



**Agency Management Committee
Meeting Number 1
23 April 2009
Pharmacy Board of Victoria – Melbourne
Final decisions and actions arising**

Members present

Mr Peter Allen, Chair
Mr Michael Gorton
Professor Genevieve Gray
Professor Constantine Michael
Associate Professor Merrilyn Walton

In attendance

Dr Louise Morauta, Project Director, National Registration and Accreditation Implementation Project (NRAIP)
Ms Del Stitz, Director Implementation, NRAIP

Item 1.1: Disclosure of conflict of interest

1. Members noted that the Chair holds a copy of Conflict of Interest statements provided by members on their appointment to the Agency Management Committee (the Committee).
2. In accordance with Section 6(1) of Schedule 2 of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008* (the Act), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.
3. Con Michael indicated that he is a member of the Australian Medical Council and the WA Medical Board. Michael Gorton indicated that he acted for the Victorian Nurses Board in the acquisition of their building. Members noted that these matters may represent a potential conflict of interest at some points in the Committee's deliberations at future meetings, but did not do so in relation to the current agenda.
4. Members agreed that a record of conflict of interest discussions at each meeting will take the form described at Attachment A of these minutes.
5. Members agreed to make it known on the website that the Committee operates under conflict of interest guidelines.

ACTION: NRAIP

Item 2.1: Meeting procedure

1. In accordance with Section 7 of Schedule 2 of the Act, members agreed to the Agency Management Committee Meeting Procedure at Attachment B of these minutes.
2. Members noted that the procedure will form part of the Agency Management Committee Procedures Manual that will be updated as required.

ACTION: Nil

Item 2.2: Speaking on behalf of the Committee

1. Members agreed to an amended procedure for speaking on behalf of the Committee, and noted that the procedure will form part of the Committee Procedures Manual as set out at Attachment C of these minutes. The Procedures Manual is to be updated as required.
2. Members noted that if they are approached to attend meetings as a representative of the Committee they should refer the matter to the Chair. The Chair may choose to delegate representation of the Committee to members.
3. Members agreed that correspondence received by members that relates to the Committee should be registered with the secretariat (Dr Morauta) and a list included in the papers for each meeting.

ACTION: Nil

Item 3: Forward work program for agency

1. Members noted the requirements placed on the agency under the legislation for the period to 30 June 2010.
2. Members agreed the agency's key deliverables for the period to 1 July 2010 in Attachment D of these minutes.
3. Members accepted the draft forward work program at Attachment E of these minutes, and asked for the incorporation of engagement with boards in the next version of the program.
4. Members agreed that the agenda for each meeting of the Committee during this period normally include the following topics:
 - a. financial matters
 - b. employment matters
 - c. accommodation matters
 - d. information systems, and
 - e. business procedures.
5. Members agreed that an updated work program, emphasising the critical path, be provided at each Committee meeting for consideration.
6. Members agreed that a formative business plan for the period to 30 June 2010 be prepared for the May meeting and signed off at the June meeting of the Committee.
7. Members noted that the Advisory Council is an independent body, supported by the new health workforce agency, which reports directly to Ministers. Members agreed that the Committee build a relationship with the Advisory Council once established.

ACTION: NRAIP

Item 4.1: Overview of funding arrangements

1. [REDACTED]
2. Members noted that under Section 21 of the Act, the agency will enter into a Health Profession Agreement with each national board, with the agreement to set out the national fees to be charged, an annual budget for the board, and the services to be provided by the national agency to the board.
3. Members noted that an operating budget model is being prepared and that principles for establishing the agency budget will be discussed at the next meeting.
4. Members noted that governments have agreed principles for funds transferring to the scheme on commencement.
5. [REDACTED]
6. [REDACTED]
7. Members noted that additional funds will be required in 2009-10 for implementation costs but the matter is still under consideration by the Governance Committee.
8. Members agreed that funding business operations from fines collected can create a conflict of interest. An option is to hold fines in a trust fund for research, education and system development. The Committee requested Dr Morauta to make the views of the Committee known informally in discussions.

