

## Community Advisory Council

---

21 September 2021

### Terms of reference

#### 1. Purpose

The Community Advisory Council provides a community voice to the National Registration and Accreditation Scheme (National Scheme) by providing feedback and advice from a consumer and community perspective:

- 1.1 on strategies for building community knowledge and understanding of the National Scheme
- 1.2 for how and where consumer and community voices are embedded in the National Scheme
- 1.3 about issues relevant to the National Scheme, especially around removing barriers to access for some communities
- 1.4 on National Scheme strategies for consulting with communities about relevant issues
- 1.5 on National Scheme strategies and National Board standards, codes, guidelines, policies, publications, and
- 1.6 initiate discussion on other specific issues of relevance to the scope of Ahpra's business from a consumer and community perspective.

#### 2. Accountability

- 2.1 The Community Advisory Council will have an advisory role to the CEO and Ahpra National Executive.
- 2.2 The Community Advisory Council will have an advisory role to the Agency Management Committee.
- 2.3 The Community Advisory Council and the Agency Management Committee will collaborate to develop an annual workplan.
  - 2.3.1 A representative from the Community Advisory Council will attend an Agency Management Committee meeting biannually or as requested to highlight any new or significant community issues and to discuss the Council's workplan.
- 2.4 The opinion of the Community Advisory Council will be provided for information to the National Boards via specific requests, regular communiqués and with a representative of the council attending the Forum of NRAS Chairs, Accreditation Liaison Group, and other committees and advisory groups as required.

#### 3. Membership

- 3.1 The Community Advisory Council will have up to 10 members in addition to the Chair, selected through an expression of interest process and appointed by the Ahpra CEO.

- 3.2** At least two positions in the membership of the Community Advisory Council will be available for persons who identify as an Aboriginal and/or Torres Strait Islander Person.
- 3.3** Membership actively aims for diversity with consideration given to the broad Australian community and representation sought from young people; culturally and linguistically diverse communities; LGBTIQ+; people with disabilities and people from rural and remote communities. Consideration will also be given to community advocates with lived experience of the notifications process, and strong local community connections.
- 3.4** Members will be appointed for up to three years. Members are eligible for re-appointment for a maximum of three consecutive terms. An exception to this may be considered if the need arises to support succession planning and transition for the role of Chair.
- 3.5** A member may continue holding office at the end of his or her appointment period for a period of not more than six months to enable the position to be filled, whether by re-appointment or the appointment of a successor.
- 3.6** Ahpra staff may attend as observers at the discretion of the council.
- 3.7** The following persons are ineligible for appointment, in perpetuity:
  - 3.7.1 anyone who has served as a member on the Agency Management Committee or on a National Board or Panel in the National Scheme, or
  - 3.7.2 a currently or formerly registered health practitioner, or
  - 3.7.3 anyone who has been employed by Ahpra.

#### **4. Chair**

- 4.1** The Chair will be selected through an expression of interest to current CAC members who have served not less than one year as a member of the council.
- 4.2** The Chair will be appointed by the Ahpra CEO.
- 4.3** The Chair can be appointed for up to three years and is eligible for re-appointment but may not serve more than two terms as chair. An exception to this may be considered if the need arises to support succession planning.
- 4.4** If the chair position is unfilled, the Ahpra CEO can appoint a member of the CAC to act as interim Chair until an expression of interest process to appoint a full-term Chair, as identified in Section 4.1 of the Terms of reference, is completed.

#### **5. Meetings**

- 5.1** The Community Advisory Council will meet quarterly.
- 5.2** Meetings will be held face to face at least twice each year if possible and depending on public health advice and/or by teleconference/videconference as required.
- 5.3** The Community Advisory Council may make decisions out-of-session electronically. Members will abide by their signed confidentiality agreement.
- 5.4** National Boards and Ahpra may choose to request through its Secretariat to attend a meeting to seek advice from the Community Advisory Council.
- 5.5** The Secretariat and the Chair will develop each meeting agenda with the Ahpra CEO providing final approval.

## **6. Procedures**

- 6.1** The Community Advisory Council will develop, and work to, an annual workplan, as developed with the Agency Management Committee (see 2.3).
- 6.2** The Community Advisory Council will adopt procedures consistent with the National Boards for ease of administration, including declarations of any conflicts of interest.

## **7. Quorum**

- 7.1** The quorum is to be at least 50 per cent of the council with the Chair or interim Chair in attendance.

## **8. Consultation**

- 8.1** The Community Advisory Council may choose to convene a subcommittee to discuss and provide input into National Board standards, codes, guidelines, policies, publications and other specific issues. Membership of subcommittees may include community representatives who are not members of the Community Advisory Council.
- 8.2** National Boards and Ahpra may choose to invite a member of the Community Advisory Council to participate in a steering committee, working group or other committee to provide a community voice on issues that affect the community.
- 8.3** Community Advisory Council to attend Ahpra events at a local/state level as required to facilitate consumer/community awareness and consultation.

## **9. Communications**

- 9.1** The Community Advisory Council will publish agreed communiqués on the Ahpra website after each meeting and directly distribute them to the Agency Management Committee and the Forum of NRAS Chairs.
- 9.2** The Secretariat, with authorisation from the Ahpra CEO, will manage any external requests for comment made to the Chairs or members.

## **10. Terms of reference review period**

- 10.1** The Community Advisory Council Terms of Reference to be reviewed every two years.

## **11. Remuneration**

- 11.1** The Community Advisory Council and any member of its subcommittee/s will receive a sitting fee for attending meetings at the same rate as National Board members.

## **12. Secretariat**

- 12.1** The Secretariat will be provided by Ahpra.