



# APA Committee Regulations

Includes ACP College Council, ACP Standing Committees, ACP, National Groups, State Chapters and Branches.

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September 2022

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# CONTENTS

PART A – INTERPRETATION .....	2
PART B – OFFICE BEARERS .....	6
PART C – CHIEF EXECUTIVE OFFICER RESPONSIBILITIES .....	12
PART D – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS .....	14
PART E – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS STANDING COMMITTEES .....	16
PART F – NATIONAL GROUPS .....	23
PART G – STATE CHAPTER COMMITTEES .....	25
PART H – FORMING NEW NATIONAL GROUPS AND WORKING PARTIES .....	27
PART I – BRANCHES .....	28
PART J – BRANCH COUNCILS .....	30
PART K – APA ELECTIONS .....	31
PART L – APA COMMITTEE VALUES AND COMMITMENT .....	34

## 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 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, Fellowship Pathways, Complaints, Grievances and Appeals, Assessment and Credentialing, and Standards and Quality Programs.

**ACP Assessment and Credentialing Standing Committee (ACSC)** means the committee of members who provide advice on the attainment of competence for credentialed programs.

**ACP Standards and Quality Programs Standing Committee (SQPSC)** means the committee of members who provide advice on the Standards, Physiotherapy Competence Framework and quality assurance of the programs.

**ACP Fellowship Programs Standing Committee (FPSC)** means the committee of members who provide advice on the development, implementation, policies and procedures, maintenance, currency and delivery of Milestone three (3) and Four (4) programs.

**ACP Member** means a financial Titled member or financial Fellow of the ACP.

**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.

**Advisory Panel** is a group convened to address ongoing matters formed by a Standing Committee or entity as approved by the CEO. Advisory Panels are not subject to Part L of these regulations.

**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 or their delegate.

**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, College or 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 Standards and Quality.

**Constitution** means the Association's Constitution.

**Delegate** means any person elected or appointed as a Delegate of the respective committee to a relevant World Physio 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.

**Ex-officio** a member of a body who holds the role as a result of their status or another position that they hold.

**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.

**Milestone three (3) and four (4)** as defined in the competence framework.

**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 APA.

**National Chair** means the Chair of the APA Board.

**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 Physiotherapy is the Operating name of the World Confederation of Physical Therapy (WCPT)**

**World Physiotherapy (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 for a defined period to achieve a specific goal as approved by the CEO. 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 – OFFICE BEARERS

### Regulation 2: Chairperson, Deputy Chairperson and Committee Members Chairperson

- 2.1 Each Committee must elect one of its Voting Members to be its Chairperson in accordance with Part L of these regulations.
- 2.2 Each Chairperson must:
- (a) Oversee the conduct of all 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.
- 2.3 Except in relation to a Chairperson elected to fill a casual vacancy, each 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 of the respective Committee earlier in accordance with these Committee Regulations.
- 2.4 A person may only be elected or appointed as Chairperson of the respective Committee for a maximum of two (2) consecutive terms.
- 2.5 A person, after serving consecutive 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.

### Resignation of Chairperson

- 2.6 A Chairperson 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.
- 2.7 Any person who resigns under Committee Regulation 2.6 ceases to be Chairperson, of the respective Committee from the resignation date specified in their resignation notice.

### **Removal of Chairperson**

- 2.8 Each Committee may, by resolution of 75% of the voting members, remove their Chairperson, at any time subject to the approval of the CEO.
- 2.9 The Board may, in its sole discretion, remove any Chairperson, at any time.

### **Cessation of Chairperson**

- 2.10 A person immediately ceases to be Chairperson, 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**

- 2.11 If there is a casual vacancy in the position of Chairperson, the respective Committee must fill the vacancy from within the committee. If no suitable candidate is available the vacancy will be filled in accordance with Part L of these regulations.
- 2.12 Any person elected as Chairperson will hold office until the expiry of the term of the position they filled.
- 2.13 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.

### **Deputy Chairperson**

- 2.14 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.
- 2.15 The Deputy Chairperson must assist and deputise in the absence of the respective Chairperson.



- 2.16 Except in relation to a Deputy Chairperson elected to fill a casual vacancy, each 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 Deputy Chairperson of the respective Committee earlier in accordance with these Committee Regulations.
- 2.17 A person may only be elected or appointed as a Deputy Chairperson of the respective Committee for a maximum of two (2) consecutive terms. If the Deputy Chairperson is not then elected to the role of Chairperson they are not eligible to be elected or appointed to the respective Committee for at least two (2) years.

