

**Agency Management Committee
Meeting Number 11
9 February 2010**

Russell Kennedy, Level 12, 469 La Trobe St Melbourne

Final decisions and actions arising

Members present

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

In attendance

Mr Martin Fletcher, Chief Executive Officer
Mr Chris Robertson, Director National Board Services
Mr John Ilott, Director Operations
Ms Del Stitz, Director Implementation, NRAIP

Item 1: Record of previous meeting

1. The draft minutes of the meeting held on 12 January 2010 were approved by the Committee.

ACTION: Nil

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. None were identified.

ACTION: Nil

Item 3.1: Update from Chair and members

1. Members noted that:

- a. registration standards have been prepared by each of the National Boards and will be submitted for approval to the next meeting of the Ministerial Council in March
- b. Bill C has been passed in three jurisdictions; other jurisdictions are at different stages in finalising proposed legislation and securing passage through Parliaments
- c. transition offers to staff are a priority during February
- d. recruitment of senior staff is proceeding well
- e. arrangements for nursing and midwifery accreditation are still to be resolved
- f. lack of clarity about arrangements for the implementation of the co-regulatory model in NSW is a risk requiring active management.

ACTION: AHPRA

Item 3.2: Implementation Update

1. Members noted matters reported in the paper.
2. Members noted that:
 - a. specialist registration for psychology is receiving media attention and considerable lobbying from the profession
 - b. the timing and required steps for the transition to new State and Territory Board structures needs to be clarified with jurisdictions, as there appears to be some confusion
 - c. the medical college presidents and AMA have expressed strong support for the leadership and work of the Medical Board of Australia.

ACTION: Nil

Item 4: Governance matters

Item 4.1 Progress Report to Ministerial Council

1. Members approved the progress report subject to the following suggestions:
 - a. page 3 references to what is required of Ministers should be more specific
 - b. in 4.4 refer to student registration, and
 - c. make reference to one national fee.

ACTION: AHPRA

Item 4.2 Matters to be considered by Ministerial Council

1. Members noted the draft forward meeting schedule for Ministers, AHMAC and the NRAS sub-committee of AHMAC,
2. Members noted that the Agency is working closely with National Boards and jurisdictional officials to ensure that the Ministerial Council is in a position to determine key decisions within the timeframe required for implementation of the scheme on 1 July 2010.

3. Members noted that proposed new arrangements for nursing and midwifery accreditation are scheduled to be considered by the Ministerial Council in June.. Options to move this item to April are being explored.
4. AHMAC will consider membership of the Workforce Advisory Council at its next meeting. Progress is not known.
5. Members noted four matters that were discussed by the AHMAC NRAS sub committee:
 - a. State and Territory comments on proposed registration standards
 - b. the quarterly financial report
 - c. estimated reserves to transfer, and
 - d. critical timing of the passage of legislation.
6. The sub committee is also developing regulations for the national scheme in relation to FOI, Ombudsman and Privacy for approval by Ministers.

ACTION: Nil

Item 4.3 Meeting with National Boards Chairs

1. National Board Chairs met during January. In general discussion with the Agency Management Committee chair they commented
 - a. Their responsibilities to date have been particularly demanding
 - b. Boards have felt well supported by the Agency.
 - c. succession planning for national boards should be a priority issue over the next few years.
 - d. Communications is a priority: some communication needs to be profession specific.
 - e. National board members are making the transition to the primarily policy responsibilities of their new roles.
 - f. Chairs are keen to self assess board performance and effectiveness.
 - g. There is interest in working together on specific issues, for example, contributing to wider policy developments on non medical prescribing rights.
2. National Board Chairs asked to meet twice a year with the Agency Management Committee; once at Aitken Hill alongside meetings with all members of national boards and one other time. The Chairs asked that the next meeting be scheduled for late July or August. Members agreed to target late August to allow time to bed down new arrangements.
3. Members agreed that AHPRA would review policy and procedures relating to sitting fees for board members and produce a manual for board members.

ACTION: AHPRA

Item 5: Jurisdictional and legislative matters

Item 5.1: NSW progress report

1. Members noted the report on the implementation of the NSW co-regulatory model.
2. Members agreed:
 - a. to clearly identify to NSW the decisions that AHPRA needs
 - b. to complete a detailed analysis of options and risks particularly in relation to co-location accommodation options
 - c. to ensure that key decision makers from NSW are closely involved in finalising arrangements, and
 - d. to keep progress under close review.

ACTION: AHPRA

Item 5.2: Report on Bill C progress

1. Members noted that:
 - a. in WA, the acting WA Director General of Health had indicated his support for the national scheme and proposed arrangements in WA
 - b. SA has an exposure draft but is going to election on 20 March
 - c. Tasmania is going to election on 20 March
 - d. ACT had included a number of amendments in its Bill C that were outside earlier agreements by Ministers and
 - e. participating jurisdictions were reporting that they do not foresee any delay with the passage of consequential changes.

