



Psychology Board
Ahpra

Contribute to public health and safety in Australia

Become a Psychology Board of Australia committee member –
What you need to know

Message from the Chair of the Psychology Board of Australia

Thank you for taking the time to consider contributing to the National Registration and Accreditation Scheme (National Scheme) as a committee member of the Psychology Board of Australia (the Board).

The Board works in partnership with the Australian Health Practitioner Regulation Agency (Ahpra) to manage the registration and notifications (complaints) about psychologists across Australia.

The national committees

The Board has established national committees to support the management of registration and notifications functions. The committees are organised as follows:

- Psychology Registration and Compliance Committee
- Psychology Notifications Committee: Assessment
- Psychology Notifications and Compliance Committee
- Psychology Immediate Action Committee.

What do the national committees do?

The Board delegates functions to the national committees so they can make decisions about individual practitioners. This includes deciding whether a practitioner is suitable to be registered and about whether to take action against a practitioner when a notification is made about them. In contrast, the Board is responsible for developing policy and setting the professional standards that the national committees will use to help them make decisions about individual practitioners.

How can I get involved?

To carry out this important regulatory role, committee members are sought with skills and experience that will support informed regulatory decision making. If you want to contribute to protecting the public via practitioner regulation and are seeking a rewarding and challenging opportunity to contribute your skills and experience, I encourage you to apply for the practitioner or community member vacancies currently being advertised on the Ahpra and Board's websites and across Australia.

Thank you again for considering an application. Please contact Ahpra's statutory appointments team with any questions you have about the application and selection process.



Rachel Phillips

Chair
Psychology Board of Australia

Further information about the work of the Board is available on our website, www.psychologyboard.gov.au.

PSYCHOLOGY NATIONAL COMMITTEES GUIDE

Committee	Meeting schedule	Composition	Function
Psychology Immediate Action Committee (PIAC)	<p>Due to the nature of immediate action matters, there is no fixed schedule for PIAC meetings.</p> <p>Members may be contacted at short notice (one to two days earlier) to attend a meeting.</p> <p>Members do not have to attend every meeting but are contacted for their availability on a rotating basis.</p>	Practitioner and community members	<p>The PIAC considers the highest risk matters and takes the necessary action to protect public health and safety such as:</p> <ul style="list-style-type: none"> • taking immediate action (suspending, imposing conditions, accepting an undertaking, accepting surrender of registration) • deciding to investigate, or • requiring a health or performance assessment, and • reviewing conditions imposed or undertakings accepted as part of an immediate action consideration.
Psychology Notifications Committee: Assessment (PNCA)	<p>Fortnightly on Mondays, estimated half day meeting.</p> <p>Members do not have to attend every scheduled meeting.</p> <p>Members are usually scheduled to attend one meeting every one to two months (member availability sought in advance for the following quarter).</p>	Practitioner and community members	<p>The PNCA acts as a 'triage' committee to close low risk matters, to act on straightforward matters and progress high risk or complex matters by:</p> <ul style="list-style-type: none"> • reviewing and assessing all notifications • considering the level of risk posed by a practitioner to determine the assessment outcome for each notification, including by deciding: <ul style="list-style-type: none"> - to take no further action, refer a notification to another entity, caution, impose conditions, accept an undertaking, require a health or performance assessment, refer high risk or complex matters to the PIAC, PRCC or a PNCC.
Psychology Notifications and Compliance Committees (PNCC1 and 2)	<p>Monthly, estimated full-day meeting.</p> <p>PNCC is divided into two cohorts: PNCC1 and PNCC2.</p> <p>PNCC1 meets second Tuesday of the month.</p> <p>PNCC2 meets fourth Wednesday of the month.</p> <p>Members are appointed to one cohort and are expected to attend every meeting.</p>	Practitioner and community members	<p>The PNCCs manage notifications and compliance functions by:</p> <ul style="list-style-type: none"> • overseeing the receipt, assessment and investigation of notifications • reviewing, assessing and making decisions in relation to notifications such as: <ul style="list-style-type: none"> - requiring health or performance assessments, taking regulatory action, establishing a health or performance and professional standards panel, and referring matters to the responsible tribunal • overseeing the monitoring of notification-related conditions and undertakings imposed.
Psychology Registration and Compliance Committee (PRCC)	<p>Monthly, estimated half day meeting.</p> <p>Meets first Tuesday of the month.</p> <p>Members are expected to attend every meeting.</p>	Practitioner and community members	<p>The PRCC considers registration and compliance matters about the registration of psychologists by:</p> <ul style="list-style-type: none"> • reviewing, assessing and determining applications for registration (including endorsements and overseas-qualified practitioners) • overseeing the monitoring of registration restrictions imposed (such as conditions and undertakings).



POSITION INFORMATION

Committee members – Psychology Board of Australia

Position Purpose

The national committees are established by the Psychology Board of Australia under Schedule 4, clause 11 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), to help the Board in its primary role of protecting the public. The committees make registration and notification decisions about individual psychologists, based on national policies and standards set by the Board. The Board delegates the necessary powers to the committees. The committees carry out this regulatory work in partnership with Ahpra. Please note: the committees do not handle notifications about psychologists based in New South Wales due to co-regulatory arrangements.

