

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH PORTFOLIO**

**Supplementary Budget Estimates 2014 - 2015, 22 October 2014**

**Ref No:** SQ14-001420

**OUTCOME:** 0 - Whole of Portfolio

**Topic:** Boards

**Type of Question:** Written Question on Notice

**Senator:** Ludwig, Joe

**Question:**

1. Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:
  - a) How often has each board met, break down by board name?
  - b) What travel expenses have been incurred?
  - c) What has been the average attendance at board meetings?
  - d) List each member's attendance at meetings.
  - e) How does the board deal with conflict of interest?
  - f) What conflicts of interest have been registered?
  - g) What remuneration has been provided to board members?
  - h) How does the board dismiss board members who do not meet attendance standards?
  - i) Have any requests been made to ministers to dismiss board members?
  - j) Please list board members who have attended less than 51% of meetings.
  - k) What have been the catering costs for the board meetings held during this period? Please break down the cost list.

**Answer:**

1. a) to k)  
Please refer to Table A attached.

**Table A: SQ14-001420 - Boards (for Departments or Agencies with Boards) since Budget Estimates in June 2014**

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
Private Health Insurance Administration Council (PHIAC)	Three times	As per Remuneration Tribunal Determination 2013/16.	93%	See previous column	Conflicts of interest are declared as part of a standing agenda item at each meeting – ensuring that the requirements of the CAC, PGPA and PHI Acts are met.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	The PHI Act compels the Minister to terminate appointments in certain circumstances.	No (1)	Nil	\$662.77
Health Workforce Australia Board (HWA) – <b>Abolished 8 October 2014</b>	Nil	N/A	N/A	N/A	<p>The HWA Board has a Conflict of Interest policy which, in addition to the specific obligations under the CAC Act, requires that a new Board member completes a Declaration of Conflict of Interest at the commencement of their term on the Board.</p> <p>Continuing Board members must provide a new Declaration of Conflict of Interest annually, and also whenever there is a change in their personal circumstances.</p> <p>Conflict of interest matters under the <i>Public Governance, Performance and Accountability Act 2013</i> will be managed as required.</p>	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	The HWA Act requires the Minister to terminate the appointment of a Board member if the member is absent, except on leave of absence, from three consecutive meetings of the Board.	No (1)	N/A	Nil

(1) To the best of the Department's knowledge and with available information

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
Australian Commission on Safety and Quality in Health Care (ACSQHC)	Three times	As per Remuneration Tribunal Determination 2013/16.	81%	See previous column	At the commencement of every Board meeting members are invited to state any conflicts of interest with agenda items.  The Chair notes that it is important that the ACSQHC Board be free from real or perceived conflicts of interest with the business before it. In the event of a conflict of interest the Board Member leaves the room during the discussion on the topic.  ACSQHC maintains a register of the conflicts of interest.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Section 26(2)(b) of the <i>National Health Reform Act 2011</i> provides that the Minister must terminate a Board member's appointment if the member is absent, except on leave of absence, from three consecutive meetings.  Section 26(3) states that before terminating the appointment of a Board member the Minister must consult each participating State/Territory Health Minister.  Attendance is recorded at every meeting. At this stage, the Commission has not needed to dismiss any Board Members regarding attendance.	No (1)	One member (NB. Members are only paid for the meetings that they attend)	\$559.90.
Australian Institute of Health and Welfare (AIHW) Board	Twice	As per Remuneration Tribunal Determination 2013/16.	75-80%	See previous column	There is a declaration of interest agenda item at the beginning of each meeting. The Charter of Corporate Governance for Board member contains provision for the handling of declaration and conflicts of interest.	Nil	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	There are provisions under section 13(2)(d) of the Australian Institute of Health and Welfare Act 1987 for the termination, by the Governor-General, of a board member who is absent without leave (approved by the Minister) from three consecutive meetings of the Institute.	No (1)	Four members (NB. Members are only paid for the meetings that they attend)	\$1632.42

(1) To the best of the Department's knowledge and with available information

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
National Health Performance Authority (NHPA)	Twice	As per Remuneration Tribunal Determination 2013/16.	92%	See previous column	As part of the appointment process, members provide information of existing conflicts of interest that are likely to arise in performance of his/her duties as a member.  Sections 77 and 76 of the <i>National Health Reform Act 2011</i> specify what members must do in relation to disclosure of interests to the minister and to the NHPA.  At the commencement of each meeting, members are asked to declare conflicts of interest. This is recorded in the minutes of the meeting.	Nil	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Section 81 of the <i>National Health Reform Act 2011</i> provides for the Minister to terminate a member's appointment to the NHPA.	No (1)	Three members (NB. Members are only paid for the meetings that they attend)	\$641.77
Health and Hospitals Fund Advisory Board	Once	As per Remuneration Tribunal Determination 2013/16.	67%. There is no quorum required for this Board.	See previous column	A member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest, and must not be involved in any related discussion or decision making process.  A Board member is not to participate in Board business until the Deed of Confidentiality and Conflict of Interest form has been completed.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	No provision in guidelines	No (1)	Only one meeting has been held in 2014.	Nil
General Practice Education and Training Limited (GPET) Board	Four times	As per Remuneration Tribunal Determination 2013/16.	81%	See previous column	Once a year, GPET asks Board Members to complete a declaration of interest template.  In addition, Board Members are asked to declare potential and real conflicts of interest before each Board meeting that are duly recorded in the Minutes.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Under the GPET Company Constitution, the office of a Director automatically becomes vacant if the person who holds the office fails to attend Board meetings for a continuous period of three months without leave of absence from the Board.	No (1)	Two members (NB. Members are only paid for the meetings that they attend)	\$1,547.41

