110,030
Secretariat	<i>2</i>	191,404	188,1620
Disciplinary	<i>3</i>	66,664	3,931
<b>Total Expenditure</b>		<b>346,594</b>	<b>302,1232</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>56,408</b>	<b>82,968</b>

PODIATRISTS BOARD OF NEW ZEALAND

## Statement of Movement in Equity

FOR THE YEAR ENDED 31 MARCH 2018

	<i>Note</i>	2018 \$	2017 \$
<b>Accumulated Funds at the beginning of period</b>		<b>287,792</b>	<b>204,824</b>
Net Surplus/(Deficit) for the Period		56,408	82,968
<b>ACCUMULATED FUNDS AT THE END OF PERIOD</b>	<i>5</i>	<b>344,200</b>	<b>287,792</b>

The accompanying notes form part of these financial statements

PODIATRISTS BOARD OF NEW ZEALAND

## Statement of Financial Position

*"What the entity owns?" and "What the entity owes?"*

AS AT 31 MARCH 2018

	Note	2018 \$	2017 \$
<b>EQUITY</b>		<b>344,200</b>	<b>287,792</b>
<b>CURRENT ASSETS</b>			
Cash, Bank & Bank Deposits		365,338	469,674
Investments		340,132	183,385
Accounts Receivable		4,099	3,440
Prepayments		9,001	8,598
<b>Total Current Assets</b>		<b>718,571</b>	<b>665,097</b>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets	6	10,078	15,247
Intangible Assets	7	21,055	21,020
<b>Total Assets</b>		<b>749,704</b>	<b>701,364</b>
<b>CURRENT LIABILITIES</b>			
Goods and Services Tax		40,512	47,317
Accounts Payable	8	49,466	37,791
Income in Advance	10	315,525	328,464
<b>Total Current Liabilities</b>		<b>405,504</b>	<b>413,572</b>
<b>Total Liabilities</b>		<b>405,504</b>	<b>413,572</b>
<b>NET ASSETS</b>		<b>344,200</b>	<b>287,792</b>

For and on behalf of the Board.

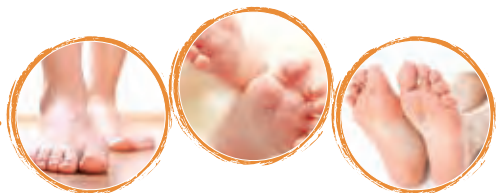


Fiona Angus  
Board Chair  
Dated: 21/9/2018



Annabel Whinam  
Registrar  
Dated: 21/9/2018

The accompanying notes form part of these financial statements



PODIATRISTS BOARD OF NEW ZEALAND

## Statement of Cash Flows

*"How the entity has received and used cash"*

FOR THE YEAR ENDED 31 MARCH 2018

	2018 \$	2017 \$
<b>Cash Flows from Operating Activities</b>		
<i>Cash Was Received From:</i>		
Statutory Fees and Levies	350,577	387,741
Registration Income	23,262	18,503
Other Fees	2,280	1,560
Interest Revenue	7,894	6,770
<i>Cash Was Applied to:</i>		
Payments to Suppliers & Employees	(323,742)	(294,481)
<b>Net Cash Flows from Operating Activities</b>	<b>60,270</b>	<b>120,093</b>
<b>Cash Flows from Investing and Financing Activities</b>		
<i>Cash Was Received From:</i>		
Short-term Investments	290,000	250,000
Proceeds from Loan	–	6,528
<i>Cash Was Applied to:</i>		
Purchase of Fixed Assets	(13,250)	(5,768)
Short-term Investments	(441,356)	(290,000)
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>(164,606)</b>	<b>(39,240)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>(104,336)</b>	<b>80,853</b>
<b>Opening Cash Brought Forward</b>	<b>469,674</b>	<b>388,821</b>
<b>Closing Cash Carried Forward</b>	<b>365,338</b>	<b>469,674</b>
<i>Represented by:</i>		
<b>Cash and Cash Equivalents</b>	<b>365,338</b>	<b>469,674</b>

PODIATRISTS BOARD OF NEW ZEALAND

## Statement of Accounting Policies

*"How did we do our accounting?"*

FOR THE YEAR ENDED 31 MARCH 2018

### BASIS OF PREPARATION

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

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

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

### SPECIFIC ACCOUNTING POLICIES

#### Receivables

Receivables are stated at estimated realisable values.

