

# Cosmetic Surgery Project Advisory Committee

## Terms of Reference



December 2022

# Table of Contents

- 1. Introduction.....3
- 2. Purpose .....3
- 3. Role and Function .....3
- 4. Composition.....3
- 5. Terms of Appointment .....5
- 6. Confidentiality.....5
- 7. Conflict of Interest.....5
- 8. Deliverables .....5
- 9. Timeframes .....5
- 10. Reporting and Evaluation Mechanisms .....6
- 11. Reporting.....6
- 12. Support for Committee .....6
- 13. Operation of the Committee .....6
- 14. Personal Information.....8
- Appendix 1: List of Secretariat Staff Members.....9

## 1. Introduction

The Australian Commission on Safety and Quality in Health Care (the Commission) officially commenced operation on 1 July 2011. The Commission has been created under the provisions of the *National Health Reform Act 2011* and is a Corporate Commonwealth Entity operating under the requirements of the *Public Governance, Performance and Accountability Act 2013*.

On 2 September 2022, Australian Health Ministers agreed on reforms to ensure doctors providing cosmetic surgeries are appropriately qualified and work to the highest health and safety standards expected in Australia. As part of these reforms, the Commission has been tasked with the development of a nationally consistent licensing framework and safety and quality standards for cosmetic surgery (Cosmetic surgery project).

## 2. Purpose

The role of the Cosmetic Surgery Project Advisory Committee (the Committee) will be to advise on safety and quality issues relating to cosmetic surgery and provide support on drafting of the safety and quality standards for cosmetic surgery.

## 3. Role and Function

The role of the Committee is to:

- Provide expert advice on safety and quality issues relating to cosmetic surgery
- Provide expert advice on drafting of the safety and quality standards for cosmetic surgery
- Provide timely feedback on key deliverables and review of draft documents
- Inform and work with two other Committees guiding the Cosmetic surgery project namely the Cosmetic Surgery Project Executive Steering Committee and Regulators Working Group
- Endorse the final draft safety and quality standards for cosmetic surgery and accreditation assessment model
- Share information about this project to key stakeholders within the cosmetic sector to facilitate broader stakeholder consultations and engagement with Cosmetic surgery project.

## 4. Composition

Members of the Committee will include nominees from the organisations listed in the table below. The Commission's Chief Medical Officer will sit on both the Cosmetic Surgery Executive Steering Group and this Committee to act as a conduit between the two committees.

	<b>Name/Organisation</b>	<b>Stakeholder group</b>
	Anne Duggan, Chief Medical Officer	Commission
	Christine Gee, Commission Board Member	
1.	Australian Health Practitioner Regulation	Regulator

	Agency	
2.	Office of the Health Ombudsman Queensland	Regulator
3.	Medical Board of Australia	Regulator
4.	Medical Council of NSW	Regulator
5.	Therapeutic Goods Administration	Regulator
6.	Australian Competition and Consumer Commission	Regulator
7.	Consumer Health Forum of Australia	Consumer
8.	Australian Medical Council	Education Accreditation Authority
9.	Australasian College of Aesthetic Medicine	Industry stakeholder
10.	Australasian College of Cosmetic Surgery and Medicine	Industry stakeholder
11.	Australasian Foundation for Plastic Surgery	Industry stakeholder
12.	Australian and New Zealand Association of Oral & Maxillofacial Surgeons	Industry stakeholder
13.	Australian and New Zealand College of Anaesthetists	Industry stakeholder
14.	Australasian Society of Aesthetic Plastic Surgeons	Industry stakeholder
15.	Australian Medical Association	Industry stakeholder
16.	Australasian Society of Cosmetic Dermatologists	Industry stakeholder
17.	Australian Association of Practice Management	Industry stakeholder
18.	Australian Society of Plastic Surgeons	Industry stakeholder
19.	Australian Society of Anaesthetists	Industry stakeholder
20.	Australian Nursing and Midwifery Federation	Industry stakeholder
21.	Cosmetic Nurses Association	Industry stakeholder
22.	The Cosmetic Physicians College of Australasia	Industry stakeholder
23.	Australasian Academy of Facial Plastic Surgery	Industry stakeholder
24.	Day Hospitals Australia	Industry stakeholder
25.	Royal Australian College of General Practitioners	Industry stakeholder
26.	Royal Australasian College of Medical Administrators	Industry stakeholder
27.	Skin Cancer College Australasia	Industry stakeholder
28.	Australian Psychological Society Industry	Industry stakeholder
29.	Royal Australian and New Zealand College of Psychiatrists	Industry stakeholder
30.	Royal Australasian College of Surgeons	Industry stakeholder
31.	Australian Society of Otolaryngology Head & Neck Surgery	Industry stakeholder
32.	The Royal Australian and New Zealand College of Ophthalmologists	Industry stakeholder

## **5. Terms of Appointment**

Each member is appointed based on their nomination / individual skills, knowledge and expertise and holds their appointment at the discretion of the Commission.

