

Performance Report

Addiction Practitioners' Association Aotearoa-NZ Inc.
For the year ended 30 June 2022

Prepared by Deloitte Private

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Entity Information

Addiction Practitioners' Association Aotearoa-NZ Inc. For the year ended 30 June 2022

Legal Name of Entity

Addiction Practitioners' Association Aotearoa - New Zealand Incorporated

Entity Type and Legal Basis

Addiction Practitioners' Association Aotearoa-NZ Inc. is an Incorporated Society registered under the Incorporated Societies Act 1908, and is a registered charity.

Registration Number

Incorporated Society - 1332543

Charities Services - CC39990

Entity's Purpose or Mission

Who are we?

Dapaanz is the member association representing the professional interests of people working in addiction treatment. We support and foster an excellent, ethical and culturally responsive addiction workforce that helps people affected by addictions get high quality, effective help.

Why do we exist?

We exist to support our members - Our members are passionate about making a difference for individuals, whānau and communities. We are passionate about making a difference for our members.

Our key functions are to:

- Foster and maintain ethical practice and competent addiction practice
- Manage endorsement and registration processes
- Promote professional development and provide development opportunities
- Advocate by promoting addiction treatment and changes that will benefit addiction professionals and those affected by addiction

Entity Structure

Addiction Practitioners' Association Aotearoa -NZ Inc. is governed by an Executive Board with a Chair and other members elected by members at the Annual General Meeting. Other support comes from board members, office staff and volunteers.

Executive Director: Samantha White.

Members of the Executive Board:

- Ben Birks Ang (Chair)
- Selina Elkington (Deputy Chair)
- Takurua Tawera (Pou Whakarae)
- Denise Blake
- Mike Killioni
- Suzy Morrison
- Paul Schreuder
- Debby Sutton
- Leilani Maraku
- Topou Folau

The Executive Board meets quarterly.

Main Sources of Entity's Cash and Resources

Addiction Practitioners' Association Aotearoa - NZ Inc. activities are funded by revenue from Membership Fees, Grants, Event Income, and Interest Revenue.

Main Methods Used by Entity to Raise Funds

Addiction Practitioners' Association Aotearoa - NZ Inc. raises funds through Membership Fees, Grants, Event Income, and Interest Revenue.

Entity's Reliance on Volunteers and Donated Goods or Services

Addiction Practitioners' Association Aotearoa - NZ Inc. relies on Executive Board Members volunteering their time and expertise to complete work in essential governance roles.

Physical Address

Level 4, 265 Wakefield St, Wellington Central, Wellington, New Zealand, 6011

Postal Address

PO Box 25 283, Customhouse Quay, Wellington, New Zealand, 6146

Approval of Performance Report

Addiction Practitioners' Association Aotearoa-NZ Inc. For the year ended 30 June 2022

The Executive Board are pleased to present the approved performance report including the historical financial statements of Addiction Practitioners' Association Aotearoa - NZ Inc. for the year ended 30 June 2022.

APPROVED

Ben Birks Ang (Chair)
(For and on behalf of the Executive Board)

Date

Name:
Date

Statement of Service Performance

Addiction Practitioners' Association Aotearoa-NZ Inc.

For the year ended 30 June 2022

Description of Entity's Outcomes and Quantification of the Entity's Outputs

To insert SSP prepared by client



dapaanz

fostering excellence in addiction practice

Statement of Service Performance

1 July 2021 to 30 June 2022

the addiction practitioners' association aotearoa new zealand

dapaanz.org.nz

Statement of Service Performance 1 July 2021 - 30 June 2022

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- promote professional development and provide development opportunities
- advocate by promoting addiction treatment and changes that will benefit addiction professionals and those affected by addiction.

Statement of service performance - what did we do in the 2020/21 year?

The last year has seen continued growth across membership and operational activities. Two additional staff members were employed on contract basis to support communication and engagement activity and to provide expanded membership services, particularly related to continuing professional development and to support Practice Standards functions. The members we support work predominantly as healthcare workforce so many have been impacted by the ongoing pandemic and health orders from the Government.

Goal 1 – Effective competencies and ethics

Code of Ethics – Tikanga Matatika

The Code of Ethics, [Tikanga Matatika](#) continues to be socialised to the sector. Work has continued on promoting its use and understanding and supporting membership and supervisors to be confident with its Tikanga Māori approach.

Workshops

We continue to provide online workshops, and members have been engaging with these regularly. Members still enjoy the opportunity to engage online to access training from their workplaces. Whilst online workshops were developed in response to restrictions on gatherings due to COVID-19 alert levels, members are still enjoying and supporting this type of training. We have delivered seven more trainings than during the previous financial year. Each workshop is evaluated and overwhelmingly this is positive. Workshops and any new presenters were screened by the Registration and Competency sub-committee for appropriateness and quality. One new trainer was added during the last period.