#### **Resignation of Deputy Chairperson**

- 2.18 A Deputy Chairperson 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.
- 2.19 Any person who resigns under Committee Regulation 2.18 ceases to be Deputy Chairperson of the respective Committee from the resignation date specified in their resignation notice.

#### **Removal of Deputy Chairperson**

- 2.20 Each Committee may, by resolution of 75% of the voting members, remove its Deputy Chairperson at any time subject to the approval of the CEO.
- 2.21 The Board may, in its sole discretion, remove any Deputy Chairperson at any time.

#### **Cessation of Deputy Chairperson**

- 2.22 A person immediately ceases to be Deputy Chairperson 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 Deputy Chairperson**

- 2.23 If there is a casual vacancy in the position of Deputy Chairperson the respective Committee must fill the vacancy from within the committee. However, if no candidate is available the vacancy will be filled in accordance with Part L of these regulations.
- 2.24 Any person elected as, Deputy Chairperson will hold office until the expiry of the term of the position they filled.
- 2.25 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.

### **Australian College of Physiotherapists Standing Committee Chairperson**

- 2.26 ACP College Council will appoint one of its members to the position of chairperson for each Standing Committee.
- 2.27 Standing Committee Chairperson Appointments may be reviewed annually by ACP College Council.
- 2.28 The term of each Standing Committee Chairperson will not extend beyond their ACP College Council term.

### **Committee Members**

- 2.29 Any Member is eligible for election in accordance with Part L of these regulations.
- 2.30 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 Committee Member**

- 2.31 A 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.
- 2.32 Any person who resigns under Committee Regulation 2.31 ceases to be a Committee Member of the respective Committee from the resignation date specified in their resignation notice.

### **Removal of Committee Member**

- 2.33 Each Committee may, by resolution of 75% of the voting members, remove its Committee Member at any time subject to the approval of the CEO.
- 2.34 The Board may, in its sole discretion, remove any Committee Member at any time.

### **Cessation of Committee Member**

- 2.35 A person immediately ceases to be a 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 Committee Member**

- 2.36 If there is a casual vacancy in the position of a 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.
- 2.37 Any person elected as a Committee Member will hold office until the expiry of the term of the position they filled.
- 2.38 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**

- 2.39 The National President and the National Chair is an ex-officio member of all Committees.
- 2.40 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 (2) years. Ex-officio positions have no voting rights.

### **Regulation 3: Chairperson, Deputy Chairperson and Committee member nominations and voting Pool**

- 3.1 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.
- 3.2 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.
- 3.3 Any member of the Australian College of Physiotherapists is eligible for election or appointment to the College Council subject to Regulation 9.1 and in accordance with Part L of these regulations.

## 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.
- 4.4 The CEO is responsible for managing all operations 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 Committees 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 Working Parties and Advisory Panels**

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

## PART D – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS

### Regulation 8: Australian College of Physiotherapists Role and Responsibilities

- 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 recommendations, advice and guidance on credentials awarded at highly developed and expert levels of the Physiotherapy Competence Framework
  - (c) Provide advice on fellowship programs
  - (d) Report to the Association's Board on the outcome of reviews, appeals and provide an annual Activity Plan
  - (e) Delegate functions to monitor and review the activities of Standing Committees
  - (f) Minimise risk in the activities of the College, and contribute to the Association's risk matrices on specific activities
  - (g) Develop effective relationships between the Association, the Physiotherapy community, universities, and all sectors and stakeholders
  - (h) Ratify examination and assessment outcomes
  - (i) Approve the outcome of individual Appeal panels
  - (j) Provide advice on marketing campaigns and collateral
  - (k) Provide leadership in developing policy and advocacy strategies
  - (l) Promote opportunities for use of technological advances in improving access to, or delivery of training programs
  - (m) Monitor and develop rigour in the activities of the College through vigilant quality improvement processes
  - (n) 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 and Advisory Panels.

### **Regulation 9: Australian College of Physiotherapists Council**

9.1 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) Vice Presidents elected in accordance with Part L of these regulations
- (b) The ACP Council will have up to six (6) Fellows and three (3) Titled members of the ACP and two (2) other persons that meet the eligibility criteria
- (c) The ACP President and Vice Presidents are not permitted to chair a standing committee without the approval of the CEO
- (d) The ACP President must be a Fellow of the ACP
- (e) At all times the ratio composition should be maintained where possible, as per 9.1 b.

