

Expression of Interest Information pack

Voluntary Assisted Dying Review Board



Contents

Summary	3
Key dates and timeline	3
Background	4
Purpose of the Act	4
Functions of the board	4
Role of Chairperson, Deputy Chairperson and members	5
How to apply	6
Overview	6
Application process	6
For member applicants	7
For Chairperson and Deputy Chairperson applicants	8
Remuneration	8
Residential status	8
Public Sector Employees	8
Personal information	8
Further information	9

Summary

The passage of the *Voluntary Assisted Dying Act 2021* (the Act) by the Queensland Government in September 2021 was significant and historic. The legislation allows for a voluntary assisted dying scheme to be established with safeguards and strict eligibility requirements.

A key component of the scheme is oversight of compliance with the Act by an independent panel - called the Voluntary Assisted Dying Review Board.

The Minister for Health and Ambulance Services invites interested persons from a wide range of professional backgrounds to apply for membership of the inaugural Voluntary Assisted Dying Review Board. The board will be required to independently oversee the scheme, including monitoring compliance with the Act and reporting on the scheme. A unit will be established within the Department of Health to provide secretariat support to the Board, and other functions to support operation of the scheme. The board does not have any governing function over this unit.

The board will constitute at least five (5), but not more than nine (9) members appointed by the Minister under the Act. Members will be appointed for the term, of not more than three (3) years, stated in the member's instrument of appointment.

This Expression of Interest information pack provides information for potential applicants seeking to be appointed to the board, including key dates, how to apply, a summary of key roles as well as background to the Act.

Please note:

Within this document, the term 'board' collectively refers to the Chairperson, Deputy Chairperson and individual members, unless otherwise specified.

Key dates and timeline

Closing date for applications is midnight Wednesday 13 April 2022.

Following the recruitment and selection of nominees, the actual appointment of nominees can take an extended period because of government processes. There is often a significant time period between submitting your application and notification of the outcome of your application.

2022 Voluntary Assisted Dying Review Board Appointment timeline	
Expression of Interest open	21 March – 13 April 2022
Application review period	April 2022
Interviews	April 2022
Endorsement of nominees and government approval process pursuant to the <i>Voluntary Assisted Dying Act 2021</i>	July – August 2022
Commencement of appointments	1 September 2022

Background

Purpose of the Act

The main purposes of the Act are:

- to give persons who are suffering and dying, and who meet eligibility criteria, the option of requesting medical assistance to end their lives
- to establish a lawful process for eligible persons to exercise that option
- to establish safeguards to—
 - ensure voluntary assisted dying is accessed only by persons who have been assessed to be eligible; and
 - protect vulnerable persons from coercion and exploitation
- to provide legal protection for health practitioners who choose to assist, or not to assist, persons to exercise the option of ending their lives in accordance with this Act
- to establish a Voluntary Assisted Dying Review Board and other mechanisms to ensure compliance with this Act.

You can view a copy of the Act on the Queensland legislation website at [Voluntary Assisted Dying legislation](#)

Functions of the board

The board will provide independent oversight of voluntary assisted dying in Queensland and focus on monitoring, advising and reporting on compliance with the Act.

Its other functions include providing annual reports about voluntary assisted dying and recommendations about systemic matters. Having an independent board will enhance community and clinician confidence in the Act and voluntary assisted dying in Queensland.

The functions of the board under the Act are to:

- monitor the operation of the Act
- review, for each completed request for voluntary assisted dying, whether or not the following persons complied with the Act:
 - coordinating practitioners
 - consulting practitioners
 - administering practitioners
 - authorised suppliers
 - authorised disposers
 - contact persons
- refer to the following entities, issues identified by the board in relation to voluntary assisted dying that are relevant to the functions of the entities:
 - the Commissioner of Police
 - the Registrar-General
 - the State Coroner
 - the Health Ombudsman
 - the Chief Executive
- record and keep information prescribed by regulation about requests for, and provision of, voluntary assisted dying;
- analyse information given to the board under the Act and research matters related to the operation of the Act;
- provide, on the board's own initiative or on request, information, reports and advice to the Minister or the chief executive in relation to:

- the operation of the Act; or
- the board's functions; or
- the improvement of the processes and safeguards of voluntary assisted dying;
- promote compliance with the Act, including by providing information about the operation of the Act to registered health practitioners and members of the community;
- promote continuous improvement in the compassionate, safe and practical operation of the Act;
- consult and engage with the community and any entity the board considers appropriate in relation to voluntary assisted dying.

