



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: 2014/08

Meeting date: 29 August 2014

Meeting time: 10.00am – 2:00pm

Meeting venue: Melbourne Convention and Exhibition Centre,
South Wharf

Members present

Mr Michael Gorton, AM, Chair

Professor Merylyn Walton

Ms Karen Crawshaw, PSM (not present for items 12.2 and 12.3)

Ms Jenny Taing

Ms Barbara Yeoh

Mr Ian Smith, PSM

Professor Con Michael, AO

Mr David Taylor

In attendance

Mr Martin Fletcher, Chief Executive Officer

Ms Kym Ayscough, Executive Director, Regulatory Operations (item 1)

Mr Anthony DeJong, National Director Finance and Procurement (items 9.1, 9.2, 10.2 and 11.2)

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

Ms Deena Jones, Manager, Executive Secretariat

Apologies

Nil

Item 1 Chair's welcome and introduction

The Chair welcomed members to the 29 August 2014 meeting.

The new Executive Director, Regulatory Operations, Ms Kym Ayscough was welcomed to the meeting and provided members with an overview and priorities of the Regulatory Operations directorate.

Item 2 Apologies for absence

Nil.

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.

Professor Con Michael made a disclosure of interest in relation to *item 11.2 Financial delegation approval*, noting he was also a director of the Australian Medical Council.

Item 4 Approval of agenda

Members approved the agenda.

Item 5 Record of previous minutes and actions arising

Item 5.1 Record of Decisions and Actions arising from 22 July 2014

Members confirmed the Decisions and Actions from 22 July 2014 meeting as a true and correct record of the meeting.

Item 5.2 Actions Arising Summary

Members noted the actions summary.

Item 6 Chair's report

Mr Gorton updated members about recent state and territory visits including meetings with:

- the Hon. Lawrence Springborg Queensland Minister of Health and the Queensland Health Ombudsman about the early performance of the co-regulatory model in Queensland. Members noted no final advice has yet been received from the Minister about the funding arrangements for the Office of the Health Ombudsman.
- the Hon. David Davis MLC, Victorian Minister for Health about the progress of AHPRA's work in Victoria and actions underway following the Victorian Parliamentary Inquiry, including work on the notifier experience, performance reporting and accountability through the Annual Report and planned jurisdictional reports.

Members noted the draft AHPRA Annual Report will be circulated out of session.

Professor Walton provided members with feedback following her recent visit to the Queensland AHPRA office to review investigator files and her observations while attending a local Board meeting. Professor Walton extended her thanks to the Queensland office and local Board members. It was noted that a similar exercise would be planned, associated with the upcoming Agency Management Committee visit to the South Australia AHPRA office.

Members noted the recently published guidance - *Health, Performance and Conduct Management Operational Directive – investigation management* will be circulated out of session.

Item 7 CEO report

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

- The three year review public consultation paper is due for release on 29 August 2014. Members noted that consultation forums are currently being organised by health departments in each state and territory, with likely invitations to Agency Management Committee members.
- A report on progress of the Queensland Health Ombudsman transition. AHPRA Queensland are now planning to liaise daily with the Office of the Health Ombudsman to continue discussions on how to work effectively together and discuss any emerging issues, including the timeliness of referrals.
- An update on the implementation of the revised model for assessment of qualifications of Internationally Qualified Nurses and Midwives (IQNMs) and the increased risk rating. Members

commented on the wider need to ensure appropriate transitional arrangements in any future changes to AHPRA operational procedures.

- The procurement of a new Regulatory Compliance System has been strategically paused until the commencement of the new Executive Director, Business Services.
- In light of the MH17 tragedy, AHPRA has provided details of dental practitioners at the request of the Australian Federal Police to assist forensic experts with the identification of victims, by way of dental records.

Item 8 Performance Reports

Nil

Item 9 Financial Reports

Item 9.1 Annual Financial reports

Members noted the update provided by Mr DeJong and:

1. adopted the annual accounts for 2013-14
2. authorised Mr Michael Gorton, Chair Agency Management Committee, Mr Martin Fletcher, Chief Executive Officer and Mr Anthony DeJong, National Director Finance and Procurement (CFO) to sign the accounts on behalf of the Committee.

Item 9.2 Financial Reports July

Members:

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

Members noted the deficit recorded by the Dental Board of Australia in July and requested further information at its October meeting.

