

# ASSESSMENT COMMITTEE CHARTER

## INTRODUCTION

1. Pursuant to the Australian Physiotherapy Council (**Council**) Constitution the Board has established an Assessment Committee to fulfil responsibilities and undertake activities outlined in this Charter.
2. The Assessment 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. The Council's responsibilities include overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified physiotherapists who are seeking registration in Australia.
3. The Committee also assists the Council in its role as the assessing authority gazetted by the Federal Minister for Home Affairs for the occupation of Physiotherapist under the *Migration Regulations 1994*.
4. This Charter is to be read consistent with the Objects of the Council set out in its Constitution.

## PURPOSE

5. The purpose of this Charter is to outline the Assessment Committee's:
  - 5.1 Duties and responsibilities;
  - 5.2 Composition and membership requirements; and
  - 5.3 Processes including meetings, agendas, papers, minutes and reporting to Board.

## DUTIES AND RESPONSIBILITIES

### 6. Assessment Models and Processes

- 6.1 Overseeing the models and processes for the assessment of overseas qualified physiotherapists seeking registration under the National Law.
- 6.2 Approving changes to the countries or jurisdictions who qualify for the Council's expedited pathways in accordance with relevant delegation instruments, including granting approval where authorised and referring higher risk matters to the Board with a formal recommendation.
- 6.3 Overseeing the models and processes for the assessment of migrants seeking to practice in Australia as a Physiotherapist under the General Skilled Migration Program.

### 7. Quality Management and Performance Monitoring

- 7.1 Monitoring quality assurance and improvement activities in assessment processes, including:
  - Examination procedures and outcomes
  - Reviews and Appeals

- Candidate misconduct
- Candidate satisfaction ratings and complaints

7.2 Considering reports and advice from Working Groups and/or external advisors as they relate to assessment processes, quality standards, examination standards, and benchmarking.

## 8. Strategy and Governance

8.1 The Committee will undertake activities to support and advise the Board on strategic and governance matters, including:

- 8.1.1 Considering changes in the environment (e.g. international events, health and immigration policy, workforce demand, education) and highlighting associated risks and opportunities.
- 8.1.2 Reviewing assessment related policies and either providing recommendations to the Board or exercising approval in accordance with any delegated authority.
- 8.1.3 Reviewing new and existing assessment projects from a strategic and risk perspective.
- 8.1.4 Assisting with other matters as directed or authorised by the Board.

## COMPOSITION AND MEMBERSHIP

### 9. Membership

9.1 The members of the Assessment 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 Assessment Committee member at any time.

9.2 Membership of the Assessment Committee will comprise at least four persons including:

- at least one representative of the Board; and
- at least one member with expert knowledge of the implementation of cultural safety within a health or education context, as it applies to candidates and the Australian community.

### 10. Term of Office

10.1 Upon appointment of a member of the Assessment 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.

10.2 Each member of the Assessment Committee is eligible for re-nomination, but may hold office for consecutive terms totalling no more than nine years.

10.3 An Assessment 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.

### 11. Appointment of Chair

11.1 The Board will appoint a member of the Assessment 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 Assessment Committee Chair at any time.

## **12. Participation of Non-Members**

12.1 The General Manager Operations and Assessment Manager will attend all meetings of the Assessment 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.

## **13. Remuneration**

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

# **MEETINGS**

## **14. Frequency and Procedures**

14.1 The Assessment 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 once each quarter. 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.

14.2 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.

14.3 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.

## **15. Quorum**

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

## **16. Agendas, Papers, Minutes and other Records**

16.1 The Assessment Manager will be responsible for arranging Assessment 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.

16.2 The Assessment Manager will keep minutes of the Assessment Committee's meetings and distribute these to the Committee for review within 14 days. Minutes should be confirmed as a true and correct record through circular resolution or at the subsequent Committee meeting.

# **REPORTING AND RECOMMENDATIONS TO BOARD**

## **17. Assessment Committee reporting to the Board will include:**

17.1 Minutes of each Committee meeting and associated papers made available for reference by the Board;

17.2 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.

17.3 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

17.4 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

18. 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 19 September 2025.