

Information Guide

February 2021

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, as in force in each state and territory (the National Law).

Appointments will be for up to three years with eligibility for reappointment and are expected to commence in July 2021.

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 to support local boards and committees.

National Boards

The following 15 National Boards regulate the corresponding health professions under the Health Practitioner Regulation 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

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

- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- 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 days (Notifications committee assessment), and
- as required (Immediate action committee).

Meeting duration is generally a half day, via Zoom.

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

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 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.

Selection process

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

You must 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.

Referee reports

Referee reports are an important part of the selection process and at least two reports will be obtained for all shortlisted candidates. You are asked to nominate two to three referees who can support your application relevant to the key selection criteria and requirements of the position.

Remuneration

Sitting fees are determined by the Ministerial Council. 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	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

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.