



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:** 2015/03

**Meeting date:** 17 March 2015

**Meeting time:** 11.00am – 12:10pm

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

### Members present

Mr Michael Gorton, AM, Chair

Ms Jenny Taing (via teleconference)

Ms Barbara Yeoh (in person)

Professor Con Michael, AO (in person)

Mr David Taylor (in person)

Professor Merrilyn Walton AM (via teleconference)

Ms Karen Crawshaw, PSM (via teleconference) (not present for items 1.1, 1.2, 1.3, 1.4 and 1.5)

### In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Executive Director, Strategy and Policy (not present for items 1.1, 1.2, 1.3, 1.4 and 1.5)

Ms Kym Ayscough, Executive Director, Regulatory Operations (via teleconference)

Ms Sarndrah Horsfall, Executive Director, Business Services

Ms Deena Jones, Manager, Executive Secretariat

### Apologies

Mr Ian Smith, PSM

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

The Chair welcomed members to the 17 March 2015 meeting.

Mr Gorton congratulated Ms Barbara Yeoh who has been inducted into the Victorian Premier's Women's Honour Roll.

### **Item 1.1 Apologies for absence**

Members noted apologies from Mr Ian Smith.

### **Item 1.2 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.

On 5 February 2015, the Committee Chair, Mr Michael Gorton disclosed that he is currently providing pro-bono assistance to Victorian Doctors' Health Program Ltd in relation to the amendment of their Constitution, consequent upon the other changes to their membership requirements and the new funding arrangements from the Medical Board of Australia.

On 18 February 2015, Mr Michael Gorton disclosed that he had recently been appointed as a director of Melbourne Primary Care Network Limited – Inner North West Melbourne Medicare Local.

Mr Michael Gorton disclosed an interest at item 5.1 in relation to the authorisation of the CEO to approve a funding agreement on behalf of the Medical Board of Australia with the Australian Medical Association to fund external doctor's health programs.

Mr Gorton was present for deliberation and decision at Item 5.1, but did not take part in the decision.

### **Item 1.3 Approval of agenda**

Members approved the agenda.

### **Item 1.4 Record of previous minutes**

Members confirmed the Decisions and Actions from 6 February 2015 meeting as a true and correct record of the meeting.

### **Item 1.5 Actions arising**

Members noted the actions summary.

## **Item 2 Chair's report**

Mr Gorton updated members about:

- The joint meeting of the Health Complaints Commissioners, National Boards Chairs and AHPRA to enhance the relationship between National Boards, Health Complaints Entities and AHPRA.
- Mr Richard Mullaly's farewell as the outgoing Victorian State Manager.
- Engagement with the high volume Board Chairs and the National Executive which included discussion about a number of initiatives relevant to all Boards as well as discussion about expectations and performance.
- Recent and upcoming engagement with newly appointed Health Ministers.
- A meeting to discuss key legal issues with AHPRA's national legal advisors.

Professor Michael provided members with an update about the upcoming Medical Forum being held in West Australia on 26 March 2015.

## **Item 3 CEO report**

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

- An update on the Enterprise Bargaining Agreement process including results of the vote held on Thursday 12 March for staff in ACT, NT, Vic, WA and in Qld. The ballot results will now be formally submitted to the Fair Work Commission for approval.
- An update on a legal matter in which a decision of the South Australian Health Practitioners Tribunal in relation to the constitutional and jurisdictional challenges raised in disciplinary proceedings brought by the Chiropractic Board of Australia has been challenged.
- The Deputy NSW Coroner has released a report into the NSW Quakers Hill nursing home fire. At this time, AHPRA has not been provided any formal correspondence about recommendations.

- The Medical Board of Australia has launched a consultation seeking feedback on the best way to protect consumers seeking cosmetic medical and surgical procedures provided by medical practitioners.
- The regular AHPRA update to the Australian Health Workforce Ministerial Council will be noted at its upcoming meeting in April.

Members requested further information about AHPRA's social media strategy to be discussed at an upcoming meeting.

Members also noted work underway to provide additional advice on accreditation, to be informed by the outcomes of the NRAS Review.

## **Item 4 Committee reports**

### **Item 4.1 Performance Committee**

Ms Ayscough provided members with a summary of meetings held on 6 and 23 February 2015. Ms Ayscough advised that Notification and Registration KPI Performance Reports including Performance Committee commentary have been provided to All Boards at the March round of meetings.

