

# CONSULTATION: FEES REVIEW

RELEASED: 21 SEPTEMBER 2023

SUBMISSIONS CLOSE: 5:00PM, FRIDAY 03 NOVEMBER 2023

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Te Poari Kaikorohiti o Aotearoa | the Chiropractic Board (Board) is consulting on its Annual Practising Certificate (APC) fees and disciplinary levy. This document invites practitioners and stakeholders to comment on those proposed changes.

## SUMMARY OF CONSULTATION

The Board sets annual practising certificate (APC) fees and disciplinary levies for chiropractors under sections 130 and 131 of the Health Practitioners Competence Assurance Act 2003 (the Act). This consultation document sets out proposals to:

1. introduce a six-month partial year APC;
2. amend the partial year APC (three-month) fee to be pro rata against the full year APC;
3. introduce an administration fee;
4. not impose the disciplinary levy again for the 2024/2025 APC year.

## BACKGROUND

The Board follows the good practice guidelines established by the Office of the Auditor-General and its budget, fees and levies are calculated on a full cost recovery basis.

The level of APC fee per practitioner depends on:

- a. the number of chiropractors,
- b. income and expenditure budgets, and
- c. minimum reserve levels set and carried forward from the previous year.

To maintain appropriate operational reserves and sustain financial viability, the Board:

- a. budgets and forecasts prudently,
- b. rations and prioritises resources, and
- c. adjusts APC fees to meet operational activities and to provide a buffer against an unknown number of complaints, competence cases, appeals or judicial reviews.

## PROPOSED CHANGES IN DETAIL

### 1. Reduction of the partial year (three-month) APC fee

At its recent Board meeting, it agreed to reduce the partial year APC to the pro rata rate of the full year APC to assist chiropractors only wishing to practice for up to three consecutive months.

As this application requires additional administrative input, the Board agreed to impose a \$45 administrative fee.

### 2. Partial year APC (six months)

In 2019 the Board introduced a partial year (three months) APC, which was positively received. Since the introduction of this APC, we have received occasional requests to extend that APC for a further month or two, or for a six-month option for those entering or re-entering the profession in Aotearoa New Zealand during the second half of an APC year.

As a result, the Board proposes to introduce a partial year (six-months) APC for registered chiropractors who will be practising up to six consecutive months during an APC year.

This will aid practitioners who (but not limited to):

- a. wish to practice in New Zealand for a short-term as a locum,
- b. are visiting lecturers (including qualified Chiropractors for research purposes),
- c. are returning to practice after the mid-point of APC year,
- d. know they will only be practising for six months of an APC year.

The partial year (six months) APC can only be applied for once in an APC year by a registered chiropractor. If a practitioner who has previously applied for a partial year (three month) APC, then wishes to apply for the partial year (six month) APC in the same APC period, they will need to complete a new application, pay the partial year APC (six months) fee and an administration fee of \$45 for processing the application.

### 3. APC administrative fee

As the partial year APCs are not completed online, and require additional administration support, the Board agreed to include a \$45 administration fee for those applications.

If a practitioner applies for the partial year (three month) APC, then wishes to apply for the partial year (six month) APC in the same APC period they will pay for two \$45 administration fee (one per application) and this fee will not be deducted from any further APC applications.

### 4. No disciplinary levy for the 2024/2025 APC year.

Due to the small number of notifications received during the previous period, the Board agreed there were sufficient disciplinary reserves to meet its obligations regarding complaint matters for the 2024/25 APC year.

## FEES TABLE

The table below identifies the proposed changes. All fees are included for completeness and include GST. If approved, the change will be introduced for the APC applications commencing early 2024. All changes will come into effect on Monday 05 February 2022.

	2023/24 actual	2024/25 proposed
<b>Registration:</b>		
Application and processing fee for registration from an applicant who holds a prescribed Qualification, including Trans-Tasman Mutual Recognition Agreement applications.	153.00	153.00
<b>Annual Practising Certificate:</b>		
The issue of a practising certificate under section 26 of the Act, includes \$0 Disciplinary Levy.	1,003.25	1,003.25
Application for an inaugural APC between 1 November and 31 March, includes \$0 Disciplinary Levy.	408.00	408.00
Application for partial year APC (three months), includes \$0 Disciplinary Levy	408.00	250.80
Application for partial year APC (six months), includes \$0 Disciplinary Levy		501.60
Application for and renewal of maintenance of registration for non-practicing practitioners, includes \$0 Disciplinary Levy.	100.00	100.00
Application for renewal of an expired APC 3 or more years after expiry, includes \$0 Disciplinary Levy.	1,242.50	1,242.50
<b>Other:</b>		
Administration fee		45.00
Certificate of Registration	30.00	30.00
Certificate of Good Standing	50.00	50.00
Copy of Register	50.00	50.00

*Please note, all Board fees are non-refundable.*



## MAKING A SUBMISSION

Submissions to the consultation can be made via email to [admin@chiropracticboard.org.nz](mailto:admin@chiropracticboard.org.nz) or by post to, New Zealand Chiropractic Board, PO Box 9644, Wellington, 6141.

Submissions must be received by **5:00PM, FRIDAY 03 NOVEMBER 2023.**

All information received will be stored on a secure, password protected site on the Board's server.

## ABOUT THE PROCESS

Once approved by the Board, the total APC fee will be published in the New Zealand Gazette.

If you have any questions about the consultation process, please contact us by email at [admin@chiropracticboard.org.nz](mailto:admin@chiropracticboard.org.nz).

The Board appreciates your feedback, and all submissions will be considered by the Board before a decision is made.

Nāku iti noa, nā

A handwritten signature in black ink, appearing to read 'GSharman'.

Glenys Sharman

General Manager/Registrar

Te Poari Kaikorohiti o Aotearoa | the Chiropractic Board

September 2023