9.2 Nominations for ACP College Council:

- (a) Nominations will be sought by the College Council based on the vacancy at time of elections.



## **PART E – AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS STANDING COMMITTEES**

### **Regulation 10: ACP Standing Committees Role, Responsibilities and Composition**

10.1 There will be four (4) Standing Committees reporting to the ACP College Council:

- (a) Appeals Complaints and Grievances (ACGSC)
- (b) Assessment and Credentialing (ACSC)
- (c) Fellowship Pathways (FPSC)
- (d) Standards and Quality (SQSC).

#### **Role and Responsibility**

10.2 The role and responsibilities of each Standing Committee is to:

- (a) Provide strategic oversight, advice and guidance
- (b) Establish, monitor and review the activities of Working Parties and Advisory Panels 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
- (e) Report to ACP College Council on the activities and achievements of the Standing Committee, its Working Parties and Advisory Panels to an agreed schedule
- (f) Form Working Parties and Advisory Panels for specific tasks and issues for investigation and resolution as required. The Chairperson of the Working Party or Advisory Panel will be appointed by the respective Standing Committee.

#### **Composition**

10.3 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.

## **Regulation 11: ACP Appeals, Complaints and Grievances Standing Committee (ACGSC) Role, Responsibilities and Composition**

### **Role and Responsibilities**

11.1 The Appeals, Complaints and Grievances 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.

11.2 The ACGSC must only consider complaints pertaining to members' education and professional development, 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.

11.3 Refer complaints outside its remit to the Physiotherapy Board of Australia, or other appropriate agency that has statutory authority to investigate the matter.

11.4 The ACGSC will receive any complaint pertaining to admissions, programs, courses or professional development offered by the APA:

- (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 on improvements to 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 for consideration
- (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 appeals, complaints and grievances.

### **Composition**

11.5 The composition of the Appeals, Complaints and Grievances Standing Committee will be as outlined in Regulation 10.3 of these regulations with the exception that one (1) may be an independent member.

### **Panels**

11.6 Appeal Panels will be convened as required to investigate and determine specific appeals, complaints or grievances received by the Office of the CEO.

11.7 Outcomes of all Appeals will be referred to the College Council and the Board for approval.

11.8 The outcome of the Appeal will be communicated to the Appellant over the signature of the CEO.

### **Composition of Panel**

11.9 A panel will consist of three (3) people including one (1) who will be the chairperson.

11.10 The Panel Chairperson will be appointed by the APA CEO.

## **Regulation 12: ACP Assessment and Credentialing Standing Committee (ACSC) Role, Responsibilities and Composition**

### **Role and Responsibilities**

12.1 The Assessment and Credentialing Standing Committee roles and responsibilities are to:

- (a) Monitor the attainment of credentials at Highly Developed and Expert levels and provide advice on strategies for improvement
- (b) Oversee the Assessment Advisory Panel
- (c) Monitor assessment moderation and validation in credentialed training programs and provide advice on strategies for improvement
- (d) Monitor objectivity, transparency and consistency in criteria and processes for credentialing and propose strategies for improvement
- (e) Review quality and equivalence of assessment across each level and provide advice on strategies for improvement
- (f) Monitor the quality assurance of credentialed programs assessor training and provide advice and guidance on strategies for improvement
- (g) Provide advice on training processes for assessors of credentialed programs and assessment points within portfolios and training programs
- (h) Table the outcome of examinations related to Titling and Fellowship to ACP College Council
- (i) Monitor independence of the award of Fellowship by ACP College Council.

### **Composition**

12.2 The composition of the ACP Assessment and Credentialing Standing Committee will be as outlined in Regulation 10.3 of these regulations.