We have offered six separate workshops, delivered on a total of 29 occasions to 444 people. This is an increase from 17 workshops to 339 members and non-members during the last period.

Continuing Professional Development

To support members further with their requirements to complete continuing professional development (CPD) activity, development of the CPD portfolio as a member service has commenced. This has included dedicated staff resource, an easier to use and refreshed CPD points table and log and links to external training opportunities such as webinars, all available on the dapaanz website. Other opportunities to connect different sub-sections of our membership have also begun starting with a pilot dapaanz communities hui for private practitioners and supervisors held in April and May 2021. These activities all received favourable and useful feedback to inform future sessions which were requested by participants. Follow-up hui are scheduled for the coming year.

Recruitment

Employers and organisations are increasingly using dapaanz as a recruitment channel to reach qualified staff. In this period the number of advertisements has increased by 35% from 118 to 182. The accumulated revenue was \$42,800.00 an increase of over

\$10,000.00. This is an area that is expected to keep growing in the next period as employers find value in reaching out directly to dapaanz membership and vacancies remain high. Likewise, members have reported they enjoy seeing the jobs available on the website as they consider career changes.

Covid-19

During this period the pandemic was difficult to predict and manage, and dapaanz followed government advice as directed. The lockdown of Auckland in particular was a difficult period with some staff based there, alongside many services supporting members. The ability to use self-care type activities to support members to manage the impacts of Covid-19 and the anxiety this caused some members of dapaanz was introduced to the CPD portfolio.

Staff remain working from home (since 2020), and this continues now in a permanent manner. Dapaanz has office space available based in Wellington as needed and this provides storage of collateral and computers and the ability to meet as a staff team from time to time. The dapaanz business continuity plan is in place to mitigate risk and is updated via Board governance processes.

Complaints

From 1st July 2021 until 30 June 2022 the Practice Standards Committee completed investigations into six complaints. All six complaints related to ethical breaches. Five complaints were for members working in NGOs and one in private practice. Four were registered practitioners, one a standard member, and one a registered practitioner/accredited supervisor. Two complaints were ongoing into the next period.

One was not pursued by dapaanz, due to the individual holding standard membership and the complaint being deferred to another professional association where the member held practitioner registration. One was inconclusive. Two had recommendations made to the Executive Director for action. Of the two recommendations, one was upheld with the member required to undertake extra supervision and one was upheld with a reduction in registration and extra supervision and counselling requirements imposed. Investigation duration were between one and four months (for the four completed complaints).

The Committee currently has six members plus the convenor. The Purpose, Policy and Process documents continue to be reviewed and improved with a review of the Practice Standards Committee function started and due to conclude in the next period. The Committee and Convenor report to the Executive Director and through the Executive Director to the Board.

Membership as of 30 June 2021

Our membership continues to grow over time as shown in table 1. Overall, we have 1769 members (104 more than the previous year). Registered and provisional practitioners comprise the majority of our membership at 63%. Almost all workplaces require registration to practice, so this is likely to grow as the membership increases.

- 50% (*n* = 883) of members are registered practitioners.
- 12% (*n* = 214) of members are provisionally registered.

Māori membership

- 26.9% of our membership identify as Māori (26.1% in 2021, 24.8 % in 2020, 24.6% in 2019, 21% 2018, 20.2% 2017).
- 25% of provisional or fully registered practitioners identify as Māori.

Gambling practitioners

- 10.6% of our membership are registered as gambling practitioners.

Accredited supervisors

The number of accredited supervisors has increased from 414 to 435, a 5% increase from last year.

