



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: 2015/06

Meeting date: 16 Jun 2015

Meeting time: 10:00 – 12:30

Meeting venue: AHPRA National Office

Members present

Mr Michael Gorton, AM, Chair

Mr Ian Smith, PSM

Ms Jenny Taing

Ms Barbara Yeoh

Mr David Taylor

Professor Merrilyn Walton AM (not present for items 4.0, 4.1 and 4.2)

Ms Karen Crawshaw, PSM (not present for items 4.0, 4.1 and 4.2)

In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Executive Director, Strategy and Policy

Ms Kym Ayscough, Executive Director, Regulatory Operations (not present for items 4.0, 4.1, 4.2 and 4.3)

Ms Sarndrah Horsfall, Executive Director, Business Services

Mr Paul Shinkfield, Chair of the Chairs Forum (not present for items 7.2, 8.1, 8.2, 9.1, 9.2 9.3, 10.1 and 10.2)

Dr Nikole Grbin, Chair, Osteopathy Board of Australia (not present for item 9.2)

Ms Samantha Gavel, National Health Practitioner Ombudsman and Privacy Commissioner (present for item 10.2 only)

Ms Deena Jones, Manager, Executive Secretariat (not present for item 9.2)

Apologies

Professor Con Michael, AO

Item 1 Chair's welcome and introduction

The Chair welcomed members and Dr Nikole Grbin, Chair, Osteopathy Board of Australia and Mr Paul Shinkfield, Chair of the Chairs Forum to the 16 June 2015 Agency Management Committee meeting.

Item 1.1 Apologies for absence

Members noted apologies from Professor Con Michael, AO.

Item 1.2 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 1.3 Approval of agenda

Members approved the agenda.

Item 1.4 Record of previous minutes

Members confirmed the Decisions and Actions from 19 May 2015 meeting as a true and correct record of the meeting.

Item 1.5 Actions arising

Members noted the actions summary.

Item 2 Chair's report

Mr Gorton updated members about:

- Ms Leesa Vlahos MP, Parliamentary Secretary to the Minister for Health and State Member for Taylor opened the newly relocated South Australia AHPRA office.
- An upcoming discussion with the Agency Management Committee about progress of the NRAS review.
- Advice from Professor Con Michael that he has accepted an appointment to the Medical Board of Australia and therefore, will complete his term of appointment with the Agency Management Committee in August 2015.

Members noted Mr David Taylor's attendance at the Dental Board of Australia's recent conference in Melbourne.

Item 2.1 Update from Mr Paul Shinkfield, Chair of the Chairs Forum

Mr Shinkfield, Chair of the Chairs Forum provided members with an update of recent meetings with Dr Peggy Brown, outgoing Chair, Australian Health Ministers' Advisory Council (AHMAC) and Dr Pradeep Philip, Chair, Health Workforce Principal Committee (HWPC) to discuss progress of the NRAS review.

Mr Shinkfield also provided an update of the June Forum of Chairs meeting including the National Board and AHPRA preliminary response to the Health Workforce Principal Committee (HWPC) targeted consultation paper.

The Chair thanked Mr Shinkfield for his thoughtful leadership throughout the process to finalise the preliminary response.

Item 2.2 Invited guest – Dr Nikole Grbin, Chair, Osteopathy Board of Australia

Dr Nikole Grbin, Chair, Osteopathy Board of Australia provided members with an overview of regulatory and accreditation issues being considered by the Board including an upcoming review of the standard assessment pathway.

The Chair noted a number of important stakeholder issues faced by the Osteopathy Board of Australia and thanked Dr Grbin for her presentation.

Item 3 CEO report

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

- The Health and Ambulance Services Committee of the Queensland Parliament has extended an invitation to meet both privately and in public with AHPRA on 15 July in Brisbane.
- The status of State/Territory Manager recruitment in Queensland.

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- An update on high profile media matters including a Victorian man who is not a registered dentist and has allegedly been providing dental treatment to people in Victoria.
- An update of the successful Nursing and Midwifery renewal period including the planned post action review.
- A Specialist Notifications Unit which has been established in response to the Royal Commission Inquiry into Institutional Responses to Child Sexual Abuse.
- A report of the recent workshop held by the Australian Medical Council, in collaboration with the Australian Pharmacy Council, the Australian Nursing and Midwifery Accreditation Council, and the Council on Chiropractic Education Australasia, with the aim of improving delivery of coordinated inter-professional education between health professions in Australia.

Members noted a proposal on the review of NRAS committee structures will be provided to the Management Committee for consideration.

Members noted a report of KPMG's organisational health check will be provided to the Management Committee for comment, once available.

Members noted further consideration to be given to data exchange with Private Health Insurers as part of wider program of work on data.