## Regulation 13: ACP Fellowship Pathways Standing Committee (FPSC) Role, Responsibilities and Composition

### Role and Responsibilities

13.1 The Fellowship Pathways Standing Committee roles and responsibilities are to

- (a) Oversee its Advisory Panels
- (b) Provide advice on the development, implementation, review, and maintenance of quality in all pathways leading directly to Fellowship of the ACP
- (c) 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
- (d) Provide advice and recommendations to the ACP College Council on policy and procedures relating to the Fellowship programs, including in emerging areas
- (e) Provide advice and recommendations to the CEO on the resourcing requirements of all programs leading directly to Fellowship of the ACP
- (f) Oversee the delivery of all Fellowship programs
- (g) Provide advice on developing and maintaining alignment of competencies in the Fellowship programs with the Physiotherapy Competence Framework
- (h) Support innovation to enable appropriate equity of access and cost effectiveness of Fellowship programs
- (i) Provide advice on resources, training and support for members engaged in the delivery of Fellowship programs
- (j) Review reports and consider recommendations by the Standards and Quality Standing Committee and Assessment and Credentialing Standing Committees for improvements to programs leading to Fellowship
- (k) Report to the ACP College Council on Fellowship Programs activities, including progression and completion rates, initiatives and proposed curriculum changes, and response(s) to identified risk
- (l) Make recommendations to the ACP College Council on innovation and improvements, as necessary, in collaboration with the relevant standing committees
- (m) Comply with accreditation requirements for the Specialisation Fellowship Training Program.

## Composition

13.2 The composition of the Fellowship Pathways Standing Committee will be as outlined in Regulation 10.3 of these regulations.

## Regulation 14: ACP Standards and Quality Standing Committee (SQSC) Role, Responsibilities and Composition

### Composition

14.1 The composition of the ACP Standards and Quality Standing Committee will be as outlined in Regulation 10.3 of these regulations.

### Role and Responsibilities

14.2 The SQSC roles and responsibilities are to:

- (a) Provide regular reviews of the Physiotherapy Competence Framework
- (b) Provide regular reviews on Professional Attributes and Entrustable Professional Activities
- (c) Provide advice on the implementation and maintenance of quality in training programs
- (d) Monitor the assessment and management of risk in education and professional development provided by the College
- (e) Report to the ACP College Council on its activities and make recommendations on innovation or improvements as necessary
- (f) Identify and provide advice on strategies to ensure quality assessment and improvement is embedded across Milestone three (3) and four (4)
- (g) Review reports from the Assessment and Credentialing, Fellowship Pathways Standing Committee, National Groups and entities delivering professional development and relevant external bodies against an agreed schedule, and in accordance with the policy and procedures of the College
- (h) Provide advice on systems used for maintaining standards in programs and courses offered by the College and the validation of new programs and courses to ensure they are fit for purpose according to an agreed schedule
- (i) Provide advice on the processes for training program evaluations
- (j) Propose quality improvement enhancements arising from reviews

- (k) Benchmark College educational quality improvement processes against relevant industry standards according to an agreed schedule
- (l) Distribute and communicate significant external reports to relevant standing committees informing best practice in training programs from relevant organisations or authorities
- (m) Monitor and review the activities of ACP Standing Committees.

## PART F – NATIONAL GROUPS

### Regulation 15: Rights of Members of National Groups

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

### Regulation 16: National Groups Role, Responsibilities and Composition

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

#### Role

16.2 The National Group 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

16.3 The National Group National 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**

16.4 Each National Group National Committee will consist of a minimum of six (6) and a maximum of eleven (11) 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 National Committee Chairperson
- (b) No more than two (2) respective National Group National Committee Deputy Chairperson(s)
- (c) The respective State Chapter Chairperson according to these Committee Regulations
- (d) Any ex-officio positions of the respective National Group National Committee pursuant to these Committee Regulations.

### **Regulation 17: National Group Delegate to World Physio (WP) subgroup**

17.1 Any National Group National Committee may appoint a member of the respective National Group to be the National Group Delegate to any relevant WP 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 WP subgroup.

### **Regulation 18: Term of office of National Group Delegate to World Physio subgroup**

18.1 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 WP subgroup.

## PART G – STATE CHAPTER COMMITTEES

### Regulation 19: State Chapter Committees Role, Responsibilities and Composition

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

#### Responsibilities

19.2 Each State Chapter Committee will:

- (a) Support and consult with its respective National Group National 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 National 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 ACP Standards and Quality Standing Committee
- (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

- 19.3 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 National Committee 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 H – FORMING NEW NATIONAL GROUPS AND WORKING PARTIES**

### **Regulation 20: Forming New Groups and Working Parties**

- 20.1 The Board, at its sole discretion, may establish a National Group or Working Party without an alternate application to another committee or Working Party.
- 20.2 The Board's decision on whether a National Group application under Committee Regulation 26.1 is approved is final and binding.
- 20.3 Any group of members may establish a Working Party subject to Part C of these regulations.

