

Agency Management Committee

Meeting Number 26

14 June 2011

AHPRA, 680 George Street, Sydney

Final decisions and actions arising

Members present

Mr Peter Allen

Mr Michael Gorton

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director, Operations

Mr Jim O’Dempsey - National Director, Business Improvement and Innovation

Mr Chris Robertson – Director, National Board Services

Ms Dominique Saunders – General Counsel

Mr Geoff Linton – Chair, Risk and Audit Committee (Part Two, Item 7) – via teleconference

Ms Kym Ayscough – NSW State Manager

Ms Amanda Robinson - Executive Assistant to Chief Executive Officer, Minute Secretary

Apology

Professor Genevieve Gray

PART ONE

Item 1: Disclosure of any conflicts of interest in relation to agenda items

In accordance with Section 6(1) of Schedule 2 of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2009* (the Act), members declare any possible conflict of interest in relation to agenda items for consideration by the Committee.

Members were advised of a possible conflict of interest with Professor Michael, concerning matters raised in Part 2, Item 2. Professor Michael advised that he would not be present when the Committee determined its position on the matter.

Item 2: Record of previous minutes

The minutes of the meeting held on 10 May 2011 were approved by the Committee as a true record of the meeting.

ACTION: NIL

Item 3: Current Situation

Item 3.1: Update from Chair, CEO and Members

Mr Allen reported:

- Congratulations to Dr John Lockwood (Chair, Dental Board of Australia), Dr Joanna Flynn (Chair, Medical Board of Australia) and Dr Phillip Donato (Chair, Chiropractic Board of Australia) who have been acknowledged in the Queen's Birthday Honours in recognition of their contributions to health administration and the community. The Senate Committee Inquiry Report was released on 3 June 2011.
- Mr Allen and Mr Fletcher met with Minister Hames (Chair of the Australian Health Workforce Ministerial Council) in May to brief him on general progress with implementing the National Scheme and the entry of the 2012 new professions. Minister Hames suggested a twice yearly meeting to update him on progress.
- Mr Kim Snowball (Director General, WA Department of Health) has been appointed chair of the Australian Health Minister's Advisory Council.

Mr Fletcher reported:

- He attended the June meeting of the Australian Health Workforce Ministerial Council (AHWMC) where Ministers considered recommendations on Board appointments for the 2012 new professions and accreditation arrangements. An announcement is expected shortly
- Ministers noted the project plan for the 2012 professions which is still subject to finalising with AHMAC in relation to funding
- The first year anniversary of the National Scheme is approaching and each AHPRA office will host an anniversary event.

The Committee discussed the updates and agreed that a brief report back to Health Ministers, addressing the operational recommendations arising from the Senate Committee Inquiry should be included in the AHPRA update to the AHWMC.

ACTION: AHPRA

Item 3.1.1: Updated Management Calendar

Mr Fletcher provided an overview of the updated Management Calendar.

The Committee discussed noted:

- The Budget and Health Profession Agreements are the current major areas of focus
- The 2011 -12 Business Plan will be presented for approval at the July meeting.

ACTION: AHPRA

Item 3.1.2: Follow up of Submissions to Senate Inquiry

Mr Fletcher tabled an overview of the proposed follow up of organisational submissions to the Senate Inquiry.

The Committee discussed the report and noted:

- The report will be submitted to National Boards to seek Board views on any outstanding issues requiring follow up
- Committee members will provide comments/feedback out of session.

ACTION: AHPRA

Item 3.2: Action Summary

Members considered the June action summary noting:

- Part 1, Item 2 - The thematic report of the individual submissions (from the Senate Inquiry) will be circulated to members out of session.

ACTION: AHPRA

Item 3.3: Minutes of Chairs Meeting May 2011

Members considered the minutes of the May Chairs meeting, noting that a number of Boards are further considering the issue of hand hygiene and how it can be promoted through their work.

ACTION: AHPRA

Item 3.4: Status of Jurisdictional Support

The Committee noted the status of jurisdictional support, in particular that the Commonwealth has provided additional funding to support ongoing work on data quality and data interfaces with key partners, for example, Medicare Australia.

ACTION: AHPRA

Item 4: Items for Decision

Item 4.1: Health Profession Agreement

Mr Fletcher and Mr Illott provided an update on the Health Profession Agreements (HPAs).

The Committee discussed the update and noted the issues with the 2010 – 2011 HPAs, particularly in relation to limitations on performance measurement and reporting.

Agreement will be sought with the National Boards to extend the current Agreements if there is any delay in finalising the 2011-2012 HPAs.

ACTION: AHPRA

Item 4.2: Remuneration Committee

Mr Fletcher provided an overview of the proposal to establish a Remuneration Committee of the Agency Management Committee.

Members noted the report and agreed:

- To establish a Remuneration Committee
- The proposed term of reference
- To seek a nomination from the National Board Chairs to join the Remuneration Committee
- That Mr Allen will chair the Committee.

ACTION: AHPRA

Item 4.3: Reportable Events

Mr Fletcher provided an overview of the proposed set of reportable events for 2011-2012, as part of improved performance reporting

Members discussed the report and endorsed the proposed set of reportable events and requested periodic reporting to the Management Committee.

ACTION: AHPRA

Item 4.4: AHPRA Accreditation Procedures

Mr Robertson provided an overview of the revised procedures for the development of Accreditation Standards.

Members noted the report and approved the revised procedures, noting the ongoing work of the Accreditation Working Party

ACTION: AHPRA

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Report – May 2011

The Committee noted the report on activity levels during May 2011, noting continued gains in the performance of customer service teams.

ACTION: Nil

Item 5.1.1: Medicare Reminders

The Committee noted correspondence with Medicare Australia about whether they can issue reminders to practitioners, who may lose their eligibility for MBS as a result of their registration lapsing.

ACTION: AHPRA

Item 5.2 Business Improvement Update

Mr O'Dempsey provided the Committee with an update on the portfolio of Business Improvement Projects.

Members noted:

1. Overall progress in implementing agreed business improvement priorities
2. Work underway on the notifications business process workshops which have been very well received by staff
3. The three key streamlined processes – renewals, approvals and graduate online applications – which are now complete.

ACTION: Nil

Item 6: Items for Information

Item 6.1 Key Issues from May board meetings

This item was deferred.

ACTION: Nil

Item 6.2: Annual Report

The Committee noted the structure and timelines for the Annual Report 2010-11.

ACTION: AHPRA

Item 6.3 Insurance Renewals

The Committee noted the paper on insurance renewals 2011-12.

ACTION: AHPRA