



BL-02 Assessment Governance Committee

By-Law

3 March 2026 | Version [1.0]

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Assessment Governance Committee

1. Purpose

The Assessment Governance Committee (AGC) is an operational committee of the Australian Pharmacy Council Ltd (APC). As per Section 23 of the APC Constitution, this By-Law sets out the objectives and role of this committee. In the event of any inconsistency between the APC Constitution and this By-Law, the APC Constitution prevails.

2. Scope

The Assessment Governance Committee (AGC) is an operational committee that reports to the Chief Executive Officer (CEO) or their delegated representative. This committee provides governance and oversight, making informed decisions and recommendations regarding APC assessment matters within the scope of its terms of reference.

3. Charter & Terms of Reference

3.1. Functions of the Committee

The primary function of the AGC is to:

- a. Conduct its affairs under this By-Law, and according to policies and guidelines approved by the Board.
- b. Provide expert governance oversight of the assessment system within the Board-approved framework.
- c. Approve assessment processes within delegated authority.
- d. Provide system-level quality assurance by monitoring assessment processes and performance to ensure outcomes remain reliable, valid and defensible.
- e. Make assessment-related recommendations to the APC Board when required.
- f. Undertake any other assessment activities referred to by the CEO.

3.2. Voting Membership

The AGC comprises members with collective expertise in regulatory governance, high-stakes assessment oversight, quality assurance management, and pharmacy practice. Members are appointed to ensure the Committee can provide informed governance oversight, approve assessment processes within delegation, and identify and escalate systemic risks.

The AGC comprises **SIX** members. The committee must collectively cover the skills and experiences outlined in Table 1 of the AGC membership skills matrix.

Table 1. AGC Membership Skills Matrix

Role Category		Required skills and experiences	Number of appointees
1	Committee Chair	<p>Expertise in the design, assurance, and governance of high-stakes professional assessments within regulatory or educational settings.</p> <p>Demonstrated governance leadership and experience chairing Boards or committees. This includes the ability to lead informed and balanced decision-making, facilitate constructive challenge, and oversee risk and assurance discussions within regulatory accountability frameworks.</p>	1
2	High-Stakes Assessment Expert (Other Profession)	<p>Expertise in the design, assurance, and governance of high-stakes professional assessments, including experience in licensure or registration exams in Australia. This includes knowledge of best-practice assessment processes, quality assurance frameworks, and governance arrangements in the Australian regulatory context.</p>	Up to 3
3	High-Stakes Assessment Expert (Pharmacy Profession)	<p>Expertise in designing high-stakes pharmacy assessments in tertiary or professional settings, supported by in-depth knowledge of assessment structure, cognitive demand (eg. Bloom's taxonomy), competency or capability frameworks, and appropriate question formats.</p> <p>This expertise is complemented by recent or current experiences in patient-facing pharmacy practice, providing insights into contemporary practice and real-world professional requirements.</p>	Up to 3
4	Core requirement – applies to all members	<p>Experience serving on decision-making committees, with demonstrated ability to synthesise complex information to inform decisions and develop recommendations for the CEO and the Board.</p>	All

Applications from Aboriginal and/or Torres Strait Islander people are strongly encouraged. Committee members will receive cultural safety training to help address unintentional bias and strengthen the fairness and defensibility of the assessment system.

AGC Members must not be involved in exam content development, exam delivery operations, or post-exam recalibration.

3.2.1. Chair

The Chair will be appointed by the CEO in accordance with the skills, experience and terms described in this By-Law.

3.2.2. Deputy Chair

The Deputy Chair will be appointed by the CEO following a nomination and voting process within the AGC. The Deputy Chair must be a current AGC member serving as a high-stakes assessment expert (pharmacy profession or other profession).

The Deputy Chair acts in the role of Chair if the Chair is unable to fulfil their responsibilities. This may be due to Chair absence (for a full meeting) or conflict with a specific agenda item during a meeting.

