



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

Australian Health Practitioner Regulation Agency

Agency Management Committee Communiqué

June 2018

The 98th meeting of the [Agency Management Committee](#) (AManC) was held on Tuesday 19 June 2018 in Darwin. This Communiqué highlights key discussions and considerations from the meeting.

The Chair acknowledged the Traditional Owners of the land on which the meeting was being held and paid respect to their Elders, past and present.

Chair's Report

Members noted the update provided by the Chair including:

- His attendance at the Accreditation Advisory Committee as Chair on 5 June 2018, and
- His attendance at the Remuneration Committee as Chair on 12 June 2018.

CEO Report

Members noted the written report from Mr Fletcher.

- Questions were asked about the results of the intern survey conducted by the Medical Board of Australia and the Australian Medical Council and responsibility for acting on findings and issues arising. For example, reported lack of confidence in prescribing. Members requested a brief report at the next AManC meeting.
- Further advice was sought on the UK Nursing and Midwifery Council Report regarding lessons learned and implications for the review of our on hold policy. It was agreed that further advice would be provided on a review of our on hold policy in the light of the findings of this report.
- Members noted the NHPOPC report and queried the extent to which we triangulate the data in the NHPOPC report with our own data to improve our engagement with notifiers, and; the timeliness of our response to 'warm transfers'. Further advice will be provided following a review and analysis of the full year data from NHPOPC and to respond to any issues that may arise from NHPOPC's formal annual report.

Finance, Audit and Risk Management Committee

Members noted the verbal update from Ms Yeoh Chair of FARMC including:

- members considered the internal audit report on budgeting which identified three medium level risks including better clarity of policies and procedures including roles and responsibilities to support the budget preparation process; address the need for manual intervention at stages in the budget preparation process, and ; full implementation of the process for prioritisation of capital and operational expenditure. The Pulse project will assist with addressing these issues.
- the Pulse Quality Review report was presented to the committee for noting. The new payroll system has been successfully implemented with important learning about the importance of stronger engagement with business users. There is a now a need to focus on detailed planning for the next stage.
- the Digital House Quality Review report was presented to the committee for noting that the critical path for delivery of CRM, the queue management for registration, and the registration of the Paramedics which is now on track.
- the FARMC asked about the strategy in the event that not all paramedics are registered by the participation date. Mr Robertson offered to deliver a presentation at the AManC August meeting on paramedic registration with a view to providing assurance about mitigation strategies in the event that not all practitioners are registered

- members noted the updated risk register. This included the previously identified risk regarding the migration of the Data Centre and a new risk associated with the potential unsuccessful delivery of the Regulatory Operations Operating Model change.
- members noted the serious incident report including an event that was recorded on 15 March 2018 in which verbal threats were made against staff and Board members. This resulted in the Board members profiles being removed from the website. The committee requested that policy and procedures regarding management of threats are reviewed with the input of an experienced security consultant.
- members noted the health and safety performance report including the key points:
 - the need to see the development of lead indicators
 - the need to see improved operations of our WHS committees
 - the need to proactively engage services from EAP and the WorkSafe agents.
- Ms Pettitt will provide a report to the next FARMC meeting addressing the issues the committee has highlighted.
- an updated estates strategy will be developed for 2020-2022 for consideration by FARMC.

Mr Smith thanked the team for the simplicity of the related party transaction process this year.

In other business items, referred by the Finance, Audit and Risk Committee, the Agency Management Committee:

- approved the draft AHPRA Procurement Policy.
- approved the draft Refunds Policy.
- noted that the proposed funding arrangements for FY18-19 would facilitate the full participation of the ATSIHPBA in the work of the National Scheme.
- noted the policy positions in this paper and approved the proposed AHPRA leases policy as recommended by FARMC.
- approved the updated Financial Delegations Policy.

The Chair thanked Ms Yeoh for her update.

Queensland Notifications Breakthrough Strategy

Members noted that a breakthrough strategy is being developed and will be presented to the next RPC meeting.

Update on Accreditation Systems Review

Members noted an update from Mr Chris Robertson advising that he and Ms Helen Townley attended a jurisdictional workshop run by the Health Services Principal Committee to assist in formulating advice to AHMAC and Ministers.

Equity and Cost Allocation Reference Group

Members noted the unconfirmed Communiqué from the 29 May 2018 meeting of the Group. Ms Yeoh highlighted the strong consensus emerging and the planned shadow testing of new arrangements to identify any unintended consequences.

Ms Crawshaw noted the excellent work undertaken by the Committee.

The Chair thanked Ms Yeoh for her update.

National Board Paper on the proposed New Equity Model

Members noted the paper to be presented to National Boards at their June meetings.

Remuneration Committee

Members noted the unconfirmed decisions and actions of the meeting held on 12 June 2018.

Members noted an update from Mr Gorton highlighting discussion about the Board Chair stipend arrangements and consideration of associated governance arrangements. Mr Robertson provided an overview of the current approach to determining stipend arrangements.

Business items

In other business items, the Committee:

- approved the 2018-19 AHPRA operating budget and noted the status of National Board budgets
- noted Ms Eliza Collier's (Territory Manager) overview of the work in the Northern Territory
- noted the key items identified in the 2017/18 third quarter financial report
- noted the 2017/18 third quarter consolidated income and expenditure report
- noted the 2017/18 third quarter consolidated balance sheet report for AHPRA
- noted the 2017/18 YTD financial summary of National Board performance.

Next meeting of the Agency Management Committee

- 17 July 2018, via teleconference