

INFORMATION FOR APPLICANTS

Podiatrists Registration Board of Tasmania

The *Podiatrists Registration Act 1995* (the Act) establishes the Podiatrists Registration Board (the Board). A copy of the Act may be access via <http://www.thelaw.tas.gov.au>

Vacancies

As at 9 March 2009 there will be two vacancies for a practitioner members and one vacancy for a consumer member on the Board.

Functions of the Board

The Board has the following functions:

- (a) to administer the scheme of registration under Part 3 of the Act;
- (b) to supervise the practice of podiatry in this State;
- (c) to investigate complaints and, as necessary, undertake disciplinary action against registered podiatrists;
- (d) to prosecute offences against this Act;
- (e) to monitor the standard and provision of podiatric services in this State;
- (f) to monitor standards of education and training in podiatry;
- (g) to advise the Minister on matters relating to this Act;
- (h) such other functions as are imposed on the Board by this or any other Act or as may be prescribed.

Powers of the Board

The Board has power to do all things necessary or convenient to be done in connection with the performance of its functions and, in particular, has power to:

- (a) share information with podiatrists registration authorities, the Australian Podiatry Council and other relevant bodies; and
- (b) publish and distribute information about this Act to podiatrists and other interested persons; and
- (c) provide or arrange for the provision of continuing professional education for podiatrists; and
- (d) support other forms of education and training in relation to podiatry; and
- (e) be a member of any national or other body, program or forum concerned with podiatrists or podiatry; and
- (f) participate in the establishment of such a body, program or forum; and
- (g) hold or arrange examinations; and
- (h) do anything incidental to any of its powers.

Objectives of the Board

The Board must perform its functions and exercise its powers so as to:

- (a) ensure that podiatric services provided to the public are of the highest possible standard; and
- (b) ensure that persons practise podiatry according to the highest professional standard; and
- (c) guard against unsafe, incompetent and unethical podiatric practices.

Membership of the Board

The Board consists of:

- (a) 3 registered podiatrists nominated by the Minister from a list of names submitted by such bodies representing the professional interests of podiatrists as the Minister determines; and
- (b) 2 persons, who are not podiatrists, nominated by the Minister.

The members are appointed by the Governor.

The Governor may appoint a member as chairperson.

Meetings

The Board meets quarterly. Meetings are usually held on the first Friday of March, June, September and December.

Duties and Responsibilities

Term of Office

A member is to be appointed for such period, not exceeding three (3) years, as is specified in the member's instrument of appointment.

A member is eligible to serve any number of terms of office but may not serve more than two (2) of those terms in succession.

Holding other Office

The holder of an office who is required under any Act to devote the whole of his or her time to the duties of that office is not disqualified from:

- (a) holding that office and also the office of a member; or
- (b) accepting any remuneration payable to a member.

Vacation of Office

A member vacates office if he or she:

- (a) dies; or
- (b) resigns; or
- (c) is removed from office under subclause (2) or (3) of the Act; or
- (d) ceases to be qualified for office by virtue of subclause (4) of the Act.

The Governor may remove a member from office if the member –

- (a) is absent from three (3) consecutive meetings of the Board without the permission of the other members of the Board; or

- (b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with the member's creditors or makes an assignment of the member's remuneration or estate for their benefit; or
- (c) is convicted, in Tasmania or elsewhere, of a crime or an offence punishable by imprisonment for a period exceeding twelve (12) months; or
- (d) fails, without reasonable excuse, to comply with the obligation referred to in clause 5 of Schedule 2 of the Act; or
- (e) is convicted of an offence against this Act.

The Governor may remove a member from office if satisfied that the member is unable to perform the duties of office competently.

A member appointed under section 6(1)(a) of the Act vacates office if he or she ceases to be a registered podiatrist.

Filling of Vacancies

If the office of a member becomes vacant, the Governor may appoint a person to the vacant office for the remainder of that member's term of office.

In the case of a vacancy in the office of a member referred to in section 6(1)(a) of the Act, the person appointed to the vacant office is to be a registered podiatrist.

Validity of Proceedings

An act or proceeding of the Board or of a person acting under the direction of the Board is not invalid by reason only that at the time when the act or proceeding was done, taken or commenced there was a vacancy in the membership of the Board.

An act or proceeding of the Board or of a person acting under the direction of the Board is valid even if:

- (a) the appointment of a member of the Board was defective; or
- (b) a person appointed as a member of the Board was disqualified from acting as, or incapable of being, such a member.

Remuneration of Members

A member is entitled to be paid such remuneration, including travelling and subsistence allowances, as the Minister determines. The current rate per meeting is \$350 for the chair and \$200 for members.

Pre-Appointment Check

Evidence of the following must be provided prior to recommendation for appointment:

- Current State professional registration
- Proof of Identity

A person with a conviction for the crimes of violence; sex related offences; serious drug offences; or crimes involving dishonesty is not eligible for appointment. A signed statutory declaration must be provided to this effect. If a signed statutory declaration cannot be provided, applicants must provide a copy of their record of convictions, obtainable from the Tasmanian Police.

Knowledge and Skills Required

Applicants should possess, or be able to acquire, the following knowledge and skills:

- (a) a broad understanding of the legislation, regulations, or other laws and codes of practice associated with the provision of the relevant services;
- (b) the ability to communicate, negotiate and advocate effectively on behalf of a board with the profession, individual practitioners, legal officers, consumers and other stakeholders; and
- (c) a broad understanding of administrative procedures and the principles of natural justice.

