



AUSTRALIAN
PHYSIOTHERAPY
ASSOCIATION

APA Committee Regulations

Includes ACP College Council, ACP standing committees,
national groups, state chapters and branches.

October 2020

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PART A – INTERPRETATION

Regulation 1: Interpretation

Power to Make Regulations

- 1.1 These Committee Regulations are made pursuant to clause 43.1 of the Constitution.
- 1.1 Except for Regulation 1.3 if any Committee Regulation is inconsistent with a clause of the Constitution, the Constitution will apply to the extent of the inconsistency.

Definitions

- 1.2 The following words have these meanings in this document unless the contrary intention appears:

ACP means the Australian College of Physiotherapists.

ACP Admissions Standing Committee (ASC) means the committee of members who promote objectivity, consistency and transparency in the process of admission to credentialed pathways.

ACP Appeals, Complaints and Grievances Standing Committee (ACGSC) means the committee of members who hear any complaint, grievance or appeal within its remit, in a timely manner according to principles of natural justice and the policy and procedures of the Association.

ACP Australian College of Physiotherapists Council (ACP College Council) means the group of members who provide strategic oversight on education programs and professional development that contribute to the lifelong learning needs of the career pathways of physiotherapists with Standing Committees of Admissions, Fellowship Programs, Complaints, Grievances and Appeals, Credentialing, Education Quality and Faculties Programs.

ACP Credentialing Standing Committee means the committee of members who provide advice on the attainment of competence for credentialed programs.

ACP Education Quality Standing Committee (EQSC) means the committee of members who provide advice on the assurance of quality performance in education activities.

ACP Faculties Programs Standing Committee (FPSC) means the committee of members who provide advice on the implementation and maintenance of quality in curriculum.

ACP Fellowship Programs Standing Committee (FSPSC) means the committee of members who provide advice on the development, implementation, policies and procedures, maintenance and currency of quality in curriculum design and delivery of Fellowship programs.

ACP Group Career Pathway Development Working Parties means the members and non-members who provide advice and guidance on career pathway, curriculum and professional development, identify improvements and make recommendations relating to their respective National Group reporting to the Faculties Program Standing Committee.

APA Board means the APA Board of Directors, referred to as 'the Board' in these regulations.

Association means the Australian Physiotherapy Association ACN 004 265 150.

Association's Code of Conduct means the code of conduct published by the Association from time to time.

ACGSC Panel means the group convened as per regulation 10.8.1 to investigate and determine any appeals, complaints or grievances received.

Branch means a group of members in a geographic area as defined in Section 43 of the APA Constitution.

Branch Council means the committee responsible to the Board for the strategic oversight of matters relating to a respective Branch.

Branch Council Committee Member means a person elected or appointed to a Branch Council Committee.

Career Pathway means the framework of quality assured coursework, mentoring and research with clearly defined optional assessment points as described in the Competence Framework and the Education Framework documentation.

Chairperson means any chair of any committee, elected or appointed in accordance with the Association's Office Bearer Regulations. The Chairperson of the ACP College Council and each Branch Council is known as 'President'.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Australian Physiotherapy Association.

ACP College Council means the Australian College of Physiotherapists.

Committee means a group of Members elected or appointed in accordance with the Office Bearer Regulations to govern the respective objective of Members under clause 43 of the Constitution or the Association's regulations and includes:

- Australian College of Physiotherapists College Council
- ACP College Standing Committees
- National Group Committees
- State Chapter Committees
- Branch Councils
- Other Committees and entities established by the Board.

Committee Meeting means a meeting of any committee pursuant to the Meeting Regulations.

Committee Member means a person who is elected or appointed to a Standing Committee, Working Party, Branch Council, National Group Committee, State Chapter Committee or entity in accordance with the Association's Nominations and Elections Policy.

Committee Regulations mean the Association's regulations for the committees of the Australian College of Physiotherapists, its Working Parties, Panels and Faculties.

Constitution means the Association's Constitution.

Delegate means any person elected or appointed as a Delegate of the respective committee to a relevant WCPT Subgroup pursuant to these Regulations.

Deputy Chairperson means the deputy chair of any committee elected or appointed in accordance with the Office Bearer Regulations. A Deputy Chairperson of the ACP College Council and each Branch Council is known as 'Deputy President'.

Entity means a group of members as approved by the APA Board.

Fellow of the College means a person who has fulfilled the requirements for Fellowship of the Australian College of Physiotherapists.

Meeting Regulations means the Association's regulations for meetings.

NAC means the Association's National Advisory Council.

NAC Regulations mean the Association's regulations for the NAC.

NAC Representative means a person elected or appointed as a NAC Representative in accordance with the NAC Regulations.

National President means the President of the Association.

National Group Member means any person approved as a member of the respective National Group pursuant to these Regulations.

National Group Committee means a Committee who advises on scheduling, content and implementation of professional development events relating to their respective National Group.

National Professional Standards Panel means the Association's National Professional Standards Panel.

Objects means the Objects of the Association set out in the Constitution.

Office Bearer means any director, chairperson, and deputy chairperson or committee member elected in accordance with Part L of these regulations.

Office Bearer Regulations mean the Association's Regulations for Office Bearers.

Recent Graduate means a physiotherapist less than 5 years post registration.

State Chapter means any chapter of a national group established by a national group committee pursuant to these Regulations.

Voting Member means a person entitled to vote at meetings of the respective committee pursuant to the Meeting Regulations.

World Confederation for Physical Therapy (WCPT) Subgroup means any subgroup approved and confirmed by the WCPT from time to time.

Working Party means a group formed by a committee or entity as approved by the CEO to achieve specified goals. Formation of a Working Party is not subject to Part L of these regulations.