#### Property, plant & equipment

Initially stated at cost and depreciated as outlined below. Initial cost includes the purchase consideration plus any costs directly attributable to bringing the asset to the location and condition required for its intended use.

Assets are written down immediately if any impairment in the value of the asset causes its recoverable amount to fall below its carrying value.

#### Intangible Assets

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

#### Amortisation

Intangible assets are amortised over the period of benefit to the Board at the following rate:  
Website/Database 2-10 years straight line.

#### Depreciation

Depreciation of property, plant & equipment is charged at the following rates:

Office furniture & equipment	20% – 50% Straight Line Method
Computer equipment	20% – 50% Straight Line Method
Office Refit	20% Straight Line Method

#### Taxation

The Board is exempt from Income Tax because it is a registered charity.

#### Income recognition

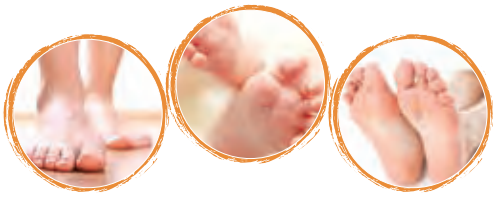
Fees received for the issue of APCs and register maintenance are recognised in the year to which the fees relate. All other fees are recognised on receipt.

#### Goods & Services Tax

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

### CHANGES IN ACCOUNTING POLICIES

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



PODIATRISTS BOARD OF NEW ZEALAND

## Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2018

### 1. Board & Committees

	2018 \$	2017 \$
Fees	60,215	69,786
Meeting expenses, training & travel	28,311	40,244
	<b>88,526</b>	<b>110,030</b>

### 2. Secretariat

	<i>Note</i>	2018 \$	2017 \$
Audit fees		6,386	6,392
Depreciation & amortisation	9	18,384	13,836
Telephone, Postage & Printing and Stationery		4,118	3,410
Occupancy costs		11,212	10,900
Other costs		22,074	20,249
ANZPAC Levies		14,198	14,127
Personnel		83,668	88,394
Legal fees		2,461	4,640
Professional fees		28,904	26,215
		<b>191,404</b>	<b>188,162</b>

### 3. Disciplinary Expenses

	2018 \$	2017 \$
PCC Investigation Expense	66,664	3,845
HPDT Hearing Expense	—	86
	<b>66,664</b>	<b>3,931</b>

### 4. Financial Management Agreement

The Board has entered into a service agreement with Occupational Therapy Board Of New Zealand from 1st April 2011 till now, which provides business management support to the Board.

### 5. Equity

	2018 \$	2017 \$
General Reserve	29,264	163,225
Disciplinary Reserve	124,936	124,567
	<b>344,200</b>	<b>287,792</b>

## Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2018

### 6. Property, Plant & Equipment

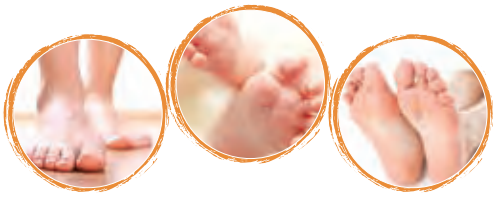
	Cost	Accumulated Depreciation	Book Value
<b>At 31 March 2017</b>			
Office furniture & equipment	5,907	1,280	4,627
Computer equipment	12,677	8,689	3,987
Office Refit	8,467	1,835	6,632
	<b>27,051</b>	<b>11,804</b>	<b>15,247</b>
<b>At 31 March 2018</b>			
Office furniture & equipment	5,907	2,461	3,446
Computer equipment	12,677	10,983	1,693
Office Refit	8,467	3,528	4,939
	<b>27,051</b>	<b>16,972</b>	<b>10,078</b>

