



Aboriginal and Torres Strait  
Islander Health Practice  
Chinese Medicine  
Chiropractic  
Dental  
Medical  
Medical Radiation Practice  
Nursing and Midwifery

Occupational Therapy  
Optometry  
Osteopathy  
Pharmacy  
Physiotherapy  
Podiatry  
Psychology

Australian Health Practitioner Regulation Agency

## Regulatory Performance Committee Charter

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September 2017

### 1. Introduction

**1.1** This charter has been adopted by the Agency Management Committee (the Board) to set out the role of the Regulatory Performance Committee (the Committee).

**1.2** The Committee's function is to:

- provide oversight of AHPRA's management of regulatory performance, including registration, notifications and compliance matters
- provide advice on regulatory performance measures and Key Performance Indicators on timeliness, cost and quality
- review AHPRA's quarterly performance reports for registration, notifications and compliance and provide advice to the Board and National Boards on regulatory performance
- provide a forum for discussion, review and advice on significant issues of regulatory operational policy

**1.3** The Committee has no formal delegated power from the Board.

**1.4** This Charter has effect from the date nominated by the Board until it is subsequently amended and approved by the Board.

### 2. Purpose

**2.1** The Board has established the Committee to provide advice on the following areas:

- strategic regulatory operational policy informed by AHPRA and the National Boards
- risk settings and management, including mitigation strategies and triggers for action and escalation
- AHPRA's regulatory performance and strategies of addressing policy and performance issues regulatory performance reporting to National Boards and external stakeholders.

**2.2** The Committee must follow a lawful direction given to it by the Board, and those directions override all provisions of this Charter.

**2.3** In order to ensure that it provides effective and timely advice to the Board, the Committee will:

- advise on and review of AHPRA's policy and procedural documents relating to the management of registration, notifications and compliance and discuss their effectiveness
- review and monitor the reported quarterly performance of AHPRA in relation to agreed performance outcomes and measures for registration, notifications and compliance
- report quarterly on performance through the Board and to National Boards and advise on reporting to external parties, including governments and public reporting
- report to the Board on any issue identified in a performance report that may amount to a significant risk to the scheme that would require the specific attention of the Board
- report annually to the Board on whether the regulatory performance management framework meets the needs of the scheme and external stakeholders, and
- report to the Board following each meeting.

### **3. Members of the Committee**

**3.1** Members of the Committee are appointed by the Board for a term not exceeding three years. Members may be re-appointed for two additional terms.

**3.2** The Committee's membership will consist of::

- Up to four members of the Board
- At least five chairs of National Boards (including the high volume Boards), and
- A community member of a National Board

**3.3** The Chair is appointed by the Board and must also be a member of the Board.

**3.4** Secretariat and professional support will be provided by AHPRA.

**3.5** The Board will consider the range and mix of skills necessary to enable the Committee to fulfil its function. The Board recognises the following skills as important for the success of the committee and will look to make sure the Committee's membership reflects these competencies:

- A sound understanding National Registration and Accreditation Scheme governance and the core functions of AHPRA
- Knowledge and experience of AHPRA and the National Boards' management of registration, notifications and compliance matters, and
- Experience in performance reporting and measurement.

The Board can fill a casual vacancy in the Committee and must ensure that the Committee has a Chair at all times.

### **4. Meetings of the Committee**

**4.1** The Committee will hold at least four scheduled meetings per calendar year.

**4.2** In addition to the scheduled meetings, a meeting of the committee must be held if requested by either:

- The Board, or
- The CEO of AHPRA.

**4.3** Five members of the Committee, three of whom must also be members of the Board, are required for a quorum.

**4.4** The Committee, through the AHPRA CEO, may request at any of its meetings the provision of:

- AHPRA performance data,
- independent professional advice and/or
- the attendance of any member of AHPRA staff.

### **5. Reporting to the Board**

**5.1** The Committee must submit the minutes of each meeting to the next possible meeting of the Board and the Chair will provide a verbal update after each meeting.

**5.2** The Committee will conduct a review of its activities prior to the end of each financial year and provide a summary of the review to the next meeting of the Board.

**5.3** The Committee will produce a report annually of its activities for consideration by the Board and circulation to National Boards.

**5.4** The Committee must also provide any reports requested of it by the Board.

### **6. Accountability and Review**

**6.1** The Board will review this charter annually.