- 1.3 All words used in these Committee Regulations will have the same meaning and interpretation as those corresponding words used in the Constitution unless indicated otherwise.

PART B – TERMS

Regulation 2: Election of Chairperson

2.1 Each Committee must elect one of its Voting Members to be its Chairperson in accordance with Part L of these regulations.

Regulation 3: Election of Deputy Chairperson

3.1 Each Committee that includes a Deputy Chairperson(s) must elect one (or two) of its Voting Members to be its Deputy Chairperson(s) in accordance with the Part L of these regulations.

Responsibilities of Chairperson

- 3.2 Each Chairperson must:
- (a) Oversee the conduct of the ordinary business of the respective Committee; and promote and uphold the role and responsibilities of the respective Committee.
 - (b) Fulfil the role of the NAC representative for committees with NAC representation.

Responsibilities of Deputy Chairperson

3.3 Each Deputy Chairperson must assist and deputise in the absence of the respective Chairperson.

Term of Office of Chairperson and Deputy Chairperson(s)

- 3.4 Except in relation to a Chairperson and Deputy Chairperson elected to fill a casual vacancy, each Chairperson's and Deputy Chairperson's term:
- (a) Commences on 1 January of the year after the date they are elected; and
 - (b) Ceases two (2) years after the date their term commenced unless they cease to be the Chairperson or Deputy Chairperson of the respective Committee earlier in accordance with these Committee Regulations.

- 3.5 A person may only be elected or appointed as Chairperson or Deputy Chairperson of the respective Committee for a maximum of two (2) terms.
- 3.6 A person, after serving two (2) terms as Chairperson is not eligible to be elected or appointed as Chairperson of the respective Committee for at least two (2) years after the date their term, including any ex-officio term, ends.

Australian College of Physiotherapists Standing Committee Chairperson

- 3.7 ACP College Council will appoint one of its College Councillors to the position of chairperson for each Standing Committee.
- 3.8 Standing Committee Chairperson Appointments may be reviewed annually by ACP College Council.
- 3.9 The term of each Standing Committee Chairperson will not extend beyond their ACP College Council term.

Committee Members

- 3.10 Any Member is eligible for election in accordance with Part L of these regulations.
- 3.11 Except in relation to the appointment of a person to fill a casual vacancy, each Committee Member's term:
- (a) Commences on 1 January of the year after the date they are elected; and
 - (b) Ceases three (3) years after the date their term commenced unless they cease to hold the position earlier in accordance with these Committee Regulations.
 - (c) A person may only be elected to the respective Committee for two (2) consecutive terms.
 - (d) A person, after serving two (2) consecutive terms as a Committee Member, is not eligible to be elected or appointed as a member of the respective Committee for at least two (2) years after the date their two (2) consecutive terms, including any ex-officio term, ends.

Resignation of Chairperson or Deputy Chairperson or Committee Member

- 3.12 A Chairperson, Deputy Chairperson or Committee Member may resign at any time by giving written notice of their resignation and the date of their resignation to:
- (a) Respective Committee Members; and
 - (b) Any person authorised by the Chief Executive Officer to receive such a notice.
- 3.13 Any person who resigns under Committee Regulation 3.12 ceases to be Chairperson, Deputy Chairperson or a Committee Member of the respective Committee from the resignation date specified in their resignation notice.

Removal of Chairperson, Deputy Chairperson or Committee Member

- 3.14 Each Committee may, by resolution of 75% of the voting members, remove their Chairperson, Deputy Chairperson or a Committee Member at any time subject to the approval of the CEO.
- 3.15 The Board may, in its sole discretion, remove any Chairperson, Deputy Chairperson or a Committee Member at any time.

Cessation of Chairperson, Deputy Chairperson or Committee Member

- 3.16 A person immediately ceases to be Chairperson, Deputy Chairperson or Committee Member of the respective Committee if they:
- (a) Cease to be a Voting Member of the respective Committee for any reason
 - (b) Are elected or appointed as the Chairperson of any other Committee
 - (c) Die or their estate is liable to be dealt with in any way under the laws relating to mental health
 - (d) Are absent, without reasonable excuse or the consent of the respective Committee Members, from three (3) consecutive meetings of the respective Committee
 - (e) Are found guilty of an offence of professional misconduct; or
 - (f) Are removed from office.

Casual vacancy of Chairperson, Deputy Chairperson or Committee Member

- 3.17 If there is a casual vacancy in the position of Chairperson, Deputy Chairperson or Committee Member, the respective Committee must advise the membership of a vacant position and call for nominations in accordance with Part L of these regulations.
- 3.18 Any person elected as Chairperson, Deputy Chairperson or Committee Member will hold office until the expiry of the term of the position they filled.
- 3.19 For the purposes of this regulation, any person elected to fill a casual vacancy is deemed to have served a full term, unless the vacancy is less than one (1) year.

Ex-officio Committee positions

- 3.20 The National President is an ex officio member of all Committees.
- 3.21 Any Committee may, subject to the approval of the Board, appoint any other ex-officio positions to the respective Committee for a term determined by the Committee but not exceeding two years. Ex-officio positions have no voting rights.

Nominations and Voting Pool

- 3.22 Any member whose primary postal address is in a geographic area as defined in section 43 of the constitution is eligible for election or appointment to their respective Branch Committee in accordance with Part L of these regulations.
- 3.23 Any Member of a National Group is eligible for election or appointment to their respective State Chapter Committee in accordance with Part L of these regulations.
- 3.24 Any Member is eligible for election or appointment to the Australian College of Physiotherapists in accordance with Part D and Part L of these regulations.
- 3.25 The incumbent committee will form the voting pool to fill a casual vacancy

PART C – CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Regulation 4: Staff

- 4.1 The CEO will engage the appropriate level of staff to ensure the management of the committees and their roles and responsibilities are fulfilled.
- 4.2 The CEO must ensure any person engaged under Committee Regulation 4.1 is accountable to the CEO and responsible for the management of the respective committee for the conduct of the ordinary business of the respective committee.
- 4.3 The CEO may appoint a staff member as an ex-officio member of any committee of the Association.

