



## Health Chief Executives Forum

# Information guide for appointment to the Agency Management Committee

**October 2021**

This information guide supports applications for advertised vacancies on the Agency Management Committee (AManC) of the Australian Health Practitioner Regulation Agency (Ahpra).

We encourage you to read this guide before starting your application.

The information provided is to help you to submit an application that shows your suitability, skills and experience for consideration of appointment to the Board. It covers:

- the roles of the AManC, Ahpra and health profession National Boards in the National Registration and Accreditation Scheme (the National Scheme or NRAS)
- the eligibility requirements
- factors to consider before applying
- the recruitment and selection process for AManC appointments
- how Health Ministers decide appointments, and
- information if you are appointed as an AManC member (including remuneration).

All appointments are made by the Health Ministers' Meeting (the Ministerial Council) per the *Health Practitioner Regulation National Law*, as in force in each state and territory (the National Law).

The National Scheme is committed to increasing diversity and social inclusion across the scheme. Applications are encouraged from people with a disability, people who identify as Aboriginal and Torres Strait Islander, LGBTIQ+ and people from culturally diverse backgrounds.

If you have questions, please contact the Ahpra statutory appointments team via email to [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au).



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### Introduction

The National Scheme was established in 2010 to ensure the safety of consumers of health services provided by registered health practitioners. More than 800,000 practitioners from 16 registered health professions are regulated nationally.

Under the National Scheme, the National Boards and Ahpra work together to ensure that practitioners are appropriately qualified and competent to practise a registered health profession.

There's a lot of information about the work of National Boards and Ahpra on our website – we recommend you visit [www.ahpra.gov.au](http://www.ahpra.gov.au) for more information.

### What are the roles of the AManC, Ahpra and health profession National Boards?

#### Agency Management Committee

The AManC's function is to ensure that Ahpra performs its functions in a proper, effective and efficient way. The AManC is responsible for determining and agreeing Ahpra policies and setting the strategic direction for the National Scheme.

The AManC's Charter and monthly communiqués are published on its [website](#) which provide an overview of their work and current matters under consideration.

#### Australian Health Practitioner Regulation Agency

Ahpra supports the work of the National Boards as the national agency for the National Scheme. Ahpra has a national office based in Melbourne and offices in each state and territory. Ahpra provides administrative and policy support to the national, state, territory and regional boards and committees. Further information is available on the [Ahpra website](#). Potential applicants may be interested in accessing the Ahpra and National Board Annual Reports from [Ahpra's publications webpage](#).



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### National Boards

There are [15 National Boards](#) established under the National Law to regulate the corresponding registered health professions:

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	

### What roles are being advertised?

Applications are sought from members of the community with expertise in:

- health, education and training, and
- health and/or business administration.

Applications are also sought for the position of Chair.

### Membership of the AManC

Section 29 of the National Law requires the AManC to consist of at least 5 people appointed by the Ministerial Council.

Of the members, there is to be:

- a Chair who is not a registered health practitioner and has not been a registered health practitioner in the last 5 years
- at least 2 people with expertise in health and/or education and training, and
- at least 2 people with business or administrative expertise who are not current or previous registered health practitioners.

The AManC currently has 8 appointed members. You can learn more about these members on the [website](#).



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### How do I know if I am eligible?

#### Member with expertise in health and/or education and training

You are eligible to seek appointment if you have expertise in health, education and training.

In your cover letter and application form, you must confirm this requirement is met and identify whether your expertise is in:

- health or
- education and training, or
- both.

#### Member with expertise in business administration

You are eligible to seek appointment if you have expertise in business administration and **are not** a current or previously registered health practitioner (ie, under the current National Law, or a former state or territory registration Act).

In your cover letter and application form, you must confirm this requirement is met and identify your expertise is in business administration.

#### Other eligibility requirements

All applicants are required to complete the national criminal history check page of the online application form to enable Ahpra to conduct a criminal history check.

A person is not eligible to be appointed as a member of the AManC if the person has at any time, been found guilty of an offence (whether in a state or territory or elsewhere) that, in the opinion of the Ministerial Council, renders the person unfit to hold the office of member. Ahpra will conduct a criminal history check on all shortlisted candidates.

