

## Information guide

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March 2023

### Registration and Notifications Committee of the Podiatry Board of Australia

#### Guide for applicants

This information package includes:

- information about the role under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory,
- selection criteria
- selection process, and
- sitting fees and remuneration information.

#### Introduction

The Podiatry Board of Australia (the Board) is seeking expressions of interest from suitably qualified registered podiatrists and podiatric surgeons for appointment to its Registration and Notifications Committee (RNC).

#### Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Ahpra) supports the National Boards in managing the registration and notifications for health practitioners and students across Australia.

The Ahpra national office is based in Melbourne with offices in every state and territory to support local boards and committees.

#### National Boards

The following 15 National Boards regulate the corresponding health professions under the National Law:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Paramedicine Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Physiotherapy Board of Australia  
Australian Health Practitioner Regulation Agency  
GPO Box 9958 Melbourne VIC 3001 [Physiotherapyboard.gov.au](http://Physiotherapyboard.gov.au) 1300 419 495

## Registration and Notifications Committee

The Board established the RNC to make decisions about individual registration and notification matters. The Board has delegated the necessary powers to the RNC to enable it to carry out these functions.

### Functions

Under its terms of reference, the RNC will:

- perform the registration and notification functions delegated by the Board pursuant to s 37 of the National Law as specified in the instrument of delegation, as amended from time to time
- provide advice to Ahpra staff in relation to registration and notification matters as required
- provide advice to Ahpra staff dealing with the Health Complaints Entity as required
- advise the Board on issues and emerging trends relating to registration and notifications, and
- advise the Board on issues relating to the RNC, including issues relating to RNC structure, meeting format, schedule and procedures, and delegations to the RNC.

### Membership and term of appointment

The membership of the RNC is to comprise:

- at least two practitioner members from the Board, and
- at least two community members from the Board.

Members will be appointed for a term of one year and may be re-appointed.

### Meetings

The RNC usually meets virtually on the third Tuesday of each month or at the RNC Chair's discretion.

If urgent decisions are required, out of session meetings may be held via email or virtually if discussion is required.

The RNC usually one face-to-face meeting per year.

### Attendance and preparation

Members are required:

- to prepare for and attend scheduled meetings of the RNC
- attend additional meetings of the RNC that may be held between scheduled meetings when additional matters need to be considered or urgent decisions need to be made.

### Skills and experience

In selecting candidates for appointment to the RNC, the Board will have regard to the skills and experience of the person that are relevant to the functions of the RNC:

It is expected that that candidate will:

- bring to the RNC extensive clinical experience in the podiatry profession, including in private practice
- have an appreciation and understanding of the role of the Board and the RNC
- demonstrate knowledge of the capabilities and professional skills required for registration as a podiatrist or podiatric surgeon
- have a sound knowledge and understanding of the professional obligations of a registered podiatrist or podiatric surgeon in Australia as well the Board's registration standards, codes and guidelines, and
- have a sound understanding of the practice of podiatry in the context of private practice.

## Attributes:

In addition to the above, applicants will be required to provide a response to each attribute listed below in the online application form:

1. **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful; values diversity; and shows courage and independence.
2. **Thinks critically:** is objective, impartial, uses logical and analytical processes, distils the core of complex issues and weighs up options.
3. **Applies expertise:** actively applies relevant knowledge, skills and experience to contribute to decision-making.
4. **Communicates constructively:** is articulate, persuasive, diplomatic, self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others.
5. **Focuses strategically:** takes a broad perspective, can see the big picture and considers long term impacts.
6. **Collaborates in the interests of the scheme:** is a team player, flexible and cooperative.

## Roles and responsibilities of members

Members of the RNC are required to act within the powers and functions set out in the terms of reference for the RNC and comply with the National Law.

Protection of the public and public confidence in the safety of services provided by registered health practitioners and students is the paramount guiding principle for the National Registration and Accreditation Scheme.

Under the National Law, members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before the interests of particular health practitioners or any entity that represents health practitioners.

### Conflict of interest

Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law

### Confidentiality

Members are required to comply with the confidentiality requirements of section 216 of the National Law. Any information that comes to a member's knowledge, in the course of, or because of the member's role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

### Statutory protections

Under section 236 of the National Law, members of the National Boards and Committees are provided protection from personal liability for persons exercising their functions.

## Selection process

Applicants will be required to provide **certified copies** of proof of identity and, if shortlisted, undergo probity checks, which include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- a check of the Board's records to ensure that a practitioner applicant is of good standing in the profession.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

Shortlisted applicants may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position.

### Referee reports

Referee reports are an important part of the selection process and at least two reports will be obtained for all shortlisted candidates. Applicants are asked to nominate two or three referees who can support their application relevant to the key selection criteria and duties of the position.

### Remuneration

Sitting fees are determined by the Ministerial Council. The current remuneration (daily sitting fee) is detailed in the table below. The full day rate applies to all meetings or hearings and other assignments in excess of four hours in a day.

The fees paid are assessable under the Income Tax Assessment Act 1997.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 10.5% cent of total annual remuneration to a chosen superannuation fund.

| Role   | Quarter daily fee                             | Half daily fee | Full day fee      | Extra travel time |              |
|--------|---|----------------|-------------------|-------------------|--------------|
|        | Less than 2 hours                             | Up to 4 hours  | More than 4 hours |                   |              |
|        | Fees <b>include</b> up to 4 hours travel time |                |                   | Between 4-8 hours | Over 8 hours |
| Chair  | \$212   | \$422          | \$845             | \$422             | \$845        |
| Member | \$173   | \$345          | \$691             | \$345             | \$691        |

### Expenses

Committee members are entitled to claim reasonable travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required. More information on allowances and the process of payments and claims will be provided upon appointment.

### Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid.

We recommend that applicants consult with their employer prior to submitting an application to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.