3.3. Appointments & Terms of Office

All appointments and the process for appointment will be made and approved by the CEO.

Vacant AGC positions will be advertised publicly via an EOI process. A Selection Committee may be appointed by the CEO to develop recommendations for appointments.

All members, including the Chair and Deputy Chair, can be appointed for up to three terms for periods of up to 3 years.

The CEO (at their discretion) can make an exception to the maximum term limits described in this By-Law for individuals appointed to the AGC if needed to ensure that the required level of knowledge and expertise is maintained within the overall composition of the AGC.

3.4. Member requirements

AGC members are required to:

- complete induction training at the commencement of their appointment
- commence cultural safety training as prescribed by APC at the commencement of their appointment and complete the training within 6 months of appointment
- meet relevant APC policies and codes for the duration of their AGC appointment.

3.5. Non-voting Committee attendees

Key APC staff will attend the committee to report and support the committee, and manage secretariat functions, which may include:

- Chief Standards Officer
- Director Assessment
- Assessment Team staff (Secretariat)

The CEO will have a standing invite to attend.

3.6. Remuneration

All Committee members are paid according to the APC *Financial Management and Delegation Policy* and the *SME Remuneration Procedure*.

3.7. Meetings

The AGC will meet up to three times a year, either face-to-face or virtually.

If required in exceptional circumstances, out-of-session decisions and recommendations will be managed in a consistent manner with other Board decisions of this nature.

Agenda papers will be distributed electronically in advance of each meeting.

A quorum for each meeting shall consist of a majority of the current committee members, which must include either the Chair or Deputy Chair. In addition, at least one member from the pharmacy profession and one member from another profession must be present. The member presiding as Chair or Deputy Chair at the meeting shall not be counted toward this professional representation requirement.

3.8. Reporting requirements

The Committee reports to the CEO. The CEO or their delegated representative will provide updates to the Board on committee activities, key decisions and recommendations, as appropriate.

3.9. Authority

The Committee will conduct its business under this By-Law, policies and guidelines approved by the APC and the APC Constitution.

Upon receipt of a recommendation or advice from the Committee, the CEO may request that the Committee considers any relevant matters or takes further action, as the CEO specifies.

3.10. Evaluating effectiveness

The Committee will:

- Evaluate its performance on an annual basis; and
- Review this by-law every 3 years and recommend any suggested changes to the People and Culture Committee and ensure that the By-Law is confirmed by the Board.

4. Conflict of interest

All Committee members will declare any conflicts of interest when they join the Committee. The Register of Interests for Committees form will be completed and submitted to the secretariat. Any changes will be reported to the secretariat.

At the commencement of each meeting the Chair will invite Committee members present to declare any conflict of interest within the agenda.

The absence or declaration of a conflict will be recorded in the minutes of the meeting.

Should a conflict of interest be declared by a Committee member, the Chair will ascertain the nature of the conflict and propose to the meeting that one of the following be carried out when that item is reached on the agenda:

- a) The member will contribute in full to discussion of the item and participate in any vote that may arise;
- b) The member will contribute in full to discussion of the item but refrain from any vote that may arise;
- c) The member will refrain from discussion of the item and from any vote that may arise;
or
- d) The member will leave the room for the duration of the agenda item.

Should the other Committee members accept a recommendation from the Chair that a Committee member with a material personal interest be able to vote and be present for the discussion, then a resolution must be made to that effect.

The Chair has final approval of the action to be undertaken, (unless the Chair is conflicted – see below) and this will be recorded in the minutes of the meeting.

Where decisions impact committee members, or where a conflict of interest is identified, members will be required to abstain from those recommendations. The Committee will appoint an interim Chair (who will be the deputy chair if available) from the existing director membership for items that create a conflict of interest for the chair.

List of Abbreviations

Abbreviation	Term
AGC	Assessment Governance Committee
APC	Australian Pharmacy Council
Board	APC Board of Directors
CEO	Chief Executive Officer



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