Item 10 Corporate Governance Committee Reports

Item 10.1 Report from Performance Committee

Mr Ian Smith, Chair of the Performance Committee provided members with a summary of the meeting held on 8 August 2014. Mr Smith advised that Notification KPI Performance Reports have been provided to All Boards at the August round of meetings.

Members:

1. noted the draft Decisions and Actions of the Performance Committee Meeting held on 8 August 2014
2. received the Notification Performance Report and noted the Committee's commentary on the report
3. noted the investigation data analysis and next steps including that the analysis have been provided to National Boards seeking feedback to inform further the work to be undertaken
4. approved the amended Performance Committee Charter.

Members discussed the Notifications Performance Report, particularly as it related to investigation timelines. Members requested an update outlining actions underway and planned to improve performance against KPIs in relation to investigation timelines.

Item 10.2 Report from Audit and Risk Committee

Mr Geoff Linton, Chair, Audit and Risk Committee provided members with a summary of the meeting held on 28 August 2014 including:

- The consideration of and recommendation to, the Agency Management Committee to adopt the annual accounts for 2013/14.
- The Victorian Auditor-General's Office (VAGO) closing report of the 2013/14 audit. No significant issues were identified.
- Mr Scott Hartley, Managing Partner, Grant Thornton, provided an update on:
 - the internal audit status report
 - a follow up report on prior year findings
 - the strategic internal audit plan for three years ending 30 June 2017
 - internal audit report on Operational Management Reporting
- Mr Graeme Dunn, Chief Information Officer provided a presentation on information management.

- Mr Barry Bennett, Risk and Compliance Manager provided a report on the progress of the 2013/14 risk management program.
- Mr Martin Fletcher, CEO, provided an operational update.

Mr Gorton acknowledged and thanked Mr Linton, Chair, Audit and Risk Committee for his years of service and valued contribution to AHPRA.

Item 10.3 Report from Remuneration Committee

Mr Gorton provided members with a summary of the Remuneration Committee meeting held on Wednesday 27 August 2014 including that the Committee:

- noted the new Executive Management Structure following the implementation of the national organisational restructure
- endorsed the revised Executive and Senior Manager Remuneration Policy
- agreed to provide access to a small pool of performance pay to high performing executive and senior managers at Levels 2 and 3 of 1.5% or 3.0%, based on formal appraisal of performance for FY13/14.
- endorsed the CEO Performance Review and the proposed new CEO executive contract and recommended Total Remuneration Package.

The Remuneration Committee will reconvene to finalise an outstanding item in relation to the Annual Review of Remuneration - Executives and Senior Management.

Item 10.3.1 Remuneration Committee – terms of reference

Members discussed proposed amendments to the revised Remuneration Committee Terms of Reference.

Item 11 Business Items – for discussion/approval

Item 11.1 Multi Profession Strategy

Members noted the final *Strategic Analysis of Options for Multi-Profession Regulation* report received from KPMG and the white paper.

Members discussed the benefits and challenges of identified options in the white paper, which will be discussed at the NRAS combined meeting on 30 August 2014.

Collated feedback from the combined meeting discussion will be provided at the November meeting of the Committee.

Item 11.2 Financial Delegation approval

Members authorised the CEO to sign the funding agreements relating to the Australian Medical Council (AMC), the Australian Nursing and Midwifery Accreditation Council (ANMAC) and the contract with Westpac.

Follow up advice on the accreditation budget for 2014-15 will be circulated to the Committee out of session.

Item 12 Business Items for noting

Item 12.1 Enterprise Agreements

Members noted the progress towards achieving a single national agreement covering all AHPRA staff by 2016 and the need for a continued focus on productivity gains in future agreements

Item 12.2 Urinary Drug Screening protocol

Members discussed the proposed actions to revise the interim urine drug screening protocol.

Member highlighted the importance of consultation on any proposed significant changes and the need for consideration of implementation issues, including access to services and costs.

Item 12.3 Legal update

Members noted the monthly legal update.

It was noted that AHPRA needs to ensure that it has processes in place to appropriately consult with its insurers, prior to initiating action in relation to key matters.

Item 12 Strategic Issues

Nil

Close

With no further items to discuss, the Chair called the meeting to a close at 2.00pm.

Next meeting:

The next meeting of the Agency Management Committee will be held on 14 October 2014 at the AHPRA South Australia office, Level 8, 121 King William Street, Adelaide.

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.