Regulation 5: Member Lists

- 5.1 The CEO must ensure:
 - (a) The name, contact details, category of membership, respective branch and state chapter, and other particulars determined by the Board from time to time, for all members of the Association are maintained on the Association's national database in accordance with membership procedures and data entry requirements;
 - (b) The Association keeps a register of individual member progression in the Career Pathway, certified at each level of the Career Pathway, inclusive of Titling, pathways to Fellowship and any other relevant credentialing;
 - (c) Access to personal information collected and stored under Regulation 5.1(a) and Regulation 5.1(b) is restricted in accordance with the requirements of relevant privacy legislation and the Association's policies;
 - (d) Information collected and stored under Regulation 5.1(a) and Regulation 5.1(b) is only circulated to any third party external to the Association if consented by the member and in accordance with the requirements of relevant privacy legislation and the Association's policies;
 - (e) Any member may use the designated credential that has been conferred in accordance with the policies and procedures of the Australian College of Physiotherapists.

Regulation 6: Meetings

- 6.1 All meetings of ACP College Council, all Standing Committees, Committees, Working Parties and entities will be conducted in accordance with the Meeting Regulations. All appointments will be made in accordance with Part L of these regulations.

Regulation 7: Establishment of New Entities

- 7.1 The CEO will approve the establishment of all Committees, Working Parties, Panels and entities, subject to clause 43 of the Constitution.

PART D – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS

Regulation 8: Australian College of Physiotherapists Role

- 8.1 The Australian College of Physiotherapists reports to the Association's Board of Directors.
- 8.2 The primary role of the Australian College of Physiotherapists is to assist the Association to achieve its Objects, through the provision of leadership, communication, representation, and services to all its Members; and to:
- (a) Provide strategic direction for the Australian College of Physiotherapists cognisant of all stakeholders, the changing healthcare environment and community expectations
 - (b) Provide advice on education programs and professional development that contribute to the lifelong learning needs of the career pathways of physiotherapists
 - (c) Promote opportunities for use of technological advances in improving access to, or delivery of, education and professional development
 - (d) Monitor and develop rigour in the activities of the College through vigilant quality improvement processes
 - (e) Participate in the election of directors pursuant to the constitution.
- 8.3 The role of the College is performed by the:
- (a) Australian College of Physiotherapists Council
 - (b) College Standing Committees
 - (c) College Working Parties, Panels and Entities.

Regulation 9: Australian College of Physiotherapists Council Responsibilities

- 9.1 The Australian College of Physiotherapists Council responsibilities are to:
- (a) Provide advice and guidance on the strategic direction and priorities for the Australian College of Physiotherapists cognisant of all stakeholders, the changing healthcare environment and community expectations
 - (b) Make recommendations on matters that impact career pathways, education and credentialing programs
 - (c) Report to the Association's Board on the outcome of reviews and provide an annual Activity Plan

- (d) Delegate functions to, monitor and review the activities of Standing Committees
- (e) Minimise risk in the activities of the College, and contribute to the Association's risk matrices on specific activities
- (f) Develop effective relationships between the Association, the physiotherapy community, universities, and all sectors and stakeholders in the promotion of physiotherapy in the general community
- (g) Accept the outcome of examinations and assessments and progress reports related to Fellowship to enable successful candidates to be awarded Fellowship.

Regulation 10: Australian College of Physiotherapists Council Composition

10.1 Composition of the ACP College Council:

- (a) The ACP College Council will consist of a minimum of six (6) and a maximum of eleven (11) voting members including a President and up to two (2) Deputy Presidents elected in accordance with Part L of these regulations
- (b) The ACP President is not permitted to chair a standing committee
- (c) One of the ACP Deputy Presidents will be the liaison across all Standing Committees.
- (d) Most members will have Standing Committee portfolios, unless their role on the Council is designated Ex-officio
- (e) At any one time there must be a majority of Fellows on the ACP College Council with a maximum of three (3) Fellows from any one (1) discipline. The maximum of three (3) Fellows from any one (1) discipline will commence from 2022
- (f) At any one time there must be a minimum of one (1) member who has experience as an academic at associate professor level or higher
- (g) The ACP College Council will appoint the Standing Committee Chairs from the ACP College Council Members.

10.2 The pre-requisites required to nominate for a position on the ACP College Council are:

- (a) Minimum of five (5) years' experience as a registered physiotherapist
- (b) Post-entry level higher degree (Masters, PhD or Professional Doctorate), Titled, Specialist or demonstrated expertise for a portfolio
- (c) Demonstrated communication ability.

10.3 It is highly desirable for ACP College Council nominees to have experience or knowledge in one or more of the following:

- (a) Professional development or higher education curriculum design, delivery or assessment
- (b) Design, implementation or reporting on quality improvement programs
- (c) Management of annual evaluations of a program or organisation
- (d) Chairing of Committees, Working Parties
- (e) Organisational governance
- (f) Assessment and evaluation of applications for admission to education programs
- (g) Design or delivery of eLearning.

PART E – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS STANDING COMMITTEES

Regulation 11: ACP Standing Committees

11.1 There will be six (6) Standing Committees reporting to the ACP College Council:

- (a) Education Quality (EQSC)
- (b) Credentialing (CSC)
- (c) Admissions (ASC)
- (d) Faculties (FSC)
- (e) Appeals Complaints and Grievances (ACGSC)
- (f) Fellowship Programs (FSPSC).

