

## **Consultation on proposed fee changes for the Psychotherapists Board of Aotearoa New Zealand for the 2013/2014 year**

### **Purpose of this paper**

The purpose of this paper is to inform and give notice to practitioners and stakeholders of the Board's intention to:

- decrease the Annual Practising Certificate (APC) fee
- not charge a disciplinary levy.

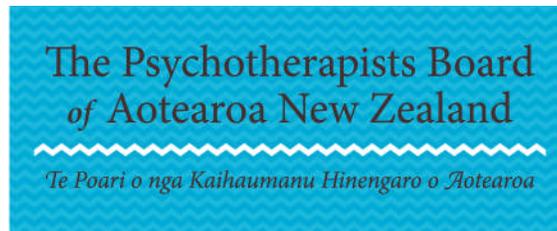
### **What is the APC fee used for?**

The APC fee is used each year to enable the Board to carry out its functions under the Health Practitioners Competence Assurance Act 2003 (HPCA Act). Under section 118 of the HPCA Act, these functions include:

- a) 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;
- b) to authorise the registration of health practitioners under this Act, and to maintain registers;
- c) to consider applications for annual practising certificates;
- d) to review and promote the competence of health practitioners;
- e) to recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners;
- f) to receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners;
- g) to notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public;
- h) to consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession;
- i) to set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession;
- j) to liaise with other authorities appointed under this Act about matters of common interest;
- k) to promote education and training in the profession;
- l) to promote public awareness of the responsibilities of the authority;
- m) to exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

To achieve these functions, the Board is required to:

- develop and implement policy
- develop and set standards
- communicate with the profession, the public and stakeholders via hui, meetings, attending conferences, publishing newsletters, undertaking consultations, sending letters and emails, and updating the Board's website.



So that this work can be achieved, the fee also has to cover:

- Board operating expenses
- Secretariat costs, including personnel, IT, website development, rent, financial accounting and consumables etc.

The HPCA Act allows the Board, among other things, to prescribe fees in relation to its activities. A regulatory authority must generate sufficient revenue from the profession to meet its statutory obligations and to cover its operating costs. These costs can only be generated from registration and APC fees.

### **Rationale for the proposed decrease in APC fee and removal of levy**

Practitioner fees are the only source of income generated by the Board. The Board must set fees at a level to recover operating costs and only hold reserves to cover foreseeable costs.

The Board is committed to easing the financial impact on the profession, and has reviewed its financial position for the 2013/2014 year. It believes it is now in a position to reduce the APC fee. The Board will also continue last year's practice of not charging a disciplinary levy for this year.

While there are processes still under development and consultation for approval, the Board is confident that with a reduction in APC fees it will still have sufficient financial reserves to cover its foreseeable costs.

The current level of Board-held discipline reserves should be sufficient to cover any disciplinary costs that may be generated as a consequence of a complaint requiring Professional Conduct Committee investigation, and a disciplinary hearing before the Health Practitioners Disciplinary Tribunal (HPDT) for the year ending 2014.

The Board will review fees for the 2014/2015 year and reconsider future requirements as necessary.

### **Summary**

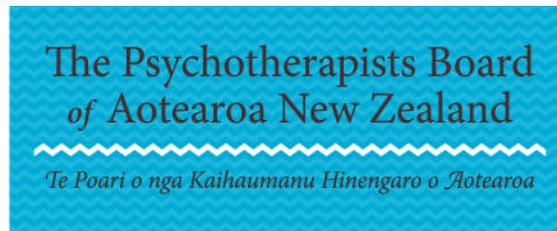
The Board proposes to reduce the Psychotherapist APC fee to \$600.00 (plus GST) for the 2013/2014 year, and that no disciplinary levy will be charged. This decrease will also be applied to the Board's fee for a short year APC/reduced fee rate, decreasing the reduced fee to \$325.00 (plus GST).

**Please be aware:** All APC fees paid after midnight 1 October will still incur a late fee of \$100.00 (plus GST).

See Appendix One of this document for a full revised fee schedule, exclusive of GST.

### **Is this APC fee decrease permanent?**

This is not something the Board can guarantee.



Any future increase will largely depend on the number of competence reviews, professional conduct cases and HPDT cases brought. Professional Conduct Committees and HPDT cases are costly and are funded using the disciplinary levy charged to the profession. The Board has no control over the costs associated with a case taken to the HPDT. Competence reviews and complaint investigations are funded from general funds and therefore could affect future APC fees.

