



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

Meeting number: 2014/07

Meeting date: 22 July 2014

Meeting time: 2.00pm – 4:00pm

Meeting venue: via teleconference

Members present

Mr Michael Gorton, AM, Chair (in person)

Professor Merrilyn Walton

Ms Karen Crawshaw, PSM

Ms Jenny Taing

Ms Barbara Yeoh

Mr Ian Smith, PSM

Professor Con Michael, AO (item 11.4 and 12.1)

Mr David Taylor (in person)

In attendance

Mr Martin Fletcher, Chief Executive Officer (in person)

Ms Deena Jones, Manager, Executive Secretariat (in person)

Apologies

Nil

Item 1 Chair's welcome and introduction

The Chair welcomed members to the 22 July 2014 meeting.

Item 2 Apologies for absence

Members noted that Professor Con Michael will be absent for part of the meeting.

Professor Michael joined the meeting at 3.05pm.

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.

The Committee Chair, Mr Michael Gorton disclosed that he has been appointed as an independent director of the Australasian College for Emergency Medicine from 1 July 2014.

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 27 June 2014

Members confirmed the Decisions and Actions from 27 June 2014 meeting as a true and correct record of the meeting.

Item 5.2 Actions Arising Summary

Members noted the actions summary. It was noted that, informed by the NRAS combined meeting in August, a set of recommendations on the multi-profession strategy will be presented to the Agency Management Committee and National Boards for consideration.

Item 6 Chair's report

Mr Gorton updated members on a number of issues including:

- The joint National Board and AHPRA preliminary submission was submitted to Mr Kim Snowball on 1 July 2014. Positive feedback has been received on the quality and usefulness of the information provided.
- A Remuneration Committee is scheduled to be held on Wednesday 27 August 2014. Mr Gorton recently met with Mr Peter Allen and the CEO to undertake the CEO performance review.
- A recent visit to the Adelaide office to meet with senior management.
- The intent of the Chair to write to a Senator in response to comments reported in the Senate Hansard of Wednesday 16 July 2014.
- A recent meeting with the Victorian Auditor General, also attended by the CEO, on Wednesday 16 July 2014 and the interest of the Auditor-General in opportunities to assist with performance based audits.

Item 7 CEO report

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

- The visit by Douglas Bilton, Research and Knowledge Manager, Professional Standards Authority, UK, as part of the cost efficiency and effectiveness review as part of the NRAS review.
- An update on the Queensland Supreme Court application action concerning the Optometry Board of Australia including that the matter is set for trial on Monday 4 August.
- An update on a specific practitioner matter.
- An update on open notifications in South Australia and action underway.

Item 8 Performance Reports

Item 8.1 Report from Performance Committee

Members noted the record of the Performance Committee held on 30 June 2014.

Members provided comment on the need for AHPRA to undertake further work on the design of the investigations process.

Members noted the meeting details of the next Performance Committee meeting.

Item 8.2 Health Profession Agreement Monthly Operations report

Members noted the HPA Monthly Operations Report for June 2014.

Follow up advice in relation to On Hold matters, particularly those currently in investigation, will be provided to the Committee at its August meeting.

Item 8.3 Queensland update

Members noted updates provided on:

1. the Queensland Notifications Improvement Project status report for June 2014
2. the progress of legacy and other legal matters
3. the transition to the new complaints system in Queensland including advice and correspondence regarding funding for the Health Ombudsman.

Members discussed the QNIP status reports and requested that future reports be considered through the Performance Committee, with a highlight summary provided to the Management Committee.

Item 9 Financial Reports

Item 9.1 June Financial reports

Members noted the interim and unaudited results and status of the external audit being undertaken by the Victorian Auditor General.

Item 9.2 Recommendation on CPI increase to Board sitting fees

Members noted the sitting fees to be applied from 1 July 2014. Future work on remuneration arrangements will be progressed in conjunction with the Finance and Governance Committee of the Chairs' Forum.

Item 10 Corporate Governance Committee Reports

Item 10.1 Subcommittee meeting dates

Members noted the 2014 meetings dates of the subcommittees of the Agency Management Committee including that a new date for the November Finance, Audit and Risk Management Committee (FARM) will be arranged.

Item 10.2 Proposed meeting dates 2015

Members:

1. approved the calendar of meetings for 2015, including six meetings face to face and five meetings via teleconference and
2. agreed to hold three of the proposed face to face Agency Management Committee meetings interstate.

Item 11 Business Items – for discussion/approval

Item 11.1 Health Profession Agreements

Members:

1. approved the 2014-15 Health Profession Agreements
2. authorised the Chief Executive Officer to sign on behalf of AHPRA.

It was noted that further information on performance in relation to the 13/14 HPAs will be provided at the August meeting of the Committee.

Item 11.2 AHPRA Financial Delegations

Members:

1. noted the Instrument of Delegation and Authorisation of the Agency Management Committee to the CEO of AHPRA ('the Instrument')
2. resolved to revoke any existing Agency Management Committee Delegation and Authorisation to the CEO of AHPRA to the extent it might deal with the functions set out in the Instrument
3. resolved to delegate the functions of AHPRA, and to authorise the CEO of AHPRA to sub-delegate those functions in accordance with the Instrument

4. resolved to authorise the Chair of the Board to sign the Instrument as a record of the Board's resolution, and
5. resolved that the Instrument will come into effect on the date it is signed by the Chair.

Item 11.3 2014/15 Business Plan

Members approved the 2014/15 integrated business plan, noting that the CEO introduction will be amended to include reference to procedural fairness as an important principle and the inclusion of additional information on 13/14 achievements.

Item 11.4 Action plan for the HIC Report – *Setting Things Right*

Members noted the management response and action plan in response to the Health Issues Centre report and thanked AHPRA for identifying specific initiatives and accountabilities to improve the notifier experience.

Members welcomed the level of engagement planned with the Notifications Taskforce and the Community Reference Group to further develop and deliver the initiatives and noted that quarterly reporting will be provided to the Committee in the form of traffic light style reporting.

Item 12 Business Items for noting

Item 12.1 Consultation update

Members noted the update provided by Mr Fletcher including the upcoming consultation on the management of registered health practitioners and students infected with blood-borne viruses.

Members noted the July consultation update.

Close

With no further items to discuss, the Chair called the meeting to a close at 3.15pm.

Next meeting:

The next meeting of the Agency Management Committee will be held on 29 August 2014.

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