



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: 2014/06

Meeting date: 27 June 2014

Meeting time: 9.00am – 1:00pm

Meeting venue: AHPRA Brisbane Office, Level 18, 179 Turbot Street, Brisbane

Members present

Mr Michael Gorton, AM, Chair

Professor Merrilyn Walton

Ms Karen Crawshaw, PSM

Ms Jenny Taing

Ms Barbara Yeoh

Mr Ian Smith, PSM

Professor Con Michael, AO

Mr David Taylor

In attendance

Mr Martin Fletcher, Chief Executive Officer (Part One)

Mr John Illott, Director, Finance and Corporate (Part One)

Mr Chris Robertson, Director, National Board Services and Queensland (Part One)

Ms Deena Jones, Executive Assistant to Mr. Martin Fletcher, Minute Secretary (Part One)

Mr Matt Hardy, Director, Regulatory Operations, Queensland (item 8.3)

Ms Pamela Malcolm, Director, Notifications and Legal Services(WA) /Special Counsel (Qld)(item 8.3)

Apologies

Nil

Part One

Item 1 Chair's welcome and introduction

The Chair welcomed members to the 27 June 2014 meeting.

Members commented positively on the stakeholder dinner hosted by the Committee on Thursday 26 June with guests including The Hon. Lawrence Springborg, Minister for Health, Queensland; Dr Michael Cleary, Deputy Director-General, Qld Health and Mr Leon Atkinson-MacEwen, Health Ombudsman, Qld.

The Committee acknowledged and thanked Mr John Illott, Director, Finance and Corporate for his years of service and valued contribution to AHPRA.

Item 2 Apologies for absence

Nil

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 29 April 2014

Members confirmed the Decisions and Actions from 29 April 2014 meeting as a true and correct record of the meeting.

Item 5.2 Record of Decisions and Actions arising from out of session meeting 21 May 2014

Members confirmed the Decisions and Actions from out of session meeting 21 May 2014 as a true and correct record of the meeting.

Item 5.3 Actions Arising Summary

Members noted the actions summary including that the action plan in relation to the Health Issues Centre final report will be presented to the Committee at its July meeting.

Item 6 Chair's report

Mr Gorton updated members on a number of issues including:

- Attendance at the recent Avant Mutual Group Annual Boardroom Dinner, with guests including the Victorian Minister for Health, The Hon. David Davis.
- The Forum of Chairs face to face meeting and strategic planning workshop held recently in Melbourne with items discussed including the establishment of a Forum sub-committee on workforce reform and a work program on registrations, to address any ongoing Board concerns to be informed by a Board survey and for oversight of work program through the Performance Committee.

Item 7 CEO report

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

- That the Australian Health Workforce Ministerial Council has announced, in its 19 June 2014 Communiqué, new appointments and re appointments of National Board Chairs and board members to the Chinese Medicine Board of Australia, the Medical Radiation Practice Board of Australia and the Occupational Therapy Board of Australia. No announcement has been made about appointments to the Aboriginal and Torres Island Strait Health Practitioner Board of Australia.
- The Nursing and Midwifery Board of Australia has agreed to recommendations dealing with specific cohorts of Internationally Qualified Nurse and Midwife (IQNMs) applicants.
- An update on the implementation of the organisational restructure including the appointment of Ms Diana Newcombe as National Director, Legal Services.
- A civil claim matter has now been settled. The CEO acknowledged the work of Ms Saunders in managing the matter to outcome.

- A Workplace Health and Safety matter and the follow up action that AHPRA intends to initiate.
- The feedback provided by staff who attended the inaugural round of investigator training and the changes implemented around content and delivery for the July round of training.
- Advice on the Health Profession Agreements which were presented to National Boards in June for consideration.

Members provided comment on:

- The need for AHPRA to consider developing a business intelligence strategy drawing together a range of existing work on data and information.
- The need to work with National Boards on a strategic review of the Health Profession Agreements for future years.
- The need for ongoing dialogue with relevant Boards about best managing project portfolios to ensure desired outcomes are achieved.