Table 1 – Membership status as of end of June 2022

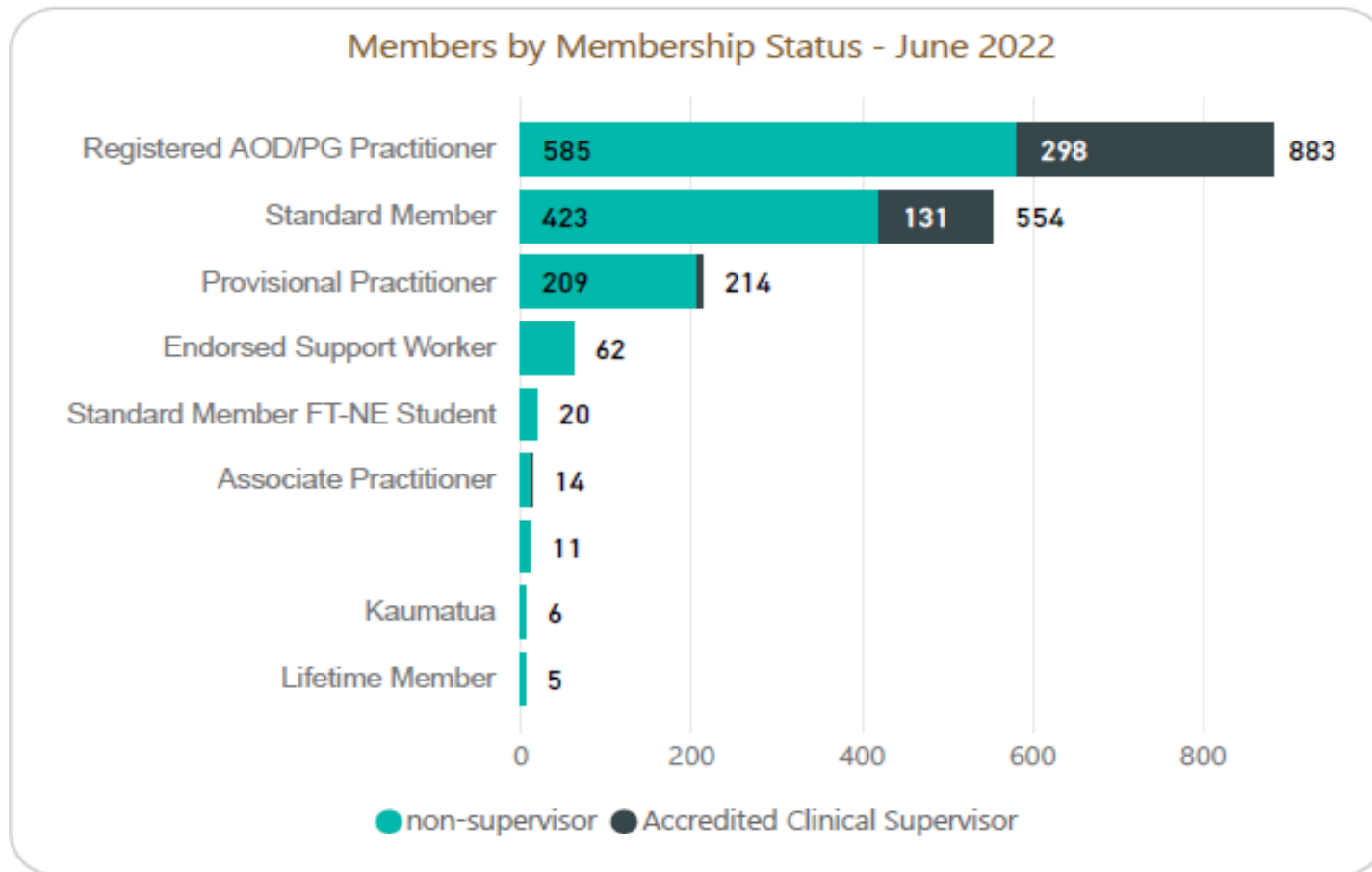


Table 2 – New members last 12 months

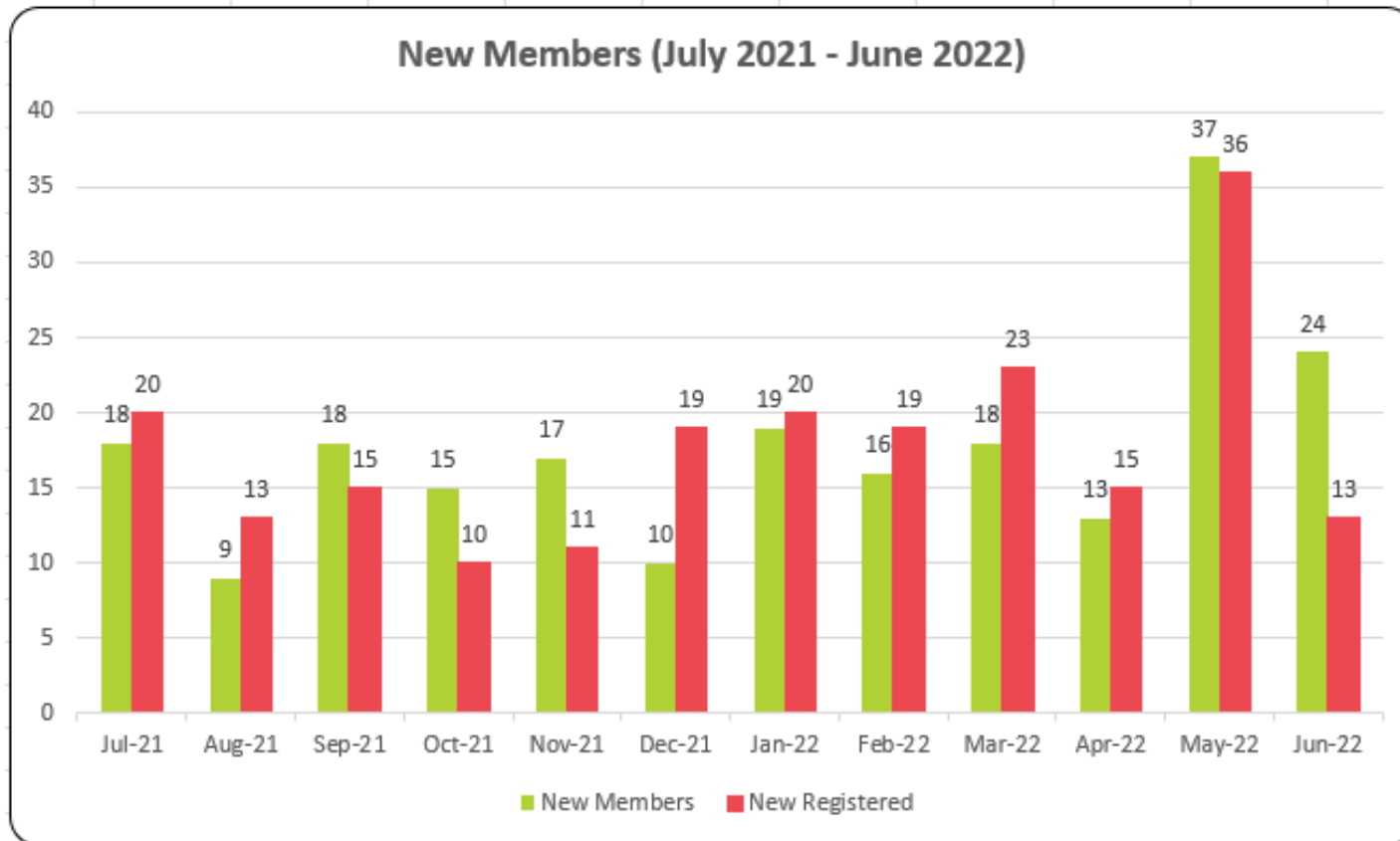


Table 3 – Gambling practitioners as of 30 June 2022



Table 4 - Members by ethnicity as of 30 June 2022

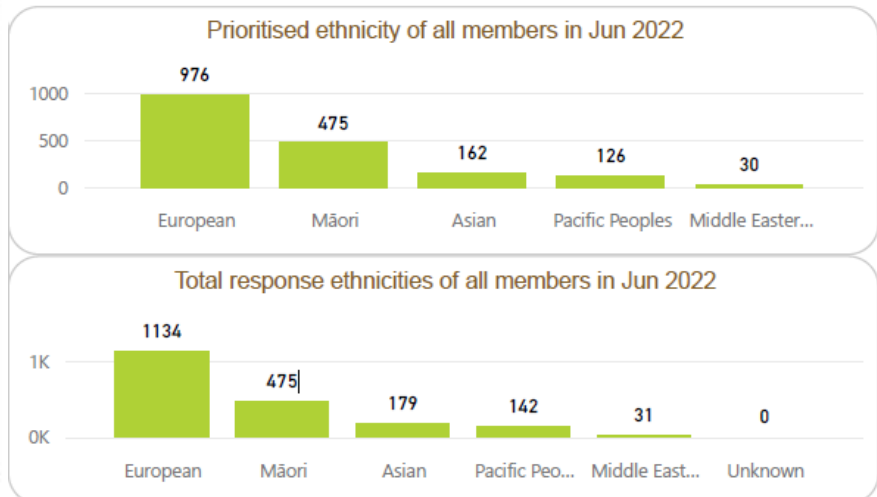


Table 5 - Members by gender as of 30 June 2022

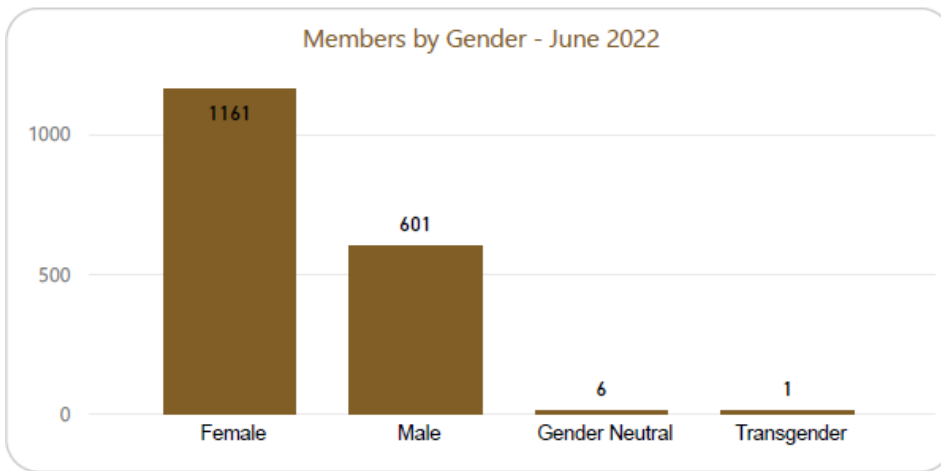
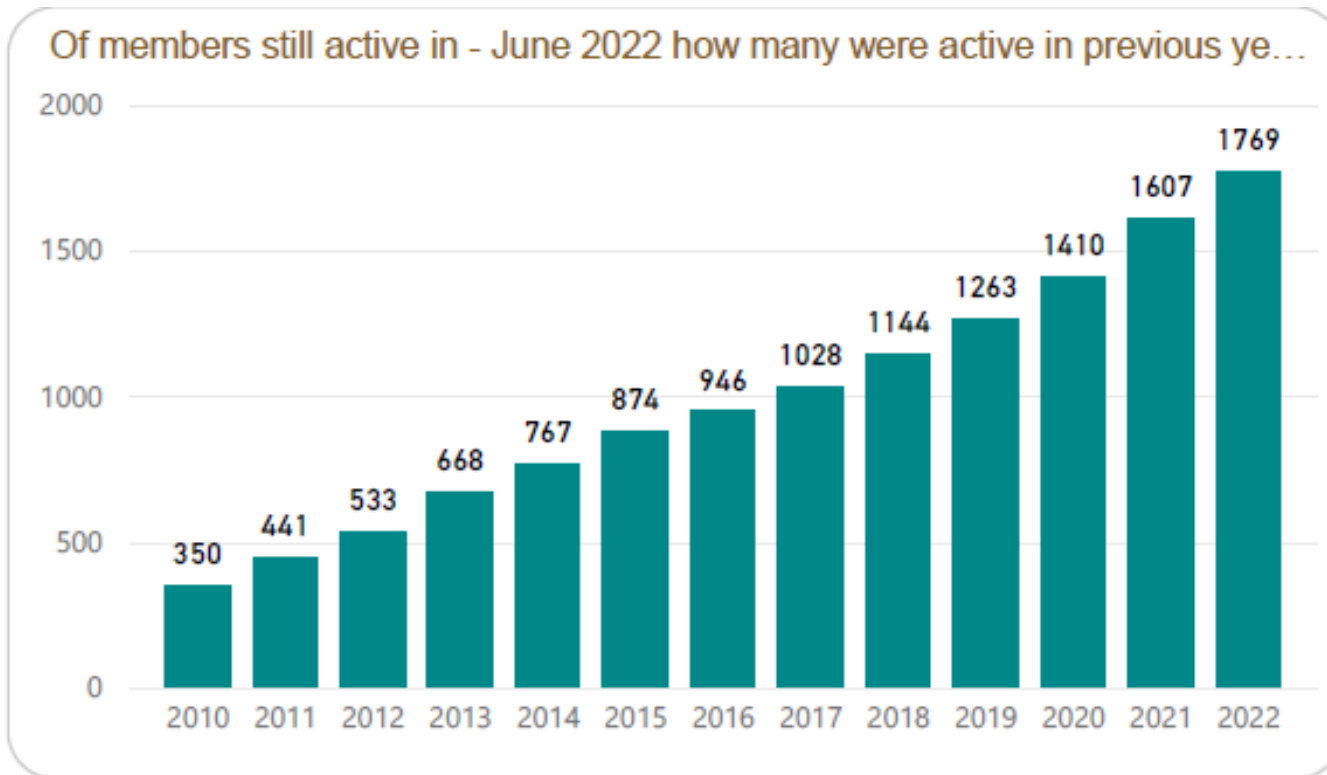


Table 6 - Accredited supervisors as of 30 June 2022



Table 7 – Active members by year over last decade



Goal 2 – Communication and advocacy

Cutting Edge 2021

Cutting Edge, the national addiction workforce conference hosted by dapaanz, scheduled for September 2021 was cancelled due to nationwide lockdown related to Covid-19. Gathering at the levels expected were prohibited due to changes in the public health settings which included gatherings in Dunedin, the planned host city. This was the second consecutive year the conference was cancelled due to restrictions in place caused by Covid-19.

There were 74 abstracts presented for the 2021 conference indicating high levels of interest, and member and sector commitment to Cutting Edge persists. At the time of cancellation there were approximately 580 delegates registered, with the number expected to reach almost 700.

Composition have worked through the refund process for those who had paid. Full refunds were provided to all registrants.

Cutting Edge 2022 is scheduled for 31 August 2022 in Christchurch.

Cutting Edge Summer Series 2022

Following the cancellation of Cutting Edge, and to ensure members had adequate opportunity to earn continuing professional development, all breakout presenters from Cutting Edge were invited to present at an online Summer Series. Dapaanz worked with its conference provider to offer members a five episodes, online lunchtime series. The first session with Professor David Best was offered in November 2021 (400+ registered) and a further four sessions were delivered in February and March. For this series we engaged a more modern platform and utilised pre-recordings to offer a more contemporary and professional experience. Approximately 450 members registered and attended various sessions during the series, with feedback incredibly positive.