ACTION: NRAIP

Item 4.2: Draft Memorandum of Understanding (MoU) with the Australian Health Ministers Advisory Council (AHMAC)

1. Members noted that at least part of the funding for the agency and the Agency Management Committee prior to 1 July 2010 comes from the implementation budget provided by governments.
2. Members considered that the proposed MoU between the agency and AHMAC was a work in progress and did not require action at this time.
3. Members noted that a funding proposal for the 2009-10 financial year will be brought to the May meeting of the Committee for inclusion in an extended MoU to cover that year.
4. Members agreed that the Department of Human Services Victoria (DHS), through the project team, manage the funds allocated under the MoU, under the direction of the Committee until such time as financial arrangements for the agency are established.
5. Members noted that a new cost centre has been established for the Committee within the DHS budget structure.

ACTION: NRAIP

Item 4.3: Draft Services, Assets and Liabilities Transfer (SALT) between agency and existing boards

1. Members agreed that the development of a SALT Heads of Agreement and final Agreement are a suitable approach for NRAIP to progress work on transfers from existing boards to the agency.
2. Members noted that a SALT Heads of Agreement, documenting the position of each board as at 30 June 2009, is proposed as the basis for a due diligence exercise to be conducted between September 2009 and March 2010.
3. Members agreed that the history of a building should be identified in the schedules and that only liabilities identified will be accepted by the national agency.
4. Members noted that any policy issues which subsequently arise will be brought to the Committee for consideration.
5. Members noted that the final SALT Heads of Agreements and final SALT agreements are to be signed by the Chair of the Committee.
6. Members noted the timetable proposed leading to final SALT agreements by end of March 2010.
7. Members agreed the drafts distributed in principle, and asked to see a final draft out of session after budget matters are resolved on 30 April.
8. Members noted that a proposal to engage a firm to undertake a due diligence activity will be provided at the next meeting.

ACTION: NRAIP

Item 4.4: Indemnity arrangements approach

1. Members noted the arrangements to protect them from personal liability.
2. Members noted that a future meeting will need to consider longer term insurance arrangements for the national agency.

ACTION: Nil

Item 5.1: Overview of employment

1. Members agreed that the Committee will give a high priority to staffing issues.
2. Members noted the approach proposed to staff the new agency.
3. Members noted early staff estimates and that further estimates will be prepared when key policy decisions are made.
4. Members agreed that there needs to be a balance between designing the organisation to encourage skill and knowledge sharing, and enabling a successful transition for staff joining the agency from existing boards.

ACTION: Nil

Item 5.2: Appointment of Chief Executive Officer (CEO)

1. Members approved the position description for the CEO at Attachment F of these minutes.
2. Members agreed the position should not be advertised until the location of the national office is announced.
3. Members agreed on the process for recruitment of a CEO:
 - a. external evaluation of role and advice on appropriate remuneration
 - b. engagement of a recruitment firm to conduct an advertised executive search and provide a shortlist of candidates for Committee consideration (Brooker were suggested for consideration)
 - c. recruitment advertisements are placed through Victorian government media buying contract
 - d. probity checking is completed for competitive applicants identified by the selection committee
 - e. Committee sees full list of applicants and shortlisted applicants
 - f. Committee interviews three shortlisted applicants who are invited to present their vision for the national agency, and
 - g. the Committee approves appointment and negotiates remuneration package and contract with successful applicant.
4. Members agreed to move quickly on the advertisement of the CEO once the location of the national office was known and agreed to approve the advertisement out of session.

ACTION: NRAIP

Item 5.3: Transition staffing strategy

1. Members noted the proposed staffing strategy for implementation of the National Registration and Accreditation Scheme for the Health Professions, released as a draft for discussion.
2. Members noted the process for feedback on the proposed strategy from boards and that written responses on the draft for discussion have been received.
3. Members noted the status of discussions with unions through the ACTU.
4. Members noted that there had been recent issues with the funding of defined benefits schemes and asked the project team to ensure that the national agency would not be accepting broader liability if it agreed to continue to meet the employer contributions for an individual in a defined benefit scheme.

