



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: 2014/03

Meeting date: 18 March 2014

Meeting time: 10.00am – 2.00pm

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

Members present

Mr Michael Gorton, AM, presiding member

Professor Merrilyn Walton – via teleconference (not present for items 1 to 7, 8.1, 8.2, and 9.1)

Ms Karen Crawshaw, PSM

Professor Con Michael, AO

Mr Ian Smith, PSM

In attendance

Mr Martin Fletcher – Chief Executive Officer

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

Mr Geoff Linton, Chair, Audit and Risk Committee (item 10.2)

Ms Pauline Ireland, National Health Practitioner Ombudsman and Privacy Commissioner (item 13.2)

Apologies

Nil

Item 1 Election of a presiding member

Members:

1. Agreed to elect a presiding member for the 18 March 2014 meeting, pending a decision by the Australian Health Workforce Ministerial Council (AHWMC) on who will be appointed as the new Chair of the Management Committee
2. Agreed that the presiding member elected for the 18 March 2014 meeting will be the presiding member for any other Management Committee meetings held in the absence of an AHWMC-appointed Chair
3. Noted that it is appropriate for the elected member to be identified as the 'Presiding Member' in documentation from meetings held in the absence of an AHWMC-appointed Chair
4. Authorised the presiding member to exercise the responsibilities that would usually be exercised by the AHWMC-appointed Chair.

Members agreed to elect Mr Michael Gorton as presiding member.

Item 2 Apologies for absence

All members in attendance, with Professor Walton not present for items 1 to 7, 8.1, 8.2, and 9.1.

Item 3 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 4 Approval of agenda

Members approved the agenda.

Item 5 Record of previous minutes and actions arising

Members confirmed the Decisions and Actions document from the 6 February 2014 meeting as a true and correct record of that meeting.

Item 6 Chair's Report

Item 7 CEO Report

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

- That AHPRA is about to engage with the social media site *Twitter*. Information outlining what AHPRA expects from users when they engage in social media will be published on the AHPRA website.
- The recent correspondence sent to Dr Brown, Chair, AHMAC about performance reporting on notifications.
- An update on the Supreme Court action in relation to the Optometry Board of Australia, including associated insurance issues.

Item 7.1 Briefing on KPMG Organisational review

Mr Fletcher presented an overview of the key findings of the KPMG organisational review and proposed structural changes.

Members noted and provided feedback on the report of the KPMG organisational review.

The proposed organisational changes were supported by the Agency Management Committee, with an offer of ongoing discussion with the CEO on implementation issues.

Item 8 Performance Reports

Item 8.1 HPA Monthly Operational Report – February 2014

Members noted:

1. the average number of notifications received each month continues to increase. In total 4106 notifications have been received financial year to date, averaging 513 per month. This compares to 3586 notifications received at the same time in 12/13 (an increase of nearly 13%)

2. open notifications performance had remained static with a small decrease in February. 3,879 notifications remaining open at the end of the reporting period, an increase of 38 notifications from January
3. 116 prior law cases remain open at the end of February, a decrease of 20 cases from January
4. 30 National Law offences were received in February, an increase of 21 from January, and
5. with the end of the new graduate period, the number of registration applications received and finalised have started to move towards business as usual.

Members proposed that an independent expert be commissioned to review AHPRA business processes for notifications and opportunities for further streamlining. It was suggested that this work could be informed by current internal audit on notifications processes being undertaken by Grant Thornton.

Members sought further information about *On Hold Notifications* data, in light of the implementation of the On Hold Policy.

Item 8.2 Queensland Report

Members noted the update provided by Mr Fletcher including that Ms Malcolm, Director Notifications and Legal services (WA) is now working with the AHPRA Queensland office on a legal advisory basis.

Members noted the update provided in the Queensland Notifications Improvement Project (QNIP) report for January 2014.

Members acknowledged the work of Mr Matt Hardy for his work on the Queensland Notifications Improvement Project. Members sought further information on staffing resources, impact on activity and a view about the ongoing adequacy of resource levels.

Item 9 Financial Reports

Item 9.1 Financial reports – January

Members:

1. noted the January 2014 consolidated income and expenditure reports
2. noted the January 2014 balance sheet report for AHPRA consolidated, and
3. noted the January 2014 financial summary of National Board performance.

Members sought further information on the implementation of the Practitioner Information Exchange (PIE).

Item 10 Corporate Governance Committee Reports

Item 10.1 Performance Committee

Members noted the update provided by Mr Ian Smith and:

1. noted the record of the meeting of the Performance Committee held on 7 February 2014 and the statement which accompanied the release of KPI performance reports on notifications to National Boards at their February 2104 meetings
2. approved the Terms of Reference for the Performance Committee, and
3. asked that future minutes contain more detail of the Committee discussion.

