



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:** 2014/10

**Meeting date:** 14 October 2014

**Meeting time:** 10.00am – 2:00pm

**Meeting venue:** Level 8, 121 King William Street, Adelaide

### Members present

Mr Michael Gorton, AM, Chair

Professor Marilyn Walton

Ms Karen Crawshaw, PSM

Ms Barbara Yeoh

Mr Ian Smith, PSM

Professor Con Michael, AO

Mr David Taylor

### In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Executive Director, Strategy and Policy

Ms Sarndrah Horsfall, Executive Director, Business Operations

Ms Catherine Loughry, Chair, Podiatry Board of Australia

Ms Deena Jones, Manager, Executive Secretariat

### Apologies

Ms Jenny Taing

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

The Chair welcomed members to the 14 October 2014 meeting.

The new Executive Director, Business Services, Ms Sarndrah Horsfall was welcomed to the meeting.

### **Item 1.1 Invited guest Ms Catherine Loughry, Chair, Podiatry Board of Australia**

Ms Catherine Loughry, Chair, Podiatry Board of Australia, was welcomed to the meeting.

Ms Loughry provided members with an overview of the Board's achievements throughout 2013/14, changes to ways of working, priorities for the current year and a number of issues facing the podiatry profession and the work of the Board.

The Chair thanked Ms Loughry for her presentation and noted a number of issues for follow up including opportunities to improve AHPRA support for the work of the Registration and Notification Committee.

## **Item 2 Apologies for absence**

Members noted apologies from Ms Jenny Taing.

## **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**

### **Item 5.1 Record of Decisions and Actions arising from 29 August 2014**

Members confirmed the Decisions and Actions from 29 August 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 on a number of issues including:

- Positive feedback received about the 2014 Combined Meeting and that the next Combined Meeting will be held in 2016.
- The Forum of Chairs of National Boards recently held a face to face meeting in Sydney. As part of the Forum, the Chairs met with the Australian Health Ministerial Advisory Council to discuss workforce reform. The Chairs of National Boards also held its first meeting with NSW Council Presidents; AHPRA and HPCA executives also attended.
- As part of the NRAS review, public consultation forums have been held around the country. Feedback from discussions was considered when drafting the joint National Board and AHPRA submission. Mr Gorton thanked Committee member Mr Smith for his attendance at a number of the consultations.
- A recent meeting with former interim National Health Practitioner Ombudsman and Privacy Commissioner, Ms Pauline Ireland to discuss her feedback from her stint as Ombudsman.
- Correspondence has been sent to a Senator in response to further comments reported in Hansard about medical regulation in Australia. A further invitation has been extended to meet.

## **Item 7 CEO report**

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

- The National Executive leadership team is now complete with the commencement, in September, of Ms Sarndrah Horsfall as Executive Director, Business Services. Ms Horsfall is currently focusing on identified key priorities for the Business Services Directorate and AHPRA.
- The decisions made by the Australian Health Workforce Ministerial Council (AHWMC) at its recent meeting.
- Ongoing issues in the management of the new model for assessing Internationally Qualified Nurses and Midwives and endorsed actions to expedite resolution of those issues.

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Agency Management Committee

- Progress of the new co-regulatory arrangements in Queensland and the flow of matters to the National Scheme. Further follow up to be considered to complement existing regular liaison with the Office of the Health Ombudsman (Qld)
- The Queensland Minister for Health, the Hon. Lawrence Springborg has determined the final amount of fees to be transferred from AHPRA to the Office of the Health Ombudsman for the 2014/15 financial year and work is underway on options to manage this in the context of the budget.
- An update on staffing matters.

A report on the 2014 International Association of Medical Regulatory Authorities conference will be provided to the Committee in November.

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

### **Item 8.1 Remuneration Committee – confirmed minutes**

Members noted the record of decisions and actions of meeting 2013/10 and 2014/08.

