



Aboriginal and Torres Strait Islander Health Practice	Occupational Therapy
Chinese Medicine	Optometry
Chiropractic	Osteopathy
Dental	Pharmacy
Medical	Physiotherapy
Medical Radiation Practice	Podiatry
Nursing and Midwifery	Psychology

Australian Health Practitioner Regulation Agency

## Performance Committee

### Terms of Reference

#### 1. Purpose

1.1 The Performance Committee is a committee of the Agency Management Committee. It has been established to strengthen the performance culture across the National Scheme through its oversight capacity and to provide advice and make recommendations to the Agency Management Committee in relation to:

- 1.1.1 the broad performance objectives of the National Scheme
- 1.1.2 the performance indicators to be used to measure organisational performance, and
- 1.1.3 monitoring of the overall effectiveness and outcome of performance indicators.

#### 2. Functions and responsibilities of the Performance Committee

2.1 The Performance Committee will:

- 2.1.1 review and monitor the reported quarterly performance of AHPRA in relation to agreed performance outcomes and measures
- 2.1.2 report quarterly on performance through the Agency Management Committee and to National Boards and advise on reporting to external parties, including governments and public reporting
- 2.1.3 as required, focus on specific issues where performance and/or performance reporting may be raising concerns and any plans for corrective action, and
- 2.1.4 undertake any other responsibility as delegated by the Agency Management Committee.

#### 3. Powers and Responsibilities

3.1 The Performance Committee functions in an oversight and review role and makes recommendations to the Agency Management Committee.

#### 4. Membership

4.1 Membership is appointed by the Agency Management Committee and consists of:

- 4.1.1 up to four members of the Agency Management Committee
- 4.1.2 up to three National Board Chairs, and
- 4.1.3 any other person the Chair thinks appropriate.

In addition, meetings will be attended by:

- 4.1.4 AHPRA CEO.
- 4.1.5 AHPRA Executive Director, Business Services.
- 4.1.6 AHPRA Executive Director, Regulatory Operations.
- 4.1.7 AHPRA senior management, as and when required.

4.2 The Chair of the Performance Committee shall be an Agency Management Committee member.

4.3 At least one National Board Chair should also be a member of the Notifications and Compliance Committee.

4.4 Members shall be appointed for a term of two years and can be re-appointed.

#### 5. Meetings

5.1 The Performance Committee shall meet at least four times a year.

- 5.2 A quorum will be met where there are four members present. The quorum shall be made up of at least three Agency Management Committee members.
- 5.3 Secretariat support and reports for meetings will be the responsibility of the Office of the National Executive.

## **6. Reporting to the Agency Management Committee**

- 6.1 The minutes of the Performance Committee should be considered at the subsequent Agency Management Committee meeting and provided to National Boards, at the following round of National Board meetings.
- 6.2 The Performance Committee should report annually on its overall program of work.

## **7. Review**

- 7.1 The Agency Management Committee will review this Terms of Reference at least every two years.

<b>Name of Document:</b>	Performance Committee Terms of Reference
<b>Version:</b>	Version 5
<b>Reviewed:</b>	May 2016
<b>Approved:</b>	17 May 2016
<b>Next Review</b>	May 2018