Item 8 Performance Reports

Item 8.1 Report from Performance Committee

Members:

1. noted the record of the meeting of the Performance Committee held on 13 May 2014
2. noted that all National Boards have received and noted the report.

The Committee noted the Performance Committee will review further analysis of data on investigations at its upcoming meeting on 30 June.

Item 8.2 Health Profession Agreement Monthly Operations report

Members noted the HPA Monthly Operations Report for May 2014.

Item 8.3 Queensland update

Members heard from Mr Robertson and noted the update provided in the Queensland Notifications Improvement Project (QNIP) report for May 2014 and the update on progress of legacy matters and the updated risk profile for the transition to the new Ombudsman arrangements.

The Committee discussed further advice about the timeliness of panel processes.

The Committee thanked Mr Hardy for his leadership in managing the Queensland Notifications Improvement Project and Ms Malcolm for work underway in relation to finalising prior law matters.

The correspondence from The Hon. Lawrence Springborg, Minister for Health, Queensland consulting on funding arrangements for the Ombudsman was discussed. The draft response will be circulated out of session for comment, with opportunity for further discussion, as needed.

Item 9 Financial Reports

Item 9.1 May Financial reports

Members:

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

Item 9.2 2014/15 Budget

Members discussed and approved the 2014-15 operating budget. Members requested that the CEO initiate further work on an efficiency plan.

Item 9.2.1 Capital budget provision 2014/15

Members approved the capital budget provision for 2014-15.

Item 10 Corporate Governance Committee Reports

Item 10.1 Minutes of the 2 June Audit and Risk Committee (unconfirmed)

Mr Gorton provided members with a verbal report of the Audit and Risk Committee held on 2 June 2014 including:

- The Victorian Auditor-General's office (VAGO) presented the interim audit report which reported no medium or high items

- The financial year 2015 Internal Audit Plan will be presented to the Finance, Audit and Risk Committee at its September meeting.
- The Audit and Risk Committee noted the summary of serious incidents which has been reported since March 2014.

Members noted the draft record of decisions and actions of the Audit and Risk Committee 2 June 2014.

Item 10.2 Approval of Internal Audit Charter

Members approved the internal audit charter.

Item 10.3 Committee membership

Members discussed and approved the membership of Committees of the Agency Management Committee and Chairs Forum Committees.

Follow up advice in relation to meeting dates and induction sessions will be provided to Committee members.

Item 11 Business Items – for discussion/approval

Item 11.1 NRAS Review – AHPRA submission

Members approved the final joint National Board and AHPRA preliminary submission and noted the submission date of Tuesday 1 July.

Members thanked AHPRA for the significant work in preparing the submission.

Item 11.2 2014/15 Business Plan

Members provided feedback on the draft of the 2014/15 integrated business plan and noted the final plan will be provided to the Committee for approval at its July meeting.

Item 11.3 Accountability framework

Members considered the revised draft of the Accountability Framework and the scenarios, and agreed to release the revised draft for consultation with all National Boards.

Item 12 Business Items for noting

Item 12.1 Serious Incident Report

Members noted the summary of serious incidents for the period 1 July 2013 to 15 May 2014.

Item 12.2 Insurance Renewals

Members noted the AHPRA insurance renewal program for 2014-15.

Item 13 Strategic issues

Item 13.1 Multi Profession Strategy

Members noted the draft report from KPMG *Strategic Analysis of Options for Multi-Profession Regulation* and provided feedback. The final report will inform further discussion with National Boards and the Agency Management Committee.

Item 13.2 Risk-based regulation initiatives

Members welcomed the planned program of work around risk-based regulation and the scoping paper on Sparrow initiatives. It was noted that there may be a number of stakeholders with an interest in data partnerships with the National Scheme and our approach should maximise opportunities for a wide range of interested parties to express interest.

Close

With no further items to discuss, the Chair called the meeting to a close at 12.45pm.

Next meeting:

The next meeting of the Agency Management Committee will be held, via teleconference, on 22 July 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

Agency Management Committee