

ACCREDITATION COMMITTEE CHARTER

INTRODUCTION

1. Pursuant to the Australian Physiotherapy Council (**the Council**) Constitution the Board has established an Accreditation Committee to fulfil responsibilities and undertake activities outlined in this Charter.
2. The Accreditation Committee is appointed by the Board to assist the Council to fulfil its responsibilities as an accreditation authority under the *Health Practitioner Regulation National Law Act 2009 (Qld)* (**National Law**) as adopted in each state and territory of Australia.
3. This Charter is to be read consistent with the Objects of the Council set out in its Constitution.

PURPOSE

4. The purpose of this Charter is to outline the Accreditation Committee's:
 - 4.1 Duties and responsibilities;
 - 4.2 Composition and membership requirements; and
 - 4.3 Processes including meetings, agendas, papers, minutes and reporting to Board.

DUTIES AND RESPONSIBILITIES

5. Accreditation of physiotherapy education providers and programs

- 5.1 Appoint an Accreditation Panel for each physiotherapy education provider;
- 5.2 Provide oversight of the assessment and monitoring of physiotherapy education providers and programs undertaken by the Accreditation Panels;
- 5.3 Make accreditation decisions in accordance with the Accreditation Decision Framework and other relevant delegation instruments, including granting accreditation to education providers and programs where the decision is low risk, and referring higher risk matters to the Board with a formal recommendation; and
- 5.4 Advise on the training, education and performance management of Accreditation Panels and their members.

6. Oversight of best practice in accreditation

- 6.1 Oversee and monitor the Council's accreditation processes, policies, and guidelines for education providers to ensure consistency with National Law requirements;
- 6.2 Consider feedback from management, accreditation panels and education providers following each Council accreditation assessment, with a view to quality assurance and continuous improvement;
- 6.3 Develop relevant benchmarking to national and international initiatives in accreditation and education policy;
- 6.4 Provide expertise, advice and recommendations in the development or review of accreditation standards; and
- 6.5 Advise the Board and management on national and international trends and developments in physiotherapy education.

7. Other Matters

- 7.1 Provide assistance to the Board in relation to other matters as directed or authorised by the Board.

COMPOSITION AND MEMBERSHIP

8. Membership

- 8.1 The members of the Accreditation Committee will be appointed by a resolution of the Board with regard to skills, knowledge, experience, qualifications and professional affiliations in line with a Board-approved Skills Matrix. The Board may remove and replace any Accreditation Committee member at any time.
- 8.2 Membership of the Accreditation Committee will comprise at least seven persons including:
- at least one representative of the Board;
 - at least one member with expert knowledge of the implementation of cultural safety within health curricula, including Aboriginal and Torres Strait Islander peoples;
 - one education consumer representative; and
 - one recent physiotherapy graduate (in the last 5 years) consumer representative.
- 8.3 In addition, a health consumer representative may be invited to participate in Committee activities depending on the matters under consideration. The health consumer representative will not be a standing member of the Committee but may be invited to participate in specific discussions as determined by the Chair.

9. Term of Office

- 9.1 Upon appointment of a member of the Accreditation Committee the Board will set a term of office for that member of either two or three years, commencing from 1 January of the coming year, or as otherwise determined by the Board.
- 9.2 Each member of the Accreditation Committee is eligible for re-nomination, but may hold office for consecutive terms totaling no more than nine years.
- 9.3 An Accreditation Committee member who has served for consecutive terms totalling nine years will be ineligible for reappointment as a member for three years following the completion of their maximum term.

10. Appointment of Chair

- 10.1 The Board will appoint a member of the Accreditation Committee (usually, but not necessarily, the Board representative) as Chair for a term specified by the Board commencing on 1 January of the coming year, or as otherwise determined by the Board. The Board may remove and replace the Accreditation Committee Chair at any time.

11. Participation of Non-Members

- 11.1 The General Manager Operations or Manager for Accreditation will attend all meetings of the Accreditation Committee. The Chief Executive Officer and any Director are welcome to attend Committee meetings. Other Council staff or external advisors may attend Committee meetings at the request of the Committee in consultation with the Chair and the General Manager, Operations.

12. Remuneration

- 12.1 Accreditation Committee members who are also Directors will receive remuneration as outlined in the Director Remuneration Policy, while non-Director Accreditation Committee members will be remunerated in line with the Remuneration Policy: Committees & Working Groups.

MEETINGS

13. Frequency and Procedures

- 13.1 The Accreditation Committee will meet as determined by the Committee Chair in consultation with the General Manager, Operations to ensure it discharges its duties and responsibilities, typically five times per annum. Meetings will be governed by the provisions of the Constitution relating to Board meetings in so far as they are applicable and are not inconsistent with any other directions of the Board.
- 13.2 A resolution arising at a meeting of the Committee must be determined by a majority of votes of the Committee members present and eligible to vote. Non-members are not entitled to vote.
- 13.3 If the votes are equal, the Committee Chair shall not have a second casting vote in addition to their deliberative vote and the resolution is taken to be rejected.

14. Quorum

- 14.1 A simple majority of the total number of Accreditation Committee members, whether present at a meeting personally or in conference, constitutes a quorum.

15. Agendas, Papers, Minutes and other Records

- 15.1 The General Manager Operations will be responsible for arranging the Accreditation Committee's annual workplan, meetings, preparing and circulating the agenda and committee papers one week before the Committee meeting, and maintaining records. A record of attendance and all declarations made by Committee members regarding conflicts of interest will be maintained.
- 15.2 The General Manager Operations will keep minutes of the Accreditation Committee's meetings and distribute these to the Committee for review within 14 days. Minutes should be confirmed as a true and correct record at the subsequent Committee meeting.

16. Reporting and Recommendations to Board

Accreditation Committee reporting to the Board will include:

- 16.1 Minutes of each Committee meeting and associated papers made available for reference by the Board;
- 16.2 Written reports or recommendations to the Board on any matter the Committee considers appropriate including any matters requiring direction from, or determination by, the Board;
- 16.3 Before 31 December each year the Committee will provide the Chief Executive Officer and Board with its structured work plan for the following calendar year; and
- 16.4 The Committee Chair, a Director who is also a Committee Member, or the General Manager Operations will be available to answer questions on behalf of the Committee if required.

PERIODIC REVIEW

- 17. The Board should review this Charter and the Committee's performance at least every two years, to ensure that the operation of the Committee meets the Board's requirements.

This Charter was approved by the Board on 4 July 2025.