## PART I – BRANCHES

### Regulation 21: Branch Role and Responsibilities

#### Role

- 21.1 Assist the Association to achieve its Objects, through the provision of leadership, communication, representation, and services to all Members within the respective Branch.
- 21.2 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

- 21.3 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
  - (i) 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 J – BRANCH COUNCILS

### Regulation 22: Branch Council Role, Responsibilities and Composition

22.1 Branch Councils report to the APA Board of Directors.

#### Role and Responsibilities

22.2 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

#### Composition

22.3 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.

22.4 Subject to Regulation 22.2, each Branch Council may in its sole discretion, determine its size whenever the term of any respective Voting Member ceases.

22.5 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 K – APA ELECTIONS

### Regulation 23: Scope

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

### Regulation 24: Election of Office Bearers

24.1 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 25: Accountability and Returning Officers

25.1 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 – Operations
National Professional Standards Panel	Chief Executive Officer
Journal of Physiotherapy	Journal of Physiotherapy Manager
Australian College of Physiotherapists	Head ACP College or delegate
Fellowship Pathways Standing Committee	Head ACP College Council or delegate
Assessment and Credentialing Standing Committee	Head ACP College Council or delegate
Standards and Quality Standing Committee	Head ACP College Council or delegate
Appeals, Complaints and Grievances Standing Committee	Head ACP College Council and Committees
Other	Chief Executive Officer



### **Regulation 26: Entities**

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

- (a) All Branch Councils
- (b) All National Group committee
- (c) National Professional Standards Panel
- (d) Journal of Physiotherapy Editorial Board
- (e) ACP College Council
- (f) ACP College Council Standing committees

### **Regulation 27: Specified Election timeframes**

27.1 All elections will be:

- (a) Conducted by 30 November for positions vacant in the following year
- (b) Conducted in accordance with regulation 34.

### **Regulation 28: Conduct of Election**

28.1 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 1<sup>st</sup> 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) The Returning Officer will provide a ballot electronically to each member who is entitled to vote at least 21 days before the election date
- (g) The closing date for the election will be clearly notified on the ballot which must be delivered by the closing date

- (h) The election will be conducted in accordance with the preferential voting system
- (i) The results of the election will be communicated to the candidates and the chairperson of the relevant body.
- (j) After the ballot is closed the Returning Officer will notify all candidates and the chairperson of the entity of the result.

### **Regulation 29: Preferential voting system**

29.1 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 (1) 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.

29.2 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.

29.3 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.

## PART L – APA COMMITTEE VALUES AND COMMITMENT

### Regulation 30: Committee Values

- 30.1 Part M of these regulations applies to all Staff, Committee members and Office bearers.
- (a) The APA insists on honesty and integrity in all the dealings of its representatives, including Staff, Committee members and Office Bearers.
  - (b) Staff, Committee members and Office bearers shall never take any course of action that would bring into disrepute or otherwise disadvantage the APA, or any part thereof
  - (c) Staff, Committee members and Office bearers must act in good faith, in the APA's and the profession's best interests, and in accordance with the policies and procedures relating to their role
  - (d) The APA values are Accountability, Excellence, Collaboration, Courage and Respect. Staff, Committee members and Office bearers are expected not to contravene the values of the APA
  - (e) To maintain membership of the committee, a Committee Member or Office bearer must be of good standing and have no conditions placed on their registration, nor current adverse findings by the regulator or a civil authority.

### Regulation 31: Grounds for Disciplinary Action

- 31.1 The APA Board may take disciplinary action against a Committee Member in accordance with these Committee Regulations if it is determined that the member has failed to comply with any or all of these Regulations.

### Regulation 32: Removal of a Chairperson, Deputy Chairperson or Committee Member

- 32.1 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.
- 32.2 The Board in its sole discretion, may remove any Chairperson, Deputy Chairperson or a Committee Member at any time.

### **Regulation 33: Disputes**

- 33.1 The Chair of the committee will endeavour to proactively resolve issues related to the performance or conduct of a committee member, and if unsuccessful, the matter must be referred to the CEO.
- 33.2 The CEO, upon receiving notification of a breach, issue or dispute, will follow the Appeals, Complaints and Grievances policies and procedures.