



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:** 2012/11

**Meeting date:** 05 November 2012

**Meeting time:** 10:00am – 2:00pm

**Meeting venue:** AHPRA National Office, Level 7, 111 Bourke Street Melbourne

### Members present

Mr Peter Allen, Chair

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

Dr Karen Crawshaw

Mr Ian Smith

### In attendance

Mr Martin Fletcher – Chief Executive Officer

Mr John Illott – Director, Finance and Corporate Operations

Mr Jim O'Dempsey - Director, Business Improvement and Innovation

Ms Dominique Saunders – General Counsel

Mr Chris Robertson – Director, National Board Services

Ms Deena Jones - Executive Assistant to Mr Martin Fletcher, Minute Secretary

### Apologies

Ms Fran Thorn

## Part One

### Item 1 Welcome and general overview

The Chair opened the meeting at 10.00am and welcomed new Committee member Mr Ian Smith.

#### Item 1.1 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 Record of previous minutes

#### Item 2.1 Record of Decisions and Actions arising from last meeting

Committee members confirmed the Decisions and Actions from the meeting held on 2 October 2012 as a true record of the meeting.

#### Item 2.2 Action Summary

Committee members noted the Action Summary for November 2012.

### Item 3 Current Situation

#### Item 3.1 Update from Chair, CEO and Members

Committee members noted the update provided by Mr Allen including:

- The inquiry on the performance of the Australian Health Practitioner Regulation Agency referred by Minister Davis to the Victorian Parliamentary Legal and Social Issues Legislation Committee
- Proposed changes to the NSW tribunal system announced by the NSW Attorney General.

The Committee noted the update provided by Mr Fletcher including:

- The recent meeting between the Queensland Minister of Health, Dr Flynn, Chair, Medical Board of Australia and Mr Fletcher relating to two recommendations of a report prepared by Mr Richard Chesterman for the Queensland Crime and Misconduct Commission
- An update on the notifications workloads in Queensland, including that the Medical Board of Australia has agreed to establish a second Notifications Assessment Committee in Queensland
- The release of the Annual Report on 1 November 2012. Communication to stakeholders and AHPRA staff has taken place including briefings, webinars and a special edition of AHPRA Report
- The conclusion of the medical annual renewal, resulting in a successful renewal rate of 99% including that 90% renewed online
- The annual renewal for allied health professions which has commenced and is tracking well.

#### Item 3.1.1 Report of Senate Community Affairs Legislation Committee on Annual Reports

The Committee noted the *Report on Annual Reports (No2 of 2012)* from the Senate Community Affairs Legislation Committee.

#### Item 3.1.2 Media Release – NSW Attorney General

Members noted the media release, released on Friday, 26 October by the NSW Attorney General.

### Item 4: Management Committee Briefing

#### Item 4.1 Presentation on the National Law

Ms Saunders provided the Committee with a presentation titled *Briefing on the National Law*.

#### **Item 4.2 Briefing on 2011/2012 Data (Annual Report)**

Mr Fletcher provided the Committee with a briefing and presentation on the *2011/12 AHPRA Annual Report*.

#### **Item 5 Performance Reporting and Risk Management**

##### **Item 5.1 Operational Update**

The Committee noted the business operations reports for September and the update provide by Mr O'Dempsey including:

- Proposed improvements to Quarterly Reporting incorporating greater trend analysis and commentary
- Revised Monthly Operations Report to AHPRA and National Boards

The Committee noted that further information will be provided about prior National Law notification matters and the strategy to finalise these matters.

##### **Item 5.2 Business Improvement Portfolio Report**

Members noted the update provided by Mr O'Dempsey and the status of the program of work within Business Improvement and Innovation.

##### **Item 5.3 Quarterly Reports**

###### **Item 5.3.1 Complaints/FOI/Privacy**

Members noted the update provided by Mr Fletcher and the first quarter Freedom of Information Requests and Administrative Complaints reports.

###### **Item 5.3.2 Health Professions Agreement (HPA) Quarterly Reports**

Mr Fletcher provided the Committee with a background update on the HPA reports to National Boards. Members noted the report on performance against the Health Profession Agreement performance standards for the quarter July - September 2012.

###### **Item 5.3.3 Business Plan**

Members noted the update provided by Mr Fletcher and the 1<sup>st</sup> quarter business plan progress report for July – September 2012.

