



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

Australian Health Practitioner Regulation Agency

## Application guide

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March 2019

### Community Reference Group

#### Guide for applicants

This information package includes:

- information about the role of the Community Reference Group
- selection criteria
- selection process, and
- sitting fees and remuneration information.

#### Introduction

The Australian Health Practitioner Regulation Agency (AHPRA) is calling for applications to fill an identified Aboriginal and/or Torres Strait Islander vacancy on its Community Reference Group (CRG).

AHPRA works in partnership with National Boards to regulate more than 709,000 registered health practitioners across 16 health professions (including Aboriginal and Torres Strait Islander health practice, medical, nursing, midwifery, dental, podiatry and psychology). This work is done via a scheme for regulating health practitioners across Australia.

Appointments may be for up to three years, with eligibility for reappointment.

#### 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

## Community Reference Group

### Functions of the CRG

Functions of the CRG include providing:

- information and advice on strategies for building community knowledge and understanding of the role of AHPRA and the National Boards in protecting the community and managing professional standards
- information and advice to AHPRA and the National Boards on strategies for consulting the community about issues relevant to their work
- feedback and advice from a consumer and community perspective on National Board standards, codes, guidelines, policies, publications and other specific issues, as requested by National Boards, and
- consumer and community perspectives and advice to the National Boards and AHPRA about issues relevant to the National Scheme.

The CRG has an advisory role to the Chief Executive Officer (CEO) of AHPRA. The advice of the CRG informs the work of the Agency Management Committee, National Boards and AHPRA's National Executive. National Boards and AHPRA may choose to seek advice from the CRG through its Secretariat.

### Meetings

The CRG meets approximately four times per year at the AHPRA national office in Melbourne for a full day meeting. On occasion, additional teleconferences may be convened as necessary.

The CRG Terms of Reference are available on the [AHPRA website](#).

### Membership

The CRG consists of 10 members in addition to the Chair, and are appointed by the CEO of AHPRA. At least one position in the membership of the CRG is identified for a person who identifies as an Aboriginal and/or Torres Strait Islander person.

The following persons are ineligible for appointment:

- anyone who has served as a member of an AHPRA National, State, Territory or Regional Board, Committee or Panel
- anyone who has been involved in any official capacity in the National Registration and Accreditation Scheme, or
- a currently registered health practitioner.

## Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law.

### 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 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.

### Statutory protections

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

## Selection criteria

In selecting candidates for appointment to the CRG, 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. **Applies cultural expertise:** actively applies relevant knowledge, skills and experience to contribute to decision-making.
3. **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.
4. **Collaborates in the interests of consumers and members of the community:** can represent the interests of Aboriginal and Torres Strait Islander Peoples in the work of the Community Reference Group.
5. **Is active and engaged:** as a consumer or community advisor or advocate, beyond one organisation, cause or interest group.

## 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 candidates may be interviewed to ensure that they have the necessary 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 applicants. Applicants are asked to nominate two to three referees who can support the application relevant to the key selection criteria and duties of the position.

## Remuneration

Sitting fees are determined by the Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

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 9.5% cent of total annual remuneration to a chosen superannuation fund, payable when you are paid more than \$450 in fees in a calendar month.

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
Chair	\$804	\$402	\$804
Member	\$658	\$329	\$658

For meetings that are less than 4 hours, half the daily fee is payable.

## 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 if you are appointed.

## 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 applicants consult with their employer prior to applying 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.