All applicants are also required to complete the private interests' declaration page of the online application form. You must answer all questions and provide supporting information as needed.

A person appointed to a National Board under the National Law is not eligible to be a member of the AManC.

### What do I need to consider before I apply for appointment?

#### Commitment of Chair and members

Commitment as a member will often require a minimum of **three full days per month**, in addition to travel time to and from meetings – this can include interstate travel.

Members are expected, as far as is practical, to attend all meetings. This includes whether the meeting is held by videoconference or where a meeting is held at Ahpra's National Office in Melbourne. Meetings are typically held during business hours; therefore, some members may need the support of their employer to serve on the AManC.

**Note: Due to the Covid-19 pandemic, all meetings are currently held via videoconference.**



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Members may be required to attend different types of meetings, including:

- scheduled AManC meetings (currently up to 11 times per year)
- sub-committee meetings (established as required by the AManC)
- other meetings that are held between scheduled Committee meetings when additional matters need to be considered or urgent decisions need to be made, and
- retreats or planning days\*.

Retreats or planning days may be held away from the normal meeting location and are for a full day or weekend. They allow members to take part in more in-depth discussions about strategic challenges and directions for the next year or beyond.

The **Chair** has additional responsibilities in this leadership role – including participating in scheme-wide meetings such as the Forum of NRAS Chairs, which meets quarterly.

An agenda and Committee papers are provided before each meeting. Members are provided access to Diligent Boards, Ahpra's secure information sharing platform to manage meetings, to access Committee papers and view member resources and policies.

If you cannot attend a meeting, you may request a leave of absence from the Chair before the meeting. In the unlikely event that a Committee member is absent without being granted leave by the Committee for three or more consecutive meetings, the office of the member may be declared vacant, under schedule 4, clause 4(1)(d) of the National Law.

### 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 remunerated. Government or statutory employees are asked to advise Ahpra accordingly on application. Information regarding the administration of payment is available on request.

Ahpra recommends potential applicants consult with their employer before applying to ensure an acknowledgement of permission from your employer can be arranged if it is required, should you be successful in appointment.

### Membership and appointments to boards of other organisations or professional bodies

Many applicants are members of professional organisations, which are relevant to their practice, and/or their employment and professional interests.

Some applicants may be **appointed/elected** to the executive, a committee, or a board of a professional organisation or decision-making body that represents the interests of a profession or a consumer group, and may at times, express a view on the work of the National Board or the National Scheme.

Although the National Law does not preclude a person being simultaneously appointed to both a AManC and the executive, committee or board of a professional or consumer organisation, this type of dual appointment can often give rise to real or potential conflicts of interest. For example, between meeting your responsibilities to the organisation (e.g. advocating in the interests of the profession) and ensuring you administer your regulatory obligations as a board member to act impartially and place the public interest ahead of professional interests.



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Before you apply, we encourage you to consider whether this type of conflict of interest is manageable over a term of appointment that can be for up to three years and whether you will resign

your office to accept appointment with the AManC. You are asked to identify these types of appointments in your Curriculum Vitae (CV).

### What is the process for appointment to the AManC?

#### Appointments

All appointments are made by consensus by the Ministerial Council which comprises the Health Ministers from each state and territory and the Commonwealth and under the National Law. The term of appointment may be for a period of up to three years as decided by the Ministerial Council. Appointed members may be eligible for reappointment for a further term/s.

#### Recruitment and selection process

It's important to note that this recruitment process takes time. The process can take up to *10 months* from when vacancies are advertised to when appointments are made and announced by the Ministerial Council.

A **selection advisory panel** comprising health departments' officials (including Aboriginal and Torres Strait Islander representation) will be convened to provide advice to governments on proposed candidates for appointment. Ahpra is not part of the selection advisory panel and does not decide who is appointed.

**Reference checks** for shortlisted candidates may be conducted. Applicants are asked to nominate three referees who can support their application. Referees must be advised in advance that they may be contacted by Ahpra staff.