ACTION: NRAIP

Item 5.4: Terms and conditions of employment

1. Members noted that under Section 31(2) of the Act, the agency has the power to set the terms and conditions of employment for agency staff.

2. Members agreed that the agency's objectives in determining employment conditions should be:
 - a) to comply with all legislative requirements
 - b) to provide an equitable and fair set of terms and conditions of employment for all staff, and
 - c) to position the agency to attract and retain a skilled workforce while ensuring that cost structures are consistent with budget parameters set by the agency and the boards.
3. Members agreed that senior executive staff (on packages over approximately \$120,000) be employed on individual contracts, and other staff through a collective agreement.
4. Members noted that it is NRAIP's view that the collective agreement should be lodged federally, with the details of how to enable this being subject to further advice from the Parliamentary Counsels Committee in relation to the drafting of Bill B.
5. Members agreed that the agency seek to negotiate a union collective agreement through the ACTU, but keep all existing board staff advised of proposals under discussion.
6. Members noted that staff can be employed under the proposed terms and conditions prior to the registration of the collective agreement.
7. Members agreed that the registered collective agreement be for a period of three years commencing as soon as possible after 1 July 2010.
8. Members agreed that the agency use the Australian Public Service classification standards as the basis for its collective agreement.
9. Members agreed that the NRAIP undertake discussions with the unions, assisted by Mr Les Butler and under the overall direction of the Chair.
10. Members noted that a draft collective agreement will be brought to the next meeting for consideration.

ACTION: NRAIP

Item 6.1: Overall accommodation approach

1. Members noted that the current NRAIP proposal for providing accommodation for the Australian Health Practitioner Regulation Agency (AHPRA) by 1 July 2010 provides for:
 - a) existing accommodation to be used in the ACT and the NT
 - b) the agency to work from two existing sites at implementation in NSW, Victoria and Queensland
 - c) Tasmania and the national office to be located in new accommodation, and
 - d) SA and WA boards to be relocated with a current board.
2. Members noted that the next steps are to:
 - a) develop accommodation standards for new accommodation
 - b) develop accommodation briefs for size and functionality requirements for each State and Territory, and
 - c) undertake a detailed assessment of proposed options against the accommodation briefs.

3. Members noted that at this stage no funding has been allocated for this purpose by governments, with the matter still being under consideration.
4. Members agreed a preference to have staff in each location working from the same building as soon as possible.

ACTION: NRAIP

Item 6.2: Location of national office

1. Members noted that the Australian Health Workforce Ministerial Council has not yet taken a decision on this matter but is expected to take a decision no later than the end of May 2009.
2. Members noted that Health CEOs are recommending to Ministers that the national office be located in Melbourne following a proposal from Victoria to contribute valuable office space at a nominal cost if the national office were located in Melbourne.

ACTION: Nil

Item 6.3: Interim accommodation requirements for the agency

1. Members agreed that the Committee would be supported by the project team at least until the next meeting, so that no additional accommodation is required at this time.

ACTION: Nil

Item 7.1: Committee communication objectives

1. Members agreed the interim communications objectives at Attachment G of these minutes.
2. Members noted that key messages need to emphasise public interest and public health and safety.
3. Members agreed that in order to establish the presence of the Committee with the existing boards, Committee meetings in 2009 be held in different States and Territories and commence with a session with the boards in that capital city late on the day preceding the meeting.

ACTION: Nil

Item 7.2: Agency website

1. Members agreed to an interim website with the address *www.ahpra.gov.au* being made available as soon as possible.
2. Members agreed to include on the interim website the content listed at Attachment H of these minutes.
3. Members agreed that any additional web content requires the Chair's approval.
4. Members agreed to issue a summary statement after each meeting outlining key decisions and themes and that the statement following this meeting will be made available immediately on the NRAIP website so that it reaches stakeholders quickly.

