

Information Guide

January 2024

National Committees of the Dental Board of Australia

Guide for applicants

This information package includes information about the:

- selection criteria
- selection process, and
- sitting fees and remuneration.

Introduction

Applications are sought from suitably qualified and experienced persons to be appointed to the following national committees of the Dental Board of Australia (the Board):

- Immediate action committee
- Notifications committee assessment
- Notifications and compliance committee, and
- Registration and compliance committee.

The appointments are made by the Board under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory.

Appointments will be for up to three years with members eligibility for reappointment. Appointments are expected to commence in July 2024.

Ahpra

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.

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

Dental Board of Australia
Australian Health Practitioner Regulation Agency
GPO Box 9958 Melbourne VIC 3001 Dentalboard.gov.au 1300 419 495

- Podiatry Board of Australia
- Psychology Board of Australia

What is involved?

The frequency of meetings varies for each National Committee. As a general guide, the committees will meet up to:

- once a month (Notifications and compliance committee and Registration and compliance committee)
- once every 10 to 14 days (Notifications committee assessment), and
- as required, with short notice (Immediate action committee).

Meeting duration is dependent on the number and complexity of matters considered but is generally no more than half a day. Meetings are held virtually.

Meeting packs can vary in length, with page numbers in the 100s (Immediate action committee and Notifications committee assessment), up to the mid-1000s (Registration and compliance committee and Notifications and compliance committee).

Frequency of member participation may vary for meetings that draw from a pool of members (Notifications committee assessment, Immediate action committee, Notifications and compliance committee). Frequency and duration of meetings may vary depending on operational requirements and volume.

Quick reference guide to committees

Committee	Functions (Refer to Terms of Reference for full functions)	Meeting frequency	Average meeting pages
Immediate Action Committee	Exercise the Board's powers of immediate action under the National Law	As required, with short notice Variable as drawn from member pool	100-500
Notifications committee assessment	Review, assess and determine outcomes of notifications relating to dental practitioners or students	Every 10-14 days Variable as drawn from member pool	200-400
Notifications and compliance committee	Receive, assess, investigate and make decisions in relation to notifications about dental practitioners or students Oversee the monitoring of notification related conditions and undertakings imposed on the registration of dental practitioners	Monthly Variable as drawn from member pool	2000-4000
Registration and compliance committee	Review, assessment and determination of applications for registration as a dental practitioner or student Overseeing the monitoring of registration restrictions imposed on the registration of dental practitioners or students	Monthly	150-2600

Selection criteria

In making its decision on appointment, the Board will consider the range, mix of skills and diversity necessary to enable the committees to fulfill their functions.

Attributes

When completing the application form, you must provide a response to each of the following attributes:

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 and 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, as a community member or practitioner member, to contribute to decision-making
4. **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
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; and creates partnerships within and between boards and Ahpra.

If you are applying for appointment as a community member, there is an additional attribute:

7. **Strong community connection:** can demonstrate a strong community connection/s and an ability to bring a public/lay perspective and voice to the regulatory work of National Boards.

If you are applying for a Chair vacancy, you will also be required to provide a response to each of the following Chair attributes:

8. **Demonstrates leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional regulation, drives reform and facilitates change.
9. **Chairs effectively:** establishes and follows well-organised agendas, facilitates input from all members, builds consensus, distils core issues, summarises discussion and confirms decisions ensuring they are accurately recorded.

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 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.

Professional development and self-reflection

Members are expected to engage in regulatory professional development to help improve and support their decision-making, and to actively be informed about the Board's policies and issues of broader importance to the Scheme.

Members are expected to participate in self-reflection and evaluation activities on a regular basis as initiated by the Board and Ahpra.

Selection process

A selection advisory panel will review all applications and prepare a recommendation for the Board's approval.

Candidates shortlisted for new appointment may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position/s. Interviews will occur online via Zoom or Microsoft Teams.

All 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
- 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.

Referee reports

Referee reports are an important part of the selection process and at least two reports will be obtained for all shortlisted candidates. Please nominate two to three referees who can support your application relevant to the key selection criteria and requirements of the position. Referees must be advised in advance that they may be contacted by Ahpra staff.

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 2023 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 include up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Chair	\$218	\$436	\$872	\$436	\$872
Member	\$179	\$358	\$716	\$358	\$716

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% 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.

Applicants should check with their employer to see if they are entitled to claim sitting fees for being a member of this committee.