

Chinese Medicine Board of Australia - Policy Planning and Communications Committee (PPCC)

23 July 2024

Terms of Reference

1. Introduction

The Policy, Planning and Communications Committee (the Committee) has been established by the Chinese Medicine Board of Australia (the Board) under section Schedule 4 s11 of the Health Practitioner Regulation National Law as in force in each state and territory (National Law) to provide assistance and advice to the Board in the exercise of its functions

2. Background

The Board recognises the importance of the development of policy that enables the Board to achieve its regulatory objectives through careful planning and effective communication with practitioners, governments, Ahpra, the general public and other key stakeholders which critical for the success of the National Scheme.

3. Functions

The function of the Committee is to:

1. consider and advise the Board on any emerging issues that may have strategic or policy implications
2. develop and/or review relevant codes, guidelines and professional standards and provide advice to the Board on these matters seeking to achieve consistency with the National Scheme and noting the individual characteristics of Chinese medicine
3. review the Board's regulatory work plan and risk management plan
4. advise the Board and participate in policy implementation and evaluation as required
5. provide advice to the Board relevant to the Board's communications strategy, including:
 - 5.1 developing and maintaining relevant national and international liaisons
 - 5.2 identifying priorities within the communications strategy including any emerging issues or National Scheme focus
 - 5.3 development of communication materials
 - 5.4 identifying opportunities for new or enhanced practitioner and/or stakeholder engagement
6. undertake other priorities, projects and/or tasks as requested by the Board, and
7. report at least quarterly to the Board on matters falling within these terms of reference.

4. Membership

A minimum of five members are to be appointed by the Board. The constitution of the Committee must include that:

- the Committee Chair must be a Board member
- at least one member, in addition to the Chair, must be a Board member
- at least one member must be a community member of the Board
- at least one member must be a community member
- at least one member must be a non-Board member
- at least one member must be a practitioner member of the Board
- the practitioner membership must cover both acupuncture and Chinese herbal medicine.

The Committee Chair may invite relevant Ahpra staff, external stakeholders or other individuals with required areas of expertise to participate in discussion of particular agenda items in meetings.

5. Appointment of members and term

The appointment of members to the Committee shall be determined by the Board.

Committee members who are not members of the Board will be appointed for a period of two years or as required.

Committee members who are members of the Board will be appointed as required or to the end date of their appointment to the Board.

The Board has the discretion to amend a member's term of appointment as required from time to time.

6. Meetings and procedures

Committee meetings will be scheduled as needed and be held either face-to-face or via video conference. Out of session work may also be conducted via email.

When formal meetings are held, a record of meeting attendance and record of meeting will be agreed by the Committee and circulated to Board.

7. Quorum

As the Committee has no delegated decision-making power, any recommendations to the Board need only be supported by a simple majority that must include two practitioner members and two community members.

8. Confidentiality

The papers, discussions and records of the Committee are confidential unless otherwise agreed.

9. Public interest

Members are to act impartially and in the public interest in the exercise of the member's functions. A member of the Committee is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners as set out in Schedule 4, clause 7 of the National Law.

10. Conflict of interest

Members of the Committee are to comply with the conflict of interest requirements set out in Schedule 4, clause 8 of the National Law and as further described in the *Manual for National Boards and their committees*.

11. Professional development

The Committee Chair may apply to the Board to utilise the funding set aside by the Board for professional development of the members, including for the purpose of observing at other relevant Committee meetings of the Board or other National Boards with reasonable notice and permission of the Chair of the relevant Committee and/or National Board.

12. Remuneration

The remuneration for the working group will follow the Board's schedule of fees and be guided by the *Sitting Fee Business Rules*

13. Limitations of the Committee

The role of the Committee is an advisory one. The Committee is not delegated to exercise any of the Board's functions in the National Law.

14. Support

Administrative support is to be provided by the Executive Officer and other relevant Ahpra staff.

15. Review

These terms of reference apply from 23 July 2024.

This committee membership and terms of reference will be reviewed annually or earlier as required.