Media and submissions

We continue to utilise media to raise issues pertinent to addiction professionals and those affected by addiction. We are also providing submissions and support for related legislation and policy decisions as they arise. We continue to support aligned partners in their work where we can in order for members to be kept across issues in the wider mental health and addictions system. This

includes engagement with Mental Health and Wellbeing Commission Service Monitoring Framework - He Ara Āwhina: in partnership with NZ Drug Foundation. Dapaanz provided information to all members about the new framework and facilitated a webinar and Q&A for members to participate in the consultation process for He Ara Āwhina during April 2022.

Monthly member newsletter

During this period a monthly email newsletter was established for all members, commencing November 2021. Designed to update members on any news, projects or initiatives that may impact or be useful for their practice and/or registration, the median open rate for the seven issues to June 2022 was 46.5% of recipients, with a range between 43% in November and 52.3% in June.

Website

We invested in and designed and developed a new [website](#) during this period. By upgrading to a new version of Membee, our member database, we had the opportunity to migrate to a new platform that is fully integrated with our member database. The new site provided an opportunity to refresh and refine our website structure and content. Launched on 11 May 2022, the [dapaanz.org.nz](#) site saw 5,846 new or returning visitors in 10,502 sessions during the seven weeks to 30 June 2022. The website provided an opportunity to update and remove outdated material whilst providing a more attractive and engaging platform for members. This included opportunity for members to manage their renewal electronically.

2021 Member survey

An online survey of all members ($N = 1665$) was distributed in December 2021 to explore member's views and experiences of dapaanz, and to identify member needs across a range of domains, including learning, development, and communication. Other issues investigated included the impact of Covid-19, addiction practice challenges, and how dapaanz can more broadly support its membership base.

A total of 411 responses were received (a response rate of 25%, up from 21% in 2020). A survey report was shared with members in June 2022. The survey has informed several projects during the final quarter of this period and will be used into the next. This has included informing the development of the new website, Cutting Edge 2022, the establishment of dapaanz Communities (for supervisors and private practitioners), as well as new training offerings.

Goal 3 – Enhancing Māori wellbeing

Dapaanz continues to build its Māori membership led by strong Māori leadership on the Board. We have a dedicated Pou Whakarae position to support members, Board, Executive Director and staff teams. The Matua sub-committee provided strategic leadership to the organisation and worked alongside other sub-committees to further the strategic goals of dapaanz during this period. Dapaanz worked with external stakeholders including Te Rau Ora to support Māori addiction workforce development including advocating for their scholarship programme.

We have secured dedicated operational support to deliver on our aspirations for enhancing Māori wellbeing and supporting our Māori membership. This will include examining registration and processes to understand how we can improve Māori responsiveness. Also, to assist with a review of our organisational Te Tiriti policy. This work was begun during this period and will continue into the next. The output initially is to develop operational procedures and guidance for staff for their everyday work, which will assist us to support membership further.

Our Māori membership remain engaged with a slightly higher rate of response from our Māori membership in this period's survey (26% Māori cf. 24.7% overall) being 108 members, who identified as Māori, completed our survey – representing 26% of respondents, and 24% of our Māori membership. Specific feedback received from our Māori respondents supported incorporating Māori operational guidance in current systems and registration processes and seeking ways to further cultural competencies, accreditation and recognition of cultural contribution to the sector.



Statement of Financial Performance

Addiction Practitioners' Association Aotearoa-NZ Inc.

For the year ended 30 June 2022

	NOTES	2022	2021
Revenue			
Fees, subscriptions and other revenue from members	1	359,313	515,553
Revenue from providing goods or services	1	225,789	24,565
Interest, dividends and other investment revenue	1	1,286	696
Other revenue	1	37,482	31,163
Total Revenue		623,870	571,977
Expenses			
Volunteer and employee related costs	2	317,424	260,159
Costs related to providing goods or service	2	382,330	178,987
Other expenses	2	12,688	12,537
Total Expenses		712,442	451,682
Surplus/(Deficit) for the Year		(88,571)	120,295

Statement of Financial Position

Addiction Practitioners' Association Aotearoa-NZ Inc. As at 30 June 2022

	NOTES	30 JUN 2022	30 JUN 2021
Assets			
Current Assets			
Bank accounts and cash	3	549,092	503,453
Debtors and prepayments	3	59,344	5,732
Total Current Assets		608,436	509,185
Non-Current Assets			
Property, Plant and Equipment	4	6,616	8,178
Other non-current assets	3	7,391	-
Total Non-Current Assets		14,007	8,178
Total Assets		622,443	517,363
Liabilities			
Current Liabilities			
Creditors and accrued expenses	5	43,531	32,109
Employee costs payable	5	49,122	29,703
Income in Advance	5	389,879	227,069
Other current liabilities	5	-	-
Total Current Liabilities		482,532	288,881
Total Liabilities		482,532	288,881
Total Assets less Total Liabilities (Net Assets)		139,911	228,482
Accumulated Funds			
Accumulated surpluses or (deficits)	6	139,911	228,482
Total Accumulated Funds		139,911	228,482

