



Individual Information Sheet

please read this document before attending your first session and anytime after, as needed.

- ❖ Couples sessions fee's are as set as per [FEE page](#) information on my website. Payable by card, cash or EFT
- ❖ Sessions times are usually somewhere between 60-75 minutes.
- ❖ A cancellations fee to cover administration and room hire will be incurred for cancellations as follows:
 - ☐ within 24 hours: \$120
 - ☐ within 12 hours: \$150
 - ☐ within 6 hours: Full Fee
- ❖ I keep notes on sessions that are not identified and that are stored securely.
- ❖ I will not use any electronic recording device for sessions (including AI) without consent. On rare occasions and as part of my professional development I may seek an opportunity to record audio/video of our session.
- ❖ I am a clinical member of PACFA, a peak regulatory body for psychotherapists and counsellors. I abide by the Code of Ethics of PACFA, a copy of which is available to you upon request
- ❖ The sessions are completely confidential except under four circumstances:
 1. From time to time I will discuss my work with a clinical supervisor. This is a standard practice and helps me to work as well as I can with you. My supervisor is bound by the same code of ethics and confidentiality as I am.
 2. If I believe you are at serious risk of harming yourself or others. I would only do this in circumstances that appear imminent and usually after consultation with you.
 3. I am a mandatory reporter under NSW child protection law and this means that in a case where a child is at risk, I am required to make a report to the relevant authorities.

4. If I am required by a court of law to give evidence. This would only happen after due consultation with my supervisor and again after speaking with you.

- ❖ If you are working with another therapist or health professional, I may seek your permission to consult with this person(s) in an effort to ensure best service and care provisions.
- ❖ Where our work continues beyond eight sessions, I recommend where possible to have at least two weeks notice of ending, allowing a proper conclusion