### 7. Intangible Assets

	Cost	Accumulated Depreciation	Book Value
<b>At 31 March 2017</b>			
Database Software and Website	40,881	19,861	21,020
	<b>40,881</b>	<b>19,861</b>	<b>21,020</b>
<b>At 31 March 2018</b>			
Database Software and Website	54,131	33,076	21,055
	<b>54,131</b>	<b>33,076</b>	<b>21,055</b>

### 8. Accounts Payable & Provisions

	2018 \$	2017 \$
Accounts payable	24,016	8,996
PAYE/WHT	6,841	5,633
KiwiSaver Deductions Payable	290	284
Leave entitlements	7,544	9,747
Accrued Payable	10,775	13,129
	<b>49,466</b>	<b>37,791</b>



PODIATRISTS BOARD OF NEW ZEALAND

## Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2018

### 9. Depreciation & Amortisation

	2018 \$	2017 \$
<i>Depreciation has been charged against:</i>		
Office furniture & equipment	1,181	1,181
Computer equipment	2,294	1,786
Office Refit	1,693	1,717
	<b>5,168</b>	<b>4,684</b>
Amortisation of intangible assets		
Database Software and Website	13,215	9,152
	<b>13,215</b>	<b>9,152</b>

### 10. Income in Advance

	2018 \$	2017 \$
<i>Fees received relating to next year</i>		
APC fees	314,564	327,503
Inactive registration fees	961	961
	<b>315,525</b>	<b>328,464</b>

### 11. Credit Card Facility

A visa credit card with a limit of \$5,000 is held with Westpac.

## Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2018

### 12. Commitments

The Board have an agreement with Nursing Council of New Zealand for the provision of back office corporate services. The Service Level Agreement is for an initial period of five years. The future estimated commitments based on the expected costs including in this agreement as at 31 March 2018 are: property \$6,325; Corporate Services \$20,812; Total \$27,137 per year.

	2018 \$	2017 \$
Due in 1 year	20,812	13,962
Due between 1-2 years	20,812	13,962
Due between 2-5 years	18,702	26,547
	<b>60,326</b>	<b>54,471</b>

Contractual commitments for operating leases of premises  
Level 5, 22 Willeston Street Wellington.

	2018 \$	2017 \$
Due in 1 year	6,325	6,325
Due between 1-2 years	6,325	6,325
Due between 2-5 years	5,684	12,026
	<b>18,334</b>	<b>24,676</b>

The figures disclosed above reflect the Board's rent, as currently payable.  
The lease agreement is in the name of Nursing Council of New Zealand.

### 13. Capital Commitments

There are no capital commitments at balance date. (2017: \$Nil)

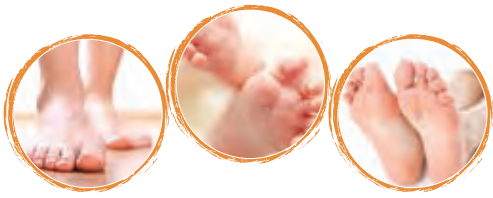
### 14. Contingent Liabilities

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

### 15. Events after Balance Date

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





PODIATRISTS BOARD OF NEW ZEALAND

## Notes to the Financial Statements

FOR THE YEAR ENDED 31 MARCH 2018

### 16. Shared Services

In 2015/16, Nursing Council of New Zealand, Occupational Therapy Board of New Zealand, Podiatrists Board of New Zealand, Dietitians Board, Midwifery Council of New Zealand, Psychotherapists Board of Aotearoa New Zealand, Osteopathic Council of New Zealand, Chiropractic Board, Psychologist Board, and Optometrists & Dispensing Opticians Board entered into an agreement to co-locate to 22 Willeston Street, Wellington.

The lease agreement for 22 Willeston Street (signed solely by Nursing council of New Zealand) is for five years taking effect from 1st February 2016 and expiring on 1st February 2021.

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



**Podiatrists Board  
of New Zealand**

Te Poari Tiaki Waewae O Aotearoa