

# Optometry Board of Australia

## Registration and Notification Committee Terms of Reference

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22 February 2018

### Delegating power

The Registration and Notification 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.

### Functions

The committee will:

- make decisions in relation to registration and notification matters under the delegated authority from the Board as described in the Board's instrument of delegation
- provide professional and/or practitioner input to Australian Health Practitioner Regulation Agency (AHPRA) staff considering optometry registration and notification matters prior to them coming to the committee and during committee meeting discussions
- advise the Board and AHPRA on the ongoing relevance of the instrument of delegation
- make recommendations to the Board on matters that may be outside the committee's delegated authority, and
- consider and provide advice to the Board on matters as requested by the Board from time to time.

### Membership

Members are to be appointed as follows:

- two (2) practitioner members from the National Board (one of whom will be the Chair appointed by the National Board)
- one (1) community member from the National Board, and
- three (3) suitably qualified and experienced optometrists who are not National Board members.

### Appointment of members and term

Members of the Board are appointed to the Committee, by the Board, for their full term as a Board member.

The Board has the discretion to amend a member's term of appointment as required from time to time.

Non-Board members may serve a maximum of up to three consecutive terms of appointment (total a maximum of nine years).

### 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.

### Meetings

The committee shall meet at least monthly by teleconference unless otherwise approved by the Chair of the committee.

Where a teleconference is not possible then any decision reached by the committee must be approved in writing (including email) by the members.

### **Quorum**

Quorum for the meeting will be four (4) members, with one community member and at least one National 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 another National Board onto the committee.

### **Voting**

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

### **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.

### **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.

### **Support**

Administrative and professional support is to be provided by the relevant jurisdictional AHPRA office.

Secretariat support for the Committee will be provided by AHPRA National Committees and Victorian Board Services department.

### **Review**

These terms of reference apply from 22 February 2018

The Board will review these terms of reference at least every two years

Last reviewed: 22 February 2018