



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:** 2014/11

**Meeting date:** 25 November 2014

**Meeting time:** 1.00pm – 5:00pm

**Meeting venue:** AHPRA National Office, Melbourne

### Members present

Mr Michael Gorton, AM, Chair

Ms Jenny Taing

Ms Barbara Yeoh

Professor Con Michael, AO

Mr David Taylor, via videoconference

### In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Executive Director, Strategy and Policy

Ms Kym Ayscough, Executive Director, Regulatory Operations, via videoconference

Ms Sandrah Horsfall, Executive Director, Business Services

Dr Joanna Flynn, AM, Chair, Medical Board of Australia (item 1.1)

Ms Deena Jones, Manager, Executive Secretariat

Mr James Beck, Effective Governance (items 10.1, 10.2, 11.1, 11.2, 11.3, 11.4 and 11.5)

### Apologies

Professor Merrilyn Walton

Mr Ian Smith, PSM

Ms Karen Crawshaw, PSM

## **Item 1 Chair's welcome and introduction**

The Chair welcomed members to the 25 November 2014 meeting.

### **Item 1.1 Invited guest, Dr Joanna Flynn AM, Chair, Medical Board of Australia**

Dr Joanna Flynn, Chair, Medical Board of Australia, was welcomed to the meeting.

Dr Flynn provided members with an overview of current internal and external issues facing the Medical Board of Australia.

The Chair thanked Dr Flynn for her presentation and noted a number of issues for follow up including ongoing opportunities for improvement in KPI reporting and performance and the preparation for the 2016 IAMRA meeting in Melbourne.

## **Item 2 Apologies for absence**

Members noted apologies from Professor Merrilyn Walton, Mr Ian Smith, PSM and Ms Karen Crawshaw, PSM.

## **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.

## **Item 4 Approval of agenda**

Members approved the agenda.

## **Item 5 Record of previous minutes and actions arising**

Members confirmed the Decisions and Actions from 14 October 2014 meeting as a true and correct record of the meeting.

### **Item 5.1 Actions arising summary**

Members noted the actions summary.

## **Item 6 Chair's report**

Mr Gorton updated members about:

- A recent discussion with Mr Kim Snowball, independent reviewer, NRAS review and the expected timing for release of the final report.
- The strategic planning workshop scheduled to take place in February 2015.

It was agreed that a Management Committee seminar on workforce reform would be organised in early 2015 with interested Board Chairs to also be invited.

## **Item 7 CEO report**

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

- A longstanding legal matter between the Optometry Board of Australia, the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) and the Australian Society of Ophthalmologists (ASO) has been resolved.
- An update about the Office of the Health Ombudsman (OHO) and data on how matters are flowing between the OHO and the National Scheme
- Out of 67 percent of staff eligible to vote, 91.9 percent voted 'yes' in a ballot conducted on Wednesday 19 November 2014 to determine the approval of the AHPRA Enterprise Agreement (ACT, NT, Vic. and WA 2014/16). The priority now is to lodge the agreement with the Fair Work Commission for approval.
- A current legal matter concerning the Chiropractic Board of Australia.

Mr Fletcher provided an update on the current status of applications for Internationally Qualified Nurses and Midwives. Members noted the upcoming meeting between AHPRA, Chief Nursing and Midwifery Officers and the Australian Nursing and Midwifery Accreditation Council to discuss outstanding issues in relation to the interface between the assessment process for skilled migration and registration.

## **Item 8 Corporate Governance Committee Reports**

### **Item 8.1 Audit and Risk Committee – confirmed 28 August minutes**

Members noted the confirmed minutes of the Audit and Risk Committee 28 August 2014.

### **Item 8.2 Finance, Audit and Risk Management (FARM) Committee meeting – 20 November 2014**

Ms Barbara Yeoh, Chair, Finance, Audit and Risk Management Committee provided members with a summary of the meeting held on 20 November 2014 including:

- as part of noting the internal audit report members agreed the organisational reporting framework needs further development
- approval of the strategic internal audit plan for 2014/15
  - referral to the Agency Management Committee a recommendation to review governance committees that AHPRA and National Boards have created
  - noted the need for options around best practice in terms of transparency in relation to the audit of disclosure of interests
- the FARM Committee:
  - noted the corporate risk profile, quarterly report
  - noted the Information Security Risk Assessment 2013 and risk mitigation status
  - made a recommendation to the Agency Management Committee to revoke current financial delegations and approve revised financial delegations
  - noted a further revised investment policy will be considered by the FARM Committee prior to recommendation to the Agency Management Committee
  - agreed in principle that financial forecast reporting move from a quarterly basis to monthly profiling and that AHPRA review the current reporting format.

#### **Item 8.2.1 Revised financial delegations**

Members:

1. revoked the current financial delegations and
2. approved the revised financial delegations.

### **Item 8.3 Performance Committee – 6 November 2014**

Mr Fletcher provided members with a summary of the meeting held on 6 November 2014 including that the committee reviewed first quarter KPI reports for notifications and for the first time, registration.

Further advice will be provided to the Performance Committee at its February meeting about a simplified reporting suite incorporating streamlined and focused KPIs. Members:

1. noted the draft decisions and actions of the Performance Committee held on 6 November
2. received the Notification Performance Report
3. received the Registration Performance Report.

As a result of the KPI reports, members commented on the need to improve overall performance to ensure desired outcomes are achieved.

#### **Item 8.3.1 Amendment to Performance Committee terms of reference**

Members:

1. considered the amendments to the Performance Committee terms of reference and
2. endorsed the suggested amendments to the terms of reference.

## **Item 9 Financial Reports**

### **Item 9.1 Financial reports September 2014**

Members noted the:

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

## **Item 9.2 Financial reports October 2014**

Members noted the:

1. key items identified in the October financial reports
2. October 2014 consolidated income and expenditure reports
3. October 2014 consolidated balance sheet report for AHPRA, and
4. October 2014 financial summary of National Board performance.

## **Item 9.3 First quarter financial forecast**

Members:

1. noted the first quarter forecast
2. approved unspent capital of \$1.3m be carried over to 2014/15 FY as part of the overall agreed capital budget of \$10.5m.

The Committee requested a report is provided once AHPRA has undertaken a six month cost analysis of the new co-regulatory arrangements for management of notifications in Queensland.

## **Item 10 Business Items – for discussion/approval**

### **Item 10.1 2015/16 business planning and budget process**

Members noted the outline of the development of the business and budget process for the 2015/16 business plan.

### **Item 10.2 HPA Strategic review**

Members provided feedback on a restructured Health Profession Agreement for implementation for the 2015/16 period and approved consultation with the Forum of Chairs and National Boards.

## **Item 11 Business Items for noting**

### **Item 11.1 Legal update**

Members noted the legal update.

### **Item 11.2 Report from 2014 IAMRA Conference**

Members noted the CEO report from the 2014 IAMRA Conference.

### **Item 11.3 Consultation update**

Members noted the November 2014 consultation update.

### **Item 11.4 2015 meeting cycle**

Members noted the 2015 meeting calendar of the Agency Management Committee and its committees.

## **Item 12 Strategic Issues**

Members noted the February meeting of the Committee and the associated strategic planning workshop.

## **Close**

With no further items to discuss, the Chair called the meeting to a close at 3:40pm.

## **Next meeting:**

The next meeting of the Agency Management Committee will be held on 06 February 2014 at the AHPRA National Office, 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.