ACTION: NRAIP

Item 7.3: Agency logo

1. Members reviewed samples of possible logos for the agency and unanimously agreed the selection.

ACTION: NRAIP

Item 7.4: Communications following meeting

1. Members agreed the terms of a draft statement to be approved by the Chair following the meeting.
2. Members agreed that the Chair write immediately to CEOs and Chairs of Boards following this meeting.

ACTION: NRAIP and Chair

Item 8: Overview of ICT Strategy and program

1. Members noted that an IT Reference Group has been established to oversee implementation of the IT project.
2. Members decided not to nominate a Committee representative to the IT Reference Group.
3. Members noted that an ICT Strategy has been prepared as part of the project.
4. Members noted that a tender for the registration system closed on 23 April and that a selection panel has been established by the IT Reference Group to evaluate proposals.
5. Members noted the approach being taken to manage the risk associated with implementing IT systems and infrastructure by 1 July 2010.
6. Members requested that the requirements for the registration system be circulated for information.

ACTION: NRAIP

Item 9: Other business

1. Members agreed that legal advice would be sourced initially from the whole of Government panel available through DHS, but that Russell Kennedy not be used in order to avoid any potential conflict of interest.
2. Members agreed that they should attend local stakeholder consultations on Bill B. In addition, the Committee may make written comments to Ministers on operational issues in the draft Bill.
3. Members discussed the appropriateness of names established through the legislation, ie 'Agency' and 'Agency Management Committee'. The alternative of 'Authority' was discussed. The Chair will canvass the matter informally and revisit it at the May meeting.
4. Correspondence was circulated from:
 - The Confederation of Postgraduate Medical Education Councils (CPMEC)
5. Papers were circulated as follows:
 - A paper from CPMEC on a draft national prevocational medical accreditation framework, and

- Australian Health and Medical News, Issue 10, 15 April 2009, describing *inter alia* the new scheme

ACTION: Chair

Item 10: Next meeting and forward meeting schedule

1. Members agreed the schedule for the remainder of 2009.
2. Members agreed to rotate the location of the meetings to each State and Territory capital city, subject to the availability of the boards in that city.
3. Members agreed the schedule at Attachment I to these minutes.
4. Genevieve Gray indicated that she may attend by Skype for part of the May meeting and would try and reschedule so that she could attend the July meeting.
5. Members expressed a general preference for printed papers at this time, moving to electronic at some time in the future when supported by a secure website for members. Genevieve Gray requested that she receive papers for the May meeting electronically.

ACTION: NRAIP

Australian Health Practitioner Regulation Agency Management Committee

Record of disclosure of conflict of interest

Name: _____

Meeting date: _____

Agenda item: _____

Subject: _____

Nature of interest

Action taken

- Member absent during deliberation
- Member did not take part in decision
- Committee determined that the member's interest does not raise a conflict
- Matter referred to Ministerial Council for determination

Comments

Signed

Chair

Date

Australian Health Practitioner Regulation Agency Management Committee Procedure

1. Meeting Procedure

1.1 Meeting schedule

The Agency Management Committee will meet at least ten times a year.

Wherever possible, face-to-face meetings will be scheduled. Teleconferences will be held on an 'as needs' basis.

1.2 Agenda items

Members can propose items for the agenda. Nominations for the agenda should be provided to the Chair as soon as possible and no later than seven working days ahead of the meeting at which the matter is to be considered.

1.3 Meeting papers

If a member is submitting a paper on an agenda item or other material for a Committee meeting, this must be provided to the Chair at least seven working days before the meeting.

Meeting papers will be provided to members five working days prior to the scheduled meeting.

1.4 Minutes and action items

The Agency Management Committee Secretariat will issue draft minutes to members following the meeting and request that any comments or proposed amendments to the draft be advised within five working days.