Position Details

Committees with vacancies

Psychology Immediate Action Committee (PIAC)
Psychology Notifications Committee: Assessment (PNCA)
Psychology Notifications and Compliance Committee (PNCC)

Time commitment

The time commitment required varies for each committee (see the National Committees guide for further details).
Members should be available for at least one to two days per month, including reading and preparation time

Remuneration

Full daily fee: Chair \$896, member \$736.
Half daily fee: Chair \$448, member \$368.
Quarter daily fee: Chair \$184, member \$224.
Government employees are bound by their employer policy regarding payment.

Community Member (CM) and Health Practitioner member (HP) vacancies advertised

PIAC - CM & HP
PNCA - HP
PNCC - CM & HP

Term of appointment

Appointments are generally for three years, with eligibility for reappointment.

Committee meetings

Meetings will be held by Microsoft Teams (or similar), but may also be held via teleconference, face-to-face, or email (only in limited, appropriate cases).

Roles and responsibilities

Regulatory Principles

The regulatory principles adopted by Ahpra and the National Boards underpin our work and have been designed to encourage a culturally safe and responsive, risk-based approach to regulation:

1. The National Boards and Ahpra administer and comply with the Health Practitioner Regulation National Law, as in force in each state and territory. The scope of our work is defined by the National Law.
2. Public protection is our paramount objective in the National Registration and Accreditation Scheme (the National Scheme). We act to support safe, professional practice and the safety and quality of health services provided by registered health practitioners.
3. We protect the health and safety of the public by ensuring that only registered health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.
4. In all our work we:
 - identify the risks that we need to respond to
 - assess the likelihood and possible consequences of the risks
 - respond in ways that are culturally safe, proportionate, consistent with community expectations and manage risks so we can adequately protect the public, and
 - take timely and necessary action under the National Law.

This applies to all our regulatory decision-making, the development of standards, policies, codes and guidelines as well as the way we regulate individual registered health practitioners.

5. The primary purpose of our regulatory response is to protect the public and uphold professional standards in the regulated health professions. When we learn about concerns regarding registered health practitioners, we apply the regulatory response necessary to manage the risk, to protect the public.
6. Our responses consider the potential risk of the registered health practitioner's health, conduct or performance to the public including:
 - people vulnerable to harm, and
 - Aboriginal and Torres Strait Islander Peoples.
7. When deciding on regulatory responses, we are fair and transparent, and consider the importance of maintaining standards of professional practice that support community confidence in regulated health professions.
8. We work with our stakeholders including patient safety bodies, healthcare consumer bodies and professional bodies to protect the public. We do not represent the health professions, registered health practitioners or consumers. However, we work with practitioners and their representatives and consumers to achieve outcomes that protect the public.

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.

Conflict of interest and bias

The National Law includes extensive provisions in relation to conflicts of interest. Members must comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

The Board has guidelines, business rules and processes in place to identify, record and manage real and/or perceived conflicts of interest. As a general rule, members must declare any actual and possible conflict of interest in relation to matters to be considered at a meeting. Members must also exclude themselves from decision-making in relation to a matter in which they are biased, or might be perceived to be biased.

Government or statutory employees

Government and statutory employees may be bound by their employer policy regarding payment for employment done outside of the employer, which may alter the way members are paid.

We recommend applicants consult with their employer before applying to ensure a written acknowledgement of permission (on the organisation's letterhead) from your employer can be arranged, should your application be successful. This requirement is the responsibility of the prospective member/applicant.

Statutory protections

Under section 236 of the National Law, members of the National Boards and its committees are provided protection from personal liability for exercising functions under the law.

Training and development

Orientation – Newly appointed members will be provided with a comprehensive orientation program.

Training – Participation at conferences or professional development may be required. To help members understand the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law, members may have the opportunity to attend governance training during their first term of appointment.

Performance review – The Board may review the performance of individual members.

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 and is detailed in the [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020–2025 \(the strategy\)](#). It is expected that members understand and support the actions within the strategy and demonstrate culturally safe practice at all times during their appointment. Members must attend cultural safety training in line with the commitment in the strategy to train all staff, Board and committee members.

Key Stakeholders

Board

- Psychology Board of Australia
- Executive Officer of the Board

Ahpra

- Regulatory secretariat officers
- Notifications, registration and compliance officers
- Legal advisors
- Clinical advisors

External

- Registered health practitioners

Eligibility requirements

Required

- A person is eligible to be appointed as a practitioner member to a committee of the Board if the person is a registered psychologist and practising in Australia.
- Practitioner members bring sound experience in psychology and will have an appreciation and understanding of the role of the Board and its committees.
- Community members must have broad community connections and bring sound community perspectives to the regulation of psychologists. Preference will be given to applicants who are not registered health practitioners in any health profession. Psychology students are not suitable for appointment as a community member.