Role and Responsibility

11.2 The role and responsibility of each Standing Committee is to:

- (a) Provide strategic oversight, advice and guidance
- (b) Establish, monitor and review the activities of Working Parties as required to execute their duties, in accordance with Part B of the regulations
- (c) Promote best practice using effective, efficient, and agreed communication methods with committees and working parties of the College, and consumers of College education and professional development
- (d) Monitor data, reports and trends within the scope of the committee's role and responsibilities, and identify and recommend improvements. Report to ACP College Council on the activities and achievements of the Standing Committee and its Working parties to an agreed schedule
- (e) Form Working Parties for specific tasks as required. The Chairperson of the Working Party will be appointed by the respective Standing Committee.

Composition

11.3 Each Standing Committee Chairperson will be appointed by ACP College Council. Unless otherwise stated in these regulations, each Standing Committee will consist of a:

- (a) Minimum of six (6) and a maximum of eleven (11) voting members, including the Chairperson who will be appointed by the ACP College Council
- (b) A majority of Fellows
- (c) Maximum of three (3) members from any one discipline.

11.4 Unless otherwise stated in these Regulations, it is highly desirable for each Standing Committee to include:

- (a) One (1) member who has experience as an academic at associate professor level or higher
- (b) One (1) member who is a recent physiotherapy graduate
- (c) One (1) member who has experience or knowledge of the Career Pathway
- (d) One (1) member who has experience or knowledge of Titling
- (e) One (1) member who has experience or knowledge of Fellowship programs.

Regulation 12: ACP Admissions Standing Committee (ASC) Role, Responsibilities and Composition

Role and Responsibilities

12.1 The Admissions Standing Committee roles and responsibilities are to

- (a) Provide advice and promote objectivity, consistency and transparency in the process of admission to credentialed programs
- (b) Provide advice on policy and procedures relating to admissions
- (c) Provide advice and guidance for clear, accurate requirements and recognition of prior learning (RPL) for admission to credentialed programs
- (d) Monitor and review entry requirements and make recommendations as appropriate
- (e) Monitor data, reports and trends on admission applications and outcomes, progression and completion rates for credentialed programs, and identify and recommend improvements.

Composition

- 12.2 The composition of the ACP Admissions Standing Committee will be as outlined in Regulation 11.3 of these regulations.
- 12.3 It is highly desirable for at least one (1) member to have experience with admissions to higher education.

Regulation 13: ACP Appeals, Complaints and Grievances Standing Committee (ACGSC) Complaints, Grievances and Appeals Standing Committee

Role and Responsibilities

- 13.1 The Appeals, Complaints and Grievances Standing Committee, Complaints, Grievances and Appeals Standing Committee roles and responsibilities are to:
- (a) Promote fairness, consistency and transparency for all stakeholders in education, professional development and other activities of the College through risk identification
 - (b) Consider any appeal, complaint or grievance within its remit, in a timely manner according to principles of natural justice and the policy and procedures of the College.
- 13.2 The ACGSC CGASC must only consider complaints pertaining to members' education and the APA career pathway, and are not related to the following categories:
- (a) Alleged conduct that may fall under the Physiotherapy Board of Australia, or other panel, commission, tribunal or court of competent jurisdiction to constitute unprofessional conduct or unsatisfactory professional performance (or similar)
 - (b) Alleged conduct that may fall under the APA National Professional Standards Panel
 - (c) Alleged conduct or action prejudicial to the interests of the Association, its Members or the physiotherapy profession generally
 - (d) Alleged conduct or action bringing the Association, its Members or the physiotherapy profession into disrepute
 - (e) Alleged conduct or action that fails to comply with the Constitution and APA Code of Conduct.
- 13.3 Refer complaints outside its remit to the Physiotherapy Board of Australia, or other appropriate agency that has statutory authority to investigate the matter.

- 13.4 The ACGSC CGASC will receive any complaint pertaining to admissions or activities of the programs, courses or professional development offered by the College and:
- (a) Receive complaints to the College about alleged conduct of its programs, activities and processes
 - (b) Ensure no party to any matter is disadvantaged as a consequence of making a complaint or appeal
 - (c) Maintain confidentiality of all parties and details to any matters before the committee
 - (d) Ensure declaration of conflict of interest of members, real or apparent, before engaging in any matter
 - (e) Use committee findings to identify risks to the quality of College programs, courses and other professional development offered
 - (f) Use committee findings, as appropriate, to provide advice and improve processes of the College and its programs, courses and professional development activities
 - (g) Report to the ACP College Council including an analysis of its activity and recommendations for innovation and improvements
 - (h) Conduct proceedings in accordance with the policy and procedure of the College and principles of natural justice
 - (i) Demonstrate best practice in the management of complaints, grievances and appeals

Composition

- 13.5 The Appeals, Complaints and Grievances Standing Committee Complaints, Grievances and Appeals standing committee will consist of five (5) members, one (1) of whom may be from another profession.

Panels

- 13.6 Panels will be convened as required to investigate and determine specific appeals, complaints or grievances received.

- 13.7 Outcomes of all Appeals will be communicated over the signature of the CEO.

Composition of Panel.

- 13.8 The Panel will be three (3) people, the Chair of the CGASC or their nominee, a panel member drawn from the ACGSC, and one member drawn from the ACGSC or a person identified by the Chair for their expertise appropriate to the matter.
- 13.9 The Panel Chairperson and two (2) panel members will be appointed by the Appeals, Complaints and Grievances Standing Committee.

