

Registration and Notifications Committee

TERMS OF REFERENCE

Purpose

The Registration and Notification Committee (RNC) is established by the Podiatry Board of Australia (Board) under Clause 11 of Schedule 4 of the Health Practitioner Regulation National Law as in force in each state and territory (the National Law) to exercise any functions delegated under section 37 of the National Law and undertake associated functions as set out in these terms of reference.

Functions

The functions of the RNC are:

- To perform the registration and notification functions delegated by the Board pursuant to s 37 of the National Law as specified in the instrument of delegation, as amended from time to time.
- Provide advice to the Australian Health Practitioner Regulation Agency (Ahpra) staff in relation to registration and notification matters as required.
- Provide advice to Ahpra staff dealing with the Health Complaints Entity as required.
- Advise the Board on issues and emerging trends relating to registration and notifications.
- Advise the Board on issues relating to the RNC, including issues relating to RNC structure, meeting format, schedule and procedures; and delegations to the RNC.

Membership

Members are to be appointed by the Board as follows:

- at least two practitioner members from the Board
- at least two community members from the Board

Members shall be appointed for a term of one year and may be re-appointed.

The Chair of the Board is an ex- officio member of the RNC and holds the same rights as other RNC members, including the right to vote, but does not have a casting vote.

The Chair of the Board will attend the RNC meetings from time to time.

The Chair of the Board at his or her discretion, may temporarily appoint additional members to the RNC in circumstances where:

- there will be insufficient members available to constitute a quorum for a particular meeting or meetings
- the additional member or members appointed are:
 - a member of the Board, or
 - a member of another National Board's Registration and/or Notifications Committee (community member only).

Chair

The Board will appoint a Chair of the RNC for a term of one year. The Chair may be re-appointed.

The Chair of the RNC has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

Deputy Chair

The Board will appoint a Deputy Chair of the RNC for a term of one year. The Deputy Chair may be re-appointed.

The Deputy Chair will assume the role of the Chair when the Chair is absent or has a conflict in relation to a matter being considered by the RNC. In these circumstances, the Deputy Chair has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

If the Chair and Deputy Chair will be absent for a meeting:

- if time permits, the Chair of the RNC will nominate a member of the RNC to preside at the meeting, or
- the members of the RNC who are present at the RNC meeting may elect a member to preside at the meeting.

In the event that a member is nominated by the Chair or elected by members to preside at a meeting of the RNC, the presiding member has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

Defects in appointments of members

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

Meetings

The RNC will meet at least monthly or at the RNC Chair's discretion.

Meetings can be held:

- face-to-face
- via videoconference
- via teleconference
- via email

Quorum

The quorum for a meeting of the RNC is a majority of its members for the time being, at least one of whom is a community member.

Voting

A decision supported by a majority of the votes cast at a meeting of the RNC at which a quorum is present is the decision of the RNC.

Public Interest

Members of the RNC are to act impartially and in the public interest in the exercise of the member's functions.

A member of the RNC is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners as set out in Clause 7 of Schedule 4 of the National Law.

Conflict of Interest

Members of the RNC must comply with the conflict of interest requirements set out in Clause 8 of Schedule 4, of the National Law. The Chair of the RNC is responsible for maintaining the record of conflicts of Interest.

Support

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

Review

These terms of reference apply from 22 February 2023. The Board will review these terms of reference at least every three years.

Last review

22 February 2023