Aboriginal and Torres Strait Islander Health Practice Council Membership

Vacancy:
1 Practitioner

INFORMATION FOR APPLICANTS

Expressions of interest are invited for membership of the Aboriginal and Torres Strait Islander Health Practice Council of NSW.

Health professional councils are independent statutory bodies established under the *Health Practitioner Regulation National Law (NSW)* (the Law). There are 14 health professional councils in NSW.

The Governor of NSW appoints members recommended by the Minister for Health.

ROLE OF THE COUNCIL

The Council's main responsibility is to protect the public by regulating the profession. The Council does this by working in partnership with Health Care Complaints Commission to manage complaints about the health, performance and conduct of registered practitioners in NSW.

RESPONSIBILITIES OF COUNCIL PRESIDENT AND MEMBERS

The President is responsible for leading the Council and ensuring that the members work together as a cohesive team.

Members of the Council:

- actively contribute to the effective governance and oversight of the Council and its role in the regulation of registered health professionals in NSW
- have oversight for the efficient and responsible expenditure of public funds in accordance with relevant legislation and government policy and guidelines, and
- are accountable for their performance.

Term of appointment

Council members are appointed for a term of up to three years and are eligible for reappointment for a maximum period of nine years.

Availability and expectations of members

Most Council members are expected to spend one day per month on Council business.

The Council meets when required and usually by teleconference.

Members may also be appointed to ad hoc hearings and panels convened to make decisions on behalf of the Council and attend meetings held on a day that is not a Council meeting day. Each Council meeting or panel hearing requires significant pre reading.
On occasion, members may attend community meetings or events in a representative capacity, to strengthen the Council's interaction with the profession and the community it serves.

Remuneration

Council members are paid in accordance with the Department of Premier and Cabinet, *NSW Government Boards and Committees Guidelines* (September 2015). Rates are set by the NSW Treasury and approved by the Minister for Health. The annual remuneration rates are:

President	$720 more than three hours
	$360 up to three hours
Member	$ 590 more than three hours
	$295 up to three hours

Council members who undertake additional work for the Council (such as hearings or interviews) are paid on a sessional basis.

Reimbursement of expenses (including out of pocket travelling expenses) is paid in line with NSW Government policy. Travelling time is not remunerated. Please refer to the Council website and annual report for details.

Member remuneration includes superannuation (SGC). Superannuation (SGC) is paid through the NSW Ministry of Health payroll system to a complying fund of the member's choice.

Standards of conduct
On appointment members must sign the Council Member Code of Conduct declaration and adhere to the Code at all times.

Members must adhere to standards and principles of conduct applicable to the public sector to ensure that public confidence and trust is maintained in the health professions and the Council. All members need to clearly understand their public duty and legal responsibilities and must act for the proper purpose without exceeding their powers.

Members must disclose in advance any financial or other interests that may be in conflict with their role as a Council member and must manage any conflicts in accordance with public sector standards. This includes registering the interest and abstaining from decisions that relate to the interest of the member. Members are required to sign the Pecuniary/Financial Interests Declaration form annually.

Further information on the standards of conduct expected of NSW Government board and committee members can be found in the *NSW Government Boards and Committees Guidelines*, section 7.

MAKING AN APPLICATION

Applicants are required to complete the **Expression of Interest form** and submit it with:

- a brief statement addressing each of the selection criteria
- an up to date curriculum vitae (CV) and
- the names and details of two referees .

The application should be a maximum of five pages.

SKILLS AND EXPERIENCE

Applications should include a brief covering letter or statement addressing each of the following selection criteria

1. High level of professional expertise in one or more of the following areas: a registered health practitioner in the relevant profession, management, law, governance, ethics, research, stakeholder engagement/management, consumer rights in health, finance, audit and risk.

2. The capacity to actively participate as a member of Council in the regulation of registered health practitioners to protect the public including evidence of integrity, independence , impartiality, good judgement and social awareness.

3. High level of oral, written and interpersonal communication skills including influencing and negotiating.

4. Demonstrated experience or capacity to work collaboratively and productively in a management or governance team.

5. Capacity and flexibility to contribute time to the workload and demands of the Council.

Nominees of professional bodies or other organisations

Membership of the Council includes representatives nominated by professional bodies and other organisations, such as academic institutions or industrial bodies. Nominees are paid the sitting fee.

Applicants who are NSW Government sector employees

NSW Government sector employees (including NSW Health employees) may be appointed to a Council. Applicants should seek their employer's support for their nomination and provide contact information for their employer on the Expression of Interest form.

In accordance with the *NSW Government Boards and Committees Guidelines*, Section 8.3, public sector employees who undertake work for the Council during their normal work hours are not paid a sitting/annual fee unless they obtain an exemption from the Public Service Commission.

SELECTION PROCESS

Assessment of applications and CVs is based on merit. Recommendations are then made to the Minister to consider for nomination by the Governor for appointment. The skills mix, needs and demographic balance of the Council is also taken into account when selecting candidates.

Applications that are incomplete or do not address the criteria are not considered.

Referee reports

Applicants must nominate two referees, including their positions and contact details. Referees should be able to discuss the applicant's skills, qualifications and fit with responsibilities of a Council member.

Unsuccessful applicants

Unsuccessful applicants are notified on completion of the EOI process.

PROTECTING PERSONAL INFORMATION AND PRIVACY

The Health Professional Councils Authority (HPCA) complies with NSW Government privacy legislation and policies.

If appointed to the Council, the following information will be made available to the public on a NSW Government website, the council annual report and may be included in media releases issued by the Minister for Health, the Council or the HPCA:

- first name and surname
- the term of appointment
- the position held, for example, Member/President

Closing date: Friday 23 November 2018

Expressions of Interest may be submitted by:

Email: appointments@hpca.nsw.gov.au

Post: Attn: EOI Council Membership
Senior Policy and Project Advisor, Corporate Governance
Health Professional Councils Authority
Locked Mail Bag 20
Haymarket NSW 1238

Contact

For further information or to obtain an information package:

Senior Policy and Project Advisor, Corporate Governance
Health Professional Councils Authority (HPCA)
Phone: 1300 197 177
Email: appointments@hpca.nsw.gov.au
Website: www.hpca.nsw.gov.au