



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:** 2015/08

**Meeting date:** 18 Aug 2015

**Meeting time:** 09:00 – 13:00

**Meeting venue:** AHPRA ACT Office

### Members present

Mr Michael Gorton, AM, Chair

Mr Ian Smith, PSM

Ms Jenny Taing

Mr David Taylor

Professor Merrilyn Walton AM

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

Professor Con Michael, AO

Ms Barbara Yeoh

### In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Executive Director, Strategy and Policy

Ms Kym Ayscough, Executive Director, Regulatory Operations

Ms Sarndrah Horsfall, Executive Director, Business Services

Mr Paul Shinkfield, Chair, National Forum of Chairs

Mr Colin Waldron, Chair, Optometry Board of Australia

Mr Michael Guthrie, Director of Policy and Standards, Health Care Professions Council UK (item 2.3)

Ms Helen Townley, National Director, Policy and Accreditation (item 2.3)

Ms Deena Jones, Manager, Executive Secretariat

### Apologies

Nil

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

The Chair welcomed members to the 18 August 2015 Agency Management Committee meeting.

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

Nil

### **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 21 July 2015 meeting as a true and correct record of the meeting.

### **Item 1.5 Actions arising**

Members noted the actions summary.

Ms Yeoh asked that the business intelligence strategy continues to be reported as an action arising.

## **Item 2 Chair's report**

Mr Gorton updated members about:

- Engagement with National Boards including attendance at a number of National Board meetings in July.
- A discussion with the National Executive and feedback provided from a recent informal appraisal of the Committee's ways of working and opportunities to improve.
- Recent engagement with the Forum of Chairs.
- Attendance at a farewell lunch for outgoing National Board Chairs.
- Engagement with Ms Linda Crebbin, General President, ACT Civil and Administrative Tribunal.

Members noted Mr David Taylor's attendance at the AHPRA Balanced Scorecard executive workshop.

### **Item 2.1 Update from Mr Paul Shinkfield**

#### **Item 2.1.1 Chair, Forum of Chairs of National Boards**

Mr Paul Shinkfield, Chair of the Forum of Chairs was welcomed to the meeting.

Mr Shinkfield provided members with an update of issues being considered by the Forum of Chairs.

Mr Shinkfield also provided an update of issues for consideration at the upcoming Forum of Chairs meeting including the proposal to undertake a review of Forum of Chairs committees.

Mr Shinkfield noted the support from Board Chairs for guest speakers to attend as part of future Forum of Chairs meeting, with a focus on leadership.

#### **Item 2.1.2 Chair, Physiotherapy Board of Australia**

Mr Paul Shinkfield, Chair, Physiotherapy Board of Australia provided members with an overview of issues being considered by the Physiotherapy Board including initial considerations for physiotherapy prescribing, the joint physiotherapy practice threshold statements for Australia and New Zealand, differences in cost and process associated with assessment of overseas trained practitioners in Australia and New Zealand and the results of a recent registrant survey.

The Chair thanked Mr Shinkfield for his presentation.

## **Item 2.2 Mr Colin Waldron, Chair, Optometry Board of Australia**

Mr Colin Waldron, Chair, Optometry Board of Australia was welcomed to the meeting.

Mr Waldron provided members with his reflections of the Optometry Board's achievements during his tenure as Board Chair and future issues including an upcoming review of the scheduled medicine standard.

Mr Waldron noted that registration fees are now lower than fees on average, prior to the commencement of the National Scheme.

The Chair thanked Mr Waldron for his presentation and acknowledged Mr Waldron's significant contribution to the National Scheme.

## **Item 2.3 Mr Michael Guthrie, HCPC UK**

Mr Michael Guthrie, Director of Policy and Standards, Health Care Professions Council (HCPC) UK provided members with an overview of the HCPC model of professional involvement and that of other UK regulators.

Members noted Mr Guthrie is on an exchange visit to AHPRA and will also present to the Forum of Chairs in September.

## **Item 3 CEO report**

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

- A Victorian man who held out to be a registered dentist, pleaded guilty to 17 charges filed against him by AHPRA, on behalf of the Dental Board of Australia.
- A positive meeting between the Queensland Office of the Health Ombudsman and AHPRA staff to discuss a number of reporting matters.
- An update on the status of the Nursing and Midwifery Victorian health program.

Members noted the Terms of Reference of the Community Reference Group and of the Professions Reference Group.

The CEO will circulate a further breakdown of board, committee and panel member numbers.

### **Item 3.1 NRAS review**

Members discussed the outcomes of the NRAS review and issues arising.

Further advice will be provided on an action plan in relation to the recommendations requiring follow up by AHPRA and National Boards.

### **Item 3.2 KPMG Organisational Health Check**

Members noted the positive outcomes of the KPMG Organisational Health Check.

Members noted a management response to the recommendations and key findings is being prepared and further advice will be provided to the Committee.

Members noted a discussion is scheduled with the Forum of Chairs in September and key findings will also be disseminated to staff and Boards.