The board will perform any other function given to it under the Act. In performing its functions, the board must act independently and in the public interest.

Role of Chairperson, Deputy Chairperson and members

The Chairperson is responsible for leading and directing the activities of the board to ensure the board performs its functions appropriately. In addition to the general obligations as a member, the Chairperson will also preside at all meetings at which the Chairperson is present and may be required to lead or participate in public presentations on the role and functions of the board.

The Deputy Chairperson is to act as the Chairperson during a vacancy in the office of the Chairperson and during all periods when the Chairperson is absent from duty or for another reason cannot perform the duties of the office.

Board members (including the Chairperson and Deputy Chairperson) are individually responsible for ensuring that the board fulfils its functions as set out in the Act. In discharging this responsibility, board members will:

- act independently and in the public interest
- disclose direct or indirect interest in a matter being considered
- exercise diligence, care and skill
- participate in board committees, where nominated by their Chairperson
- comply with the *Public Sector Ethics Act 1994* (Qld)
- comply with all applicable regulatory requirements (statutory and policy)
- attend board meetings and other committee meetings
- provide the Minister with an annual report in relation to the performance of the board's functions within 3 months after the end of each financial year
- where requested by the Minister or Chief Executive, provide a report about the board's functions.

It is proposed that the Board will meet at least once a month. The Voluntary Assisted Dying Unit in the Department of Health will provide secretariat and other support to the board.

It is expected that Board members will be:

- committed to the implementation of voluntary assisted dying in Queensland in accordance with the Act
- effective listeners and verbal communicators, with the ability to apply legislation in a compliance environment

- highly organised, with attention to detail and the ability to work well under pressure
- capable of making fair, balanced, consistent and timely decisions when performing the functions of the board
- a person of integrity with a commitment to understanding and fulfilling the duties and responsibilities of the board and maintaining knowledge in this regard.

How to apply

Overview

Directors Australia will facilitate this application process. Prior to submitting your application, please ensure that all required documents are provided, and that forms are fully completed and meet the stated requirements.

Applicants will be kept informed of the progress of their application at regular intervals. However, prospective applicants should note that the outcome of the recruitment process cannot be confirmed until the successful applicants are notified, which is anticipated to be in late August 2022.

Where possible, applicants who have not progressed to interview will be advised at an earlier stage of the recruitment process.

Application process

Applications are to be submitted via the Directors Australia application website at <https://directorsaustralia.com/view-vacancies/>. Detailed instructions on submitting your application are available on the website.

Applicants are required to provide the following documentation:

- Curriculum Vitae (CV) – **no more than two (2) pages** in length¹.
- Completion of an online application form (which includes a personal particulars form and criminal history consent form).
- **To complete the online application form, you will also be required to attach a Personal Statement that is:**
 - for member applicants, no more than two (2) pages addressing the member criteria outlined below
 - for Chairperson and Deputy Chairperson applicants, no more than three (3) pages addressing both the member criteria and Chairperson criteria outlined below.

Applicants who wish to apply for Chairperson, Deputy Chairperson and member positions are encouraged to complete an application for the Chairperson and Deputy Chairperson role, nominating

¹ The *Queensland Cabinet Handbook* sets out the requirements for Significant Appointments including that a CV of two pages is to be included in documentation to progress to appointment. Consequently, failure to adhere to this strict requirement when submitting your initial application may result in your application not being progressed for consideration by the selection panel.

their interest in also being considered for a member position. In this instance only one, three (3) page personal statement is required.

Initial shortlisting will be undertaken following the close of the application period. Applicants selected for progression will be contacted to provide additional documentation to support a range of required probity checks. Probity checks will be initiated on a confidential basis.