Statement of Cash Flows

Addiction Practitioners' Association Aotearoa-NZ Inc. For the year ended 30 June 2022

	2022	2021
Cash Flows From Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	-	-
Fees, subscriptions and other receipts from members	475,423	520,779
Receipts from providing goods or services	275,789	24,565
Interest, dividends and other investment receipts	1,286	696
Net GST	14,668	4,313
Other Revenue	30,091	31,163
Cash was applied to:		
Payments to suppliers and employees	(749,152)	(455,981)
Donations or grants paid	-	-
Net Cash Flows from Operating Activities	48,105	125,535
	2022	2021
Cash Flows from Investing & Financing Activities		
Cash was received from:		
Receipts from sale of property, plant and equipment	-	-
Receipts from the sale of investments	-	-
Proceeds from loans borrowed from other parties	-	-
Capital contributed from owners or members	-	-
Cash was applied to:		
Payments to acquire property, plant and equipment	(2,466)	(4,662)
Payments to purchase investments	-	-
	2022	2021
Net Increase/(decrease) in Cash Held		
Net Increase/(decrease) in Cash Held	45,639	120,872
Opening Cash	503,453	382,581
Closing Cash	549,092	503,453
	2022	2021
This is represented by:		
Cash and Bank	549,092	503,453

Statement of Accounting Policies

Addiction Practitioners' Association Aotearoa-NZ Inc. For the year ended 30 June 2022

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses 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.

Rounding

The figures in the Performance Report are rounded to the nearest dollar.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for the Statement of Cash Flows, accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Addiction Practitioners' Association Aotearoa - NZ Inc. is a registered charitable entity under the Charities Act 2005 and accordingly is exempt from income tax under sections CW41 & CW42 of the Income Tax Act 2007

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances.

Changes in Accounting Policies

There have been no changes in accounting policies. All other accounting policies were applied on a consistent basis during the year.

Charitable Status

Addiction Practitioners' Association Aotearoa - NZ Inc. is registered as a charitable entity under the Charities Act 2005 with effect from 12th May 2009 (CC39990).

Property, Plant & Equipment

The entity has the following classes of fixed assets:

- Furniture & Fittings
- Office Equipment (including website)

All property, plant & equipment are recorded at cost less accumulated depreciation.

Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives at the following rates:

- Furniture & Fittings 13-18% DV
- Office Equipment (including website) 40-67% DV

Grants

Grants received are recognised in operating revenue, unless specific conditions are attached to a grant and repayment is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Membership Fees

Membership fees are recognised in operating revenue. The portion of membership fees received or invoiced in advance of the period to which their subscription relates to are recorded as a liability.

Cutting Edge Conference

The annual Cutting Edge conference is outsourced to an external organisation. Cutting Edge income has been recorded inclusive of the external organisation's income received. Similarly, the expense is recognised inclusive of the external organisation's expenses incurred.

Other Revenue

All other revenue is accounted for on an accruals basis in accordance with the substance of the transaction.

Notes to the Performance Report

Addiction Practitioners' Association Aotearoa-NZ Inc. For the year ended 30 June 2022

	2022	2021
1. Analysis of Revenue		
Fees, subscriptions and other revenue from members		
Training Workshop	45,380	48,232
Membership Fees	313,933	431,792
Total Fees, subscriptions and other revenue from members	359,313	480,024
Revenue from providing goods or services		
Code of Ethics Revision Project Incoming	-	12,000
Cutting Edge Income	225,789	43,094
Recovery Walk	-	5,000
Total Revenue from providing goods or services	225,789	60,094
Interest, dividends and other investment revenue		
Interest Income	1,286	696
Total Interest, dividends and other investment revenue	1,286	696
Other revenue		
Other Revenue	37,482	31,163
Total Other revenue	37,482	31,163
	2022	2021

2. Analysis of Expenses

Volunteer and employee related costs		
ACC Levy	1,110	330
Administrative Support	303,109	194,295
Executive Expenses	8,904	4,989
Secretarial Services	-	50,000
Staff Training	120	78
Travel - National	4,182	10,467
Total Volunteer and employee related costs	317,424	260,159
Costs related to providing goods or services		
Accounting	4,602	4,534
Addiction Practice	-	11,066
Bank Fees	389	740
Bulletins	-	26,543
Complaints Process	7,766	7,200
Conferences & Meetings Attended	57	217
Convention Management Fees	-	23,100
Cutting Edge	-	1,995
ED's expenses	736	677
Electricity	68	861
General & Office Expenses	6,087	3,624

