



2018

**ANNUAL REPORT of the
Professional Counselling Association
of ACT and NSW Inc (PCA ACT-NSW)
2017- 2018**

Sune Nielsen President

For the year ending 30 June 2018

The Professional Counselling Association ACT-NSW Inc

Your committee members submit the Annual report on the entity for Professional Counselling Association of the ACT and NSW Inc. year ended 30 June 2018.

Committee Members

The names of current Board Members during the year and to the date of this report are:

- Sune Nielsen – President Elect – Sydney Branch
- Brenda Searle – Policy and Procedure - ACT Branch
- Lorraine Dailey - Secretary and Public Officer - Sydney Branch
- Fiona Curll – Webmaster – Illawarra Branch
- Hanna Salib – Vice-Treasurer - Penrith Branch
- David Brastead – Central Coast Branch
- Hun Kim – Sydney Korean Branch
- Karen Wilkins – Penrith Branch
- Kylie Fawkner – Central Coast Branch
- Seo Mijin - Sydney Korean Branch
- Nigel Jones - Illawarra Branch

The names of past Committee Members during the year and to the date of this report are:

- Grahame Smith - President-Newcastle Branch
- David Nielsen - Vice President Elect - ACT Branch
- Vicky Kapatos - Communications - Newcastle Branch
- Linda Elsey Web-master - Central Coast Branch

Principal Activities

The principal activity of our Association during the financial year was to provide quality ongoing professional development and clinical supervision for PCA members across ACT and NSW. These activities occurred within a frame work of forming Branches in ACT, Penrith, Sydney, Central Coast, Illawarra and Newcastle.

INCOME

Membership Fee	\$18,111.08	
Guest	\$335.00	
Total Income		\$18,446.08

EXPENSES

ACA Conference	\$1,700.00	
Accounting	\$890.00	
Advertisement	\$418.00	
AGM	\$2,967.84	
Bank Fee	\$129.00	
Board Meetings	\$4,701.35	
Branches	\$9,269.13	
Insurance	\$2,048.32	
Other	\$965.80	
Postage	\$312.24	
Room Hire	\$3,694.00	
Stationery	\$73.20	
Total Expenses		\$27,168.88

Profit (- Loss) - 8,722.80

Operating Result

The operating loss amounted to -\$8,722.80.

Significant Changes in State of Affairs

No significant changes in the entities state of affairs occurred during the financial year.

After Balance Date Events

Since balance date there has been no significant event.

Indemnifying Officers or Auditor

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the entity.

Proceedings on Behalf of the Entity

No person has applied for leave of Court to bring proceedings on behalf of the entity or intervene in any proceedings to which the entity is a party for the purpose of taking responsibility on behalf of the entity for all or any part of those proceedings.

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 30 June 2012 has been received and can be found at the end of this report. Signed in accordance with a resolution of the members of the Board.

President _____

Secretary _____ Dated this

PRESIDENT'S REPORT

Dear Members

The past year has on one side been a year of change for the PCA. At the last AGM a board was elected and confirmed by all present and it felt like business as usual. It was only short after that several board members, including the president of many years decided to step down from the board and pass the baton to other volunteers. I would like to take this opportunity to thank Vickie, Linda, Josephine, David and Grahame for their tireless efforts in shaping the PCA we know. They gave many, many hours of their time to make things happen to make PCA successful.

The new board formed itself in November 2017 and have spent the time since to find their feet in new roles of responsibility, shaping the PCA to fit the membership. We have spent time looking back, time looking forward and time looking at who we are, carrying this custodianship of our members. We have decided on the path forward to be one for the PCA members and hope to hear voices of wishes and vision of where the PCA should be heading. We, being a member association of course, will always be heading under the banner of the ACA, but just what is it that members in NEW and the ACT are looking for in the organisation.

We have created the role of events organisers in each branch and issued a fluid budget towards each branch to develop in the way that the local members wish to go, with some required reporting by the events organisers. There is more autonomy in what branches can organise for themselves. Please get in touch with your board representative to learn more about this possibility.

The key goal for the board for the year ahead is to build strongly on what is living in the branches. We would like to keep hearing from you all and work with you building strong branches. We would also be looking for opportunities to open new branches where there are groups of interested members.

Looking forward to working with you all.

Sune Nielsen

President

WEBMASTER'S REPORT

Towards the end of 2017 we saw Linda Elsey stepped down from the position after over extensive years at the helm and I stepped into the role of Webmaster, Administration and Membership Manager. Filling Linda's shoes was a huge role to fill but I have tried to land on my feet and am grateful for the patience of the PCA members.

Our website platform Wild Apricot continues to upgrade giving the PCA the opportunity to utilise more features for the benefit of its members.

During 2018 additional features of our Wild Apricot website has enabled the PCA to elect Event Managers to each branch of the PCA. Event Managers were trained to utilise the website for the purpose of creating and editing branch events, accessing the database of registrants listed for each event, creating reports of PCA members for each branch and logging registrants attendance to branch meetings.

Electing Branch Event Managers has meant as Webmaster I have been able to delegate a small portion of the vast amount of work which goes on behind the scenes within the PCA.

Memberships experienced a large glitch at the start of 2018 with Paypal providing no end of trouble in relation to accepting payment from members both new and existing. After over 2 months of issues it was finally resolved and the website returned to its normal level of functioning. We thank the PCA members affected by the glitch for your patience with resolving the problem and we hope that is a situation we never experience again.

As webmaster I have been exploring further automated options within the Wild Apricot system to reduce the workload for convenors and event managers of each branch and hope to be able to provide some news in 2019.

