



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:** 2014/04

**Meeting date:** 29 April 2014

**Meeting time:** 10.00am – 2.20pm

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

### Members present

Mr Michael Gorton, AM, Chair

Professor Merrilyn Walton

Ms Karen Crawshaw, PSM

Ms Jenny Taing (not present for items 12.1, 12.2, 12.3, 13 and 14.)

Ms Barbara Yeoh

### In attendance

Mr Martin Fletcher, Chief Executive Officer

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

Mr Chris Robertson, Director National Board Services and Queensland (item 8.2)

Mr Matthew Hardy, Director Regulatory Operations Queensland (item 8.2)

Ms Dominique Saunders, General Counsel (item 12.2)

Mr Barry Bennett, Manager, Risk and Compliance (item 14)

### Apologies

Mr Ian Smith, PSM

Professor Con Michael, AO

Mr David Taylor

## **Item 1 Chair's welcome and introduction**

Mr Gorton, as the new Chair of the Agency Management Committee, acknowledged the formal Communiqué issued by the Standing Council on Health and welcomed and congratulated new and existing members on their appointments and reappointments to the Agency Management Committee.

## **Item 2 Apologies for absence**

Members noted apologies from Professor Con Michael, Mr Ian Smith and Mr David Taylor.

## **Item 3 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 4 Approval of agenda**

Members approved the agenda.

## **Item 5 Record of previous minutes and actions arising**

### **Item 5.1 Record of Decisions and Actions arising from last meeting**

Members confirmed the Decisions and Actions from 18 March 2014 meeting as a true and correct record of that meeting.

### **Item 5.2 Actions Arising Summary**

Members noted the actions summary.

## **Item 6 Chair's report**

Mr Gorton updated members on a number of issues including:

- The induction of new Agency Management Committee members held on Monday 28 April.
- A recent meeting with Minister Dutton to brief the Minister on the National Scheme.
- A stakeholder briefing held with Victorian stakeholders and board/committee members to brief them on issues and opportunities identified in the report by the Legal and Social Legislation Committee of the Victorian Parliament into the performance of AHPRA.
- The Policy Forum and Dinner on Health Practitioner Regulation, hosted by AHPRA, the Medical Board of Australia and the Nursing and Midwifery Board of Australia. The guest speaker was Mr Harry Cayton, Chief Executive, Professional Standards Authority, UK and attendees included The Hon. Minister Davis, Minister for Health, Victoria.
- The proposed attendance of Professor Walton at the 2014 IAMRA Conference in London to present a paper. Professor Michael is also attending, but in his capacity as Chair of the Western Australian Board of the Medical Board of Australia. The CEO is also proposing to attend and make a presentation.

Mr Gorton noted his goal to increase the profile and engagement of the Management Committee with internal and external stakeholders.

## **Item 7 CEO Report**

Members noted the written and verbal update provided by Mr Fletcher including:

- The decisions made by the Australian Health Workforce Ministerial Council at its recent meeting including:
  - The approval of 2 new standards for the Dental Board of Australia (DBA) and the Medical Radiation Practitioners Board of Australia (MRPBA).
  - That Ministers will request funding from National Boards for the ongoing costs of the National Health Practitioner Ombudsman and Privacy Commissioner without the need for fee increases.

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Agency Management Committee

- The Review of the National Registration and Accreditation Scheme (NRAS) for Health Practitioners will be undertaken by an independent reviewer, Mr Kim Snowball who will work to an oversight group comprising of:
  - o Professor Jane Halton, Secretary, Department of Health, Commonwealth
  - o Dr Mary Foley, Director General, Ministry of Health, NSW
  - o Mr Pradeep Philip, CEO, Department of Health, Victoria

Terms of reference for the review have been released by Ministers. It was agreed that the Agency Management Committee would have further discussion about its view of strategic issues for possible consideration as part of the review

Arising from the CEO Report, members sought assurance in relation to the implementation of a solution to ensure the accuracy and completeness of data exchange with external data partners for the Health Identifier Service.

Further information was also sought on the matters now placed on hold following implementation of the On Hold Policy.

Members also sought additional information on the income/expenditure for the Practitioner Information Exchange initiative.

## **Item 8 Performance Reports**

### **Item 8.1 HPA Monthly Operational Report – March 2014**

Members noted the update provided by Mr Fletcher and ongoing issues in relation to reporting complete snapshot data on notifications. This is resulting in an under-reporting of the notifications closure rate relative to open notifications.

Members were briefed on the solution being proposed which will make use of a system entry date, rather than the board decision date.

Further information will be provided about the implementation of the solution. Members also sought additional information on the stages of Prior Law matters.

### **Item 8.2 Queensland update and overview**

Members noted the update provided by Mr Robertson and Mr Hardy including:

1. the Queensland Notifications Improvement Project (QNIP) report for March 2014
2. the verbal update by Professor Merrilyn Walton on her recent visit to Queensland to review progress with the management of notifications and her visit to the Queensland Medical Notifications Committee. Professor Walton extended thanks to the Queensland office and noted her desire to maintain an ongoing relationship with the Queensland AHPRA office, with a potential to engage with wider professions such as psychology.
3. the update on the transition to the new complaints system in Queensland and the current status of funding discussion
4. the update on progress of legacy matters.

