

**Agency Management Committee  
Meeting Number 5  
24 August 2009**

**17 Phillips Street, Kensington**

**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: Record of previous meeting**

1. Draft minutes of the last meeting held on 23 July 2009 were discussed by the Committee.
2. Merrilyn Walton proposed and members agreed two changes:
  - a. to page 2, item 4, paragraph 3 to add 'complaints including', and
  - b. to page 5, item 9.1 paragraph 2 to add 'role in relation to protecting public safety'.

*ACTION: NRAIP*

**Item 2: Disclosure of any conflicts of interest in relation to agenda items**

1. 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.
2. No conflicts of interest were noted.

*ACTION: Nil*

**Item 3: Consideration of discussion with South Australian boards**

1. Members noted that South Australian boards were engaged in the detail of the transition.
2. Members agreed to issue a communication to staff about organisation design after the September meeting. It will be published on the website under 'Employment Matters'.
3. Dr Morauta clarified that boards were required to transfer reserves to cover pre-payment of registration fees and 100% of operating budget. South Australian boards had a high degree of independence, but Bill C would deal with the transfer of assets to the new scheme.

*ACTION: Chair and NRAIP*

**Item 4: Current situation**

**Item 4.1 Update from Chair and members**

1. Members noted that the Chair and Dr Morauta will visit Tasmanian boards later this week.
2. No response has been received to the letter to NSW.
3. Ministers will announce final decisions on policy matters in Bill B within the next few days.
4. Ministers are expected to announce national boards soon, possibly next week. Once announced, the Chair will distribute information to members and hold a teleconference with Chairs.

*ACTION: Chair and NRAIP*

**Item 4.2 Progress report from project team**

1. Members noted the matters reported in the paper, including the recommendations from the Senate Committee.
2. Members noted that the Project Director, Dr Morauta, and the policy team will continue in operation until December 2009. The implementation team will be available to 30 June 2010.
3. Members noted that AHPRA will need to ensure an appropriate connection to Ministers after the policy team ceases.
4. Dr Morauta reported that servicing of boards is high risk given resource levels. For the first meeting, the sector has been requested to bring forward papers they have been developing on registration standards and accreditation matters. If national boards need professional issues addressed, they may wish to nominate senior people such as CEOs to assist and possibly pay for backfill if necessary.
5. Significant effort is required for boards to reach decisions on many matters by December. During this time, AHPRA may need to turn around some issues very quickly. Regular teleconferences may be required.
6. AHPRA will need to decide what level of guidance it will give to national boards in order to ensure that matters put forward to Ministers are likely to be approved.

*ACTION: Chair and NRAIP*

**Item 5: Financial matters**

1. No matters were reported.

*ACTION: Nil*

**Item 6: Employment matters**

**Item 6.1: Appointment of CEO**

1. Dr Morauta and Ms Stitz left the meeting for this item.
2. Members discussed the selection of the CEO and next steps.

*ACTION: Chair*

**Item 6.2 : Verbal report on progress of Enterprise Agreement**

1. The Department of Education, Employment and Workplace Relations (DEEWR) have emailed questions which the project team has answered, but no response has yet been received.
2. Thirteen individual responses have been received to the draft Enterprise Agreement through the AHPRA Staff email box. The majority of responses are from the Queensland Nursing Council. Major issues are pay increases, superannuation and hours. All emails have been answered individually.
3. The ACTU has not responded yet. The CPSU has sought a briefing meeting on Friday. They have foreshadowed that the model poses issues for the structure of their organisation.

*ACTION: NRAIP*

**Item 7 Accommodation matters**

**Item 7.1 National and Victorian office accommodation**

1. Members noted the report which assesses the Nurses Board of Victoria buildings.
2. Members noted a letter that was tabled from the Secretary of the Victorian Department of Health confirming a commitment to deliver to the national scheme a financial benefit equivalent to that earlier anticipated.
3. Members agreed that AHPRA is not prepared to consider a capital investment to fund work on the Nurses Board of Victoria building.
4. Members agreed that AHPRA's best interest would be served by sourcing leased accommodation in Melbourne that met AHPRA accommodation standards and timetable.
5. Members agreed to commission the AHPRA property advisers to source leased accommodation in Melbourne to accommodate the Victorian and national office from 1 April 2010.
6. Members agreed that the Chair write to the Department of Health in these terms.
7. Members requested the project team to develop a paper on how equivalent value might be derived for the next meeting.

