
Qualifications and Skills Assessment Committee

Terms of Reference

Purpose

Pursuant to clause 51 of the Australian and New Zealand Podiatry Accreditation Council (“ANZPAC”) constitution, the Board of Directors (“Board”) has appointed a Qualifications and Skills Assessment Committee (the “Committee” or “QSAC”) to assist the Board to fulfill its requirements as an accreditation authority under the *Health Practitioner Regulation National Law Act 2009 (Qld)* (“National Law”) as adopted in each state and territory of Australia.

The Committee also assists the Board to fulfill its responsibilities to the Podiatrists Board of New Zealand and to the Federal Minister for Immigration and Citizenship in the gazetted role as the assessing authority for the occupation of podiatry under the *Migration Regulations 1994*.

Duties and Responsibilities

Delegated responsibility

The Board delegates to the Committee responsibility to:

- a) Develop, monitor, and report on, the implementation of a consistent national assessment process for overseas-qualified podiatrists and podiatric surgeons seeking registration with the Podiatrists Board of New Zealand or under the National Law, who do not hold a qualification approved by the Podiatry Board of Australia;
- b) Develop, monitor, and report on, the implementation of a consistent national assessment process to identify migrants with suitable qualifications and skills for migration to Australia as a podiatrist through the General Skilled Migration Program;
- c) Contribute to and provide advice to the Board and Executive Officer on national and international developments and discussions concerning podiatry practice; and
- d) Undertake other activities as directed by the Board from time to time.

Membership

Members of the Committee will be chosen with regard to skills, knowledge, experience, qualifications and professional affiliations, which will best contribute to the work of the Committee.

Members will be appointed to the Committee by the Board following a call for nominations and, where necessary, by a vote of the Board. Nomination does not mean a person will be appointed to the Committee. It should be noted this is not a representative role, and Members must, at all times in this role, act in the best interest of ANZPAC.

The Committee shall comprise at least six Members, including:

- a) Two representatives of the Board, one of whom should be either the Chairperson or Deputy Chairperson;
- b) At least two registered podiatrists employed to lecture in podiatric education at a tertiary education provider in Australia or New Zealand
- c) At least one registered podiatrist currently employed in private practice;
- d) At least one community representative; and
- e) Executive Officer (ex officio)

At least one member of the committee shall be from New Zealand.

Members of the Committee will be entitled to remuneration and reimbursement of reasonable expenses in accordance with the Board's *Payment of Honoraria and Other Expenses Policy* as amended from time to time.

The Executive Officer is the Committee Secretary.

Term of Office

Upon appointment of a Member to the Committee, the Board will set a term of office (generally three years) for that Member having regard to Committee succession including length of tenure and rollover dates for existing Members.

Each Member of the Committee is eligible for re-nomination, but may hold office for consecutive terms totaling no more than nine years. There is no limit on the number of non-consecutive terms of appointment a member of the Committee may serve.

The Board may remove a Member for inappropriate conduct including, without limitation:

- a) Failure to act in good faith in the best interests of ANZPAC and for a proper purpose;
- b) Failure to declare a material conflict of interest;
- c) Improper use of their position as a Member;
- d) Improper use of information obtained by virtue of their position as a Member; and
- e) Breach of confidentiality

Chair of the Committee

The Board will appoint a member of the Committee (usually, but not necessarily, one of the Board representatives) as Chair for a term of office determined by the Board.

Should the Committee Chair be absent from a meeting, the Committee Members present must appoint a Chair for that particular meeting.

Meetings

The Committee will meet as determined by the Committee Chair in consultation with the Executive Officer to ensure it discharges its duties and responsibilities, but at least annually. Meetings will be governed by the provisions of the constitution relating to Board meetings in so far as they are applicable and are not inconsistent with any other directions of the Board.

Any matters requiring decision will be decided by a majority of votes of Members present. The Committee Chair shall not have a second or casting vote.

Meeting agendas, along with appropriate briefing materials, will be prepared and provided to Members at least seven days prior to the meeting date. A record of attendance and all declarations made by Members regarding conflicts of interest will be maintained.

Minutes will be prepared, approved by the Committee Chair and circulated to Members within two weeks of the meeting date. Minutes will be confirmed as a true and correct record at the subsequent Committee meeting.

Four Members shall constitute a quorum.

Reporting to the Board

The Committee Chair is required to provide twice-yearly reports to the Board. The manner of reporting may be distribution of a copy of the minutes supplemented by other additional information, including recommendations requiring Board action and/or approval.

Review

The Committee will review at least annually these Terms of Reference and recommend to the Board for approval any appropriate amendments.

Approved by the Board of Directors: 20 November 2015