



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: 2016/05

Meeting date: 17 May 2016

Meeting time: 11:00 to 13:00

Meeting venue: Teleconference

Members present

Mr Michael Gorton, AM, Chair, in person

Ms Jenny Taing

Mr David Taylor, in person

Ms Barbara Yeoh

Professor Merrilyn Walton AM

Ms Karen Crawshaw, PSM

Dr Peggy Brown

In attendance

Mr Martin Fletcher CEO (not present for item 1.0), in person

Mr Chris Robertson, Executive Director, Strategy and Policy (not present for items 1.0, 2.1 – 2.5 and 3.0)

Ms Kym Ayscough, Executive Director, Regulatory Operations (not present for item 1.0)

Ms Sarndrah Horsfall, Executive Director, Business Services (not present for item 1.0), in person

Dr Joanna Flynn, AM, Chair, MBA and Co-convenor, Forum of NRAS Chairs (not present for item 1.0)

Ms Deena Jones, Manager, Executive Secretariat (not present for item 1.0)

Apologies

Mr Ian Smith, PSM

Item 1 In Camera meeting

Members met in camera.

Item 2 Welcome and introduction

The Chair welcomed members to the 17 May 2016 Agency Management Committee meeting.

Item 2.1 Apologies for absence

Members noted apologies from Mr Ian Smith, PSM.

Item 2.2 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 2.3 Approval of agenda

Members approved the agenda.

Item 2.4 Record of previous meeting minutes – 26 April 2016

Members agreed to an amendment of wording at item 5.4 and confirmed Decisions and Actions from the 26 April 2016 meeting as a true and correct record of the meeting.

Item 2.5 Actions arising

Members noted the actions summary.

Item 3 Chair's report

Members noted the update provided by Mr Gorton including:

- Correspondence received from the Qld Minister for Health in relation to the increase in notifications referrals to AHPRA from the Office of the Health Ombudsman and the Minister's intent to write separately to advise of the amount of funds to be transferred from AHPRA to the OHO once the determination is finalised.
- Recent correspondence from the Friends of Science in Medicine to the Chairs of the Osteopathy Board of Australia and the Chinese Medicine Board of Australia. Members noted AHPRA and National Board Chairs will work together to address multi-profession implications.

Ms Jenny Taing, as Agency Management Committee representative at the May 2016 Forum of NRAS Chairs (FONC) meeting provided members with an update of the meeting including discussion held about:

- Progress of the draft records authority for the NRAS and upcoming consultation activities. Members noted a final authority will be presented to the Agency Management Committee for approval.
- Further consideration of how the National Scheme could contribute to addressing Aboriginal and Torres Strait Islander health and cultural issues.

Ms Taing also made positive comment of the FONC meeting structure and the opportunities for the AManC to further engage with the FONC on policy issues.

Item 3.1 Strategic Review Workshop outcomes

Members discussed and noted the report of the Strategic Review workshop and management actions underway in response to the matters considered by the Committee at its in-camera session of 26 April 2016.

The Committee requested further advice on how the agreed strategic directions for AHPRA and the AManC 2016-2020 will be addressed.

Item 4 CEO report

Item 4.1 CEO update

Members noted the CEO report and the update provided by Mr Fletcher including:

- Recent correspondence to the Victorian Minister for Health from the Chair of the Chiropractic Board of Australia (ChiroBA) in response to the Minister's earlier correspondence to the ChiroBA Chair

about reports about chiropractors treating infants and young children in Victoria. Members noted the correspondence which included a cc to the Chair will be circulated to members.

- Advice about the current status of Senate inquiries which have ceased to exist as a result of the double dissolution including:
 - the medical complaints process in Australia
 - Lyme-like disease in Australia, which has produced an interim report, and
 - establishment of a national registration system for Australian paramedics, which has produced a final report.
- The Health Workforce Principal Committee (HWPC) considered the business case that is to be finalised and submitted to the Australian Health Workforce Ministerial Council (AHWMC) by AHPRA and the Psychology Board of Australia (PsychBA) at its meeting in May 2016. Members noted further 2016/17 fee discussion between AHPRA and the PsychBA is scheduled.

Item 5 Items for decision

Item 5.1 Enterprise Agreement update

Members noted the update and status of the negotiation in relation to a proposed national enterprise agreement.

Members requested advice is provided about the overall financial impact of the proposed agreement.

Item 5.2 Performance Committee Terms of Reference

Members approved the amended Performance Committee Terms of Reference, noting a final amendment to the term of appointment.

Members noted the Notifications Working Group interim Terms of Reference will now be finalised.

Item 6 Items for discussion

Item 6.1 Notifications Management – action plan

Members noted the update about the work underway to address concerns in notifications performance.

Members provided feedback on the Notifications Management action plan including the need to ensure a clear focus on the implementation of the 'on hold' directive. The Committee noted the Notifications Working Group will oversee implementation of the plan and will also provide the AManC with a regular update.

Item 6.2 Report from Performance Committee

Members noted the Q3 Performance Reports and discussed the statement of key messages.

Members requested advice is provided for consideration about benchmarks for performance including those that have been developed and other possible comparators.

Item 6.3 Report from Finance, Audit and Risk Committee

Ms Barbara Yeoh, Chair, Finance, Audit and Risk Management Committee (FARM Committee) provided members with a summary of the meeting held on 16 May 2016 including consideration of:

- The Victorian Auditor General's Office (VAGO) conducted their interim audit on the AHPRA financial accounts of which there were no concerns.
- The Regulatory Operations corporate assurance plan. The FARM Committee made a recommendation that the Agency Management Committee undertake a review of the Risk Appetite Statement, with input from National Boards.
- A quality review undertaken on AHPRA's compliance with policy and procedure that relate to Investigations Management Plans.
- Internal audit reports in relation to:
 - Payroll services.
 - Cyber health. The Management Committee agreed a summary of AHPRA's cyber health should be provided to the Forum of National Board Chairs for information.
- Results of a legislative compliance test and management approach to future testing.
- The Public Interest Disclosure (Whistleblower) Policy to be provided to the AManC for approval.
- Impact of the proposed AASB changes to income recognition rules for registration fees. The FARM Committee has requested further accounting advice.
- AHPRA capital and related policies.

Item 7 **Items for noting**

Item 7.1 **Update on Implementation of recommendations of KPMG review**

Members noted the update on progress with implementation of KPMG report recommendations.

Item 7.2 **Update on NRAS review implementation**

Members noted the progress of the implementation of the outcomes of the NRAS Review.

Members agreed to provide further feedback on any key governance issues for consideration as part of the NRAS review.

Item 8 **Other business**

Nil

Next meetings:

Next meetings of the Agency Management Committee:

- 20 June 2016, Darwin, business meeting
- 19 July 2016, via teleconference
- 26 August 2016, Melbourne (NRAS Combined meeting)
- 20 September 2016, via teleconference
- 18 October 2016, Hobart
- 15 November 2016, via teleconference
- 20 December 2016, Melbourne

Close

With no other items to discuss, the Chair called the business meeting to a close at 12.25pm.

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.