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

### **Item 4.1 Feedback from meeting held on 14 August 2015**

Ms Yeoh, Chair, Finance, Audit and Risk Management Committee provided members with a summary of the meeting held on 14 August 2015 including:

- The FARM Committee 2014/15 Annual Report will be provided for consideration at the Agency Management Committee meeting in September with a recommendation to share with National Boards and for publication on the AHPRA website.
- A presentation provided by Deloitte of the proposed internal audit plan, risk assessment and strategic audit plan for 2015/16. Final plans will be considered by the FARM Committee at its November 2015 meeting.

The Agency Management Committee approved a recommendation made by the FARM Committee to commence internal audit of:

- the payroll system including long service leave and
- the new iPad and Board Management System – IQ Board.

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Agency Management Committee

- The Committee discussed the report on the Serious Incident Summary Report for the fourth quarter 2014/15 and has sought further information on procurement arrangements for contracting external legal services.
- Noted the cashflow and investment reports and discussed future financial sustainability strategy.
- Considered and endorsed an approach in relation to the future management of cash and cheque payments for registration.

#### **Item 4.2 Annual accounts**

Ms Yeoh provided members with a report from the Finance, Audit and Risk Management Committee following the external audit of the annual accounts by the Victorian Auditor-General's Office.

The Finance, Audit and Risk Management Committee recommend that the annual accounts for 2014/15 are adopted by the Agency Management Committee.

Members:

1. adopted the annual accounts for 2014-15 and
2. authorised Mr Michael Gorton, Chair, Agency Management Committee, Mr Martin Fletcher, Chief Executive Officer, Ms Sarndrah Horsfall, Executive Director, Business Services and Mr Anthony DeJong, National Director Finance and Procurement to sign the accounts on behalf of the Committee.

The Chair noted comments made by the Chair of the Finance, Audit and Risk Management Committee of the high standard of accounts and conveyed his congratulations to all staff involved in the preparation of the AHPRA 2014/15 annual accounts.

#### **Item 4.3 Finance report – June 2015**

Members:

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

#### **Item 4.4 Governance statement**

Members reviewed and provided feedback on the AHPRA Governance Statement.

Subject to feedback provided, the Committee authorised the Chair, Agency Management Committee and AHPRA CEO to sign the Governance Statement for inclusion in the 2014/15 AHPRA Annual Report.

#### **Item 5 Performance Committee**

Members discussed membership of the Performance Committee and endorsed Ms Jenny Taing as the Agency Management Committee member to replace outgoing member Professor Con Michael.

Members noted the Performance Committee is scheduled to be held on 28 August 2015.

#### **Item 6 Remuneration Committee**

Members noted the Remuneration Committee is scheduled to be held on 18 August 2015.

#### **Item 7 Business items – Business Services**

##### **Item 7.1 2015/16 Business Plan**

Members:

1. noted the public facing version of the 2015/16 Business Plan, and
2. noted the 2015/16 Business Plan has been published on the AHPRA website.

Members provided feedback on ways in which the Business Plan can be further improved in future years to be more strategic and clearly link to KPIs.

#### **Item 8 Business items – Regulatory Operations**

##### **Item 8.1 Status report on panels and tribunal matters**

Ms Ayscough provided members with an update of the status report on panels and tribunal matters and the management actions proposed or underway.

Members noted the update and discussed issues relating to the review and proposed management actions.

Members noted further review is continuing to be undertaken with an update to be provided to the Committee.

### **Item 8.2 Update on notifier experience program of work**

Ms Ayscough provided members with an update on the notifier experience program of work.

Members discussed the progress report and commented on the need to provide strong leadership and focus for this work.

Members agreed on further areas to be explored including the need to continue to focus on desired cultural change.

Members:

1. noted the update on work to improve the experience of the notifier,
2. noted the report *Delivering Improved Consumer Experience of AHPRA* and
3. noted the Regulatory Operations response to the Mary Draper report.

The CEO will circulate examples of revised notifier template letters.

### **Item 8.3 Legal update**

Members noted the legal update for August 2015.

Members requested further information in relation to the possible insurance coverage on one matter and our confirmed process for notifying insurers of possible claims.

## **Item 9 Business items – Strategy and Policy**

### **Item 9.1 NRAS strategic plan 2015-20**

Members discussed the NRAS strategic plan 2015-20.

Subject to feedback provided, the Committee approved the recommended National Scheme Strategy 2015-20, for finalisation, in consultation with National Boards.

### **Item 9.2 Review of NRAS committee structures**

Members provided feedback on the proposed principles, framework and work plan to review the Committee structure across the National Scheme.

Members emphasised the importance of positive leadership for this important program of work; constructive engagement with National Boards; a clear fact finding stage; consideration of options to phase the work (including early wins); and, appropriate engagement of external expertise in the review process.

### **Item 9.3 NRAS Regulatory Principles – evaluation report**

Subject to an amendment approved by the Committee, members endorsed the report and recommendations for circulation to all National Boards in September 2015.

### **Item 10 Other business**

Professor Con Michael's appointment with the Committee concludes on 03 September 2015. The Chair thanked Professor Michael for his wise counsel and contribution to the National Scheme as part of the Agency Management Committee.

### **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 15 September 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.