Regulation 14: ACP Credentialing Standing Committee (CSC) Role, Responsibilities and Composition

Role and Responsibilities

- 14.1 The Credentialing Standing Committee roles and responsibilities are to:
- (a) Provide advice guidance and monitor the attainment of credentials ensuring appropriate validation through rigorous and transparent assessment
 - (b) Ensure that appropriate moderation of assessment occurs in all credentials
 - (c) Provide guidance and monitor objectivity, transparency and consistency in criteria and processes for credentialing
 - (d) Provide advice on objectivity, transparency and consistency on non-credentialed education program assessment
 - (e) Monitor and report on improvements to the quality of, and equivalence of assessment across courses of the same level
 - (f) Develop training processes for assessors of credentialed programs
 - (g) Table the outcome of Examinations related to Fellowship to ACP College Council to enable successful candidates to be awarded Fellowship
 - (h) Monitor independence of the award of Fellowship by ACP College Council.

Composition

- 14.2 The composition of the ACP Credentialing Standing Committee will be as outlined in Regulation 11.3 of these regulations.

- 14.3 It is highly desirable for members to have experience or knowledge of at least one of the following:
- (a) Design, implementation and moderation of assessment
 - (b) Contemporary developments in assessment and feedback for learning
 - (c) Recognition of prior learning.
- 14.4 One (1) member should be the Chair of the APA Educators National Group or their nominee.

Regulation 15: ACP Education Quality Standing Committee (EQSC) Role, Responsibilities and Composition

Role and Responsibilities

- 15.1 The Education Quality Standing Committee roles and responsibilities are to provide advice and guidance
- (a) In the assurance of educational quality performance activities of the College
 - (b) To ensure quality assessment and improvement is embedded in all types of education and professional development offered by the College
 - (c) To support the development of best practice in the education and professional development programs offered by the College
 - (d) In the review of reports from the Fellowship Programs and Faculties Standing Committees, National Groups and entities delivering professional development and education for compliance with requirements of the College and relevant external bodies against an agreed schedule, and in accordance with the policy and procedures of the College
 - (e) In the evaluation of systems used for maintaining standards in programs and courses and the validation of new programs and courses to ensure they are fit for purpose according to an agreed schedule
 - (f) Review of the processes across education and program evaluations and oversee the effective implementation of review recommendations
 - (g) Management of risks to the quality of offered programs, courses and other professional development and propose management strategies
 - (h) Quality improvement enhancements arising from program, course and other professional development reviews

- (i) Benchmarking College educational quality improvement processes against relevant industry standards according to an agreed schedule
- (j) In regard to quality assurance to programs/groups within the College structure
- (k) Distribute and communicate significant external reports to relevant standing committees informing best practice in education from relevant organisations or authorities
- (l) Ensure any reports described in 15.1(l) are reviewed for relevant findings and actions, and any necessary actions arising are implemented
- (m) Monitor and review the activities of ACP Standing Committees.

Composition

15.2 The composition of the Education Quality Standing Committee will be as outlined in Regulation 11.3 of these regulations.

15.3 It is highly desirable for members to have experience or knowledge of at least one (1) of the following:

- (a) Admissions to higher education
- (b) Educational quality assurance
- (c) A health service manager who is a registered physiotherapist
- (d) A member of the Fellowship Programs Quality Improvement Working Party
- (e) The chair of the APA Educators National Group or their nominee.

Regulation 16: ACP Faculties Programs Standing Committee (FPSC) Role, Responsibilities and Composition

Role and Responsibilities

16.1 The Faculties Programs Standing Committee roles and responsibilities are to:

- (a) Provide advice and guidance on the strategic direction of APA professional development and education programs cognisant of the needs of stakeholders, changing healthcare environment and community expectations

- (b) Provide advice and guidance on the implementation and maintenance of quality in curriculum design and delivery in the professional development of the Faculties and entities of the College
- (c) Provide advice and guidance on the implementation and review of the Competence Framework relating to professional development activities of the faculties and entities of the College
- (d) Provide advice on policy and procedures relating to professional development
- (e) Provide recommendations on the resourcing of professional development
- (f) Provide advice on curriculum development, delivery and assessment of professional development
- (g) Provide advice and guidance on the use of technology in professional development.
- (h) Monitor the assessment and management of risk in education and professional development provided by the College
- (i) Monitor the implementation of the Competence Framework in professional development, and report on any recommendations for change to the College
- (j) Identify opportunities for international access to College professional development
- (k) Report to the ACP College Council on its activities and make recommendations on innovation or improvements as necessary
- (l) Recommend policy and procedural principles for the operation of professional development and education programs consistent with legal requirements and community expectations to ACP College Council
- (m) Review courses to ensure correct alignment to the Competence Framework.

Composition

16.2 The composition of the ACP Faculties Standing Committee will be as outlined in Regulation 11.3 of these regulations

16.3 It is highly desirable for members to have experience or knowledge of at least one of the following:

- (a) eLearning curriculum development
- (b) Curriculum or course development
- (c) Clinical stream National Group office bearer or committee member
- (d) Health service manager who is a registered physiotherapist

- (e) Non-clinical stream National Group office bearer or committee member.