As Counsellors we are all aware of how important confidentiality is within our profession. However, confidentiality does not end with our clients. As PCA Members are aware, being a Member Association of the Australian Counselling Association (ACA) membership with the ACA is a prerequisite of membership with the PCA.

Due to confidentiality we advise the PCA is not automatically notified by the Australian Counselling Association upon renewal of your membership with them. In processing PCA memberships in 2018 we have had to modify our policy and procedure in confirming your membership with the Australian Counselling Association. The only real change is that we have had to increase our diligence with obtaining a copy of your ACA Renewal Receipt once it is to hand we can update your PCA profile for the year and maintain a copy for our records.

We have just come out the tail end of renewal of membership season for 2018 and I would like to thank PCA members personally for your patience with providing relevant documentation for your membership renewal directly to the webmaster email address.

During the 2017-2018 financial year we had 76 new members with 14 of those members being students

We advise as volunteers, members of the board often are in private practice running their own business or are themselves employed within the mental health profession, often logging on after hours to the PCA email system or website to assist you with your enquiries.

We continue to aim to be prompt and efficient with responding to your email enquiries. Responding within 24-48 hours returning emails and processing new memberships. All queries have been dealt with and where necessary forwarded to the relevant Board member.

As PCA members are aware we offer a service to be listed on website through the feature 'Search for a Counsellor'. This enables the public to locate Counsellors through the PCA website who are in private practice, make contact and access their services. On a monthly basis the webmaster runs reports highlighting Insurance Policies which are expired or about to expire in the upcoming month and notifications are sent to PCA members of the status of their Insurance Policy Expiry, requesting Current Insurance policies are forwarded to update your profiles. The website is updated daily noting current policies forwarded by PCA Members. It remains policy that anyone who has not provided current insurance documentation is removed from the web listing. As per previous years, notification of removal is sent by the Webmaster, however all information saved for further uploading, when or if current papers are received.

We confirm the PCA website continues to offer the opportunity to the public and PCA members to advertise private workshops and training opportunities at a relatively small cost. Should you or anyone you know wish to advertise on the website please contact the PCA either through the webmaster at: webmaster@pcaonline.com.au or the general enquiry email: info@pcaonline.com.au

As Webmaster I aim to ensure the PCA website is maintained on a daily basis so it continues to provide information about the PCA (ACT & NSW) Inc. to cyber users. Thank you for nominating me on the Board.

Regards

Fiona Curll

PCA Webmaster, Administration and Membership Manager

SECRETARY'S REPORT

During the last 12 months we have had some dramatic changes to key positions on the board of the PCA commencing with the resignations of Grahame Smith, Vicky Kapatos both from the Newcastle/Hunter Branch, Linda Elsey, from the Central Coast Branch as well as David Nielsen from ACT.

On behalf of all the members I wish to thank Grahame for his unstinting efforts during the years of his presidency not to mention he was one of the original steering group members before the PCA was formed. The liaison he had with the ACA was second to none, his assistance to the ACA with lobbying and representation with both state and territory governments, I believe, led to in-roads into the recognition of the profession at these as well as federal level.

Linda Elsey championed the adoption of a commercial data-base and website and she worked tirelessly to ensure it worked efficiently and was user friendly for our members. Linda too liaised with administration staff of the ACA to ensure their support and assistance ensuring our membership details were regularly updated. Linda deserves a huge vote of thanks from the board and membership for her efforts on our behalf. Linda's professionalism extended to ensuring that our new Webmaster was conversant with the website even after tendering her resignation.

Vicky Kapatos was unflagging and generous with her time and efforts on behalf of the PCA over the years since it was first mooted by the ACA. Again we have a great debt of gratitude owed to Vicky who ensured that communication and publicity was handled efficiently and for her vigour in ensuring that the board members lived up to their responsibilities.

On a personal note I wish to thank Grahame, Linda and Vicky for their camaraderie and unflagging support for which I feel blessed and am truly grateful.

Following these resignations members stepped up to offer their services to the PCA. It has taken time for our new board to settle in, and identify the strengths which will continue to enhance the board and lead to bigger and better things.

Our efforts to form new branches has as yet been unsuccessful, our contact with ACA members in several areas has not unearthed any interested counsellors.

The PCA has 280 members (54 pending renewal) so we continue to grow and continue to be a vital part of the counselling profession in the ACT and NSW.

Regards

Lorraine Dailey

Secretary / Public Officer of the PCA (ACT-NSW) Inc.

POLICY AND PROCEDURE REPORT

The official Policy and Procedure document is available to all our membership to view on the PCA ACT/NSW Inc. website (www.pcaonline.com.au). It is important to remember that this is a 'living document' and is being updated and refined on a continual basis to incorporate the needs of the association and its members. Amendments are subject to board approval and must follow due process. The document itself is fundamental to the function and success of the association. The role of the Policy & Procedure Administrator is to operate in a collaborative role with the board to help draft policy reflecting the agreed decisions of the board. It is a timely procedure and at times requires more time and energy than a group of volunteers can keep up with, however we do our best.

The policy and procedure document was upgraded in November 2017 in line with the adoption of the new Constitution. Since then new policy and procedure has been established to reflect the emerging role of 'event manager' at branch level and a social media policy and procedure is currently being formed along side guidelines with regard to the opening of new branches. Our webmaster Fiona Curl has added to the format of web information by using diagram and screen shots, along with script encouraging a more user friendly form of communication.

Looking forward to another year ahead with all the challenges and achievements that it encompasses.

Warm regards

[Brenda Searle](#)

[Policy and Procedure Administrator of the PCA \(ACT-NSW\) Inc.](#)