

Independent Review Panel for Committee Consumer Representation

Terms of Reference

Context

Consumers Health Forum of Australia (CHF) regularly recruits consumer representatives for government and other committees. Opportunities often require a high level of technical and professional, as well as lived, experience. This necessitates assessment and recommendation processes that result in well matched, qualified consumer appointments.

Description

The role of the Independent Review Panel for Committee Representation (the Panel) is to recommend consumers for committee appointments through a timely, procedurally fair and transparent recruitment process.

The Panel's remit pertains to committees that share some or all of the following characteristics:

- public visibility
- policy impact
- consumer impact, and/or
- strategic national health care influence.

Examples of committees of this kind include, but are not limited to, committees such as Pharmaceutical Benefits Advisory Committee (PBAC), National Safety and Quality in Healthcare Standards Committee (NSQHSC) and others.

Scope

The Panel's role includes the following responsibilities:

- Reviewing consumer applications and nominations for committee roles
- Evaluating consumer candidates against established criteria.
- Ensuring an unbiased and merit-based selection process
- Providing feedback and rationale on appointment recommendations when required
- Recommending suitable consumer candidates for appointment

Recommendations are advisory, to be made to the CHF CEO.

Membership

Independent members are individuals who are not affiliated with CHF in any capacity. They should possess relevant experience, expertise, and demonstrate impartiality in the recruitment process.

Four to six eligible individuals will be identified by CHF to be panel members. A quorum for each committee consideration shall be a minimum of three of the confirmed members. A Panel Chair will be nominated on a case by case basis.

Duties

The Panel's duties include but are not limited to:

- Declaring all conflicts of interest for each selection process (see below)
- Conducting consumer candidate assessments, shortlisting and interviews.
- Providing objective recommendations based on merit.
- Ensuring compliance with these Terms of Reference and relevant CHF and statutory authority policies and regulations.
 - Documenting and reporting findings and recommendations.

Conflict of Interest

A conflict of interest occurs when there is an actual, potential or perceived conflict between the responsibilities owed to CHF by a panel member and their 'personal interests'. These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of CHF and must be declared and managed accordingly.

All Panel members must disclose any actual, perceived, or potential conflicts of interest before participating in each individual recruitment process. Such conflicts will be addressed in line with the [CHF Conflict of Interest Policy](#)

Conflict management

Consumer committee appointments will be recommended by majority agreement of the Panel.

Secretariat

CHF will provide the Secretariat to the panel.

Schedule

The Panel shall convene as required to meet recruitment deadlines and operational needs. It is envisaged that this may be two to three times per year. A minimum of four (4) weeks' notice shall be provided before each meeting to ensure adequate preparation and attendance.

Remuneration

Remuneration will be in accordance with the [Remuneration Tribunal Guidelines](#) for Holders of Part-time Public Office 2024.

Review of Terms of Reference

These Terms of Reference shall be reviewed tri annually or as needed to ensure they remain relevant and effective in guiding the Panel's work. Amendments may be proposed by any Panel member, endorsed by consensus and approved by CHF CEO.
