

Community Reference Group

22 March 2019

Terms of reference

1. Purpose

The Community Reference Group will complement the role of community members of National Boards, by:

- 1.1 providing information and advice on strategies for building community knowledge and understanding of the role of AHPRA and National Boards in protecting the community and managing professional standards
- 1.2 providing information and advice to AHPRA and National Boards on strategies for consulting the community about issues relevant to their work
- 1.3 providing feedback and advice from a consumer and community perspective on National Board standards, codes, guidelines, policies, publications and other specific issues, as requested by National Boards, and
- 1.4 providing consumer and community perspectives and advice to the National Boards and AHPRA about issues relevant to the National Scheme.

2. Accountability

- 2.1 The Community Reference Group will have an advisory role to the AHPRA CEO. The advice of the Community Reference Group will be provided for information to the Agency Management Committee, National Boards and AHPRA's National Executive.
- 2.2 National Boards and AHPRA may choose to seek advice from the Community Reference Group through its Secretariat.

3. Membership

- 3.1 The Community Reference Group will have up to 10 members in addition to the Chair, selected through an expression of interest process and appointed by the CRG Steering Committee.
- 3.2 At least one position in the membership of the Community Reference Group will be available for a person who identifies as an Aboriginal and/or Torres Strait Islander person.
- 3.3 The following persons are ineligible for appointment:

- 3.3.1 anyone who has served as a member on an AHPRA National Board, Panel or Committee, with the exception of the Chair as identified in Section 4.1 of the Terms of Reference
- 3.3.2 anyone who has been involved in any official capacity in the National Registration and Accreditation Scheme, or
- 3.3.3 a currently registered health practitioner.
- 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 group.

4. Chair

- 4.1 The Community Reference Group will be chaired by a current community member of a National Board. This provides:
 - 4.1.1 a clear connection to the National Boards
 - 4.1.2 assurance that the operations and processes of the Community Reference Group are aligned with the National Boards, and
 - 4.1.3 assurance that National Boards' strategic direction, projects and activities that impact or are of interest to the community are discussed at Community Reference Group meetings.
- 4.2 The Chair is selected through an internal expression of interest process and appointed by the AHPRA CEO for up to three years. The Chair is 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.
- 4.3 The Chair 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.
- 4.4 When a Chair vacancy is unfilled the AHPRA CEO can appoint a member of the Community Reference Group to act as interim Chair until a thorough internal 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 Reference Group will meet face to face at least twice each year and by teleconference as required. The Group may also make decisions out-of-session electronically. Members will abide by their signed confidentiality agreement.

6. Quorum

- 6.1 The quorum is to be at least 50% of the group.

7. Procedures

- 7.1 The Community Reference Group will adopt procedures consistent with the National Boards, which will include declarations of any conflicts of interest.

8. Communications

- 8.1 The Community Reference Group will publish agreed Communiqués on the AHPRA website after each meeting.
- 8.2 The Secretariat, with authorisation from the CEO, will manage any external requests for comment made to the Chair or members.

9. Terms of Reference review period

- 9.1 The Community Reference Group Terms of Reference to be reviewed every two years.

10. Remuneration

- 10.1 The Community Reference Group will receive a sitting fee for attending meetings at the same rate as National Board members.

11. Secretariat

- 11.1 The Secretariat will be provided by AHPRA.