**Council Membership - Vacancies**

**Aboriginal and Torres Strait Islander Health Practice Council:**

3 Practitioner members

**Chinese Medicine Council:**

4 Practitioner members

1 Community member

1 Australian Lawyer[[1]](#footnote-1)

**Chiropractic Council:**

2 Practitioner members

1 Australian Lawyer1

**Dental Practitioners Council:**

4 Practitioner members Dentists

1 Practitioner member Dental prosthetist

1 Practitioner member Dental auxiliary

1 Community member

**Medical Council:**

2 Community members

**Medical Radiation Practice Council:**

3 Practitioner members[[2]](#footnote-2)

1 Community member

1 Australian Lawyer1

**Nursing and Midwifery Council:**

1 Practitioner member Registered Nurse

1 Practitioner member Registered Nurse or Registered Midwife

1 Practitioner member Registered Nurse in mental health

1 Practitioner member Enrolled nurse

1 Practitioner member Registered Nurse or Midwife involved in education of the profession

1Community member

**Occupational Therapy Council:**

4 Practitioner members

1 Community member

1 Australian Lawyer1

**Optometry Council:**

2 Practitioner members

1 Australian Lawyer1

**Osteopathy Council:**

2 Practitioner members

1 Australian Lawyer1

**Paramedicine Council:**

4 Practitioner members

1 Community member

**Pharmacy Council:**

1 Practitioner member Involved in education of the profession

1 Practitioner member Hospital pharmacist

2 Community members

1 Australian Lawyer1

**Physiotherapy Council:**

3 Practitioner members

1 Practitioner member Involved in education of the profession

2 Community members

1 Australian Lawyer1

**Podiatry Council:**

1 Practitioner member

**Psychology Council:**

1 Practitioner member

1 Practitioner member Involved in education of the profession

2 Community members

1 Australian Lawyer1

**Expressions of Interest may be submitted by:**

**Email:** hpca-ps-appointments@health.nsw.gov.au

**Post:** Attn: EOI Council Membership

Sharlene Wiebenga

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:

 Sharlene Wiebenga

Senior Policy and Project Advisor, Corporate Governance

Health Professional Councils Authority (HPCA)

**Phone:** 9219 0273

**Email:** hpca-ps-appointments@health.nsw.gov.au

**Website:** [www.hpca.nsw.gov.au](http://www.hpca.nsw.gov.au)

**INFORMATION FOR APPLICANTS**

The Health Professional Councils Authority (HPCA) is inviting applications from people interested in becoming members of a Health Professional Council.

Health professional councils are independent statutory bodies established under the *Health Practitioner Regulation National Law (NSW)* (the Law). There are 15 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. For further information refer to the Council website and Annual Reports [www.hpca.nsw.gov.au](http://www.hpca.nsw.gov.au)

**RESPONSIBILITIES OF COUNCIL PRESIDENT, DEPUTY PRESIDENT & MEMBERS**

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.

The President needs to be a practitioner member of Council and is responsible for leading the Council and ensuring that the members work together as a cohesive team. The Deputy President also provides leadership to the Council and may also represent a Council from time to time if the President is not available.

**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.

It is anticipated that appointed members will commence on 1 July 2021.

**Availability and expectations of members**

Applicants should be aware of the significant workload required of Council members.

Members are expected to attend monthly Council meetings and may include more frequent committee meetings, depending upon the complaint volume of the Council.

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.

**MAKING AN APPLICATION**

Applicants are required to complete the Council Appointment - Expression of Interest form available at <https://www.hpca.nsw.gov.au/council-membership-11> and submit it with:

* a brief statement addressing each of the selection criteria
* an up to date curriculum vitae, and
* the names and details of two referees.

Applications should not exceed 10 pages.

**SKILLS AND EXPERIENCE**

**Selection criteria**

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 practitioner in the relevant profession, current involvement in tertiary education, law, governance, ethics, research, community engagement/representation, consumer rights in health.
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 as a member of Council.

**Optional criteria for consideration for President (*must be a practitioner member*) and/or Deputy President**

1. Demonstrated leadership in;
* ensuring the health professional Council performs its functions under legislation and policies
* facilitating the flow of information to members, HPCA executive and other stakeholders, and
* developing and reviewing the capabilities of the Council and its members.

**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 nominees.

Applications that are incomplete or do not address the criteria will not be 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.

**Probity checks for short listed applicants**

Short listed applicants will be subject to relevant probity checks and a national police check as part of the selection process.

**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 an annual fee unless they obtain an exemption.

**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 Financial Interest 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.

**Suitable applicants**

Applicants that are found suitable for appointment and are not appointed, may be considered for future vacancies.

**Unsuccessful applicants**

Applicants not successful in this round of appointments will be notified at the end of the 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

**Remuneration**

Remuneration is paid to Council members in accordance with the *NSW Government Boards and Committees Guidelines* (Premiers Memorandum 2013\_06). Rates are set by the Public Service Commission and approved by the Minister for Health.

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.

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

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| --- | --- | --- | --- |
| HPCA Council | President | Deputy | Member |
| Chinese Medicine  | $4,465.00 | $4,214.00 | $3,665.00 |
| Chiropractic  | $4,465.00 | $4,214.00 | $3,665.00 |
| Medical Radiation Practice  | $4,465.00 | $4,214.00 | $3,665.00 |
| Occupational Therapy  | $4,465.00 | $4,214.00 | $3,665.00 |
| Optometry  | $4,465.00 | $4,214.00 | $3,665.00 |
| Osteopathy  | $4,465.00 | $4,214.00 | $3,665.00 |
| Paramedicine | $4,465.00 | $4,214.00 | $3,665.00 |
| Podiatry  | $4,465.00 | $4,214.00 | $3,665.00 |
| Physiotherapy  | $4,465.00 | $4,214.00 | $3,665.00 |
| Dental  | $20,000.00 | $11,143.00 | $9,690.00 |
| Medical  | $45,464.00 | $27,162.00 | $15,000.00 |
| Nursing & Midwifery  | $20,000.00 | $11,143.00 | $9,690.00 |
| Pharmacy  | $37,000.00 | $22,176.00 | $15,000.00 |
| Psychology  | $20,000.00 | $11,143.00 | $9,690.00 |

* The Aboriginal and Torres Strait Islander Practice Council are remunerated as follows:



1. Australian Lawyers need to provide evidence that they have been admitted to the legal profession and are currently on the Supreme Court Roll. [↑](#footnote-ref-1)
2. EOIs are encouraged from the three divisions of practice; diagnostic radiography, radiation therapy and nuclear medicine technology. [↑](#footnote-ref-2)