### **Is there any change to the reduced fee policy?**

The reduced fee policy has not changed. Although the Board has reduced the cost of the reduced APC fee, the criteria for meeting this policy remain the same. You can find this policy on the Board's website under 'About the Board'. The Board has not ruled out decreasing practitioner fees further when and where possible in the future.

### **Annual Report**

By law, the Board is required to present annual audited financial accounts to the Minister of Health. An auditor is appointed by the Auditor-General (A-G) to work on the A-G's behalf for this purpose.

The Board's annual audit has been completed. The Board's statement of financial performance for the year ending 30 September 2012 is available as part of the Board's 2012 Annual Report and can be viewed on the Board's website under 'News and Events – publications'.

### **Feedback**

The Board has taken into consideration its financial history, its requirements, and its current financial situation, and agrees that the proposal, as detailed, will enable it to maintain a financially stable position while continuing to develop as a fully functional and sustainable regulatory authority.

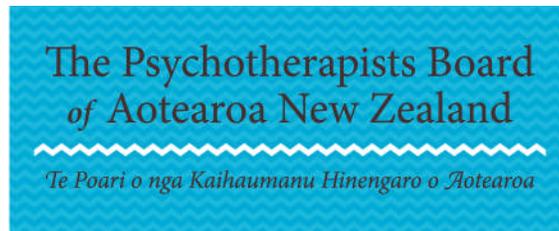
The Board would appreciate any feedback the profession and stakeholders may have on its proposal.

### **How to respond**

Comments should be emailed to [registrar@pbanz.org.nz](mailto:registrar@pbanz.org.nz) or mailed to Psychotherapists Board of Aotearoa New Zealand, PO Box 10-787, The Terrace, Wellington, New Zealand, on or before **Monday 21 July 2013.**

### **Outcome of Consultation**

The Board will consider all feedback in making its final decision on the proposed changes to APC fees. The outcome will be communicated to the profession and stakeholders.



## Appendix One

The Psychotherapists Board of Aotearoa New Zealand (Fees) Notice 2012  
Pursuant to sections 130–133 of the Health Practitioners Competence Assurance Act 2003, the following notice is given.

### Notice

- 1. Title and commencement**—(1) This notice may be cited as The Psychotherapists Board of Aotearoa New Zealand (Fees) Notice 2011.  
(2) This notice comes into force on 1 August 2012.
- 2. Fee**—(1) The Psychotherapists Board of Aotearoa New Zealand (the “Board”) sets the following fees, payable to the Board, specified in the attached Schedule.  
(2) This notice revokes and replaces all previous Board fees notices.
- 3. Tax**—fees listed below are exclusive of goods and services tax, however, goods and services tax is payable on these fees at the rate that applies at the time the fees are paid.
- 4. No refund**—Fees are not refundable when an application is declined.
- 5. Waiver**—The Board may provide for the waiver or transfer of any fee, or part thereof, in accordance with current policy at the time the fee is paid.

### Schedule

#### Fees Payable

	\$
<b>APPLICATION FOR REGISTRATION</b>	
– Initial registration within a scope of practice	250.00
– Overseas qualified registration	700.00
– Reinstatement to the Register within 2 years	100.00
– Reinstatement to the Register after 2 years	250.00
<b>ANNUAL PRACTISING CERTIFICATE (APC)</b>	
– Completed application submitted prior to 30 September	680.00
– Completed application submitted after 30 September	780.00
– Reduced fee completed application submitted prior to 30 September	364.00
For those eligible for a reduction due to having earned \$25,000 or less gross income in the previous tax year	
– Reduced fee completed application submitted after 30 September	464.00
For those eligible for a reduction due to having earned \$25,000 or less gross income in the previous tax year	
– Short year fee	
For those who apply for an APC with 3 months or less remaining in the practising year i.e. July, August and September	364.00
<b>APPLICATIONS FOR CHANGE</b>	
– Application for changes to, or removal of, conditions on scope of practice	100.00
– Application to move from one scope to another	100.00
<b>REGISTER MAINTENANCE</b>	
– Annual fee for non-practising psychotherapists (Maintain name on the Register)	50.00
<b>DOCUMENTS</b>	
– Replacement or additional APC	50.00
– Verification of registration for the purpose of overseas registration (Statement of Good Standing)	50.00
– Copy of Register	100.00
– Providing copies of documents on file	From 100.00
– Returning original documents	From 100.00

*Note:* Document fees will vary depending on courier costs and your location

The Psychotherapists Board  
of Aotearoa New Zealand

*Te Poari o nga Kaihaumanu Hinengaro o Aotearoa*