

## Information guide

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February 2025

### Community Advisory Council

#### Guide for applicants

This information package includes information about

- the role of the Community Advisory Council (CAC)
- selection criteria
- selection process, and
- sitting fees and remuneration information.

#### Introduction

The Australian Health Practitioner Regulation Agency (Ahpra) is calling for applications from active and engaged health consumers or advocates with lived experience of the notifications process, and strong local community connections for appointment to the CAC.

Appointments will be for up to three years with eligibility for reappointment and will commence in January 2025.

#### Australian Health Practitioner Regulation Agency

Ahpra is the national organisation responsible for implementing the National Registration and Accreditation Scheme (the National Scheme).

Ahpra works in partnership with [15 National Boards](#) to ensure the community has access to a safe health workforce across all professions registered under the National Scheme. Together, we protect the public by regulating health professionals who practise in Australia. Public safety is always our number one priority. Every decision we make is guided by the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory.

For further information on the role and functions of Ahpra, please visit the Ahpra [website](#).

#### National Boards

There are 15 National Boards regulating 16 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

Australian Health Practitioner Regulation Agency  
National Boards

GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](http://Ahpra.gov.au) 1300 419 495

- Podiatry Board of Australia, and
- Psychology Board of Australia.

## Community Advisory Council

### Functions of the CAC

The CAC provides a community voice to the National Scheme by providing feedback and advice from a consumer and community perspective:

- on strategies for building community knowledge and understanding of the National Scheme
- for how and where consumer and community voices are embedded in the National Scheme
- about issues relevant to the National Scheme, especially around removing barriers to access for some communities
- on National Scheme strategies for consulting with communities about relevant issues on National Scheme strategies and National Board standards, codes, guidelines, policies, publications.

The CAC can also initiate discussion on other specific issues of relevance to the scope of Ahpra's business from a consumer and community perspective.

### Meetings

The CAC meets approximately six times per year virtually via Microsoft Teams or in-person at an Ahpra office. From time to time out of session meetings and participation in projects will also be required.

### Membership

The CAC consists of 10 members in addition to the Chair, and are appointed by the CEO of Ahpra.

Membership actively aims for diversity with consideration given to the broad Australian community and representation sought from Aboriginal and Torres Strait Islander Peoples; young people; culturally and linguistically diverse communities; LGBTIQ+; people with disabilities and people from rural and remote communities. Consideration will also be given to community advocates with lived experience of the notifications process, and strong local community connections.

At least two positions of the CAC are for members who identify as an Aboriginal and/or Torres Strait Islander person.

### The following persons are ineligible for appointment, in perpetuity:

- anyone who has served as a member on the Ahpra Board (formerly the Agency Management Committee) or on a National Board or Panel in the National Scheme
- a currently or formerly registered health practitioner, or
- anyone who has been employed by Ahpra.

## Roles 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.

### Confidentiality

Members are required to comply with the confidentiality requirements 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.

## Conflict of interest

Members are to comply with the conflict-of-interest requirements set out in the National Law.

## Statutory protections

Members of the National Boards and committees are provided with appropriate statutory immunities for exercising their functions in good faith.

## Code of conduct for board and committee members

The [Code of conduct for Board and committee members](#) outlines the standard of behaviour expected of members in the performance of their duties and in their interactions with each other, Ahpra staff and stakeholders.

## 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 is detailed in the *National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 (the Strategy)* and enshrined in the guiding principles and objectives of the [National Law](#).

It is essential that members understand and uphold the Strategy and National Law by always demonstrating culturally safe and anti-racist practise during their appointment. Members must attend cultural safety training delivered by Ahpra including an understanding of the cultural safety definition in line with the commitment in the Strategy to train all staff, Board and committee members including adhering to any associated policies and procedures.

The inclusion of Aboriginal and Torres Strait Islander Peoples voices and perspectives in decision-making committees is critically important in creating a culturally safe and informed regulatory body and healthcare system.

## Selection criteria

In selecting candidates for appointment to the CAC, applicants will be required to provide a response to each of the following attributes via an 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. **Communicates constructively:** is articulate, persuasive and diplomatic, is self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others.
3. **Focuses strategically:** takes a broad perspective, can see the big picture, and considers long term impacts.
4. **Collaborates in the interests of consumers and members of the community:** can represent the interests of consumers, members of the community and/or represent the interests of Aboriginal and Torres Strait Islander Peoples in the work of the Community Advisory Council.
5. **Demonstrates Cultural Safety for Aboriginal and Torres Strait Islander Peoples:** ability and willingness to recognise, understand and dismantle individual or interpersonal, systemic and institutional racism, displays openness, transparency, self-reflection, cultural humility and empathy; ability to share concerns about cultural safety from a community perspective.
6. **Demonstrates experience:** as a consumer or community advisory committee member.
7. **Is active and engaged:** as a consumer or community advisor, beyond one organisation, cause or interest group.

## Selection process

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

Shortlisted candidates will also be required to complete a National criminal history check form and provide certified copies of identity documents to enable Ahpra to conduct a criminal history check. Probity checks will include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check, and
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority.

### 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 to three referees who can support their application relevant to the key selection criteria and requirements of the position.

### Remuneration

The Ministerial Council determines the remuneration for members of a National Board per the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The remuneration (daily sitting fee) as of 1 July 2024 is as follows:

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
Member	\$184	\$368	\$736	\$368	\$736

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

All meetings or regulatory activities will be paid at a standard sitting fee rate across three time-related bands:

- less than 2 hours requiring no significant preparation time or travel (quarter-daily sitting fee)
- up to 4 hours requiring significant preparation time (half-daily sitting fee)
- greater than 4 hours (full day sitting fee)

Travel time is calculated on a door-to-door basis for each individual member, acknowledging that home location and the availability of flights or other transport will directly affect the amount payable.

Under the *Superannuation Guarantee (Administration) Act 1992*, National Board members are eligible to receive contributions at 11.5% (12% from 1 July 2025) of total annual remuneration to a chosen superannuation fund.

### Expenses

Committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required.

### Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for work undertaken outside of their employment.

Candidates must check with their employer to ensure they are supportive of their application and the necessary time commitment if successful in appointment. It is also important to discuss if they are entitled to claim sitting fees for being a member of this committee.