All shortlisted candidates will undergo **probity checks**, which include:

- a national criminal history check, processed by a suitably trained Ahpra officer
- an Australian Securities and Investments Commission (ASIC) disqualification register check, and
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority (AFSA).

### How do Health Ministers decide who to appoint?

Under the National Law, in deciding whether to appoint an eligible and suitable person as a member and Chair of the AManC, the Ministerial Council must have regard to the skills and experience of the person that are relevant to the Committee's functions.

When completing the online application form, you will be asked to indicate the type of membership expertise by which you seek appointment to the AManC. Please ensure that your cover letter and CV provides information on your fields of expertise.

Applications and supporting information such as CVs and cover letters will form the basis of advice provided by governments to the Ministerial Council for consideration of appointments.



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### If I am appointed as a member, is there anything else I need to know?

#### Governance training and orientation to the National Scheme

To help AManC members and the Chair understand the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law, members will complete the *'Governance and decision-making in the NRAS'* program during their first term of appointment. Ahpra will schedule the training and provide more information on the *'Governance and decision-making in the NRAS'* professional development program to appointed members.

All appointed AManC members also receive an orientation to the work of the Committee and the National Scheme at the start of their term.

#### Cultural safety

The National Scheme's commitment to eliminating racism from the healthcare system and ensuring patient safety is the norm for Aboriginal and Torres Strait Islander Peoples and is detailed in the [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 \(the Strategy\)](#).

It is expected that members understand and support the actions within the Strategy and demonstrate culturally safe practise at all times during their appointment. Members must attend cultural safety training delivered by Ahpra in line with the commitment in the Strategy to train all staff, Board and committee members.

The Strategy also commits Ahpra to increase the participation of Aboriginal and Torres Strait Islander members (a minimum of two) on the Agency Management Committee by 2025. The inclusion of Aboriginal and Torres Strait Islander Peoples voices and perspectives in decision-making processes at the board level is critically important in creating a culturally safe and informed regulatory body and healthcare system.

#### Role and responsibilities of members

Members are required to act within the powers and functions set out in the National Law. 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 (Clause 7 of Schedule 4 of the National Law).

#### Managing conflict of interest and bias

The National Law includes extensive provisions concerning conflicts of interest. Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

The AManC has business rules and processes in place to record and manage real and/or perceived conflicts of interest. As a rule, AManC members must declare any actual and perceived conflict of interest concerning matters to be considered at a meeting. Members must also exclude themselves from decision-making in relation to a matter in which they are biased or may be perceived to be biased. Penalties apply to unlawful disclosure of protected information.

#### Statutory protections

Under section 236 of the National Law, members are provided with appropriate statutory protections for exercising their functions in good faith.



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### Confidentiality

Members are required to comply with the confidentiality requirements of s.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.

### Remuneration

The Ministerial Council determines the remuneration for members in accordance with the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The daily sitting fee as of 1 July 2019 is as follows:

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
<b>AManC Chair</b>	\$824	<b>\$412</b>	<b>\$824</b>
<b>AManC member</b>	\$674	<b>\$337</b>	<b>\$674</b>

### Special assignment fee\*

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
<b>AManC Chair</b>	\$687	<b>\$343</b>	<b>\$687</b>
<b>AManC member</b>	\$564	<b>\$282</b>	<b>\$564</b>

\* Special assignment fees are payable for AManC related commitments that are not related to meetings, and include consultations, conference, seminars, investigations or the writing of special reports by a member, as approved by the Chair. Dinners, functions, openings, ceremonies and social engagements are not considered to be special assignments. For special assignments that are less than 4 hours, half the daily fee is payable.

Ahpra sets the business rules for the payment of sitting fees and expenses.

As a guide, the daily fee applies for member attendance in person, virtually or by telephone at a scheduled AManC meeting. The daily fee includes meeting preparation time for the scheduled AManC meeting and up to four hours of travel time. For meetings of a shorter duration (less than four hours), half the daily fee is payable.

Under the *Superannuation Guarantee (Administration) Act 1992*, AManC members are eligible to receive contributions at 10% of total annual remuneration to a chosen superannuation fund.

### Expenses

Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board business. More information on allowances and the process of payments and claims will be provided if you are appointed.