



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

Australian Health Practitioner Regulation Agency

## Performance Committee Annual Report 2015/16

### Chairs Introduction

The work of the Performance Committee during the first quarter of 2015/16 focused on the implementation of a new performance reporting framework. The quality, accuracy and completeness of performance reporting is an important ongoing focus in the overall management of the National Registration and Accreditation Scheme.

The framework has provided assurance that appropriate mechanisms and controls now are in place to effectively manage and report on performance. Performance reports continue to be modified as the framework continues to develop and transform and as our capabilities in the area of performance reporting continues to grow.

In April 2016 we commenced publishing external quarterly performance reports. The reports provide information for the public on the activities and performance of AHPRA and the National Boards in each state and territory.

Throughout the year we monitored a number of notifications quality reviews as well as the overall annual work plan. The quality reviews allow a complete comprehensive overview and analysis of one measure that requires a heightened level of awareness and assessment to minimise any potential risk to National Boards or AHPRA. We are keen to see further work in this area and the Committee welcomes that notifications quality reviews could be extended to other regulatory and corporate activities as deemed appropriate.

#### **Ian Smith, Chair, Performance Committee**

#### **Role of the Committee**

The Performance Committee is a committee of the Agency Management Committee (AManC).

It has been established to strengthen the performance culture across the National Scheme through its oversight capacity and to provide advice and make recommendations to the Agency Management Committee in relation to:

- the broad performance objectives of the National Scheme
- the performance indicators to be used to measure organisational performance, and
- monitoring of the overall effectiveness and outcome of performance indicators.

#### **Functions and Responsibilities of the Committee**

The Performance Committee will:

- review and monitor the reported quarterly performance of AHPRA in relation to agreed performance outcomes and measures
- report quarterly on performance through the Agency Management Committee and to National Boards and advise on reporting to external parties, including governments and public reporting
- as required, focus on specific issues where performance and/or performance reporting may be raising concerns and any plans for corrective action, and
- undertake any other responsibility as delegated by the Agency Management Committee.

## Powers of the Committee

The Performance Committee functions in an oversight and review role and makes recommendations to the Agency Management Committee.

## Membership

Membership is appointed by the AManC and consists of:

- up to four members of the AManC
- up to three National Board Chairs, and
- any other person the Chair thinks appropriate.

In addition, meetings will be attended by:

- AHPRA CEO
- AHPRA Executive Director, Regulatory Operations
- AHPRA Executive Director, Business Services
- AHPRA senior management, as and when required.

The Committee Chair will be an AManC member and at least one National Board Chair should also be a member of the Notifications and Compliance Committee (NCC). All members shall be appointed for a term of two years and can be re-appointed.

In November 2015, member Mr Paul Shinkfield resigned his position as National Board member. Dr John Lockwood, Chair, Dental Board of Australia and Mr Ian Bluntish, Chair, Optometry Board of Australia were appointed as members of the Performance Committee.

## Membership

Name	Membership status during 2015/16
Ian Smith, Chair	AManC member: July 2015 – June 2016
Merrilyn Walton	AManC member: July 2015- June 2016
Jenny Taing	AManC member: July 2015- June 2016
Joanna Flynn	MBA and NCC member: July 2015 - June 2016
Paul Shinkfield	PhysioBA member: July 2015 - Nov 2015
John Lockwood	DBA member - May 2016 – June 2016
Ian Bluntish	OptomBA member - May 2016 – June 2016
Peggy Brown	AManC member - May 2016 – June 2016

## AHPRA attendees

Name	Membership Status
Martin Fletcher, CEO	AHPRA attendee: July 2015 – June 2016
Sarndrah Horsfall	AHPRA attendee: July 2015 – June 2016
Kym Ayscough	AHPRA attendee: July 2015 – June 2016
Sam Clausen	AHPRA attendee: July 2015 – June 2016
Megan Baker	AHPRA attendee: July 2015 – June 2016
Chris Ogilvie	AHPRA attendee: July 2015 – June 2016
Matt Hardy	AHPRA attendee: July 2015 – June 2016
Jim O'Dempsey	AHPRA attendee: July 2015 – June 2016
Deena Jones	AHPRA attendee: July 2015 – June 2016 (secretariat)
Paul Scicluna	AHPRA attendee – Feb 2016
Amanda Doulos	AHPRA attendee – Feb 2016

## Meetings

- The Performance Committee shall meet at least four times a year.
- A quorum will be met where there are four members present. The quorum shall be made up of at least three Agency Management Committee members.

Meeting dates	Attendance
28 August 2015	Ian Smith, Merrilyn Walton, Jenny Taing, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Sam Clausen, Megan Baker, Chris Ogilvie, Deena Jones
13 November 2015	Ian Smith, Merrilyn Walton, Jenny Taing, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Sam Clausen, Megan Baker, Chris Ogilvie, Deena Jones
11 February 2016	Ian Smith, Merrilyn Walton, Jenny Taing, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Megan Baker, Chris Ogilvie, Jim O'Dempsey, Deena Jones, Paul Scicluna, Amanda Doulos
10 May 2016	Ian Smith, Merrilyn Walton, Jenny Taing, Joanna Flynn, John Lockwood, Ian Bluntish, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Sam Clausen, Megan Baker, Chris Ogilvie, Sam Clausen, Deena Jones

### Reporting to the Agency Management Committee

- The minutes of the Performance Committee are considered at the subsequent Agency Management Committee meeting and provided to National Boards, at the following round of National Board meetings.

### Committee activities for reporting period 1 July 2015 – 30 June 2016

- Implementation of a new Performance Reporting Framework which is linked to AHPRA's long term strategy.
- Implementation of the Reporting Framework with the Queensland Office of the Health Ombudsman.
- Monitoring of the Notifications Quality Reviews action plan.
  - Review of open (aged) health and performance assessments
  - Status reports on aged investigations and implementation plan of recommendations from review.
  - Report on review of No Further Action outcomes
  - Investigation Management Planning.
- Review of Performance Committee Terms of Reference.
- Consideration of quarterly performance reports and specific commentary to National Boards.
- Quarterly reporting on performance to the Agency Management Committee.

### Significant Issues

- There were no significant issues considered during the 2015/16 reporting period which could not be handled through routine Committee procedures.
- Matters of note considered by the Committee included:
  - Contributing factors to performance improvement including the approach Boards take to confirm decisions and actions and how greater national consistency can be achieved and delegations to close an inquiry.
  - Consideration of the Business Intelligence Portal
  - Review of compliance management – ACT
  - Notifications performance in Queensland.
  - Contributing factors to performance improvement.

### Looking Ahead

The Committee have highlighted the following key areas:

- Further opportunities to work with Tribunals to streamline timeframes, whenever possible.
- Review of the Operational Directive and Investigations Management to clarify the role of allocated Board members.
- Further work on accurate measures of productivity.
- Continued work to build a positive reporting and measurement culture within AHPRA
- Launch of business intelligence portal