Podiatrists Registration Board of Tasmania

Please complete this form and include the form together with the information requested and any other information you consider relevant, in your application.

Contact Details

Name:

Address:

Telephone:

Email:

Demographics

Date of Birth:

Referees

Please provide details of two referees who can comment on your skills and knowledge in relation to the vacancy.

Name:

Telephone:

Email:

Relationship to applicant:

Name:

Telephone:

Email:

Relationship to applicant:

Attachments

- **Proof of identity** (For example, a photocopy of your driver's licence)
- **Evidence of current state professional registration, if applicable**
- **Completed statutory declaration under the Oaths Act OR record of convictions**

Are you interested in being considered for future health registration Board vacancies? Please tick the relevant response. Ticking 'yes' will result in your details being kept on file for 12 months and considered in relation to any future health registration Board vacancies for which you may be suitable or eligible.

Yes

No

Please provide a short written expression of interest, and any other information that you consider relevant, in respect of the following:

- **Qualifications**
- **Work Experience**
 - Current and previous
 - Voluntary experience
- **Areas of expertise or interest**
- **Board/committee experience and community involvement**
 - Current or past membership of business, professional or community organisations, and positions held
- **Statement in support expression of interest**
 - Why does this position interest you?
 - How do you feel you can contribute to the role?

Directions to Applicants for Registered Podiatrists

Interested persons are requested to forward their nomination in writing to the Australian Podiatry Association (Tasmanian Branch) by 22 May 2009.

For further information about the expression of interest and selection process please contact Marnie Glennon, Department of Health and Human Services on (03) 6233 8944 or via email ots.mailbox@dhhs.tas.gov.au.

Directions to Applicants for Consumer Representatives

Interested persons should forward their expression of interest in writing to Erin Makarewicz, Department of Health and Human Services, GPO Box 125, Hobart TAS 7001 or ots.mailbox@dhhs.tas.gov.au by 22 May 2009.

For further information about the expression of interest and selection process please contact Marnie Glennon, Department of Health and Human Services on (03) 6233 8944 or via email ots.mailbox@dhhs.tas.gov.au.

The information you provide in your Expression of Interest is collected for the purpose of making a determination about your suitability for appointment. Failure to provide the information may result in the Department of Health and Human Services being unable to process your application. Your personal information will be used for the primary purpose of assessing your suitability for appointment and may be disclosed to other persons involved in the decision making process, including the Chair of the Board. Your basic personal information may be disclosed to other public sector bodies where this is necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004. You may access personal information that relates to you on request to the Department of Health and Human Services. You may be charged a fee for this service.

OATHS ACT 2001

STATUTORY DECLARATION

I,

[full name]

[occupation]

of,

[address]

do solemnly and sincerely declare that I have not been convicted, in Tasmania or elsewhere, of:

- a crime of violence;
- a sex related offence;
- a serious drug offence;
- a crime involving dishonesty; or
- any other crime or offence punishable by imprisonment for a period exceeding 12 months.

I make this solemn declaration under the Oaths Act 2001.

.....

(signature of declarant)

Declared aton

[place]

[date]

before me

(signature of Commissioner)

Commissioner for Declarations

(insert ex officio status ie profession or employment)

Applicants unable to make the statutory declaration must furnish, with their application, a copy of their record of convictions, obtainable from Tasmania Police.

Commissioners for Declarations

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade Marks Attorney
- Veterinary Surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1985*)
- Bailiff
- Bank officer with 5 or more continuous years service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for affidavits
- Commissioner for declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - c) exercising his or her function in that place.
- Employee of the Commonwealth who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - c) exercising his or her function in that place.
- Fellow of the National Tax Accountant's Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item of this Part
- Judge of a court
- Justice of the peace
- Magistrate
- Marriage celebrant registered under Subdivision C of division I of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of the Engineers Australia other than at the grade of student.
- Member of Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is;
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982*; or
 - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of
 - a) the Parliament of the Commonwealth; or
 - b) the Parliament of a State; or
 - c) a Territory legislature; or
 - d) a local government authority of a State or Territory
- Minister of Religion registered under Subdivision A of Division I of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or Commonwealth authority; or
 - a State or Territory or State or Territory Authority; or
 - a local government authoritywith 5 or more years continuous service who is not otherwise specified.
- Police officer
- Registrar or Deputy Registrar of a court
- Senior Executive Service Officer of
 - the Commonwealth or Commonwealth authority; or
 - a State or Territory or of State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full time basis at a school or tertiary education institution.

Filename: 2009-04-30 - Pod - BoardAppt - Information for
Applicants.doc
Directory: C:\Documents and Settings\All Users\Local
Settings\Temporary Internet Files\OLKE9
Template: Normal.dot
Title: INFORMATION FOR APPLICANTS
Subject:
Author: ajburgess
Keywords:
Comments:
Creation Date: 30/04/2009 3:25:00 PM
Change Number: 2
Last Saved On: 30/04/2009 3:25:00 PM
Last Saved By: mglennon
Total Editing Time: 1 Minute
Last Printed On: 7/05/2009 2:03:00 PM
As of Last Complete Printing
Number of Pages: 8
Number of Words: 2,571 (approx.)
Number of Characters: 14,658 (approx.)