The Chair will be responsible for accepting or rejecting amendments to draft minutes. Final minutes will be distributed to Agency Management Committee members by email or other secure electronic means prior to the next meeting.

A formal record of all decisions and meetings will be held by the Agency Management Committee Secretariat.

1.5 Confidentiality

The papers, discussions and records of the Committee are confidential unless otherwise agreed by the Committee.

1.6 Delegation

The Chair may delegate his or her role in these procedures to another member of the Agency Management Committee, if required.

Australian Health Practitioner Regulation Agency Management Committee Procedure

2. Speaking on behalf of the Committee

2.1 Role of the Chair

The Chair will represent the Committee in all public communication unless the role has been delegated to another member in a specific situation. The Chair may speak on behalf of the Committee without obtaining members' approval.

2.2 Responsibility of Committee Members

Members may not comment publicly as individuals on the work of the Committee or the National Registration and Accreditation Scheme for the Health Professions without securing the Chair's approval for the statement concerned.

2.3 Membership of other organisations or professional bodies

Members of the Committee may also be members of other organisations or professional bodies that may, from time to time, express a view on the work of the Committee or the National Registration and Accreditation Scheme for the Health Professions. This procedure does not restrict a member's participation as part of other organisations or professional bodies.

2.4 Correspondence

Members should not respond individually to letters or emails addressed to them individually on matters relating to the Committee. Replies to such correspondence will be issued from the Chair.

Attendance at meetings

Members should not attend meetings as members of the Agency Management Committee without securing the Chair's approval. Attendance at meetings in other capacities is a matter for each member, as long as it is made clear that they are not attending as a member of the Agency Management Committee.

Table 1 Key deliverables for agency before 1 July 2010

What	By when
Business plan and processes agreed	June 2009
Appoint Chief Executive Officer	July 2009
Framework for standards developed	September 2009
Progress reports provided to Ministerial Council	September 2009, March 2010
Finances for agency in order	December 2009
Health Profession Agreements negotiated with boards	December 2009
Information systems accepted and operational	March 2010
National and local agency offices established	June 2010
All staff transitioned, recruited and trained	1 July 2010

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FREEDOM OF INFORMATION ACT 1982 (Cth)**

Table 3 Draft forward work program for Australian Health Practitioner Regulation Agency

Key

 Action required  As required

	April 2009	May 2009	June 2009	July 2009	Aug 2009	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010
Business processes and procedures																
Develop and agree business plan																
Determine and agree meeting procedures																
Agree governance arrangements for agency (through business plan) to ensure agency performs functions in proper, effective and efficient way																
Determine policies of national agency																
Establish a common seal																
Disclosure of conflict of interest																
Maintenance of book for purpose of declarations of conflict of interest record keeping																
Assist Ministerial council in process of appointing members of a national board																
Provide advice to Ministerial Council in connection with development and implementation of the scheme																
Appointments and staffing																
Appoint CEO																
Confer functions on and delegations to CEO																
Determine terms and conditions of employment for agency staff																
Determine and agree HR policies and procedures																
Appoint support staff																
Engage national board contractors																

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FREEDOM OF INFORMATION ACT 1982 (Cth)**

	April 2009	May 2009	June 2009	July 2009	Aug 2009	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010
Appoint national board support staff																
Draft high level organisation design																
Detailed organisation design																
Recruit State and Territory managers																
Commence State and Territory managers																
Recruit senior staff for State and Territory offices																
Commence senior staff																
Recruit key staff for national office																
Commence key staff for national office																
Recruit all staff for national office																
Commence other staff for national office																
Communication to staff on staffing strategy for transition																
Offers to staff transitioning to agency																
Reports to Ministerial Council																
Progress Report #1																
Progress Report #2																
Start work on annual report																
Information, communications and technology																
Decide whether to nominate representative to IT Reference Group																
Accept IT systems																
Train staff																
Finance																
Enter into SALT Heads of Agreement																
Conduct due diligence																
Enter into SALT agreements																
Estimate agency budget																
Negotiate Health Profession Agreements																
Arrange bank accounts for agency fund																