### **Item 8.2 Remuneration Committee – Terms of Reference**

Members endorsed the Remuneration Committee Terms of Reference

### **Item 8.3 Verbal report from Remuneration Committee 4 September**

Members noted the update provided by the Chair.

## **Item 9 Performance Reports - nil**

## **Item 10 Finance Reports**

### **Item 10.1 Finance reports – August**

Members:

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

Members requested that the commentary provided as part of the finance paper include further analysis and commentary on material variances.

Members discussed the options in relation to the funding requirements of the co-regulatory arrangements in Queensland and the importance of undertaking a review of six months activity data to inform budget decision making.

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

### **Item 11.1 Proposed submission to NRAS Review**

Members noted and provided feedback about the final draft joint National Board and AHPRA submission to the NRAS review.

Members endorsed the submission for lodging on Friday 17 October 2014.

The Committee acknowledged the work of staff across AHPRA and thanked Ms Megan Baker, Executive Officer, NRAS Review for her role in coordinating the submission.

### **Item 11.2 Investigation Action Plan**

Members noted the activities and initiatives currently underway to address investigation timeframes and the further work underway on an action plan.

Members provided feedback including that the work on the notifier experience should be included in the paper being developed that describes the method of conducting investigations within AHPRA.

Ms Walton will provide further feedback out of session.

### **Item 11.3 Revisions to procedures for developing standards**

Members heard from Mr Robertson and:

1. approved the proposed changes to the *AHPRA procedures for the development of registration standards* and the *AHPRA procedures for the development of accreditation standards*
2. agreed that AHPRA publish the approved revised procedures as soon as practicable following final copy edit.

#### **Item 11.4 Proposed 2015/16 business planning process**

Members:

1. endorsed the proposed integrated planning framework, which incorporates AHPRA's 2015/16 business planning process, engagement with National Boards and revised HPA processes
2. noted the proposal for brief strategy sessions for National Boards to identify their regulatory priorities
3. noted the proposed approach to developing a structured list of services offered to National Boards in the HPA negotiation process, and
4. noted the Responsibility Assignment matrix and overview.

Members requested a timeline be provided identifying the Committee's involvement in the process. Members noted further advice will be provided about strategic planning.

#### **Item 11.5 Accountability Framework**

Members considered the feedback from National Boards and approved the revised Accountability Framework.

Members noted an implementation plan will be developed for the approved plan, which will include communication to key internal and external stakeholders including State and Territory boards. The appropriate mechanism to involve and inform the Ministerial Council will be considered as a part of this plan.

Members noted the plan will provide an important input into the strategic review of the Health Profession Agreements during 2014-15.

#### **Item 11.6 Office of the Health Ombudsman (Qld) invoice approval**

Members authorised the CEO to make a \$4.5m payment to the office of the Health Ombudsman in Queensland, as required by the Queensland Minister for Health, the Hon. Lawrence Springborg.

Members noted that AHPRA has requested a periodic payment option be considered.

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

##### **Item 12.1 Annual Report**

Members noted the 2013/14 Annual Report.

##### **Item 12.2 Legal update**

Members noted the legal update and the update provided by Mr Fletcher about the status of suspended practitioners and renewal of registration.

##### **Item 12.3 Consultation update**

Members noted the September 2014 consultation update.

##### **Item 12.4 NRAS 2014 Combined Meeting summary**

Members noted the final event costs and summary of feedback from the 2014 NRAS Combined Meeting.

##### **Item 12.5 Report on CLEAR investigator training**

Members noted the report on CLEAR investigator training and the ongoing work to ensure the program content is tailored to the Australian context.

#### **Item 12 Strategic Issues**

Members decided to hold a strategic planning workshop in February 2015.

#### **Close**

With no further items to discuss, the Chair called the meeting to a close at 12.05pm.

#### **Next meeting:**

The next meeting of the Agency Management Committee will be held on 25 November 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.