

Information guide

October 2021

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 2021.

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

Community Advisory Council

Functions of the CAC

The Community Advisory Council (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 four times per year. If possible and depending on public health advice, meetings will be held face to face at least twice a year at the Ahpra national office in Melbourne and/or by teleconference/videconference as required.

The CAC Terms of Reference are available on the [Ahpra website](#).

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 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 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.

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 with appropriate statutory immunities for exercising their functions in good faith.

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 experience:** as a consumer or community advisory committee member.
6. **Is active and engaged:** as a consumer or community advisor or advocate, 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.

Applicants will be required to provide **certified copies** of proof of identity as the following probity checks may be undertaken to establish the suitability and character of an applicant:

- 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.

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

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 full day rate applies to all meetings or 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% cent of total annual remuneration to a chosen superannuation fund.

The current remuneration (daily sitting fee) is detailed in the table below:

Role	Half day fee	Full day fee	Extra travel time	
	Less than 4 hours	More than 4 hours		
	Fees include preparation and up to 4 hours travel time		Between 4-8 hours	Over 8 hours
Board/committee Chair	\$412	\$824	\$412	\$824
Board/committee and panel members	\$337	\$674	\$337	\$674

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

Expenses

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 member, and/or receive remuneration, should they be successful.