



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:** 2015/11

**Meeting date:** 17 Nov 2015

**Meeting time:** 11:30 – 13:30

**Meeting venue:** Via teleconference, AHPRA National Office.

### Members present

Mr Michael Gorton, AM, Chair

Ms Jenny Taing

Mr David Taylor, in person

Ms Barbara Yeoh, in person

Mr Ian Smith, PSM

Professor Merrilyn Walton AM

### In attendance

Mr Martin Fletcher CEO, in person

Mr Chris Robertson, Executive Director, Strategy and Policy

Ms Kym Ayscough, Executive Director, Regulatory Operations

Ms Sarndrah Horsfall, Executive Director, Business Services, in person

Ms Deena Jones, Manager, Executive Secretariat, in person

### Apologies

Ms Karen Crawshaw, PSM

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

The Chair welcomed members to the 17 November 2015 Agency Management Committee meeting.

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

Members noted apologies from Ms Karen Crawshaw, PSM.

### **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.

No conflict was declared.

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

Members approved the agenda.

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

Members confirmed Decisions and Actions from the 20 October 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:

- A recent meeting with the Victorian Minister of Health, The Hon. Jill Hennessy MP concerning the issues at Djerriwarrh Health Service, our work with the Department of Health and wider actions underway in Victoria.
- Recent engagement with Forum of Chairs and issues discussed, in relation to the NRAS Review and preliminary advice on the future state of National Boards.
- A recent meeting with Ms Penny Armytage, KPMG, concerning a review of AHPRA's notifications systems and processes in Victoria.
- A meeting with Ms Barbara Yeoh, Chair, Finance, Audit and Risk Management Committee and representatives from Deloitte to conduct a first stage review of arrangements for managing equity.
- A recent meeting with Dr Marie Bismark, Senior Research Fellow, University of Melbourne, concerning the National Health and Medical Research Council's Project Advisory Group.

Members noted the recent visit by Professor Walton to the UK Professional Standards Authority to carry out research which seeks to compare and contrast the experience of Australian consumers who made complaints to the health regulators with consumers who made complaints to regulators in the United Kingdom (and other developed countries).

Members noted an overview of the status of work being undertaken with the University of Melbourne and with the University of Sydney in partnership with AHPRA and National Boards will be provided.

## **Item 3 CEO report**

Members noted the CEO report and the update provided by Mr Fletcher including:

- The decisions made by the Australian Health Workforce Ministerial Council (AHWMC) at its recent meeting including options for national registration of the paramedic profession.
- Issues being managed in Queensland (Qld) in relation to reducing assessment timeframes and wider issues in relation to co-regulatory arrangements in place. Members requested information outlining timeframes for referral of matters from the Qld Ombudsman to AHPRA.
- Work underway concerning the investigation at Djerriwarrh Health Service in Victoria and the wider work underway in Victoria including the commissioning of KPMG to carry out an independent review of notification systems and processes, and planned work with the Australian Commission on Safety and Quality in Health Care. Members noted a briefing on findings from the KPMG review will be provided to the Committee.

## **Item 4 Finance, Audit and Risk Management Committee (FARM Committee)**

### **Item 4.1 Feedback from meeting held on 16 November 2015**

Ms Barbara Yeoh, Chair, Finance, Audit and Risk Management Committee (FARM Committee) provided members with a summary of the meeting held on 16 November 2015 including:

- Consideration of the proposed internal audit program for 2015/16. The Agency Management Committee (AManC) approved a recommendation made by the FARM Committee to commence internal audit of:
  - Payroll and Leave Management
  - General Information and Data Security
  - IT capability and readiness,, and
  - Practitioner Conditions Management to commence in the first quarter of the 2016/17 internal audit plan.

The FARM Committee also considered:

- The Corporate Assurance plan for the first quarter 2015/16.
- The Fraud and Corruption Policy which will be provided for approval at the Agency Management Committee in December 2015.
- Serious Incident Report
- The draft Whistleblower Policy and noted the final draft will be considered by the Committee in February 2016, following staff consultation.

The FARM Committee noted:

- The amendment to AHPRA's *responding to a breach of privacy* procedure.
- The Health and Safety Report for the first quarter 2015/16. The Workplace Health and Safety (WHS) Committees continue to meet within WHS Management Framework Compliance.

## **Item 5 Performance Committee**

### **Item 5.1 Performance Committee reports 13 November 2015**

Mr Ian Smith, Chair, Performance Committee, provided members with a summary of the meeting held on 13 November 2015.

Members noted:

- Reports considered and the commentary agreed by the Performance Committee to accompany reports to all National Boards.
- Strategy and Policy and Business Services reports will be considered by the Performance Committee and National Boards in Quarter 2.
- Proposed publication of reports and subsequent reporting measures being prepared for inclusion in quarter 2 reports.

Ms Yeoh will identify and advise which performance measures would be useful for consideration by the FARM Committee on a regular basis.

## **Item 6 Remuneration Committee**

Members noted the Remuneration Committee is scheduled to meet in June 2016.

## **Item 7 Business items**

### **Item 7.1 Enterprise Agreement**

Members noted the approval, implementation and communication plan for the renegotiation of AHPRA's four enterprise agreements.

Members noted further discussion about enterprise agreement positions will be provided for consideration at the December 2015 meeting.

Members noted staff bargaining will commence in February 2016 and that reports will be provided to the Committee after each meeting.

### **Item 7.2 NRAS review**

Members noted:

1. the status of actions being undertaken in response to the outcomes of the NRAS Review.

2. the letter of advice provided to the Chair of Health Workforce Principal Committee (HWPC).
4. that AHPRA is preparing to provide a progress report to Ministers on Recommendations 9, 28 (as requested), 24 and 25 by early December 2015.
5. noted further advice on transformational change for AHPRA and National Boards, is expected to be provided to Health Ministers in early 2016, prior to their first scheduled meeting for 2016.

Members noted an issues paper developed in conjunction with a working group of National Board Chairs is being considered by National Boards at the November round of meetings. National Board feedback will be considered by the Management Committee at its December 2015 meeting as part of a broader NRAS Review discussion.

### **Item 7.3 Legal update**

Members noted the legal update for October 2015 and requested further assurance concerning outcomes of the review of an identified high risk matter.

### **Other business**

Mr Fletcher highlighted the invitation to Agency Management Committee members to the Christmas breakfast with AHPRA National Office staff and Boards who are holding National Board meetings.

The Chair thanked Mr Smith for acting as Presiding Member during his absence at the October 2015 meeting and while hosting the Stakeholder dinner in Perth.

### **Close**

With no further items to discuss, the Chair called the meeting to a close at 13:20.

### **Next meeting:**

The next meeting of the Agency Management Committee will be held on 15 December 2015, at the AHPRA National office.

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.