A person is not eligible to be appointed as a member of a committee of the Board if:

- a practitioner has ceased to be registered as a psychologist, whether before or after the start of the National Law, as a result of the person's misconduct, impairment, or incompetence, or
- at any time, has been found guilty of an offence (whether in a state or territory or elsewhere) that in the opinion of the Board, renders the person unfit to hold the office of member
- a community member, is currently, or has previously been, a registered psychologist, or
- they are an Ahpra employee or contractor.

Member attributes

Members are expected to demonstrate 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, 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, 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.

Community member applicants are asked to address this 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 state and territory boards.

Chair applicants are asked to address the following attributes:

- 1. Demonstrates leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional regulation, drives reform and facilitates change.
- 2. Engages proactively and constructively:** defines the nature and tone of engagement, builds and sustains stakeholder relationships with Ahpra and the National Board.
- 3. 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.

PSYCHOLOGY BOARD OF AUSTRALIA COMMITTEES SELECTION PROCESS

Frequently asked questions

How do I find out about upcoming committee member vacancies?

Our website [vacancies page](#) lists all vacancies for committee members and we publish information about upcoming vacancies in our [newsletter](#).

In addition, committee member vacancies are listed on the statutory appointments [committee member recruitment page](#) on Ahpra's website.

How do I apply for the committee member vacancies?

All applications are made online via our recruitment platform, PageUp. You can access PageUp directly via the [current opportunities page](#) or by Ahpra's [committee member recruitment page](#).

Just click on the relevant opportunity and it will take you to the blue 'Apply now' button where you can begin your application.

For more information on how to complete your online application form, please refer to the [Applicant instructions for using PageUp](#).

I am a current member. Do I need to submit an online application form?

Yes, all applicants, including current members must submit an online application form for any board or committee member role for which they are applying.

Can I submit hard copy application forms?

We do not accept paper-based application forms for these campaigns. If you wish to be considered for one of the member vacancies, you must submit an online application.

How long will the recruitment process take?

The recruitment and appointment process includes advertising, collating of applications, shortlisting, probity checking and approval by the Board. This means that an appointment process can take several months to finalise. Ahpra will endeavour to keep applicants up to date with the general progress of campaigns at regular intervals. Communications will be sent by email via the online recruitment portal PageUp. At the conclusion of the campaign, all applicants will be advised via email of the outcome of their application.

Who will be considering my application to be a committee member of the Board?

A Selection Advisory Panel (SAP) will be convened to consider applications. The SAP usually includes members of the Board and an independent member.

Shortlisted candidates may be interviewed or assessed to ensure that they have the necessary qualifications, skills and experience for the position.

All appointments are made by the Board.

How will my application be assessed?

The Board is seeking applications from experienced registered psychologists and community applicants with broad community connections for appointment to its committees.

The SAP will look at which candidates have the most suitable skills and experience for appointment to the committees. Here are

some of the factors that are considered when assessing applicants:

- Member attributes – there are six formal attributes for committee members and three attributes for Chairs
- Professional experience/expertise
- Regulatory experience
- Community involvement/activities
- Diversity considerations such as gender, disability, regional/rural, cultural, Aboriginal and/or Torres Strait Islander
- Board/committee/panel experience
- Ability to meet the time commitment required.

What sort of checks of my professional standing will be done during the recruitment and selection process?

Probity checks

Probity checks may be carried out to establish the suitability and character of an applicant:

- a criminal history check
- an Australian Securities and Investments Commission (ASIC) disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority (AFSA), and
- in the case of a practitioner applicant, a check of the national register will be done to ensure that the practitioner is of good standing.

Reference checks

Reference checks for shortlisted candidates may be conducted. Applicants are asked to nominate three referees who can support their application relevant to the professional requirements of the member attributes.

Please note that current members of National Boards, state and Territory boards and their committees, Ahpra staff and other applicants

will be considered unsuitable as referees due to potential conflicts of interest that could arise in providing reference checks.

Referees must be advised in advance that they may be contacted by Ahpra.

Where can I find more specific information about the advertised roles and the requirements of being a committee member?

Refer to the Position information and National committees guide for more specific details about the roles, including information about eligibility requirements, time commitments, remuneration, accountabilities of members and the member attributes.

How are members paid?

Board and committee members are paid either a quarter, half or full day sitting fee which covers preparation time and up to four hours of travel time. The Board and Ahpra understand that the remuneration received by members for their preparation and participation in meetings is considerably less than what an individual would earn in their professional roles.

We appreciate that members make themselves available in the public interest and hope that the experience of ensuring the safety of the public is a challenging and rewarding one.

I am based in New South Wales (NSW). Am I eligible to apply for positions on the committees that consider notifications matters?

No, due to co-regulatory arrangements, NSW applicants are only eligible to apply for the Psychology Registration and Compliance Committee.

Who do I contact if I have further questions?

Please contact Ahpra's statutory appointments team via email: statutoryappointments@ahpra.gov.au



Australian Health Practitioner Regulation Agency

Contact Ahpra

Mail - GPO Box 9958 in each capital city

Web - www.ahpra.gov.au


Email - communications@ahpra.gov.au

Phone - 1300 419 495 (within Australia);
+61 3 9285 3010 (outside Australia)

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