



Health Professional Councils Authority

## Information for people interested in being a member of the shared lay members panel

**Expressions of Interest should be submitted by email to**

[hpca-ps-appointments@health.nsw.gov.au](mailto:hpca-ps-appointments@health.nsw.gov.au)

**Contact for further information**

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[hpca-ps-appointments@health.nsw.gov.au](mailto:hpca-ps-appointments@health.nsw.gov.au)  
[www.hpca.nsw.gov.au](http://www.hpca.nsw.gov.au)

### Background

Members of the shared lay members panel for the NSW health professional councils are appointed by the Minister for Health.

There are 15 Councils which are independent statutory bodies established under the *Health Practitioner Regulation National Law (NSW)* (the Law):

- Aboriginal and Torres Strait Islander Health Practice
- Chinese Medicine
- Chiropractic
- Dental
- Medical
- Medical Radiation Practice
- Nursing and Midwifery
- Occupational Therapy
- Optometry
- Osteopathy
- Paramedicine
- Pharmacy
- Physiotherapy
- Podiatry
- Psychology

The primary responsibility of the Councils is to protect the public by managing complaints about the health, performance and conduct of registered health professionals practising in NSW. Complaints are managed through co-regulatory arrangements with the Health Care Complaints Commission (HCCC).

### Role of lay members

Lay members can be appointed to sit as members of the NSW Civil and Administrative Tribunal and Professional Standards Committees. Councils may also ask members of this panel to undertake a range of other regulatory functions.

### Availability and expectations of members

Applicants should be aware that the Councils select members from the panel to sit on matters on an ad hoc basis and appointment to the panel is not a guarantee of selection.

### Standards of conduct

Members are expected to adhere to public sector standards and principles of conduct in order to ensure that public confidence and trust in the Council and their processes are maintained. All members need a clear understanding of their public duty and legal responsibilities and must act for the proper purpose without exceeding their powers.

### **Term of appointment**

Members will be appointed for a term of up to four years.

### **Selection process**

Your application will be assessed by a selection panel. Recommendations are then made to the Minister for Health for appointment. Recommendations are based on merit through responses to the selection criteria, your experience, and capabilities.

The Minister for Health makes the final decision on appointment.

### **Probity checks for short listed applicants**

Short listed applicants will undergo probity checks to ensure that applicants are of good standing, which include:

- a national 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

### **Unsuccessful applicants**

Applicants who are unsuccessful will be notified following the completion of the process.

### **Protecting personal information and privacy**

The HPCA will collect personal information to assess an applicant's suitability for appointment to the Panel. Throughout the process personal information will be held confidentially and will only be disclosed to persons involved in the short listing and appointment process.

Personal information will be handled in a secure manner and will only be accessed as required. Information may also be used in a de-identified format in order to:

- meet whole of Government reporting requirements
- enable the Government to monitor the diversity of appointments to and composition of statutory and other bodies to which the Government makes appointments, and
- allow accurate reporting on the profile of public sector entity board and committee memberships.

If appointed, the following information will be made available to the public on a NSW Government website:

- first name and surname and post nominals
- the term of current appointment, and
- the position held, for example, community member of the Shared Lay Members Panel.

### **Applicants who are NSW Government sector employees**

NSW Government sector employees including Health Service employees may be appointed to the Shared Lay Members Panel. In accordance with the [NSW Government Boards and Committees Guidelines](#), public sector employees cannot be paid a sitting/annual fee without obtaining an exemption from the Health Professional Councils Authority.

Applicants who are NSW Government sector employees should seek their employer's support.