



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:** 2014/02

**Meeting date:** 06 February 2014

**Meeting time:** 10.00am – 1.00pm

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

### Members present

Mr Peter Allen, Chair

Professor Merrilyn Walton

Professor Genevieve Gray

Ms Karen Crawshaw

Professor Con Michael

Mr Ian Smith

Mr Michael Gorton

### In attendance

Mr Martin Fletcher – Chief Executive Officer

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

### Apologies

Nil

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

The Chair welcomed members and opened the meeting at 10.00am.

The Chair congratulated Mr Ian Smith who received a Public Service Medal (PSM) in the Australia Day Honours list for his outstanding public service in the provision of health services in Western Australia.

## **Item 2 Apologies for absence**

All members in attendance.

## **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.

Members agreed that relevant executive staff could attend future meetings for specific items as needed, with the possible rotation of two executives per meeting for full meeting attendance. The CEO can invite other attendees as required.

Members noted the restructuring of the agenda.

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

Members confirmed the Decisions and Actions document from the 20 November 2013 meeting as a true and correct record of that meeting.

## **Item 6 Chair's Report**

Mr Allen updated members on issues including:

- That Professor Genevieve Gray's appointment with the Committee concludes on 3 March 2014. The appointment of a Chair and members is under consideration by the Ministerial Council.
- The appointments by the Queensland Health Minister of the Queensland Health Practitioner Ombudsman and the interim Queensland Board of the Medical Board of Australia.
- An update on the Victorian Parliamentary Inquiry including that the transcript of proceedings has been published on the parliamentary website.

## **Item 7 CEO Report**

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

- The recent meeting with Ms Pauline Ireland who has been appointed as interim Health Practitioner Ombudsman and Privacy Commissioner.
- An update on recent AHPRA senior staffing changes.
- A recent partnership discussion and workshop with the Nursing and Midwifery Board of Australia.
- The joint project with the Health Issues Centre to improve public confidence and understanding of the joint consideration process between the Office of the Health Services Commissioner and AHPRA.

## **Item 8 Performance Reports**

### **Item 8.1 Operational update**

Members noted the business operations report for December 2013 including:

- The number of notifications received continues on an upward trend, although the gap between notifications received and finalised is reducing.
- The number of inactive/on hold notifications has decreased by 14% (20 matters) mainly in Victoria. Recent guidance has been provided across the operational network on the review of all such matters.
- The number of open prior law matters has decreased by 8% (12 matters).
- The number of registration applications finalised in December increased substantially as large numbers of graduate applications were finalised.

Members noted that Notifications KPI reports will be reviewed by the Performance Committee before they are presented to National Boards and the Agency Management Committee.

## **Item 8.2 Queensland update**

Members noted the update provided by Mr Robertson and:

- The Queensland Notifications Improvement Project (QNIP) report for December 2013.
- The progress of the implementation of the Health Ombudsman in Queensland and the appointment of the Queensland Board of the Medical Board of Australia.

Members sought further information about prior law matters and Queensland notifications being managed in conjunction with the Hobart AHPRA office.

## **Item 9 Financial Reports**

### **Item 9.1 December report**

Members noted:

- The December 2013 consolidated income and expenditure reports.
- The December 2013 balance sheet report for AHPRA consolidated.
- The December 2013 financial summary of National Board performance.

## **Item 10 Corporate Governance**

### **Item 11 Business Items – for discussion/approval**

#### **Item 11.1 National Registration and Accreditation Scheme strategy refresh**

Members considered and provided feedback on the proposed collaborative process to refresh the National Registration and Accreditation Scheme Strategy for 2014-2017.

Members sought further information on the accomplishment of 2011-2014 key strategic priorities including key indicators of progress in relation to existing priorities and areas for new or re-emphasised priorities.

Members agreed to retire the AHPRA Corporate Plan once the new Strategy is published.