**RELEASED UNDER THE
FREEDOM OF INFORMATION ACT 1982 (Cth)**

	April 2009	May 2009	June 2009	July 2009	Aug 2009	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010
Auditing and financial statement arrangements																
Establish insurance and indemnity arrangements																
Accommodation																
Establish national office																
Establish local offices in participating jurisdictions																
Determine accommodation standards																
Source accommodation																
Sign leases (subject to Bills C)																
Fit out accommodation																
Standards																
Establish framework for development of health profession standards in consultation with national boards																
Services to boards																
Consult with national boards to develop procedures for their effective and efficient operation																
Administrative assistance for boards and committees																
Advice to Boards re delegation issues																
Communications																
Develop communications strategy																
Implement in conjunction with existing boards and national boards																

Note: Ministerial Council can request advice or assistance at any time

Australian Health Practitioner Regulation Agency

Role Description

Role title	Chief Executive Officer	Closing date	2009
Division	Executive office	Contact	
Location	National office	Telephone	(0)
Classification		On-line application	www.
Job ad reference	AHPRA-EXO0001/09	Email application	
Salary	\$ pa To be determined	Post or deliver application	
Total remuneration	\$ pa To be determined (including employer superannuation contributions..... to be determined,		

Employment status – Contract role for an initial period not exceeding 5 years. Eligibility for reappointment.

Your opportunity

As the inaugural Chief Executive Officer of the Australian Health Practitioner Regulation Agency you will be appointed under Section 28 of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008* and report to the Agency Management Committee. You will play a pivotal role in the establishment and leadership of this new regulatory statutory authority that will administer the national scheme for registering and accrediting health professionals from 1 July 2010. The new agency will have a staff of approximately 600. It will be self-funded from fees with annual revenue of about \$100 million sourced from about 500,000 health practitioners.

This is a major COAG reform aimed at improving the regulation of health practitioners. Initially ten key health professions will be covered. Your challenge will be to design and introduce a new organisational structure of a national office in **Insert** with six State and two Territory offices. You will provide services to ten national boards and their committees. The new organisation will replace existing State and Territory arrangements of 37 employing organisations involving 600 staff and over 80 Boards from 1 July 2010. During the transition period up to July 2010 you will be assisted by a project team established and funded by Governments to bring about this major change in managing the transitioning of staff and resources from current jurisdictional arrangements to the new agency. Then from July 2010 onwards you will ensure the new agency undertakes all delegated functions as required under the enabling legislation.

The job

The successful applicant will be required to:

1. Provide strategic direction and leadership to the Australian Health Practitioner Regulation Agency.
2. Administer delegated provisions of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008* and subsequent legislation.
3. Provide high-level authoritative advice, analysis and service support to the Agency Management Committee and the national boards and their committees.

4. Undertake strategic planning, performance monitoring and service review, and recommend policy and standards frameworks as required.
5. Establish the leadership team and provide a strong focus on service excellence.
6. Direct the work of the senior management team providing financial management, human resource management, information systems, risk management and asset management throughout the agency.
7. Direct the work of State and Territory managers and ensure consistency of service delivery across Australia.
8. Manage effective communication with key stakeholders internally and externally.

Are you the right person for the job?

Our ideal applicant will be someone who will have:

1. A proven track record of achievement and demonstrated leadership as a senior executive or CEO in a complex organisation, preferably in a statutory agency or regulatory environment.
2. Strong business acumen and a sound understanding of decision making, governance processes and how to successfully deliver within a statutory and regulatory environment.
3. Outstanding interpersonal, communication and presentation skills with the presence and influence to build top level relationships with a diverse range of stakeholders
4. Strong capability to negotiate, influence and build effective relationships with the national boards on health profession agreements (including budgets and service level agreements), regulatory standards, policies and procedures, budgets and service level agreements.
5. Demonstrated experience in building and leading an effective, empowered senior leadership team.
6. Proven success in managing resources and leading strategic change preferably across multi geographic sites.
7. Proven ability in the provision of clear, concise advice at the highest levels on complex and sensitive issues.
8. Relevant tertiary qualifications.

