



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

## Agency Management Committee - Decisions and Actions

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**Meeting number:** 2013/10

**Meeting date:** 8 October 2013

**Meeting time:** 10.00am – 2:00pm

**Meeting venue:** AHPRA National Office, Level 7, 111 Bourke Street, Melbourne

### Members present

Mr Peter Allen, Chair

Professor Merrilyn Walton

Professor Genevieve Gray

Ms Karen Crawshaw (not present for items 1.1, 2.1 and 2.2)

Professor Con Michael

Mr Ian Smith

Mr Michael Gorton

### In attendance

Mr Martin Fletcher – Chief Executive Officer

Mr Jim O'Dempsey – Director, Business Improvement and Innovation

Ms Pam Malcolm – Acting General Counsel

Mr John Ilott – Director, Finance and Corporate Operations

Mr Chris Robertson – Director, National Board Services and Queensland

Ms Deena Jones - Executive Assistant to Mr. Martin Fletcher, Minute Secretary

### Apologies

Ms Kym Ayscough, National Coordinator, Regulatory Operations and NSW State Manager

## Part One

### Item 1 Welcome and general overview

The Chair opened the meeting at 10.00am.

#### Item 1.1 Disclosure of any conflicts of interest in relation to agenda items

In accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflict of interest was declared.

### Item 2 Record of previous minutes

#### Item 2.1 Record of Decisions and Actions arising from last meeting

Committee members confirmed the Decisions and Actions document from the 30 August 2013 meeting as a true and accurate record of that meeting.

#### Item 2.2 Action Summary

Committee members noted the Action Summary for August 2013. It was agreed that future summaries would also include a due date for action.

### Item 3 Current Situation

#### Item 3.1 Update from Chair, CEO and Members

Committee members noted the update provided by Mr Allen about the upcoming executive program to be presented by Professor Malcolm K. Sparrow.

Committee members noted the update provided by Mr Fletcher including:

- The 2012/13 Annual Report was submitted to the Ministerial Council on 30 September 2013, as required under the National Law. Ministers have been advised of the intention to publish the Annual Report on 1 November 2012. A briefing has been held for jurisdictional representatives and a webinar is being organised to brief board members and AHPRA staff. Mr Fletcher thanked Committee members for their input into the 2012/13 Annual Report.
- A recent quarterly update meeting with Dr Diane Sisely, National Health Practitioner Ombudsman and Privacy Commissioner with a particular focus on current workload pressures in her office which has led to a backlog of matters and her request to governments for additional resources. Members noted the Australian Health Ministers' Advisory Council (AHMAC) has commissioned an independent review of the National Health Practitioner Ombudsman which will also consider the resourcing issues.
- Feedback from the AHMAC meeting of Friday 20 September and a recent meeting with the NSW Minister for Health, to provide a general update on the work of AHPRA in NSW.
- An update on current renewal and registration campaigns including the outcome of the medical renewal process to date and the decision of the Nursing and Midwifery Board of Australia to reduce the registration application fee for final year students to \$20.00
- The Physiotherapy Board of Australia has established a national Registration and Notifications Committee to replace its state and territory boards. In Victoria, following discussions with the Victorian Minister of Health, a Victorian Registration and Notifications Committee has been established: this Committee will be reviewed in April 2014.

### Item 4 Performance Reporting and Risk Management - Regulation

#### Item 4.1 Proposed establishment of Performance Committee

Members noted the proposal outlined by Mr Fletcher and approved the proposed Charter for the Performance Committee of the Agency Management Committee.

It was agreed that the Chair will call for expressions of interest from members of the Agency Management Committee and the Chairs' Forum for appointment to the Performance Committee.

#### **Item 4.2 Operational Update**

Members noted the update provided by Mr O'Dempsey including that the report format has been updated to meet the new requirements of Schedule 5 of the 2013/14 Health Profession Agreements.