Mr Gorton thanked Professor Walton and noted the positive impact of her visit and thanked Mr Hardy for his leadership in managing the Queensland Notifications Improvement Project.

## **Item 9 Financial Reports**

### **Item 9.1 February Financial reports**

Members noted:

1. the February 2014 consolidated income and expenditure reports
2. the February 2014 balance sheet report for AHPRA consolidated
3. the February 2014 financial summary of National Board performance.

### **Item 9.2 March Financial reports**

Members noted the update provided by Mr Fletcher and:

1. the March 2014 consolidated income and expenditure reports
2. the March 2014 balance sheet report for AHPRA consolidated, and
3. the March 2014 financial summary of National Board performance.

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Agency Management Committee

The Management Committee noted the need for an ongoing focus on streamlining financial reporting, with greater emphasis on analysis.

### **Item 9.3 Budget update – 2014/15**

Members noted the status of the 2014-15 budget and the principles and considerations shaping budget recommendations. It was noted that some budget flexibility may be required in relation to Queensland, given uncertainty about the quantum of funds being sought and the impact of the working arrangements with the new Ombudsman.

It was agreed that an out of session Management Committee discussion will occur in late May, prior to finalisation of the budget at the June meeting.

### **Item 10 Corporate Governance Committee Reports**

#### **Item 10.1 Minutes of Audit and Risk Committee 17 March 2014**

Members noted the draft minutes of the Audit and Risk Committee meeting 17 March 2014.

#### **Item 10.2 Proposed Changes to Audit and Risk Committee**

Members provided feedback on the revised Terms of Reference. It was agreed that a redrafted Terms of Reference will be circulated for out of session comment.

#### **Item 10.3 Membership of Committees**

Members noted a paper will be prepared in relation to membership of all Committees of the Agency Management Committee and members were asked to advise interest in membership of these Committees.

### **Item 11 Business Items – for discussion/approval**

#### **Item 11.1 Interim Report from Health Issues Centre (HIC)**

Members noted the HIC interim report *Setting things right* and Mr Fletcher's update including items underway or proposed to initiate:

- a review of correspondence templates for notifications working with an independent consultant
- the notifier experience and how it can be improved, will be a theme of the 2014 NRAS All Boards meeting, and
- to raise awareness of these in the National Investigator training.

Members requested a national, implementation action plan be developed for further consideration. This should include consideration of wider mechanisms for gaining customer feedback.

#### **Item 11.2 AHPRA procedures for the development of registration and accreditation standards**

Members:

1. noted the current Agency Management Committee approved AHPRA procedures for the development of registration standards
2. noted that these procedures are currently being reviewed, including to take account of early consultation with Commonwealth Office of Best Practice Regulation
3. agreed that the current oversight that the Agency Management Committee has, for ensuring that the procedures are followed, be strengthened by ensuring that the Committee is provided with copies of registration standards (new or revised) submitted and recommended by National Boards to the Ministerial Council.

Members also sought regular updates about standards, codes and guidelines that are currently under review or development, including the flagging of any issues that maybe contentious (as with standards).

### **Item 12 Business Items - for noting**

#### **Item 12.1 Legal Update**

Members noted the update.

#### **Item 12.2 Update on Panels**

Members noted the update provided by Ms Saunders including the penultimate draft of the 3rd edition of the Guide to the Conduct of Panel Hearings

### Item 12.3 Consultation Update

Members:

1. noted the April 2014 consultation update
2. approved the draft response to HWA on barriers and enablers
3. authorised the Chair to finalise the draft response to HWA on barriers and enablers
4. agreed to a joint National Boards/AHPRA response to the AHMAC consultation on *A National Code of Conduct for health care workers*
5. provided feedback on the draft response to the AHMAC consultation
6. authorised the Chair to finalise the draft response to the AHMAC consultation, and
7. agreed to the proposed approach to the following consultations:
  - Health Workforce Australia's early consultation on its Allied Health Professions – Rural and Remote Generalist project – AHPRA to coordinate response from affected Boards
  - the Australian Commission on Safety and Quality in Health Care draft consultation paper on Training and competencies for recognising and responding to clinical deterioration in acute care – AHPRA to coordinate response about Boards with resuscitation/first aid requirements
  - the Australian Commission on Safety and Quality in Health Care draft Clinical Care Standard for Stroke – AHPRA response
  - the Department of Immigration and Border Protection review of 457 visa – AHPRA response.

### Item 13 Strategic issues

### Item 14 Refresher WHS training

Mr Bennett briefed members of the Agency Management Committee on their roles and responsibilities in relation to Workplace Health and Safety and the current status of actions underway, including metrics of performance.

The Management Committee requested further advice on the status of Board and Committee Members as workers. The Committee also asked for advice on ways in which consultation processes with National Boards and Committees could be strengthened.

**Close**

#### Next meeting:

27 June 2014, AHPRA Brisbane Office, level 18, 179 Turbot Street, Brisbane

References in these papers to the National Law refer to The Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

All papers prepared by the Australian Health Practitioner Regulation Agency