

Optometry Board of Australia – Registration and Notifications Committee

25 May 2023

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 exercise any functions or powers delegated to the Committee under section 37 of this law.

2. Functions

The Committee will:

- 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 prior to them coming to the Committee and during Committee meeting discussions
- advise the Board on any policy issues and emerging trends relating to registration and notifications
- advise the Board and Ahpra on the ongoing relevance of the instrument of delegations, and
- consider and provide advice to the Board on matters that may be outside the Committee's delegated authority, as requested by the Board from time to time.

3. Membership

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

Diversity

The Board has a preference that there be a balance of practitioner and community members and people from a diverse background¹. At least half of the committee will be practitioner members. There will be a minimum of three community members.

Members are to be appointed 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 external members. There will be a maximum of eight members.

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. Terms of office

For Board members, the term of appointment to membership of the Committee is in accordance with the Board appointment cycle.

For non-Board members, the term of appointment to membership of the Committee is for a period of three years, with eligibility for reappointment, for a maximum of three terms of office.

The Board may change the membership of the Committee when and as it sees fit.

5. 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.

6. Meetings

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.

7. Quorum

Quorum for the meeting will be four members, with one community member and at least one Board practitioner member in attendance.

At the discretion of the Committee Chair in consultation with the Board Chair, where the appointed community member is unavailable, a quorum may alternatively 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.

8. 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.

9. Voting

A decision of the Committee shall be agreed by a quorum of the Committee.

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.

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. The Committee Chair is delegated the responsibility of maintaining a record of disclosures.

12. Support

Administrative and professional support is to be provided by the relevant Ahpra office. Secretariat support for the Committee will be provided by the Ahpra Regulatory Secretariat department.

13. Review

These terms of reference apply from 25 May 2023. The Board will review these terms of reference at least every two years.

Last reviewed: 25 May 2023.