Interested?

Please provide the following information so we can make an initial assessment of your suitability:

1. your current resume; and
2. an overview addressing your ability to meet the requirements of the role listed under "Are you the right person for the job?"

Additional information?

- Want to know more? Visit our website at www.ahpra.gov.au.
- For further information on the implementation of the new scheme visit the website of the implementation team at <http://www.nhwt.gov.au/natreg.asp>.
- The Australian Health Practitioner Regulation Agency is committed to equal employment opportunity.

Background

COUNCIL OF AUSTRALIAN GOVERNMENT AGREEMENT

The Council of Australian Governments (COAG) on 26 March 2008 signed an Intergovernmental Agreement to establish a single national registration and accreditation scheme for health professionals to be established by 1 July 2010. The single national scheme was one of the recommendations of a Productivity Commission research study into issues impacting the Australian health work force.

The new scheme ~~will help health professionals move around the country more easily~~, reduce red tape, provide greater safeguards for the public and promote a more flexible, responsive and sustainable health workforce.

The initial ten health professions are:

- Chiropractic
- Dental (including the profession of a dentist, dental therapist, dental hygienist or dental prosthetist)
- Medical
- Nursing and midwifery
- Optometry
- Osteopathy
- Pharmacy
- Physiotherapy
- Podiatry, and
- Psychology.

LEGISLATION

There are two legislative stages for establishing the national scheme, the first of which has been achieved with the enactment of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008*. This legislation provides for the adoption of a national law, to facilitate the development and implementation of the national registration and accreditation scheme for health practitioners. This law was assented to by the Queensland Parliament on 25 November 2008, and sets up the following structures for the national registration and accreditation scheme:

The Ministerial Council - Australian Health Workforce Ministerial Council comprising Ministers of the governments of the participating jurisdictions and the Commonwealth with portfolio responsibility for health.

The Advisory Council - Australian Health Workforce Advisory Council which will provide independent advice to the Ministerial Council on matters relating to the scheme. The Advisory Council will commence on a date yet to be proclaimed.

The Agency Management Committee is responsible for the administration of the scheme in accordance with policy directions of the Ministerial Council. The Committee has recently been appointed.

The Chief Executive Officer who performs functions delegated to them by the Agency Management Committee.

A national board for each of the health professions covered by the scheme (ten health professions initially). A national board will have registration and accreditation functions with respect to the health profession for which it is established. The national boards will be able to establish committees to assist in the exercise of their functions. Under the legislation, the national boards may commence from 1 July 2009.

A second piece of legislation, referred to as Bill B, will be introduced into the Queensland Parliament in the second half of 2009 to fully implement the national scheme. This will follow an extensive consultation process, which to date, has involved the release of five public consultation papers on the subject matter of this Bill, and the receipt of numerous submissions. Once these issues have been fully considered by Ministers, an exposure draft of the legislation is to be released for public comment.

Participating states and territories are then expected to enact legislation through their parliaments via Bills C to fully implement the national scheme.

TRANSITIONAL ARRANGEMENTS UP TO 1 JULY 2010

A National Registration and Accreditation Implementation Project (NRAIP) team has been funded by governments to support development of the legislation and work on all aspects of transitioning staff and resources from current jurisdictional arrangements of separate boards in each State and Territory to the national scheme on 1 July 2010.

The NRAIP team will support the recently appointed Agency Management Committee up to 30 June 2010, by which date, the national agency, comprising the national office and the State and Territory offices, is expected to be fully operational.

