



**AUSTRALIAN
PHYSIOTHERAPY
COUNCIL**

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ASSESSMENT COMMITTEE CHARTER

GOVERNANCE

Pursuant to the Australian Physiotherapy Council (**Council**) Constitution the Board has appointed an Assessment Committee as a Committee of the Council to fulfil responsibilities and undertake activities outlined in this Charter.

This Charter is to be read consistent with the *Objects and Purposes* of the Council set out in clause 2 of its Constitution.

PURPOSE

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, and as the assessing authority gazetted by the Federal Minister for Home Affairs for the occupation of Physiotherapist under the *Migration Regulations 1994*.

DUTIES AND RESPONSIBILITIES

Delegated responsibility

The Board delegates to the Assessment Committee responsibility to:

- (i) Develop, monitor, and report on, the implementation of a consistent assessment process for overseas qualified physiotherapists seeking registration under the National Law and who do not hold a qualification approved by the Physiotherapy Board of Australia; and
- (ii) Develop, monitor, and report on, the implementation of a consistent assessment process to identify migrants with suitable qualifications and skills for migration to Australia as a Physiotherapist through the General Skilled Migration Program; and
- (iii) Undertake other activities as directed by the Board from time to time.

Duties and responsibilities of the Chairperson

- Chair effective Committee meetings.
- Provide leadership to the Committee, maintaining ethical standards and assisting to resolve conflicts.
- Facilitate a professional environment and open communication between the Committee, Board and the General Manager, Assessment.
- Ensure the strategic direction of the Council's assessment function is a focus at Committee discussions.
- Set agenda for Committee meetings in consultation with the Chair of the Board.
- Provide a report to each meeting of the Board on Assessment Committee activities.

Duties and responsibilities of Committee members (including the Chairperson)

The Assessment Committee will identify and develop best practice policy for the design, conduct and monitoring of assessment services:

- (i) Provide advice and support to the Board and Management on a consistent process of assessing overseas qualified physiotherapists seeking registration under the National Law and who do not hold a qualification approved by the Physiotherapy Board of Australia, at the minimum acceptable level of competence to practice as a physiotherapist in Australia;
- (ii) Advise the Board and Management on guidelines and policy relating to the consistent assessment process to identify migrants with suitable qualifications and skills for migration to Australia as a Physiotherapist through the General Skilled Migration Program, including development/review of policy and strategy around skills assessment to ensure that Council processes are consistent with immigration requirements;
- (iii) Develop and implement an annual Committee work plan for quality assurance and improvement activities in assessment processes;
- (iv) Consider feedback from relevant stakeholders as it may pertain to quality assurance and improvement; and
- (v) Contribute to and provide advice to the Board and Management on national and international developments and discussions concerning physiotherapy practice including:
 - Development of relevant benchmarking to national and international initiatives in practice assessment policy; and
 - Provide expertise, advice and recommendations in any review of the Binational Physiotherapy Practice Thresholds and the terms of reference and scope of such reviews.

COMPOSITION AND MEMBERSHIP

Membership

The members of the Assessment Committee do not need to be Directors and will be chosen with regard to skills, knowledge, experience, qualifications and professional affiliations which will best contribute to the work of the Committee.

Members will be appointed to the Assessment Committee by the Board following a call for nominations and, where necessary, by a vote of the Board. Nomination does not mean a person will be appointed to the Committee.

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

- a representative of the Board; and
- remaining members nominated by the Board.

There should be at least one member of the Committee with expert knowledge of the implementation of cultural competence and safety within the assessment context, as it applies to candidates and the Australian community.

The Board may in its discretion appoint any person to fill a casual vacancy on the Assessment Committee and that person holds office for the balance of the term, or during the absence, of the Committee member whose vacancy has been filled.

Committee members will abide by the policies and procedures of the Council.

Term of Office

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.

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

There is no limit on the number of non-consecutive terms of appointment a member of the Assessment Committee may serve.

The Board may remove a Committee member for inappropriate conduct including, without limitation:

- failure to act in good faith in the best interests of the Council and for a proper purpose;
- failure to declare a conflict of interest;
- improper use of their position as a Committee member;
- improper use of information obtained by virtue of their position as a Committee member;
- breach of confidentiality; or
- failure to attend the majority of meetings of the Committee in any one calendar year without being granted leave.

Appointment of Chairperson

The Board will appoint a member of the Assessment Committee (usually, but not necessarily, the Board representative) as Chairperson for an appropriate term of office (usually two years) as determined by the Board, commencing on 1 January of the coming year, or as otherwise determined by the Board.

Participation of Non-Members

The General Manager, Assessment 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 Chairperson and the General Manager, Assessment.

Remuneration

Committee Members will be entitled to remuneration in accordance with the Remuneration Policy: Council Committees.

MEETINGS

Frequency and Procedures

The Assessment Committee will meet as determined by the Committee Chairperson in consultation with the General Manager, Assessment to ensure it discharges its duties and responsibilities, but in any case on an as needed basis normally 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.

A question 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.

If the votes are equal, the Committee Chairperson shall not have a second casting vote in addition to their deliberative vote and the resolution is taken to be rejected.

Quorum

A simple majority of Assessment Committee members who are present at a meeting (personally or in conference) constitutes a quorum.

Agendas, Papers, Minutes and other Records

The General Manager, Assessment will be responsible for arranging Assessment Committee 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.

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

REPORTING AND RECOMMENDATIONS TO BOARD

Assessment Committee reporting to the Board will include:

- Minutes of each Committee meeting and associated papers made available for reference by the Board;
- A structured work plan for the following financial year presented to the Board before 31 March each year;
- Activities of the Committee and any major trends or issues identified by the Committee; and
- 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.

PERIODIC REVIEW

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

This Charter was approved by the Board on 1 December 2023.

SIGNED:

Mr Rajeev Chandra
Company Secretary