Item 10.2 Audit and Risk Committee

Mr Geoff Linton, Chair, Audit and Risk Committee provided members with a summary of the meeting held on 17 March 2014 including:

- The Audit and Risk Committee Effectiveness Review workshop facilitated by Tempo Strategies.
- Mr Jim O'Dempsey, Director, Business Improvement and Innovation and Mr Graeme Dunn, Chief Information Officer who provided a presentation on the Information Security Risk Assessment.
- Committee consideration of the telecommunications and infrastructure managed service approach and Mr Linton provided assurance to the Agency Management Committee that the procurement process has been well managed
- The meeting with representatives of Grant Thornton who provided a status report on internal audit. Members noted the Audit and Risk Committee have supported the extension of the services of Grant Thornton for a further 12 months.
- The operational update provided by Mr Martin Fletcher.
- Committee consideration of the Victorian Auditor – General's Office (VAGO) 2013/14 draft audit strategy.

- Information on the reporting of exemptions under the procurement policy and areas in which reporting could be better explained.

Members sought advice on proposed revisions to the Audit and Risk Committee charter and membership proposals for consideration at the April Management Committee meeting.

Item 10.2.1 (additional item) ICT and Telecommunications Infrastructure

Members:

1. noted that the Audit and Risk Committee has endorsed this paper at its meeting on 17 March
2. endorsed the managed service approach as a significant risk mitigation strategy which is supported by a sound financial strategy, and
3. authorised the CEO to sign the contract with the preferred vendor, at an expected cost of \$7,678,753 (ex GST) over a three year period.

Members sought assurance that transition risks will be carefully managed.

Item 11 Business Items – for discussion/approval

Item 11.1 Regulatory Principles

Members:

1. noted that all Boards considered a draft regulatory philosophy in July 2013
2. noted that feedback has informed further drafts of this document, including a change in title to *'Principles for decision making for the National Boards and AHPRA'*
3. agreed to adopt the principles document as a working draft, to be piloted for 12 months across the Scheme
4. noted the principles document will be reviewed in 12 months, and
5. noted that an implementation plan to support the pilot of the principles will be developed.

Item 11.2 Stakeholder Engagement Strategy

Members:

1. endorsed the Stakeholder Engagement Strategy and Framework, and
2. noted and provided feedback on the implementation plan, with a request that the component relating to Ministerial engagement is a priority for further work and action.

Item 11.3 A taste of some preliminary results from study 4 – Complaints/notifiers experience of complaint management

Members noted the presentation provided by Professor Marilyn Walton and expected time frames for completion of the research project.

The Management Committee thanked Professor Walton for a comprehensive presentation.

Item 11.4 National Registration and Accreditation Scheme Strategy

Members noted the preliminary analysis of achievements of AHPRA in relation to the strategic objectives set out in the Strategy.

Item 11.5 FoI Policy

Members approved the amended policy.

Item 11.6 Privacy Policy

Members:

1. approved the Privacy Policy noting the amendment following review at the February meeting of the Agency Management Committee, and
2. noted the continuing work being done to ensure Privacy Act compliance.

Item 11.7 NRAS Review

Members:

1. considered the risk assessment and provided feedback on the options presented for effective management of these risks and to capitalise on the opportunities associated with the NRAS review
2. noted the summary of a verbal update provided by the Australian Health Ministers' Advisory Council (AHMAC) representative at the joint meeting on Friday 7 February 2014 regarding the NRAS review, and

3. noted the summary of consultation feedback received from the National Boards regarding the NRAS review.

Item 12 Business Items - for noting

Item 12.1 Consultation update

Members noted the February 2014 consultation update.

Item 12.2 Legal update

Members noted the update on key matters currently being handled by National Legal Services.

Item 12.3 IQNM implementation

Members noted the update report on the implementation of a new model for assessment of qualifications for internationally qualified nurses and midwives.

Item 13 Strategic issues

Item 13.1 Follow up of Agency Management Committee Workshop 6 Feb 2014

Members noted the record of the 6 February workshop and associated procedures in relation to the development of registration and accreditation standards.

It was agreed that advice from National Boards on compliance with these procedures will be provided to the Agency Management Committee, in conjunction with standards being proposed to the Australian Health Workforce Ministerial Committee for approval or being considered for National Board approval.

Item 13.2 Meeting with National Health Practitioner Ombudsman

Members noted the update provided by appointed interim National Health Practitioner Ombudsman, Ms Pauline Ireland.

Members sought further information on proposed options for funding the National Health Practitioner Ombudsman Scheme, in the light of an expected funding request from governments for 2014/15 financial year.

Close

There being no further business, the Presiding Member thanked the members for their participation and declared the meeting closed at 2.25pm.

Members should notify the Presiding Member should they wish to discuss any starred items. If not then it is assumed that the Committee will note the recommendations without discussion.

Next meeting:

29 April 2014, AHPRA National Office, level 7, 111 Bourke Street, Melbourne

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