ACTION: Nil

Item 6: National board matters

Item 6.1: Progress of national boards

1. Members noted that the national boards are on target with their policy and professional implementation timetable for matters to be settled by 1 July 2010.
2. Members noted that delegations will be considered again in February.
3. Members noted that registration transition matrices were being developed which would enable registrants to be advised of their new category in April.
4. Members noted the issue with timing of changes to State and Territory Boards. Chris Robertson will work with jurisdictions on this issue.

ACTION: AHPRA

Item 6.2: Registration standards

1. Members noted earlier discussion on progress of registration standards.

ACTION: Nil

Item 6.3: Accreditation standards

1. Members noted that a project about best practice accreditation principles is underway.
2. Members noted the draft funding and service agreement and agreed that:
 - a. there would need to be a development agenda with accreditation bodies
 - b. the funding and service agreement should only be for one year
 - c. the first agreement would need to focus on adequacy and capacity
 - d. the agreement needed to provide a sound basis to address any concerns in relation to a poorly performing accreditation body
 - e. there needs to be a clear specification of what is to be delivered
 - f. intellectual property provisions need to be strengthened so that material developed can be used in future if an accreditation body has difficulties, and
 - g. a paper examining the best way forward should be considered at the August Management Committee meeting.

ACTION: AHPRA

Item 6.4: Notifications handling under the National Law

1. Members noted the diagram outlining proposed handling of notifications under the National Law.

ACTION: Nil

Item 7: Financial matters

Item 7.1: Budget 2009-2010

1. Members noted the information in the financial report.
2. Members noted advice from the Victorian Department of Health on the estimated funds likely to flow to AHPRA from the sale of the Victorian Nurses Board buildings, and the assumptions about the likely sale price
3. Members agreed that the promised benefit should come to the scheme as a whole. Residual funds should transfer in line with the agreed financial principles to the benefit of the Nursing Board of Australia.

ACTION: AHPRA

Item 7.2: Budget 2010-2011

1. Members noted the presentation and that further refinement would occur before presentation to National Boards.

2. Members agreed that it was reasonable to adjust the proportionate shares for smaller boards based on delivering an efficiency dividend.

ACTION: AHPRA

Item 8: Progress of AHPRA set up

Item 8.1: Accommodation matters

1. Members noted the report on AHPRA accommodation.
2. Members were invited to view the Victorian/National Office accommodation at 111 Bourke St following the meeting.

ACTION: Nil

Item 8.2: Progress report on recruitment

1. Members noted the progress report.
2. Members noted that the next round of recruitment will include:
 - a. EOIs in State offices
 - b. EOIs for IT and accounting roles, and
 - c. Legal officers.

ACTION: AHPRA

Item 8.3: Executive Motor Vehicle Policy

1. Members adopted the proposed implementation of an executive motor vehicle policy.
2. It was noted that investigatory staff may need access to transport.

ACTION: AHPRA

Item 9: Employment matters

Item 9.1: Transition offers

1. Members noted the actions and timetable for transition offers to staff.

ACTION: AHPRA

Item 9.2: Enterprise Agreement progress

1. Members noted the strategy adopted for the development of the Enterprise Agreements in each state and territory.

ACTION: AHPRA

Item 10: Communications issues

Item 10.1: Communications strategy

1. Nicole Newton participated in the meeting to discuss communications.

2. Members noted priorities and planned next steps in relation to developing and implementing the communication strategy.
3. Members agreed that:
 - a. community consultation needed to be considered
 - b. co-branding proposals were being developed
 - c. clear communication protocols need to be developed, and
 - d. Medical Board issues are likely to represent the major volume of issues management.

ACTION: AHPRA

Item 11: Business processes

Item 11.1: Information technology update

1. Members noted the progress on the delivery of Information Technology for AHPRA.

ACTION: Nil

Item 11.2: Safe transition of registrants

1. Members noted the action to ensure the safe transition of registrants.

ACTION: AHPRA

Item 12: Review of Risk Register

1. Members agreed the revised risk register.
2. Members agreed that the CEO would advise by email if any risks escalate.

ACTION: AHPRA

Item 13: Correspondence

1. The correspondence register was noted. Clarification was sought on whether all items had been recorded on the register recently.

ACTION: AHPRA

Item 14: Other business

1. Nil

ACTION: Nil

Item 15: Next meeting

1. Members noted the next meeting - Melbourne on 9 March hosted by Michael Gorton at Level 12, 469 Latrobe Street. Lunch will be available from 12.00pm and the meeting will run from 8.30am to 12.00pm.

ACTION: Michael Gorton and AHPRA