	2022	2021
Insurance	2,143	1,730
IT Support	3,120	4,596
Lease of Photocopier	893	960
Media	-	313
Members Badges	1,012	-
PayPal Service Fee	627	652
Printing, Stamps & Stationery	11,383	9,735
Recovery Walk 2019	-	5,000
Recruitment	-	519
Refunds	5,451	4,779
Registration/Education Processes	(1,920)	2,000
Rent	12,755	30,455
Subscriptions	9,730	7,260
Telephone, Tolls & Internet	2,840	3,771
Training Workshops	34,914	24,630
Website Expenses	1,623	1,379
XERO	619	650
Total Costs related to providing goods or services	104,896	178,987
Other expenses		
Audit Fees	5,975	5,958
Code of Ethics Revision Project	224	1,060
Depreciation	4,028	2,814
Legal Fees	2,460	2,705
Total Other expenses	12,688	12,537
	2022	2021

3. Analysis of Assets

Bank accounts and cash

Bank Accounts	549,092	503,453
Total Bank accounts and cash	549,092	503,453

Debtors and prepayments

Accounts Receivable	750	4,050
Prepayments	58,594	1,682
Total Debtors and prepayments	59,344	5,732

3.1. Prepayments

The 2022 prepayments balance is made up of Cutting Edge expenses of \$58,594 (2021: \$1,682).

4. Property, Plant & Equipment

This Year					
Asset Class	Opening Value	Purchases	Disposals	Depreciation	Closing Value

Office Equipment (including website)	5,067	2,466	0	3,554	3,979
Furniture & Fittings	3,111	0	0	474	2,637
Total	8,178	2,466	0	4,028	6,616
Last Year					
Asset Class	Opening Value	Purchases	Disposals	Depreciation	Closing Value
Office Equipment (including website)	2,640	4,662	0	2,235	5,067
Furniture & Fittings	3,690	0	0	579	3,111
Total	6,330	4,662	0	2,814	8,178

2022

2021

5. Analysis of Liabilities

Creditors and accrued expenses

Accounts Payable	5,474	6,645
Accruals	10,480	12,555
GST	27,577	12,909
Total Creditors and accrued expenses	43,531	32,109

Employee costs payable

Annual Leave Liability	30,485	16,586
PAYE Payable	7,127	5,516
Wages Payable	11,509	7,601
Total Employee costs payable	49,122	29,703

Income in Advance

Membership Fees Received in Advance	220,153	138,018
Income Received in Advance	169,726	89,051
Total Income in Advance	389,879	227,069

Other current liabilities

Other Current Liabilities	-	-
Total Other current liabilities	-	-

5.1. Accruals

The 2022 accruals balance relates to accrued accounting, legal and audit fees of \$10,480 (2021: \$12,555).

5.2. Credit Facilities

DAPAANZ has an overdraft limit of \$10,000. Amount utilised at year end of nil.
Credit card limit of \$10,000. Amount utilised at year end of nil.

5.3. Income Received in Advance

The 2022 income received in advance balance relates to membership fees received in advance of \$169,726 (2021: \$227,069)

	2022	2021
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	228,482	108,187
Accumulated surpluses or (deficits)		
Current year earnings	(88,571)	120,295
Total Accumulated surpluses or (deficits)	(88,571)	120,295
Total Accumulated Funds	139,911	228,482
Total Accumulated Funds	139,911	228,482
	2022	2021

7. Commitments to lease or rent assets

Less than one year	12,000	13,477
One to two years	10,452	12,000
Two to five years	-	10,452
Total Commitments to lease or rent assets	22,452	35,929

The commitment to lease or rent assets relates to the rental agreement held for the office premises & photocopier.

8. Contingent Liabilities and Guarantees

In April 2020, the decision was made to shift the Cutting Edge conference from an in-person conference to an online conference due to the impact of Covid-19. This was communicated to the conference service provider, whose contract was due to end with this 2020 conference. The current conference service provider was not successful in a closed tender process for the conference contract from 2021 onwards and subsequently billed DAPAANZ with termination fees amounting to \$33,582. The claim has since been withdrawn by the conference service provider.

9. Related Parties

There were two related party transactions in FY 2022. Suzy Morrison and Paul Schreduer both completed some Group Supervision workshops for a cost of \$450 each. They are both on the executive board of DAPAANZ for the year ended 30 June 2022.

Paton Consultancy Services provides consulting services to DAPAANZ in 2021 (\$ 50,000). Susan Paton is a director of Paton Consultancy Services and was the Executive Director of DAPAANZ until November 2020.

10. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Independent Auditor's Report

Addiction Practitioners' Association Aotearoa-NZ Inc.
For the year ended 30 June 2022