Transition Coordination Groups have been set up in each State and Territory comprising CEO/Registrar representatives of every profession impacted by the new scheme and State or Territory representatives of health departments. Their focus is primarily on coordinated planning of the transition at State/Territory level.

A Transition Manager has also been appointed in each State and Territory to work with existing boards, the Agency, the new national boards and the NRAIP team to facilitate the changes up to 30 June 2010.

Proposed interim communications objectives

For the early part of the implementation period, the Committee establishes the following communication objectives and suggested strategies:

- **To ensure that stakeholders are aware of the Committee's existence and role:**
 - members attend stakeholder forums on Bill B as appropriate
 - Ministers acknowledge the presence of Committee members at the opening of the forums, and
 - from its first meeting, the Committee is making an active contribution to implementation of the new scheme

- **To ensure there is a good flow of information on the Committee's activities to all stakeholders:**
 - establish agency's logo and website as soon as possible
 - provide a public statement following each meeting, to go on the agency's website and at least initially also on the project's website, and
 - send statements on each meeting to all existing boards, transition managers and the Professions Reference Group.

- **To ensure that practitioner groups, including existing boards, see the Committee as a supporter for their professional roles and the new national boards and not captured by the bureaucracy:**
 - keep a visible degree of separation between the agency and health departments
 - ensure that the relationship between the Committee and governments is through the Ministerial Council as per the Act
 - hold meetings in board premises as often as possible
 - Committee meetings in 2009 be held in different States and Territories and commence with an informal discussion session with the boards in that capital city, and
 - seek to accommodate any agency staff in board premises rather than departmental premises.

- **To reassure existing boards that the agency is giving a high priority to staffing issues:**
 - include advice on this in statement from first meeting.

Australian Health Practitioner Regulation Agency website

Logo and masthead approved by the Committee

The Council of Australian Governments (COAG) at its meeting of 26 March 2008 signed an Intergovernmental Agreement on the Australian health workforce, for the first time creating a single national registration and accreditation system. Ten health professions will be included in the national system as of 1 July 2010. These are: chiropractors; dental care practitioners; medical practitioners; nurses and midwives; optometrists; osteopaths; pharmacists; physiotherapists; podiatrists; and psychologists.

The Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008 received Royal Assent on 25 November 2008, giving effect to the new national law.

The National Registration and Accreditation Scheme for the Health Professions consists of a Ministerial Council, an independent Australian Health Workforce Advisory Council, a national agency with an Agency Management Committee, national profession-specific boards, committees of the boards, a national office to support the operations of the scheme, and at least one local presence in each State and Territory.

On 5 March 2009 the Ministerial Council appointed an Agency Management Committee, headed by Mr Peter Allen, to govern the national agency. The Agency Management Committee held its first meeting on 23 April 2009.

Intergovernmental Agreement (document attached)

Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008 (document to be attached)

Ministerial statements

Extract from Australian Health Ministers' Conference Communiqué – 5 March 2009 (document to be attached)

Appointments to the Agency Management Committee – 5 March 2009 (document to be attached)

Agency Management Committee statements (as available)

Implementation project updates

December 2008 (document to be attached)

March 2009 (document to be attached)

Guidelines

Conflict of interest guidelines

Interim contact information

All correspondence should be addressed to

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Agency Management Committee

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Forward meeting dates for the Agency Management Committee

Proposed date	Location of meeting	Number of members able to attend	Member/s unable to attend	Number of working days between meetings
Thursday, 23 April 2009	Melbourne	5		
Monday, 18 May 2009	Sydney	4	Gray	15
Monday, 22 June 2009	Brisbane	5		23
Thursday, 23 July 2009	Perth	4	Gray	22
Monday, 24 August 2009	Adelaide	5		21
Monday, 21 September 2009	Melbourne	5		18
Friday, 23 October 2009	Tasmania	4	Walton	22
Monday, 16 November 2009	Canberra	5		14
Wednesday, 16 December 2009	Darwin	5		21