As statutory appointees, the *Queensland Cabinet Handbook* requires a range of probity checks to be undertaken on potential board members which include:

- a review of any conflicts of interest
- a national criminal history search
- an Interpol search
- searches of the Australian Securities and Investments Commission's banned and disqualified register and bankruptcy index
- a review of the Queensland government lobbyist register, and other internet-based searches.

Applicants should note that disclosure of conflicts of interest or convictions for an offence may not preclude progression to appointment as each instance will be considered on a case-by-case basis.

Referee checks may also be undertaken by Directors Australia for all applicants selected for progression. Your nominated referees will not be contacted without your prior consent.

Please note that a request for any probity documentation does not necessarily indicate that your nomination will be successful.

For member applicants

As set out in the Act, the Minister may appoint a person as a member only if satisfied the person—

(a) has expertise in:

- (i) medicine; or
- (ii) nursing; or
- (iii) pharmacy; or
- (iv) psychology; or
- (v) social work; or
- (vi) ethics; or
- (vii) law; or
- (viii) another area the Minister considers relevant to the performance of the board's functions.

(b) is otherwise, because of the person's experience, knowledge or skills, likely to make a valuable contribution to the work of the board.

Personal statements for member positions **must not exceed two (2) pages** and should address the following criteria:

1. The reason for your interest in being a member of the board
2. How you think you will be able to add value to the board being able to perform its role through your skills, knowledge and experience

3. Demonstrated experience in relation to assessing and promoting compliance with legislative frameworks, and associated processes
4. Ability to analyse information, identify issues and problem solve
5. Current, up-to-date details of two (2) professional referees (name, contact number, email and relationship, including years known), preferably a recent direct manager.

Please note that referees will only be contacted where applicants are shortlisted for progression to the Minister for Health and Ambulance Services.

For Chairperson and Deputy Chairperson applicants

In addition to the membership criteria above, applicants for the Chairperson and Deputy Chairperson positions must also demonstrate, in a combined statement **not exceeding three (3) pages** in length:

6. Experience in leading and directing the activities of a comparative board to ensure it performs its functions appropriately.
7. Ability to engage with relevant stakeholders around the work of the board

Remuneration

Members are to be paid remuneration and allowances as decided by the Minister and hold office on the terms and conditions decided by the Minister.

Remuneration and reimbursement of out-of-pocket expenses will be in line with the Queensland Government *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

Residential status

Personal residency status must enable an applicant to legitimately live and work in Australia.

Public Sector Employees

In accordance with the *Remuneration procedures for part-time chairs and members of Queensland Government bodies*, public sector employees selected for progression to the Minister for appointment will require certification from their Chief Executive that their proposed appointment is not connected in any way with their employment.

As such, public sector employees will only be eligible to receive fees when undertaking board business outside the hours they would normally be expected to work, or when they are on unpaid leave.

Where applicable, the department will facilitate any such certification as required.

Personal information

Personal information will be treated as confidential and will only be used or accessed by authorised persons for the purposes connected with your current application, and should you be successful in appointment, to ensure an accurate record of nominees and appointees to statutory bodies.

Personal information collected by the Department of Health (or its Suppliers such as a specialist recruitment agency) is handled in accordance with the *Information Privacy Act 2009*. The personal information provided by you will be securely stored and made available only to appropriately authorised officers. Personal information recorded on this form will not be disclosed to other parties without your consent, unless required by law.

Personal information may be disclosed as part of the recruitment process, for example, in contacting referees or obtaining certification of public sector employee nominees. Names of successful applicants appointed by the Minister may be published on the Queensland Health website and added to the Register of Appointees to Queensland Government Bodies², which provides information about all Government bodies.

Further information

If you require more information please contact Vanessa Jolly, General Manager – Board Recruitment, Directors Australia via email vanessa.jolly@directorsaustralia.com or on 0408 450 281 for a confidential discussion.

² <https://www.premiers.qld.gov.au/about-us/what-we-do/qld-appointees-register.aspx>