Members:

1. noted the draft decisions and actions of the Performance Committee, 23 February 2015
2. noted the Performance Committee commentary to accompany KPI Registration and Notification reports to all Boards at their March 2015 meetings
3. noted the confirmed decisions and actions of the Performance Committee 6, February 2015, and
4. agreed to retain the current membership of the Performance Committee, noting that membership will be reviewed in February 2016

### **Item 4.2 Finance, Audit and Risk Committee**

Ms Yeoh, Chair, Finance, Audit and Risk Committee provided members with a summary of the meeting held on 16 March 2015 including:

- Meeting with representatives of the Victorian Auditor-General's Office (VAGO) in relation to the scope of the external audit of the financial statements.
- Mr Scott Hartley, Grant Thornton provided an update on internal audit and risk management including:
  - the internal audit status report
  - progress report on audit recommendations from reviews
  - findings of the internal audit report - Registrations and Renewals Process Review.
- Ms Horsfall provided members with an update of the preliminary working draft - AHPRA Governance Charter.
- Mr Barry Bennett, Manager Corporate Risk and Compliance provided a report on the progress of the Corporate Assurance Plan including the
  - Corporate Assurance Policy
  - Corporate Risk Profile – Review 2<sup>nd</sup> Quarter 2014-15
  - Serious Incident Report for Second Quarter 2014-15
- Ms Horsfall provided members with a report on Information Governance and Assurance including:
  - an update on the Information Governance Assurance Group (IGAG)
  - Information security risk assessment 2013/14 and risk mitigation status
  - the privacy impact statement.
- Mr DeJong, National Director, Finance and Procurement provided members with a report on Investment and financial management including the second quarter financial forecast.
- The Committee will be recommending approval to the Agency Management Committee of the new investment policy.

Members noted the draft minutes of FARM Committee meeting 2014/11 held on 20 November 2014.

#### **Item 4.2.1 January 2015 financial report**

Ms Horsfall provided members with an update of the overall financial position following the second quarter review forecast and members:

1. noted the key items identified in the January 2015 financial reports
2. noted the January 2015 consolidated income and expenditure report
3. noted the January 2015 consolidated balance sheet report for AHPRA, and
4. noted the January 2015 financial summary of National Board performance.

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Agency Management Committee

Mr Gorton acknowledged the organisational effort to achieve an improved budget position and second quarter forecast.

## **Item 5 Business items**

### **Item 5.1 Authorisation of CEO to approve funding agreements**

Members:

1. noted that the Medical Board of Australia (MBA) is funding external doctors' health programs and is working with the Australian Medical Association (AMA) to establish a national governance structure for external doctors' health programs to provide services in each state and territory
2. noted that an agreement for funding of external doctors' health programs is being finalised between AHPRA, on behalf of the Board, and the AMA, and
3. noted the expected value of the agreement and authorised the CEO to sign the funding agreement, once finalised.

At the 8 October 2013 meeting, the Agency Management Committee authorised the CEO, at the request of the Nursing and Midwifery Board of Australia, to enter into a five year agreement with the Australian Nursing and Midwifery Accreditation Council (ANMAC) for the exercise of accreditation functions and related projects under the National Law.

At this meeting, members authorised the CEO to sign a variation to the agreement to provide additional funding for purposes directly related to delivering accreditation services under the agreement.

### **Item 5.2 NRAS Review update**

Mr Fletcher provided members with an update about the NRAS review including the proposal to invite Mr Pradeep Philip, Chair, Health Workforce Principal Committee of AHMAC to the Forum of Chairs of National Boards face to face meeting in May.

Members:

1. noted that the joint National Boards and AHPRA submission to the NRAS review has been provided to the Health Workforce Principal Committee in confidence, and
2. noted work underway which will assist National Boards and AHPRA to prepare for the NRAS review outcomes once known.

### **Item 5.3 AHPRA Legal Services update**

Members noted the February 2015 edition of key current legal advice and legal activity.

### **Item 5.4 Draft 2015/16 Business Plan**

Members noted the update provided by Ms Horsfall about the first draft of the 2015/16 Business Plan.

Members noted the 2015/16 Business Plan.

## **Close**

With no further items to discuss, the Chair called the meeting to a close at 12:10pm.

## **Next meeting:**

The next meeting of the Agency Management Committee will be held on 21 April 2015 at the NSW AHPRA office: Level 51, 680 George Street, Sydney.

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.