

Registration and Notification Committee

28 August 2025

Terms of Reference

1. Delegating Power

The Registration and Notifications Committee (the Committee) is established by the Optometry Board of Australia (the Board) pursuant to Schedule 4, clause 11 of the Health Practitioner Regulation National Law as in force in each state and territory (the National Law) to:

1. exercise any functions or powers delegated to the Committee under section 37 of the National Law, and
2. undertake associated functions as set out in these Terms of Reference.

2. Functions

The functions of the Committee are to:

- make decisions in relation to registration and notifications matters under the delegated authority from the Board as described in the Board's instrument of delegation,
- provide advice to Australian Health Practitioner Regulation Agency (Ahpra) staff considering optometry registration and notifications matters
- advise the Board on any policy issues and emerging trends relating to registration and notifications,
- provide feedback to the Board on the ongoing relevance of the instrument of delegations, and
- consider and provide feedback on policy when requested by the Board.

3. Appointment and membership

Members shall be appointed by the Board. There should be people from a diverse background¹, parity of practitioner and community members and parity of Board members and people who are not Board members.

Membership requirements of the Committee are as follows:

- at least two practitioner members from the Board
- at least one community member from the Board, and
- at least three and no more than five suitably qualified and experienced people who are not Board members

The Board may appoint additional members as required including members who are not Board members. There will be a maximum of eight committee members.

For Board members appointed to the Committee, the term of appointment is in accordance with the Board appointment cycle and subject to annual review.

For people who are not Board members appointed to the Committee, the term of appointment is for a period of three years, unless otherwise expressly determined by the Board at the time of appointment, with eligibility for reappointment, for a maximum of three terms of office.

¹ People with a diverse background includes Aboriginal and Torres Strait Islander Peoples, those living in rural or regional areas in Australia, culturally diverse people, lesbian, gay, bisexual, transgender, intersex, queer/questioning (LGBTIQA+) people, people with disability and carers.

4. Chair

The Chair is a Board member, appointed by the Board.

5. Presiding member

The Chair (or, in the absence of the Chair, a person elected by the members of the Committee who are present at a meeting of the Committee) is to preside at a meeting of the Committee.

6. Quorum

For the purposes of convening a meeting, when the Committee meets to consider a matter or matters, the quorum will be at least:

- two practitioner members, and
- two community members.

At the discretion of the Committee Chair in consultation with the Board Chair, where the appointed community member is unavailable, a quorum may be achieved by either the co-opting of another community member of this Board or a community member of another National Board onto the Committee. By co-opting a member specifically for a quorum, the composition and appointment of members to the Committee is not affected.

7. Voting

A decision of the Committee shall be agreed by consensus. If consensus cannot be reached, then a decision will be agreed to by a simple majority of votes (more than half of the members who cast a vote) of the Committee members. In the event of an equality of votes the Chair of the meeting has a second or casting vote.

8. Defects in appointment of members

A decision of the Committee is not invalidated by any defect or irregularity in the appointment of any member (or acting member) of the Committee.

9. Meetings and procedures

The Committee shall have virtual meetings at least monthly unless otherwise approved by the Chair of the Committee.

Where a virtual meeting is not possible, an item or items can be decided by the Committee via a circulating resolution (including via email) by the members.

10. Public interest

Members are to act impartially and in the public interest in the exercise of the member's functions. A member of the Committee is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners as set out in Schedule 4, clause 7 of the National Law and corresponding Board policies and procedures.

11. Conflict of interest

Members of the Committee are to comply with the conflict of interest requirements set out in Schedule 4, clause 8 of the National Law and corresponding Board policies and procedures. Ahpra will maintain a record of disclosures which will be signed by the Committee Chair on behalf of the Board.

12. Support

Staff from Ahpra's Regulatory Operations Directorate will provide operational support and advice to the Committee.

The Secretariat will provide secretariat support for the Committee.

13. Document control

Approver	Optometry Board of Australia	
Date Approved	28 August 2025	
Date Commenced	28 August 2025	
Date for review	These terms of reference will be reviewed every 2 years or as necessary.	
Responsible Officer	Executive Officer, Optometry	
Sections modified	Date	Description
	28 August 2025	Amendments made to the following sections: • updated language to improve clarity and ease of interpretation • updated 2. Functions to clarify the Committee's role • updated 3. Appointment and membership to require parity between practitioner and community members, and between Board members and people who are not Board members • clarified that Board member appointments would be subject to annual review • updated 6. Quorum requires two practitioner members and two community members • updated 7. Voting to clarify that decisions would be agreed by consensus, and the process if consensus could not be reached. • updated 11. Conflict of interest to reference Board policies and procedures and to clarify the process of keeping records of conflict of interest declarations, and • added 13. Document control.