#### **Item 6: Business Items**

##### **Item 6.1 2013/14 Business Plan Direction Setting**

Members considered the AHPRA Direction Setting template and discussed the proposed outcomes that are currently under development.

The Committee agreed to provide feedback out of session.

##### **Item 6.2 Update on NRAS Governance Committee activities**

Ms Wardlaw-Kelly provided the Committee with an update and Members noted:

1. The program of governance work underway with National Boards, including the recent publication of the NRAS Governance Charter, Board Members Attributes and revised Board Members Manual
2. The oversight being provided by a NRAS Governance and Succession Planning Steering Committee, with representation from the Agency Management Committee
3. That some Boards have been developing more specific guidance in relation to certain governance issues, including conflict of interest and that the Governance and Succession Planning Steering Committee is considering the need for further cross-scheme guidance on this topic

The Committee requested further advice from the Committee on whether there are wider uses for the data and outcomes from Board evaluations over time, beyond the direct feedback provided to Boards.

The Committee agreed to hold a future discussion about how the program of governance work might be applied and/or adapted by the Agency Management Committee, including the work on board evaluation.

The Agency Management Committee will consider undertaking a Board evaluation process in June 2013.

### **Item 6.3 National Board Issues**

#### **Item 6.3.1 Issues arising, October Board meetings**

Committee members noted the verbal update provided by Mr Robertson including:

- The upcoming *English Language Skills Registration Standards Workshop* to provide National Board representatives and Executive Officers with an overview of the findings of the English Language Research project undertaken by Professor Leslyanne Hawthorne prior to further consideration by National Boards
- Boards endorsed the recommendations in the NRAS 2012 evaluation report and provided feedback
- Proposed revised timeframes for review of registration standards, common guidelines and codes
- Progress report on Queensland notifications.

#### **Item 6.3.2 Summary of National Board Services Board projects**

Members noted the National Board Services workplan and the summary of board projects.

#### **Item 6.3.3 Consultation Update**

Members noted the update provided by Mr Robertson noting:

1. The November consultation update, including the anticipated and current National Board consultations
2. The final joint National Boards/AHPRA submission to the strategic review of the New Zealand Health Practitioners Competence Assurance Act 2003
3. Approved the final joint National Boards/AHPRA response on the Skilled Occupations List.

The Agency Management Committee asked for further advice about the process for setting priorities for contributing to requests for submissions and feedback on consultations.

#### **Item 6.3.4 NRAS 2012 Combined meeting summary**

Members noted the update provided by Mr Fletcher:

1. The feedback from attendees of the 2012 Combined Meeting in the paper
2. The 13 actions for 2013
3. The recommendation from the NRAS Combined Meeting Committee that the 13 actions for 2013 be referred to the National Executive in the first instance to provide further detail to National Boards and the Agency Management Committee (AMC) with respect to the implementation of the actions
4. Considered and agreed the recommendation from the NRAS Combined Meeting Committee that a NRAS combined meeting is held in 2013 and that the Committee, in conjunction with AHPRA, the Agency Management Committee and National Boards, consider the future frequency and structure of the combined meetings to be held after 2013.

### **Item 6.4 Consultation paper on Data Access and Research**

Mr Robertson provided the Committee with an update and members noted:

1. The *Data Access and Research Policy* paper provided to all National Boards at the September meeting
2. The overview provided to the National Executive at their most recent meeting about *Data Access and Research Policy*
3. The progress to date and consultations to follow.

The Committee agreed to provide feedback out of session.

## **Item 6.5 Criminal History**

### **Item 6.5.1 Outcomes of consultation on international criminal history checks**

Members noted the update provided by Mr O'Dempsey including the outcomes of consultation on options for international criminal history checks.

The Committee endorsed the proposal to undertake further work on an additional option for international criminal history checks which would mirror the Crim Trac process for Australian criminal history checks.

The Committee asked for further information in relation to tender specifications for external provision of international criminal history checks.

### **Item 6.5.2 Change to requirements on additional CrimTrac Reports**

Members noted that all National Boards have endorsed the approach to the removal of the requirement for seeking additional CrimTrac reports for registrants initially registered under the National Law who apply to change registration types.

## **Item 6.6 Management Calendar 2012/13**

Members noted the updated Management Calendar.

### **Close**

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 2.00pm.

### **Next meeting**

The next meeting of the Agency Management Committee will be held on Tuesday 4 December 2012 at the AHPRA National Office, Level 7, 111 Bourke Street, Melbourne, commencing at 10:00am.