

Information Guide for applicants

June 2025

Information Guide for Registration and Notifications Committee vacancy

Guide for applicants

This information guide includes:

- the role description for the Optometry Board of Australia's (The Board) Registration and Notifications Committee (RNC) vacancy
- selection criteria and selection process, and
- remuneration information.

Introduction

Applications are sought from suitably qualified and experienced community members to fill a vacancy on the RNC. The Board has a preference for a person from a diverse background¹.

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 are for three years with eligibility for reappointment.

Suitable applicants will be placed in a merit pool for future vacancies.

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Aphra) supports the National Boards in managing 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 national and local boards, committees and registrants.

Background

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

¹ People with a diverse background includes Aboriginal and Torres Strait Islander Peoples, culturally diverse people, people with a disability, carers of a person with a disability, people living in rural or remote areas of Australia and LGBTIQ(+) people.

- 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

Optometry Board of Australia

The Board registers over 7,400 optometrists across Australia.

The functions of the Board include:

- registering optometrists and students
- developing standards, codes and guidelines for the optometry profession
- handling notifications, complaints, investigations and disciplinary hearings
- overseeing the assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

Registration and Notifications Committee

The RNC is a delegated, decision-making committee.

Functions

The Committee will:

- make decisions in relation to registration and notifications matters under the delegated authority from the Board as described in the Board's instrument of delegation
- provide advice to Australian Health Practitioner Regulation Agency (Ahpra) staff considering optometry registration and notifications matters prior to them coming to the Committee and during Committee meeting discussions
- advise the Board on any policy issues and emerging trends relating to registration and notifications
- advise the Board and Ahpra on the ongoing relevance of the instrument of delegations, and
- consider and provide advice to the Board on matters that may be outside the Committee's delegated authority, as requested by the Board from time to time.

Membership

The chairperson is a Board member, appointed by the Board.

Diversity

The Board has a preference that there be a balance of practitioner and community members and people from a diverse background¹. At least half of the committee will be practitioner members. There will be a minimum of three community members.

Members are to be appointed as follows:

- at least two practitioner members from the Board
- at least one community member from the Board, and
- at least three and no more than five suitably qualified and experienced people who are not Board members

The Board may appoint additional members as required including external members. There will be a maximum of eight members.

RNC time commitment

The time commitment will vary. The RNC meet monthly, excluding January, unless otherwise approved by the Chair of the RNC. Meetings are held virtually via Microsoft Teams for two hours and once annually in person, for four hours in the Melbourne office. Half day payments will include reading and preparation time.

Terms of appointment

For non-Board members, appointment to the committee is for a period of three years, with eligibility for reappointment, for a maximum of three terms of office.

Eligibility for non-Board community members

To be eligible for appointment as a non-Board community member, applicants must not be a current or former registered practitioner of any health profession within the National Scheme.

For non-Board community member roles, preference will be given to applicants who are suitability qualified and experienced and from a diverse background¹.

Board preference

The Board has a preference that there be a balance of practitioner and community members on its RNC.

The Board is committed to increasing diversity and social inclusion. Applications are strongly encouraged from people with a diverse background, specifically Aboriginal and Torres Strait Islander Peoples, culturally diverse people, people with a disability, carers of a person with a disability, people living in rural or remote areas of Australia and LGBTIQ+ people.

The National Scheme has an important role in ensuring the development of a culturally safe and respectful health workforce that is responsive to Aboriginal and Torres Strait Islander Peoples health and contributes to the elimination of racism in the provision of health services.

To achieve this, we have committed to increasing Aboriginal and/or Torres Strait Islander leadership and voices on the Ahpra Board and warmly invite Aboriginal and Torres Strait Islander Peoples to apply.

If you are an Aboriginal and/or Torres Strait Islander person and would like to talk about this opportunity further, please email mobvoices@ahpra.gov.au.

Selection criteria

Applicants will be required to provide a response to each attribute (listed below) in the 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. **Thinks critically:** is objective, impartial, uses logical and analytical processes, distils to the core of complex issues and weighs up options.
3. **Applies expertise:** actively applies relevant knowledge, skills and experience to contribute to decision-making.
4. **Communicates constructively:** is articulate, persuasive, diplomatic, 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, cooperative and creates partnerships within and between Boards and Ahpra.
7. **Strong community connection:** can show a strong community connection/s and an ability to bring a public/lay perspective and voice to the Committee's work.

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.

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.

Remuneration

The Ministerial Council determines the remuneration for members of a National Board and its committees 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 2025 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
Member	192.00	384.00	767.00	384.00	767.00

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 12% of total annual remuneration from 1 July 2025 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.