Regulation 17: ACP Fellowship Programs Standing Committee (FSPSC) Roles and Responsibilities

Role and Responsibilities

17.1 The Fellowship Programs Standing Committee roles and responsibilities are to

- (a) Provide advice and guidance on the development, implementation, review, and maintenance of quality in all pathways leading directly to Fellowship of the ACP
- (b) Provide advice and recommendations to the ACP College Council on the strategic direction of Fellowship pathways, cognisant of relevant changes in the external environment, stakeholder perspectives, and identified challenges
- (c) Provide advice and recommendations to the ACP College Council on policy and procedures relating to the Fellowship programs, including in emerging areas
- (d) Provide advice and recommendations to the ACP College Council on the resourcing requirements of all programs leading directly to Fellowship of the ACP
- (e) Oversee the delivery of all Fellowship programs
- (f) Provide advice on developing and maintaining alignment of competencies in the Fellowship programs with the APA Career Pathway Competence Framework
- (g) Implement innovation to enable appropriate equity of access and cost effectiveness of Fellowship programs
- (h) Provide advice and guidance on support, resources, and training for people involved in the delivery of Fellowship programs
- (i) Review reports and consider recommendations by the Education Quality and Credentialing Standing Committees for improvements to programs leading to Fellowship
- (j) Establish a Fellowship Programs Quality Improvement Working Party and an External Fellowship Programs Advisory Group
- (k) Report to the External Fellowship Programs External Advisory Group, a minimum of twice per year, and receive recommendations for program improvements and changes from the Fellowship Programs External Working Group via ACP College Council
- (l) Report to the ACP College Council on Fellowship Program activities, including progression and completion rates, initiatives and proposed curriculum changes, and response(s) to identified risk

- (m) Make recommendations to the ACP College Council on innovation and improvements, as necessary, in collaboration with the relevant standing committees
- (n) Comply with accreditation requirements for the Specialisation Fellowship Training Program.

Composition

17.2 The composition of the Fellowship Programs Standing Committee will be as described in Regulation 11.3 of these regulations.

17.3 It is highly desirable for:

- (a) At least one (1) Fellow from a clinical stream
- (b) At least one (1) Fellow from a non-clinical stream
- (c) A member with research/publication experience
- (d) A Fellow with experience as a facilitator/mentor
- (e) A member from the higher education sector
- (f) A member with e-learning and curriculum development experience
- (g) A recent graduate of the Specialisation pathway to Fellowship
- (h) A member with experience in a rural/remote work environment
- (i) A member with a skillset as determined by the FPSC at the time of elections.

PART F – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS – FACULTIES PROGRAMS STANDING COMMITTEE – GROUP CAREER PATHWAY DEVELOPMENT WORKING PARTIES

Regulation 18: ACP Faculties Standing Committee (FSC) Group Career Pathway Development Working Parties Role, Responsibilities and Composition

18.1 The Faculties Group Career Pathway Development Working Parties report to ACP Faculties Programs Standing Committee.

Role and Responsibilities

18.2 The Faculties Group Career Pathway Development Working parties will:

- (a) Communicate with and advise their respective National Group Committee, and through the National Group Committee its State Chapters
- (b) Make recommendations in the best interests of the profession.

18.3 The Faculties Group Career Pathway Development Working parties may establish, monitor and review the activities of other Working Parties as required to execute their duties, in accordance with Part B of the regulations.

18.4 The ACP Group Career Pathway Development Working Parties will, as relevant to the sub-discipline and as required:

- (a) Map and review course alignment to the APA Career Pathway and relevant international standards
- (b) Provide advice, guidance and undertake activities to support the implementation of the APA Career Pathway and Competence Framework in relation to Career pathways, curriculum and course design, review and guidance on the criteria and selection of course providers and future presenters and peer review
- (c) Provide advice and guidance on pre-requisites for progression through to milestone 3 as described in the Competence Framework
- (d) Provide advice and guidance on the alignment of external post-graduate courses to the APA Career Pathway and Competency Framework
- (e) Provide advice and guidance on professional development topics, content, courses or presenters
- (f) Execute international accreditation activities as relevant to the WCPT subgroup

- (g) Provide advice and guidance on professional practice standards, activities or the equivalent.

Composition

- 18.5 Each ACP Group Career Pathway Development Working Party member will have relevant skills and experience to conduct the function of the working party.
- 18.6 Unless otherwise stated in these regulations, it is highly desirable for each Group Career Pathway Development Working Party to have the majority of the following skills and experience represented across the members:
 - (a) Knowledge of the Career Pathway and Competence Framework
 - (b) Experience in Titling
 - (c) Experience with Fellowship programs
 - (d) Post-graduate qualifications or an APA credential at Milestone Level 3 or higher
 - (e) Experience in curriculum design, lecturing or assessment at post-graduate level
 - (f) Understanding of the APA professional development delivery strategy.

PART G – NATIONAL GROUPS

Regulation 19: Rights of Members of National Groups

19.1 Any Member may apply for concurrent membership of one (1) or more National Groups.

Regulation 20: National Groups Roles and Responsibilities and Composition

20.1 The National Groups report to the APA Board of Directors.

Role

20.2 The National Committee of each National Group will:

- (a) Assist the Association to achieve its objects, through the provision of leadership, communication, representation and services to all members within the National Group's area of expertise
- (b) The role of each National Group is performed by the respective National Group National Committee and the State Chapters of the respective National Group.

Responsibilities

20.3 The National Group committee, subject to approval by the CEO, has responsibility to:

- (a) Exercise any powers the Board or College may delegate to it
- (b) Establish State Chapters of the National Group
- (c) Remove any State Chapter after consultation with the respective Branch Council and State Chapter Committee
- (d) Subject to approval by the CEO, establish Working Parties
- (e) Participate in the election of Directors pursuant to the Constitution
- (f) Support the APA professional development delivery strategy
- (g) Review professional development data
- (h) Provide advice on a national approach to the location and timing of current or new courses in the annual professional development schedule
- (i) Ensure State Chapters are providing support to meet all deliverables of the PD calendar

- (j) Provide advice on suggested physiotherapy workforce requirements, topics, content, courses, workshops or presenters for consideration by the ACP Group Career Pathway Development Working Parties
- (m) Provide other advice and assistance as required
- (n) Make recommendations for improvements and innovations.