Item 4 Finance, Audit and Risk Management Committee (FARMC)

Ms Yeoh, Chair, Finance, Audit and Risk Committee provided members with a summary of the meeting held on 15 June 2015 including:

- Mr David Balcombe as a new member of the FARM Committee and Ms Elma von Wielligh-Louw, Partner, and Mr Drew Davidson, Director, Deloitte Touche Tohmatsu, as newly appointed internal auditors were welcomed to the meeting.
- Meeting with representatives of the Victorian Auditor-General's Office (VAGO) in relation to the status of the external audit of the financial statements, including discussion of escalation processes if any issues arise.
- The Committee recommended approval to the Agency Management Committee of the Governance Charter and the Corporate Assurance Framework.
- The Committee discussed the report on the Serious Incident Summary Report for the third quarter 2014/15 and has also sought further advice on the policy framework for a number of human resource issues.
- The Committee noted the status of National Board fee positions and budgets for 2015/16 and requested further advice on future financial strategy.

Item 4.1 Financial report – May 2015

Members:

1. noted the key items identified in the May 2015 financial reports
2. noted the May 2015 consolidated income and expenditure report
3. noted the May 2015 consolidated balance sheet report for AHPRA, and
4. noted the May 2015 financial summary of National Board performance.

Item 4.2 2015/16 NRAS budget update

Members noted the update provided by Ms Horsfall and provided feedback on the 2015/16 NRAS budget.

Members:

1. noted the status of the agreed fee positions, and
2. noted the status of 2015-16 National Board budgets including outstanding issues with a small number of National Boards.

The Management Committee noted the discussion which had occurred with the Nursing and Midwifery Board of Australia about their interim equity position and work being undertaken by Deloitte, AHPRA's internal auditor, to review appropriate equity positions for all National Boards.

Item 4.3 Governance Charter

Members:

1. Noted the Governance Charter has been provided concurrently to the FARMC for endorsement on 15 June 2015
2. Noted the verbal update on the resolution of the FARMC was provided by the FARMC Chair, and

3. Approved, noting some minor editorial amendments, the AHPRA Governance Charter to be published on the AHPRA intranet.

The Chair noted the Governance Charter's primary purpose, as a guidance document for staff, to enhance efficiency and consistency of internal AHPRA decision making.

Item 5 Performance Committee

Mr Smith provided members with a summary of the meeting held on 20 May 2015. Mr Smith advised that Notification and Registration KPI Performance Reports have been provided to All Boards at the June round of meetings.

Members noted the next Performance Committee is scheduled to be held on Wednesday 7 August 2015.

Item 6 Remuneration Committee

Members noted the Remuneration Committee deferred its scheduled meeting on 16 June 2015 to be held on 18 August 2015.

Item 7 Business items – Business Services

Item 7.1 Queensland Working Group – final report (revised)

Mr Fletcher updated members about the final report of the Queensland Working Group.

Members discussed issues relating to the management of notifications in Queensland and noted the report.

Item 7.2 Corporate Assurance Framework

Members:

1. noted the Corporate Assurance Framework has been provided concurrently to the FARMC for endorsement on 15 June 2015
2. noted a verbal update on the resolution of the FARMC was provided by the FARMC Chair, and
3. approved the Corporate Assurance Framework.

Item 8 Business items – Regulatory Operations

Item 8.1 Changes to the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA)

Members:

1. noted the amendments to the TIA and considered whether AHPRA ought continue to seek to access evidence by way of the TIA, through obtaining a Ministerial Declaration.
2. approved the recommendation that AHPRA write to the Commonwealth Attorney-General's Department requesting consideration of on-going access to TIA information.

Item 8.2 Legal update

Mr Fletcher updated members about a constitutional challenge matter in South Australia.

Members noted the Legal Update for May 2015.

Item 9 Business items – Strategy and Policy

Item 9.1 Consultation update

Members noted the May 2015 consultation update.

Item 9.2 Accreditation

Members noted this item and provided preliminary feedback. Further discussion is to be scheduled at a future Management Committee meeting.

Item 9.3 AHPRA's social media strategy

Mr Robertson updated members about members AHPRA's social media strategy.

Members noted and provided feedback on the:

1. work in progress in execution of the *Social media strategy*, which aims to increase our stakeholder engagement and support improved customer service
2. current trends and challenges emerging in our social media analysis and metrics, and
3. the need for continued work on the overall strategy and priorities for our social media presence.

Item 10 Other items

Item 10.1 Proposed meeting dates 2016

Members:

1. approved the calendar of meetings for 2016, including six meetings face to face and five meetings via teleconference
2. agreed to hold up to three of the proposed face to face Agency Management Committee meetings outside Victoria.

Item 10.2 Update from Ms Samantha Gavel, National Health Practitioner Ombudsman and Privacy Commissioner

Ms Samantha Gavel, National Health Practitioner Ombudsman and Privacy Commissioner was welcomed to the meeting.

Ms Gavel provided members with an overview of priorities since last meeting with the Management Committee in February 2015.

Ms Gavel noted the positive trend in reduced complaints data which reflects the continued positive development and maturity of AHPRA processes and communication with practitioners and notifiers.

The Chair thanked Ms Gavel for her report.

Close

With no further items to discuss, the Chair called the meeting to a close at 12:30.

Next meeting:

The next meeting of the Agency Management Committee will be held on 21 July 2015, via teleconference.

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.