#### **Item 11.2 Revised Privacy Policy**

Members noted that extensive changes to the Commonwealth Privacy Act that will commence on 12 March 2014 and will apply to the National Registration and Accreditation Scheme.

Members considered the revised Privacy Policy and made comments on areas for further refinement. The revised policy will be circulated to the Management Committee for out of session approval.

Members agreed to recommend to the Australian Health Workforce Ministerial Council that consequential amendments be made to the National Law Regulations to ensure that the Privacy Legislation continues to be effectively tailored to the National Scheme.

#### **Item 11.3 Proposed amendments to financial delegations**

Members approved the delegation of HPCA payments for the Chief Executive Officer increases from \$5m to \$10m and the delegation for the Director Finance and Corporate increases from \$3m to \$6m.

#### **Item 11.4 Instrument of Delegation and Authorisation**

Members

- resolved to delegate the functions of AHPRA set out in the Schedule to the proposed Instrument to the Chief Executive Officer of AHPRA
- resolved to delegate the function conferred on AHPRA by s.37(2) of the National Law to the Chief Executive Officer of AHPRA
- authorised the Chief Executive Officer of AHPRA to sub-delegate to the staff of AHPRA the functions set out in the Schedule to the proposed Instrument
- authorised the Chair of the Agency Management Committee to sign the proposed Instrument as evidence of the Committee's resolution to delegate the functions as set out in that Instrument
- resolved to revoke all prior delegations and authorisations made under clauses 2 and 3 of Schedule 3 to the National Law, and
- resolved that these resolutions are to come into effect when the Chair of the Agency Management Committee signs the Instrument.

### **Item 11.5 Stakeholder engagement**

Members noted and discussed the draft stakeholder engagement framework and provided feedback ahead of discussion of the framework at the communications workshop with National Board Chairs on 7 February 2014.

Members requested a further draft, including an action plan, be provided for discussion at a future meeting.

### **Item 11.6 Review of HPAs**

Members provided feedback and considered the options for amendments to the HPA and agreed to consult with the National Board Chairs on these changes. The linkage to the work on the accountability framework was noted.

It was agreed to provide a further paper for review once the HPAs begin to take shape.

### **Item 11.7 Authorisation of Financial Delegation (telecommunications infrastructure)**

It was agreed that this proposed authorisation would be formally considered, following advice from the Audit and Risk Committee.

## **Item 12 Business Items – for noting**

### **Item 12.1 Business planning process for 2014/15**

Members noted the 2014/15 business planning process for National Boards and AHPRA and the feedback received from National Boards in relation to the process.

### **Item 12.2 Consultation update**

Members noted the January 2014 consultation update.

### **Item 12.3 Legal update**

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

Members were briefed on the Queensland Supreme Court application against the Optometry Board of Australia (the OptomBA) by the Australian Society of Ophthalmologists (ASO) and Royal Australian and New Zealand College of Ophthalmologists (RANZCO) and its relevance to the National Registration and Accreditation Scheme.

## **Item 13 Strategic issues**

### **Item 13.1 Report of Agency Management Committee Effectiveness Review**

Members noted the report of the Agency Management Committee Effectiveness review and actions arising.

### **Item 13.2 Accountability Framework**

Members noted and considered the revised draft of the Accountability Framework and provided feedback to assist in finalising, for consultation with National Boards.

Members noted that the Agency Management Committee will be considering opportunities for direct engagement with the Forum as proposed by Chairs.

## **Item 14 Other Business**

The chair noted that Professor Gray's appointment to the Agency Management Committee ends on 3 March and that this will be the last meeting she attends. He thanked her for her considerable contributions to the establishment of the scheme and wise guidance during its demanding early days.

## **Close**

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 1.00pm.

## **Next meeting**

The next meeting of the Agency Management Committee is scheduled to be held on Tuesday, 18 March 2014, at the AHPRA National Office, Level 7, 111 Bourke Street, Melbourne. The Remuneration Committee is scheduled to be held following the Agency Management Committee meeting.

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Agency Management Committee