Members may resign from the Committee at any time by providing a letter stating the intention to resign is presented to the Commission (copied to the Chair and Secretariat) at least four weeks prior to the date of resignation.

The Commission will consider appointments to vacancies, as appropriate.

The Commission retains the discretion to terminate a member's appointment to the Committee at any time and for whatever reason.

## **6. Confidentiality**

Committee members may, on occasion, be provided with confidential material. Members are not to disclose this material to anyone outside the Committee and are to treat this material with the utmost care and discretion and in accordance with terms of their confidentiality agreement.

## **7. Conflict of Interest**

Conflict of interest is defined as any instance where a committee member, partner or close family friend has a direct financial or other interest in matters under consideration or proposed matters for consideration by the Committee. A member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest, and seek the Commission's agreement to retain the position giving rise to the conflict of interest. Where a member gains agreement to retain their position on the Committee, the member must not be involved in any related discussion or decision-making process.

A committee member is not to participate in committee business until the Deed of Confidentiality and Conflict of Interest form has been completed.

## **8. Deliverables**

Deliverables will be determined from time to time.

## **9. Timeframes**

The Commission will seek input from the Committee regarding timeframes for deliverables.

## 10. Review and Evaluation Mechanisms

The review and evaluation mechanisms for the effectiveness of the Committee include:

- Committee members' ability to provide comment on the deliverables within agreed timeframes.
- Ongoing monitoring and evaluation of the development of the licensing framework and safety and quality standard.

## 11. Reporting

The Committee will provide updates to the Cosmetic Surgery Executive Steering Committee.

## 12. Support for Committee

The work of the Group is supported by the National Standards Program of the Commission.

The Secretariat will:

- provide support and policy advice to the Committee
- develop agendas, papers and/or briefs for Committee meetings
- arrange meetings for Committee to discuss issues
- distribute relevant information in a timely manner to promote robust discussion and feedback
- ensure all members are kept informed of issues and information relevant to the work of the Committee
- incorporate Committee recommendations into the development of materials, where possible
- provide feedback to the Committee on outcomes of discussions and progression of work
- arranging venues and catering for meetings
- arranging appropriate travel and accommodation, and
- verifying reimbursement of eligible expenses.

A list of staff members to contact within the Secretariat is available at [Appendix 1](#).

## 13. Operation of the Committee

### *The Chair*

The Chair is ultimately responsible to the Commission for the operations of the Committee. The Chair will preside at all meetings at which they are present.

The Committee will be co-chaired by the Commission's Chief Medical Officer, Professor Anne Duggan and Commission Board Member, Ms Christine Gee.

### ***Members' obligations and expectations***

1. Members are appointed for the term specified in the instrument of appointment.
2. Members are nominated for their clinical, technical, or other expertise.
3. Members are to actively participate in all meetings and share information, noting that individual members may advise their organisations where appropriate.
4. Members will initially be appointed until 31 December 2023.
5. Individuals on the Committee will declare any potential competing interests with the Commission.
6. Where members have missed two consecutive meetings, it will be at the discretion of the Chair to declare the seat vacant and seek a replacement member.
7. Members will sign a deed of confidentiality.
8. Members of the Committee will be remunerated according to Commission's Committee Travel and Remuneration Policy. Members will not be eligible to be remunerated under any Remuneration Tribunal determination if they hold an office or are a full-time employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality.

### ***Meetings***

It is intended that the Committee will meet three times in February, April and May 2023. Meetings will be via videoconference with the option of face-to-face at the Commission's office in Sydney. Additional meetings may be scheduled at the discretion of the Chair/s in collaboration with members if required. The proposed meetings will be scheduled according to member availability.

### ***Proxies***

Members shall make every effort to attend meetings. When members are unable to attend meetings, only their agreed proxy shall participate in their absence.

### ***Travel and Accommodation***

Travel, accommodation and related expenses for non-Government members will be met by the Commission.

### ***Quorum***

A quorum for a meeting is half the committee membership plus 1. Any vacancy on the Committee will not affect its power to function.

### ***Agenda***

The agenda and related papers are normally circulated to members one week prior to the meeting.

The minutes of the meeting will be prepared by the Secretariat. They will provide a concise and focused report of decisions and actions taken. Minutes will be made available to members in a timely manner.

## **14. Personal Information**

The personal information a committee member provides to the Commission will be kept in compliance with relevant privacy and confidentiality legislation.



**Appendix 1: List of Secretariat Staff Members**

<b>Staff Member</b>	<b>Position</b>
Kim Packham	Manager, Primary Health Care and National Standards
Lauren Caleo	Senior Project Officer, National Standards
Claire Patterson (Secretariat)	Project Officer, National Standards