

Cosmetic Surgery Project Executive Steering Committee

Terms of Reference



February 2023

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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 Executive Steering Committee (the Committee) will be to provide strategic oversight and advice for the Cosmetic surgery project and inform the work of the other two committees involved in this project; the Cosmetic Surgery Project Advisory Committee and the Regulators Working Group.

3. Role and Function

The role of the Committee is to:

- Provide strategic advice, guidance and input into the Commission's Cosmetic surgery project
- Facilitate the alignment in approach to various streams of work underway relating to reform of the cosmetic surgery sector.

4. Composition

Members of the Committee are listed in the table below.

Member Name	Organisation
Chair – Chris Leahy	Acting Chief Executive Officer, the Commission
Anne Duggan	Chief Medical Officer, the Commission
Martin Fletcher	Chief Executive Officer, Australian Health Practitioners Regulation Agency (Ahpra)
Anne Tonkin	Chair, Medical Board of Australia
Dr Andrew Singer	Principal Medical Adviser, Australian Government Department of Health and Aged Care

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 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 on progress to the Department of Health and Aged Cared.

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. If the Chair is absent from a meeting, a Deputy Chair will preside.

Chris Leahy, A/g Chief Executive Officer will be Chair of the Committee.

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 Executive Steering 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 Executive Steering 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 January, 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, 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

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