



Australian Health Ministers' Advisory Council

Information guide

Appointment to the AHPRA Agency Management Committee

Individuals are invited to apply for appointment to fill vacancies arising on the Agency Management Committee of the Australian Health Practitioner Regulation Agency (AHPRA).

Appointments to the Agency Management Committee are made by the Ministerial Council. The Ministerial Council was established under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), and comprises Health Ministers of the governments of each state and territory (as participating jurisdictions in the National Registration and Accreditation Scheme for the health professions) and the Commonwealth government.

Applying for appointment

To apply for appointment, please complete the *Application form for appointment to the Agency Management Committee of the Australian Health Practitioner Regulation Agency (AHPRA)* and attach the requested documentation to the form.

The application form sets out the information you need to provide. Please ensure that your application is complete. Unfortunately incomplete applications cannot be assessed.

Applications must be submitted by 5pm AEDT Monday 29 October 2018 to the AHPRA Statutory Appointments team via email to statutoryappointments@ahpra.gov.au

If you have any enquiries about the process or completing the application forms, please email statutoryappointments@ahpra.gov.au.

Agency Management Committee member appointments

Role of the Agency Management Committee

The Agency Management Committee provides governance and oversight to the operations of AHPRA. This includes the development of policies and procedures to ensure that AHPRA is able to fulfil its functions as set by the National Law. More information may be obtained from <http://www.ahpra.gov.au/About-AHPRA/Who-We-Are.aspx>.

Potential applicants are also encouraged to read the annual reports of AHPRA and National Boards, which are accessible from the AHPRA website: <http://www.ahpra.gov.au/Publications/Corporate-publications/Annual-reports.aspx>

Eligibility requirements

In deciding whether to appoint a person, the Ministerial Council will have regard to the eligibility requirements for members under the National Law and the skills and expertise of the person, as relevant to the exercise of the functions of the Agency Management Committee.

Section 29 of the National Law requires the Committee to consist of at least 5 people appointed by the Ministerial Council (the Agency Management Committee currently has 8 appointed members).

Of the members, there is to be:

- (a) a Chair who is not a registered health practitioner and has not been a registered health practitioner in the last 5 years
- (b) at least 2 people with expertise in health and/or education and training
- (c) at least 2 people with business or administrative expertise who are not current or previous registered health practitioners.

When applying, you will be asked to indicate the type of membership expertise by which you seek appointment to the Agency Management Committee. Please be aware of the above requirements and ensure that your cover letter and/or CV provides information on your fields of expertise.

Current Committee members are eligible to apply for reappointment.

A person is not eligible for membership if he/she has, at any time, been found guilty of an offence that, in the opinion of the Ministerial Council, renders the person unfit to hold the office of member.

All applicants will be asked to consent to probity checks being conducted; however, these will only be undertaken on shortlisted candidates, prior to appointments being made by the Ministerial Council.

These checks consist of:

- an Australia-wide criminal record check by CrimTrac
- a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of *the Corporations Act 2001* (Cth)
- a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the Bankruptcy Act 1966 (Cth).

Please note: A member of a National Board is not eligible to serve as a member of the AHPRA Agency Management Committee.

Term of appointment

The length of appointment is for a period of up to three years as determined by the Ministerial Council. It is anticipated that the appointments or reappointments will commence March 2019.

Time commitment

Committee members may attend different types of meetings, including:

- scheduled Agency Management Committee meetings (currently up to 11 times per year)
- sub-committee meetings (established as required by the Agency Management Committee)
- other meetings that are held between scheduled Committee meetings when additional matters need to be considered or urgent decisions need to be made
- retreats or planning days – these may be held away from the normal meeting location and are for a full day or weekend. They allow members to take part in more in-depth discussions about strategic challenges and directions for the next year or beyond.

Scheduled meetings are generally held at the AHPRA national office in Melbourne and on occasion in other capital cities. There may be a requirement for additional meetings by video conference, or by teleconference.

More information on the work of the Agency Management Committee, please visit <http://www.ahpra.gov.au/About-AHPRA/Agency-Management-Committee.aspx>.

Remuneration

The remuneration for Agency Management Committee members is determined by the Ministerial Council.

All meetings:

The current 2018 remuneration (daily sitting fee) is as follows:

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
Chair	\$804	\$402	\$804
member	\$658	\$329	\$658

Special assignment fee* for Agency Management Committee members:

Category C, Level 2 special assignment rate

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
Chair	\$670	\$335	\$670
member	\$550	\$275	\$550

** Special assignment fees are payable for Committee related commitments that are not related to meetings, and include consultations, conference, seminars, investigations or the writing of special reports by a committee member, as approved by the Chair. Dinners, functions, openings, ceremonies and social engagements are not considered to be special assignments. For special assignments that are less than 4 hours, half the daily fee is payable.*

Business rules for the payment of sitting fees and expenses are set by AHPRA.

As a general guide, the daily fee applies for committee member attendance in person or by telephone at a scheduled board meeting. The daily fee includes meeting preparation time for the scheduled board meeting and up to four hours of travel time. For meetings of a shorter duration (less than four hours), half the daily fee is payable.

Under the *Superannuation Guarantee (Administration) Act 1992* board members are eligible to receive contributions at 9.5% of total annual remuneration to a chosen superannuation fund, payable when more than \$450 in fees are paid in a calendar month.

Statutory protections

Under section 236 of the National Law, members of the Agency Management Committee are provided with appropriate statutory immunities for exercising their functions in good faith.