Composition

20.4 Each National Group Committee will consist of the state chapter chairs of the respective national committee with a minimum of four (4) and a maximum of seven (7) members, one (1) of whom will act as chair elected in accordance with Part L of these regulations. Membership will include:

- (a) The respective National Group Chairperson
- (b) No more than two (2) respective National Group Deputy Chairperson(s)
- (c) The respective State Chapter Chairperson according to these Committee Regulations
- (d) Any ex-officio positions of the respective National Group Committee pursuant to these Committee Regulations.

Regulation 21: National Group Delegate to WCPT subgroup

21.1 Any National Group National Committee may appoint a member of the respective National Group to be the National Group Delegate to any relevant WCPT Subgroup in accordance with Part L of these regulations. The National Group Delegate is expected to communicate regularly with their respective National Group National Committee on key issues arising from the WCPT subgroup.

Regulation 22 Term of office of National Group Delegate to WCPT subgroup

22.1 Except in relation to the appointment of a National Group Delegate to fill a casual vacancy, the National Group Delegate's term: (a) commences on 1 January of the year after the date they are elected and is based on the specific terms and regulations of the relevant WCPT subgroup.

PART H – STATE CHAPTER COMMITTEES

Regulation 23: State Chapter Committees Roles and Responsibilities

23.1 Each State Chapter Committee reports to the National Group Committee.

Responsibilities

23.2 Each State Chapter Committee will:

- (a) Support and consult with its respective National Group Committee
- (b) Liaise with the respective Branch Council(s) and other Committees within the respective Branch
- (c) Provide leadership, communication, representation, and services within the respective Group's area of expertise to its State Chapter Members
- (d) Exercise any powers the respective National Group Committee may delegate to its State Chapter Committees from time to time
- (e) Support the Association's professional development delivery strategy
- (f) Review professional development data as required
- (g) Provide feedback on the location and timing of current or new courses in the annual professional development schedule
- (h) Provide and allocate course convenors and (where required) tutors to courses in their respective states in a fair and transparent manner
- (i) assist to locate appropriate venues for courses
- (j) Provide advice on suggested physiotherapy requirements, topics, content, courses or presenters for consideration by the Faculties Programs Group Career Pathway Development Working Parties
- (k) Facilitate appropriate, high quality lectures
- (l) Facilitate the digital capture of lectures where required
- (m) Provide other advice and assistance as required
- (n) Make recommendations for innovations and improvements.

Composition

23.3 A State Chapter Committee will consist of a maximum of eleven (11) voting members, one (1) of whom will act as chair elected in accordance with the APA Elections Policy. There will not be more than two (2) deputy chairpersons.

- (a) Subject to these Committee Regulations, each State Chapter Committee may in its sole discretion, determine its size whenever the term of any Voting Member of the respective State Chapter Committee term ceases
- (b) Each National Group Chairperson is an ex officio member of the respective State Chapter Committee
- (c) Each Branch Council President is an ex officio member of any State Chapter Committees within their Branch
- (d) Any State Chapter Committee may, subject to the approval of the National Group National Committee, appoint any other ex-officio positions to the respective State Chapter Committee.

PART I – FORMING NEW NATIONAL GROUPS AND WORKING PARTIES

Regulation 24: Forming New Groups and Working Parties

- 24.1 The Board, at its sole discretion, may establish a National Group or Working Party without an alternate application to another committee or Working Party.
- 24.2 Any group of members may apply to the Board to establish a National Group subject to Clause 43 of the APA Constitution.
- 24.3 The Board's decision on whether a National Group application under Committee Regulation 24.1 is approved is final and binding.
- 24.4 Any group of members may establish a Working Party subject to Part C of these regulations.

PART J – BRANCHES

Regulation 25: Branch Role and Responsibilities

Role

- 25.1 Assist the Association to achieve its Objects, through the provision of leadership, communication, representation, and services to all Members within the respective Branch.
- 25.2 The role of each Branch is performed by:
- (a) Its Branch Council
 - (b) Any Branch Regional Groups of the respective Branch
 - (c) Staff appointed under Part B of these Regulations.

Responsibilities

- 25.3 Subject to any directions of the Board, each Branch must, in the performance of its role:
- (a) Uphold and promote the Association's policies, procedures, and guiding principles
 - (b) Participate in the Association's strategic planning and policy development
 - (c) Implement the Association's strategic goals
 - (d) Communicate and collaborate effectively with other Committees, Entities and Working Parties within the Association
 - (f) Manage its resources effectively and efficiently
 - (g) Provide to all Members any services identified by the APA Board as core services
 - (h) Co-ordinate activities of the Association
 - (l) Support activities of any Branch Committees
 - (j) Support and assist other Branches
 - (k) Promote, coordinate and support Members' professional development
 - (l) Communicate the value and significance of physiotherapy to key target audiences

- (m) Build effective working relationships with key internal and external stakeholders
- (n) Refer appropriate matters to the National Professional Standards Panel
- (o) Identify, act and advocate on relevant issues and trends in the local health care environment
- (p) Promote professional standards and encourage Members to adhere to the Association's Code of Conduct
- (q) Participate in the election of Directors pursuant to the Constitution.

PART K – BRANCH COUNCILS

Regulation 26: Branch Council Role Responsibilities and Composition

26.1 Branch Councils report to the APA Board of Directors.

Role and Responsibilities

26.2 Each Branch Council, subject to the directions of the CEO, will:

- (a) Exercise any powers the Board may delegate to the respective Branch Council
- (b) Participate in the election of Directors pursuant to the Constitution
- (c) Create Working Parties, as approved by the CEO, to execute their duties in a timely manner.