(1) To the best of the Department's knowledge and with available information

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
National Blood Authority (NBA) Board	Twice	As per Remuneration Tribunal Determination 2013/16.	93%	See previous column	Board members declare Conflicts of Interest in writing on appointment.  Declaration of Conflicts of Interest is also a standing item for all Board meetings.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	Four of the six Board members are Commonwealth or state Government employees and are not remunerated. The remaining two Board members are remunerated in accordance with Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Board members' appointments may be terminated by the Minister if they are absent from three consecutive meetings under the <i>National Blood Authority Act 2003</i> Section 21(2)(b).	No (1)	Nil	\$255.20
The Australian Organ and Tissue Donation and Transplantation Authority (AOTDA) Advisory Council	Twice	As per Remuneration Tribunal Determination 2013/16.	77%	See previous column	Under the Council Terms of Reference, a member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest, and must not be involved in any related discussion or decision making process.  A Board member is not to participate in Board business until the Deed of Confidentiality and Conflict of Interest form has been completed.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	The Advisory Council Terms of Reference does not enforce attendance standards. However, this has not been an issue for any Council members to date.	No (1)	Six members (NB. Members are only paid for the meetings that they attend)	\$536.50

(1) To the best of the Department's knowledge and with available information

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
Australian Sports Commission (ASC)	Four times	As per Remuneration Tribunal Determination 2013/16.	92%	See previous column	Members are required to submit a notice of interests form annually. The 2014 ASC Board Conflict of Interest Register was last considered by the Governance and Executive Performance Committee of the Board in April 2014.  At each meeting Members are provided with an opportunity to declare any existing or potential conflicts of interest in agenda items to be considered during the meeting. The ASC Board has also developed a three-tiered conflict of interest approach to address any actual or perceived conflicts.  Additionally, the ASC is required to make disclosures regarding ASC Commissioners related party transactions in the preceding year Financial Statements in accordance with the Australian Accounting Standards and the Finance Minister's Orders.	No conflicts of interest have been registered on the ASC Board Conflict of Interest Register	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Section 19 of the <i>Australian Sports Commission Act 1989</i> , outlines circumstances under which the responsible Minister for Sport may terminate the appointment of a member.	No (1)	Two members (NB. Members are only paid for the meetings that they attend)	\$2066.45
Australian Sports Foundation (ASF) Board	Three times	Under the ASF Articles of Association, Directors may be reimbursed for expenses associated with travelling to or from Board meetings. The ASF is not under the jurisdiction of the Remuneration Tribunal.	100%	See previous column	Directors are required to submit a declaration of interests form annually.  At each meeting, Directors are provided with an opportunity to declare any existing or potential conflicts of interest in agenda items to be considered during the meeting.	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	Nil	As per Section 6.9 of the <i>ASF Articles of Association</i> , the responsible Minister for Sport may remove any Director before the expiration of their current term.	No (1)	Nil	\$28
Independent Hospital Pricing Authority (IHPA)	Five times	As per Remuneration Tribunal Determination 2013/16.	85%	See previous column	Conflicts of interests related to the Pricing Authority are managed under Section 148 and 149 of the <i>National Health Reform Act 2011</i> .	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	Remuneration is paid in line with Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	The Commonwealth Minister for Health has the power to terminate the appointment of an IHPA Member under Section 152 of the <i>National Health Reform Act 2011</i> .	No (1)	One member (NB. Members are only paid for the meetings that they attend)	\$1959.84

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
Food Standards Australia New Zealand (FSANZ) Board	Three times	As per Remuneration Tribunal Determination 2013/16.	88%	See previous column	<p>The FSANZ Act requires that the Board establish and maintain a system for declaring and registering material personal interests of its members.</p> <p>The Act also requires that the entries recorded in the register of members' material personal interests be published on FSANZ's website. The Board has also resolved that, as a matter of good practice, certain other interests of its members be published on the website. These include pecuniary and non-pecuniary interests relevant to the agency's roles and responsibilities.</p> <p>The procedure at Board meetings is for disclosure of material personal interests to be made at the start of a Board meeting.</p>	Any declared conflicts of interest are managed according to the terms of reference, and any relevant legislation.	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	Section 127 of the FSANZ Act deals with the termination of appointment of Board members.	No (1)	Three members (NB. Members are only paid for the meetings that they attend)	\$1020.64

(1) To the best of the Department's knowledge and with available information

Board Name	How often has each board met?	What travel expenses have been incurred?	What has been the average attendance at board meetings?	List each member's attendance at meetings.	How does the board deal with conflict of interest?	What conflicts of interest have been registered?	What remuneration has been provided to board members?	How does the board dismiss board members who do not meet attendance standards?	Have any requests been made to ministers to dismiss board members?	List board members who have attended less than 51% of meetings	What have catering costs been for the board meetings held during this period? Please break down the cost list.
National Mental Health Commission (NMHC)	Three times	As per Remuneration Tribunal Determination 2013/16.	80%	See previous column	Register of interest – updated at each meeting.	Nil	As per Remuneration Tribunal Determination 2014/03 and 2014/08 (as of 1 November 2014).	N/A	No (1)	Nil	\$3962.52

(1) To the best of the Department's knowledge and with available information