*ACTION: Chair and NRAIP*

**Item 8: Papers for first meeting of national boards**

1. Members expressed their thanks to project staff who had produced the first papers for national boards.
2. Members provided the following comments on the papers for the first meeting of the national boards:
  - a. the papers on administrative matters are likely to be the major issues
  - b. management of complaints should be discussed during the induction day
  - c. it may be valuable to provide a clear summary of the key decisions required of boards
  - d. the relationship with the CEO and Agency may warrant discussion
  - e. decisions will be required in December for sign off by Ministers in March
  - f. in item 4.4 page 7, there may need to be a standard for re-registration. It is good practice for tribunals to set a time, eg three years, before practitioners can apply for re-registration
  - g. codes of conduct will not have the same status as registration standards
  - h. CPD may be a problem for some professions
  - i. the Nursing and Midwifery Board of Australia can deal with accreditation prior to implementation, rather than appointing an Accreditation Committee. On preliminary analysis, standards developed by the ANMC fail to meet three of the requirements agreed by AHPRA
  - j. in item 9.1 fee movements should 'at least' reflect CPI, and
  - k. in meeting procedures, it was agreed to provide flexibility for six and up to 10 meetings and that meetings may occur through teleconference and videoconference. National boards should issue a communiqué after every meeting.
3. Members requested to see papers again if they changed significantly.
4. The Chair will have two teleconferences with national board Chairs, one on the agenda and one on the papers.

*ACTION: NRAIP*

**Item 9: Planning for preliminary day/induction for national boards**

1. Con Michael indicated that he would be returning from overseas and would arrive during Saturday.
2. Members agreed that they would be available on Sunday as a resource to boards. They would also participate in the debriefing with minute takers from 3.30pm to 5:00pm on Sunday.
3. Members agreed to remove panels from a number of the sessions and instead encourage table discussion followed by questions and comments from the floor.
4. Members agreed to have a quiz show commencing part way through the Saturday dinner.

5. Michael Gorton outlined his session.
6. Merrilyn Walton requested briefing before chairing session 5.

*ACTION: NRAIP*

**Item 10: September progress report for Ministerial Council**

1. Members agreed to add mention of the communiqués to the summary box on page 11 of the draft.
2. Members agreed the progress report for submission to Ministers.
3. Members agreed to place the report, as soon as it has been sent to Ministers, on the Agency's website.

*ACTION: NRAIP*

**Item 11: Communications issues**

**Item 11.1: Draft statement to be issued following meeting**

1. Members agreed a draft statement.

*ACTION: Chair and NRAIP*

**Item 12: IT strategy and program**

1. The registration system is progressing to plan. Members noted that 12 responses had been received to the Data Migration Tender. Shortlisting would occur this week, by a panel including two CEOs and NEHTA.

*ACTION: Nil*

**Item 13: Business procedures**

**Item 13.1 Work cover**

1. Members agreed to purchase workers' compensation insurance (WorkCover) for Victorian employees, national board and Agency Management Committee members from QBE Workers' Compensation (Vic) Limited and arrange for the provision of WorkCover for employees in other States and Territories through QBE Australia.

*ACTION: NRAIP*

**Item 14: Correspondence**

1. Members had earlier noted the correspondence from the Victorian Department of Health concerning accommodation.

*ACTION: Chair and NRAIP*

**Item 15: Other business**

**15.1: Proposed teleconference with board Chairs**

1. Members noted that the Chair had agreed to convene a teleconference with the board Chairs to discuss urgent matters immediately following announcement.

*ACTION: Chair and NRAIP*

**15.2: Verbal report of conversation with NSW**

1. Dr Morauta reported that she had spoken to NSW who were seeking:
  - a. provision in Bill B that would allow Ministers to make a policy direction on funding to NSW
  - b. ability for NSW boards to identify their funding requirements
  - c. the separation of complaints staff reporting to NSW and registration and accreditation staff reporting to AHPRA, and
  - d. separate locations for the two staff groups.
2. Members agreed that the project team should continue to look for one accommodation option.
3. Members agreed that the Chair write to Leanne O'Shannessy with a copy to the Health CEO on this matter.

*ACTION: Chair and NRAIP*

**Item 17: Next meeting**

1. Members noted the next meeting – Monday, 21 September in Melbourne, preceded by the meeting with the Victorian boards at 7.30am.
2. Agenda items will include:
  - a. Victorian and national accommodation
  - b. Possibly further information about funding arrangements in 2009-10, and
  - c. CEO delegations.

*ACTION: NRAIP*