Composition

26.3 Any Branch Council shall consist of a minimum of six (6) and a maximum of eleven (11) Voting Members, one (1) of whom will act as chair elected in accordance with Part L of these regulations.

The membership will include:

- (a) A Branch President
- (b) Not more than two (2) Branch Vice Presidents
- (c) Any other Voting Members of the respective Branch Council elected or appointed pursuant to Part L of these regulations; and
- (d) Any ex-officio members of the respective Branch Council appointed pursuant to Part L of these regulations.

26.4 Subject to Regulation 26.2, each Branch Council may in its sole discretion, determine its size whenever the term of any respective Voting Member ceases.

26.5 Any Branch Council may, subject to the approval of the CEO appoint any other ex-officio members to the respective Branch Council for a term determined by the Branch Council but not exceeding two (2) years.

PART L – APA ELECTIONS

Regulation 27: Scope

27.1 Part L of these regulations applies to all staff and office bearers.

Regulation 28: Election of Office Bearers

28.1 The CEO must ensure that elections for office bearer positions are carried out in a fair and transparent manner:

- (a) Elections must be carried out in accordance with the constitution and regulations of the organisation
- (b) The Returning Officer is solely responsible for overseeing election procedures
- (c) All eligible members have the opportunity to participate fairly in elections for which they are eligible.

Regulation 29: Accountability and Returning Officers

29.1 The following table establishes the current delegations for APA nominations and elections. This table will be reviewed and amended as required by the CEO at the commencement of the APA's annual election cycle:

Election	Returning Officer
Board Elections (including officers)	Chief Executive Officer
Board Committees	Chief Executive Officer
Branch Council	Branch Manager
National Group Committee (all)	Manager – State Branches and National Groups
National Professional Standards Panel	Chief Executive Officer
Journal of Physiotherapy	Journal of Physiotherapy Manager
Australian College of Physiotherapists	Manager ACP College Council and Committees
Admissions Standing Committee	Manager ACP College Council and Committees
Fellowship and Specialisation Standing Committee	Manager ACP College Council and Committees
Credentialing Standing Committee	Manager ACP College Council and Committees
Education Quality Standing Committee	Manager ACP College Council and Committees
Appeals, Complaints and Grievances Standing Committee	Manager ACP College Council and Committees
Other	Chief Executive Officer

Regulation 30: Entities

30.1 The election / appointment of members to the following bodies must be made in accordance with Part L of these regulations

- a) The Board of Directors
- b) All Branch Councils
- c) All National Group committees
- d) All management advisory committees
- e) National Professional Standards Panel
- f) Journal of Physiotherapy Editorial Board
- g) ACP College Council
- h) ACP College Council Standing committees
- i) The National Advisory Council.

Regulation 31: Specified Election timeframes

31.1 All elections will be:

- (a) Conducted by 15 December for positions vacant in the following year
- (b) Conducted in accordance with regulation 32.

Regulation 32: Conduct of Election

32.1 Election of office bearers will be conducted as follows:

- (a) The election of office bearers for the following year will take place no later than the 16th December in each year, in accordance with this policy. The election of office bearers will be conducted by the incumbent committee. This will not apply to the Board of Directors
- (b) Nominations will be called by the Returning Officer in October each year and be open for 21 days
- (c) In the event the number of nominations is equal to or less than the number of positions to be filled the members so nominated will be declared to have been elected unopposed
- (d) In the event there are insufficient nominations to fill all vacant positions, eligible members may later be appointed to the positions as if they were casual vacancies
- (e) In the event of there being more nominations than vacancies to be filled, a ballot will be conducted

- (f) If the requirement for a majority of Fellows on the Australian College of Physiotherapists ACP College Council is not met a casual vacancy will be declared and the ACP College Council will have the discretion to appoint a Fellow
- (g) A nominee can nominate for the ACP College Council and for an ACP Standing Committee(s)
- (h) The Returning Officer will provide a ballot electronically to each member who is entitled to vote at least 21 days before the election date
- (i) The closing date for the election will be clearly notified on the ballot which must be delivered by the closing date
- (j) The election will be conducted in accordance with the preferential voting system
- (k) The results of the election will be communicated to the candidates and the chairperson of the relevant body.
- (l) After the ballot is closed the Returning Officer will notify all candidates and the chairperson of the entity of the result.
- (m) In the event that a casual vacancy is to be filled in accordance with PART B if there are more nominations than vacancies then a ballot will be conducted

Regulation 33: Preferential voting system

33.1 In the event nominations received outnumber the vacancies to be filled a secret ballot will be conducted among eligible voters present, or by ballot in accordance with the following procedures:

- (a) Candidates' names will appear on the ballot paper in the order randomly drawn by the Returning Officer.
- (b) Members entitled to vote will record the numeral one against the candidate of their first choice, two against their second choice, and so forth down to the candidate of their last choice who will receive the highest numeral vote and therefore the lowest value.
- (c) For a vote to be valid, an eligible member must vote for all candidates in numerical sequence as described above.
- (d) The result of a ballot is determined by the Returning Officer declaring elected the candidate(s) with the lowest total vote(s).
- (e) In the event of a tied total the Returning Officer will determine the result of the ballot on a count-back system i.e., the candidate with the highest number of number one votes will be declared the winner. If there is still a tie, number two votes are "counted-back". If necessary, number three, four etc. until one candidate is a clear winner.



33.2 In the event the vote is still tied after the procedure described above has been carried out, the Returning Officer may determine the result of the ballot by other means approved by the Board; or by calling a new election.

33.3 Appeals against any declaration or ruling by a Returning Officer will be directed to the Board whose decision, subject to Corporations Law, will be final.

