



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:** 2015/09

**Meeting date:** 15 Sept 2015

**Meeting time:** 11:00 – 13:00

**Meeting venue:** AHPRA National Office, via teleconference

### Members present

Mr Michael Gorton, AM, Chair

Ms Jenny Taing

Mr David Taylor

Ms Karen Crawshaw, PSM (not present for items 1.1, 1.2, 1.3, 1.4 and 1.5)

Ms Barbara Yeoh (in person)

### In attendance

Mr Chris Robertson, Executive Director, Strategy and Policy (in person)

Ms Kym Ayscough, Executive Director, Regulatory Operations, acting CEO

Ms Sarndrah Horsfall, Executive Director, Business Services (in person)

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

Ms Michelle Rowe, Executive Assistant to the CEO

### Apologies

Mr Ian Smith, PSM

Professor Merrilyn Walton AM

Mr Martin Fletcher CEO

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

The Chair welcomed members to the 15 September 2015 Agency Management Committee meeting.

### **Item 1.1 Apologies for absence**

Members noted apologies from Mr Ian Smith PSM and from Professor Merrilyn Walton AM.

### **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.

On 19 August 2015, Ms Jenny Taing disclosed an interest in relation to a panel that she is taking part on as part of an external inquiry into an alleged research protocol misconduct of a researcher, who is a registered health practitioner.

Should the matter ever come in front of the Agency Management Committee, Ms Taing shall declare a conflict in the usual manner and in accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law.

### **Item 1.3 Approval of agenda**

Members approved the agenda.

### **Item 1.4 Record of previous minutes**

Members confirmed the Decisions and Actions from 18 August 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:

- Engagement with National Boards including attendance at a number of National Board meetings in August.
- Recent engagement with Forum of Chairs and issues discussed.
- Attendance at a recent meeting with Chairs of the five high volume Boards and the National Executive.

Members noted Mr David Taylor will meet with Perth operational staff following the 20 October 2015 AManC meeting.

### **Item 2.1 Current term of appointment to Agency Management Committee**

Members noted correspondence sent to Agency Management Committee members whose appointments are due to end on 3 September 2015, but will continue for a further six months or until the Australian Health Workforce Ministerial Council (AHWMC) has made a decision on re/appointment.

### **Item 2.2 Election of a presiding member in absence of an AHWMC appointed Chair**

Members:

1. Agreed to elect Mr Ian Smith as presiding member for the 20 October 2015 meeting.
2. Noted that it is appropriate for the elected member to be identified as the 'Presiding Member' in documentation from meetings held in the absence of the AHWMC-appointed Chair.
3. Authorised the presiding member to exercise the responsibilities that would usually be exercised by an AHWMC-appointed Chair.

### **Item 2.3 Dr Pradeep Philip, Secretary, Department of Health and Human Services**

Members noted Dr Philip's recent appointment as the inaugural Chief Executive Officer of the body constituting the Victorian Government's priority start-up initiative.

Ms Kym Peake, Deputy Secretary, Department of Premier and Cabinet, has been appointed as Acting Secretary pending recruitment to the ongoing role.

### **Item 3 CEO report**

Members noted the CEO report and the update provided by Ms Ayscough including:

- The upcoming meeting scheduled with Senator Nick Xenophon to discuss notifications management.
- The process for future payment and reconciliation of funding between AHPRA and the Office of the Health Ombudsman (Qld).

Members noted the question from Ms Crawshaw about timing of the Medical Board of Australia's draft guidelines on cosmetic procedures by medical practitioners and that scheduled early 2016 release may be affected by any requirements of the OBPR.

### **Item 4 Finance, Audit and Risk Management Committee (FARM Committee)**

#### **Item 4.1 Draft minutes FARM Committee 14 August 2015**

Members noted the draft minutes from 14 August 2015 FARM Committee meeting.

#### **Item 4.2 Finance, Audit and Risk Management 2014/15 annual report**

Members noted the FARM Committee 2014/15 annual report.

Members endorsed the FARM Committee 2014/15 annual report for publication on the AHPRA website, subject to feedback from National Boards.

### **Item 5 Performance Committee**

#### **Item 5.1 Draft minutes, Performance Committee 28 August 2015**

Members noted the draft minutes from the 28 August 2015 Performance Committee.

Members discussed the quarterly KPI reports for registration and notifications and noted they will be included as a regular feature in future Performance Committee reports to AManC.

### **Item 6 Remuneration Committee**

#### **Item 6.1 Draft minutes, Remuneration Committee 18 August 2015**

Members noted the draft minutes from the 18 August Remuneration Committee.

#### **Item 6.2 Terms of Reference**

Members:

1. reviewed the Terms of Reference, endorsed for recommendation by the Remuneration Committee, and
2. subject to amendments approved by AManC, endorsed the Remuneration Committee Terms of Reference.

#### **Item 6.3 National Board Chair nominee**

Members welcomed Dr John Lockwood, Chair, Dental Board of Australia as the nominee of the Forum of National Board Chairs to undertake the position of National Board Chair on the Remuneration Committee.

### **Item 7 Business items**

#### **Item 7.1 Travel Policy**

Members:

1. Noted the feedback provided from National Boards on the proposed changes to the AHPRA Travel Policy.
2. Approved revised Domestic Travel Policy, option 2, to be implemented from 1 January 2016 so that for domestic flights and flights to New Zealand, all AHPRA staff, Board and committee and panel members would travel economy class unless the flight is over 4 hours, for each flight or in total for connecting flights on the one journey, in which case business class can be booked: using best fare of the day on the outbound leg of their travel; and using a flexible fare on the return leg of their travel if there is uncertainty when the traveller's business will conclude (to permit changes to departure times).
3. Approved the implementation of an exceptions policy.
4. Noted the intention to implement the policy and review the policy after 12 months to report on cost savings achieved, any unintended consequences and the implementation of the exceptions policy. The review will include feedback from National Board members.

It was noted that any National Board can implement option 1 at any time, that is no business class travel for any domestic flight and flights to New Zealand, noting the exceptions policy.

#### **Item 7.2 Implementation plan – NRAS review**

Members:

1. Noted Ministers decisions on the Independent Review in their 7 August communiqué
2. Noted and provided feedback on the draft action plan which has also been provided to National Boards for their September meetings
3. Noted and provided feedback on the draft framework and milestones for the review of National Board committees, and
4. Noted and provided feedback on the overview of accreditation issues from the NRAS Review.

Members requested an action plan outlining key activities and timeframes requiring follow up by the Agency Management Committee.

#### **Item 7.3 Final 2014/15 Annual Report**

Members noted the 2014/15 Annual report.

#### **Item 7.4 Legal update**

Members noted the legal update for September 2015.

#### **Close**

With no further items to discuss, the Chair called the meeting to a close at 11:45.

#### **Next meeting:**

The next meeting of the Agency Management Committee will be held on 20 October 2015, at the AHPRA Perth office.

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.