Members noted the Monthly Snapshot Performance Report – August 2013 and that the Notification KPI reporting tool is on track for deployment in October.

#### **Item 4.3 Queensland Update**

Members noted the update provided by Mr Robertson on the Queensland Notifications Improvement Project as at August 2013.

Members agreed to the proposed escalation reporting criteria for providing further advice to the Management Committee and the National Boards in the event that rate of receipt of notifications exceeds the rate of closure for two consecutive months. Members also noted the targets proposed to the Medical Board for progressive reductions in 'aged' investigations.

Members noted the update on the progress of the implementation of the Health Ombudsman Queensland Bill 2013 and endorsed the proposed approach to project governance, risk management and the response to KPMG's request for information from AHPRA

Members sought additional assurance and advice about the level of residual risk following implementation of planned mitigation strategies. Assurance was received from Mr Fletcher, with additional information to be provided to the next meeting of the Management Committee.

#### **Item 4.4 Dental Board of Australia update**

Members noted progress on delivery of the agreed response to issues raised by the Dental Board of Australia.

### **Item 4 Performance Reporting and Risk Management – Corporate**

#### **Item 4.5 2012 -2013 report – FOI and Complaints**

Members noted the 2012-2013 Administrative Complaints Reports and Freedom of Information Requests.

#### **Item 4.6 Work Health and Safety update**

Members noted the update provided by Mr Illott including the current status of the Work Health and Safety (WHS) improvement project, the initial report on WHS metrics, and the advice from Safe Work Australia.

The Committee offered feedback including additional elements and measures for consideration including serious claims, absenteeism, training and the commissioning of a staff culture survey.

Members also sought formal advice on Directors and Officers Liability Insurance coverage. This will be provided out of session.

### **Item 5 Business Items**

#### **Item 5.1 Business Improvement Portfolio 2013/14**

Members noted the presentation by Mr O'Dempsey providing an overview of the 2013/14 project portfolio.

#### **Item 5.2 Psychology Board of Australia**

Members noted the update provided by Mr Fletcher and the issues raised in relation to provisional psychologists. It was agreed to follow up with additional information for the Parole Board of Victoria.

#### **Item 5.3 Accountability framework**

Members considered the issues raised by the discussion paper and agreed to provide feedback out of session on the draft accountability framework. Depending on the extent of this feedback, Mr Allen will decide when to commence consultation with National Boards in the further development of the framework.

#### **Item 5.4 Next steps – Effectiveness Review**

Members noted that Lynette Glendinning of Tempo Strategies has been engaged to facilitate the board effectiveness review which will culminate in a workshop on 20 November 2013. Members also noted the additional information provided outlining the review process.

Members noted that the review will require the completion of a questionnaire by no later than 6 November. Members also agreed to participate in individual confidential interviews to provide more in-depth analysis to support the review process, providing interview times could be arranged with each Committee member.

#### **Item 5.5 Outcomes of Accreditation Review**

Members noted the report on the outcome of the review of accreditation arrangements for the 2010 professions. The Committee thanked Ms Helen Townley for her significant contribution to coordinating the review process and working with National Board and accrediting authorities within a tight timeframe.

#### **Item 5.6 Issues arising, August Board meetings**

No issues were raised arising from the August round of National Board meetings.

#### **Item 5.7 Consultation update**

Members noted the paper from the National Boards' September meetings.

#### **Item 5.8 CLEAR Congress report**

Members noted the report of UK meetings and CLEAR Congress Report and the update provided by Mr Fletcher, including that AHPRA is now a member of CLEAR.

#### **Item 5.9 Phase 2, Practitioner Audit Pilot Report**

Members noted the Phase 2 Practitioner Audit Reports.

#### **Close**

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 2.15pm.

#### **Next meeting**

The next meeting of the Agency Management Committee, including the Board Effectiveness Review will be held on Wednesday 20 November 2013, AHPRA National Office, Level 7, 111 Bourke Street, Melbourne.