Agency Management Committee
Meeting Number 16
13 July 2010

AHPRA National Office, Level 8, 111 Bourke Street, Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen

Professor Genevieve Gray

Professor Constantine Michael

Professor Merrilyn 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

Ms Dominique Saunders – Senior Legal Adviser

Ms Anne Morrison – Executive Office, Nursing and Midwifery Board of Australia (part meeting)

Mr Richard Mullaly – AHPRA State Manager, Victoria (part meeting)

Ms Amanda Robinson, Minute Secretary

Apologies

Mr Michael Gorton

Item 1:   Record of previous meeting

The minutes of the meeting held on 13 July 2010 were approved by the Committee as a true record of the meeting.

ACTION: Nil

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

In accordance with Section 6(1) of Schedule 2 of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008* (the Act), members declare any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflicts of interest were advised by Members.

ACTION: Nil

Item 3: **Current situation**

Item 3.1: **Update from Chair , CEO and members**

Mr Fletcher reported on the following issues:

- National registers – on line and additional work underway on data validation;

- Basic systems – some initial problems with performance being progressively addressed with continued challenges to ensure staff understand and confidently use the basic functionality of the ICT system for processing registrations and notifications;

- Enquiries – a large number of enquiries are being received and steps have been taken to ramp up our response system to enquiries. There has been some frustration from registrants who have been unable to contact AHPRA through the 1300 number;

- Accommodation – all AHPRA State Offices are open with work continuing on fit-out in some locations.

On behalf of the Management Committee Mr Allen acknowledged the contribution of Agency staff to a successful start up.

Professor Michael asked whether the data in the register can be searched across all professions. It was noted that this can occur.

Professor Michael suggested it was important for National Board Chairs and Executive Officers to meet with State Board Chairs to explain how systems will work in the future.

Mr Allen commented that the Agency Management Committee should aim to meet with National Board Chairs 2-3 times per year. The next opportunity will be at the Aitken Hill meeting in August.

ACTION: AHPRA

Item 3.2: **Operational Update**

The Committee reviewed the implementation update paper and noted:

- There needs to be a clear understanding of delegations both for boards and for staff;

- The Enquiries and Contact Centre model is a significant cultural change from the previous practice and will need to be kept under review.

ACTION: AHPRA

Item 4:   **Items for Decision**

Item 4.1   Establishment of Audit Committee

The Committee agreed to establish an Audit and Risk Management Committee.

The terms of reference were approved with the addition of a reference to review of legal costs and disbursements.

The membership of the Audit Committee was discussed. It was agreed that:

- Nominees from the Agency Management Committee are Professor Merrilyn Walton, Professor Con. Michael and Mr Michael Gorton (to be confirmed);

- In terms of a Board nominee, Mr Chris Robertson suggested Dr. Christine Murphy from the Nursing and Midwifery Board of Australia could also add value with her expertise in corporate governance;

- Mr Martin Fletcher was asked to provide further advice on an external nominee and circulate to the committee out of session.

ACTION: AHPRA

Item 4.2   Agency Management Committee July Roadshow

The Committee agreed on the proposed approach to the roadshow visits and agreed the visits should occur in August/September.

ACTION: AHPRA

Item 4.3   Implications of delay in WA

Members noted the issues arising from the delayed entry of Western Australia into the National Scheme and the proposed actions. This includes arrangements to provide mutual recognition of WA registrants in the interim period.

Professor Con. Michael provided an overview of the current situation in WA and advised that the legislation should be further debated in August. The proposed date for proclamation is 18 October 2010.

Communication with registrants regarding the delayed entry is being managed through existing Western Australian boards.

ACTION: AHPRA

Item 4.4   Agenda and Issues for National Boards Aitken Hill Meeting

Mr Robertson provided the committee with a draft agenda for the Aitken Hill meeting 27-29 August 2010.

The Committee considered the agenda and suggested the following:

- Members were invited to provide feedback on the draft survey document on board effectiveness. It was thought it might be better to provide the survey results directly back to Boards rather than as part of the overall meeting;

- The timing of the program and the Chair's dinner with the Committee was clarified;

- Members supported the importance of focusing aspects of the meeting on future strategic objectives for the National Scheme, team building and ways of working;

- There was general support for the suggestion of having 1-2 guest speakers. Mr Fletcher undertook to follow up in relation to the availability of Mr Harry Cayton, CEO of the Council for Healthcare Regulatory Excellence in the UK; Dr Christine Bennett was also suggested as a possible speaker in relation to the wider health reform context;

- There will be a workshop with community members facilitated by Professor Walton;

- The Committee agreed on the need to discuss the agenda further with the National Board Chairs at the upcoming Chairs tele-conference.

ACTION: AHPRA

Item 4.5:   Proposed meeting dates for 2011

The Committee considered the proposed dates for 2011 and no immediate issues were identified. Members were asked to inform Ms Robinson if any issues arose.

ACTION: Committee

Item 5:   Financial Report

Item 5.1:   Financial Report 2009/10

Committee members noted the financial report.

The Committee requested a formal investment policy to be developed and presented at a later date.

ACTION: AHPRA

Item 5.2:   Budget Presentation 2010/11

Mr Ilott presented the approach to establishing the 2010 -2011 budget and the current estimates.

Committee members noted the following:

- CPI not currently included in the pay budget – Professor Gray suggested it would be wise to build CPI into wages;

- Presentation of budget – need to ensure that the budget is presented in way that clearly identifies the direct service delivery component on behalf of National Boards;

- Business plan – this will incorporate greater detail on planned expenditure both in terms of the work of the Agency and the work plans of Boards;

- Clarification of how the NSW component of the budget works. This needs to be clearly explained in the budget explanatory notes.

ACTION: AHPRA

Item 6:   Items for Information

Item 6.1:   Update on legislation – Bill C

Members noted the information on the progress of legislation.

ACTION: NIL

Item 6.2:   Insurance Arrangements

Members noted the progress of work to ensure appropriate insurance arrangements.

ACTION: NIL

Item 6.3:   Health Profession Agreements

Members noted the finalisation of the Health Profession Agreements with National Boards.

ACTION: Nil

Item 6.4:   Key issues from June board meeting

Mr Robertson gave a verbal update on key issues from the June Board meeting including:

- Final Board preparations for the commencement of the National Scheme including registration transition plans;

- Finalise planning for Board delegated decision making bodies;

- Codes and guidelines, including advertising guidelines.

ACTION: Nil

Item 6.5:   Update on ANMC – report of oversight group

Professor Gray gave a verbal update on the oversight group noting:

- Progress is being made with further work on the business plan and operating model of the ANMC being taken forward;

- Professor Jill White has been appointed as Chair of the ANMC and is very keen to put in place all the required processes and arrangements as quickly as possible;

- Staff within AHPRA affected by the changes have been jointly briefed by Professor White and Mr Robertson on progress to date.

ACTION: AHPRA

Item 7:   Review of Risk Register

Members noted the current risk register.

ACTION: Nil

Item 8:   Briefing – State Office

Item 8.1:   Presentation from Richard Mullaly - Victorian State Manager

Mr Mullaly provided a presentation on the work of the Victorian State Office.

Mr Mullaly expressed concern about a number of start-up issues including the functionality of the ICT systems, staff training, the effective management of enquiries and the wider availability of forms and information.

ACTION: AHPRA

Item 9:   Briefing – National Board

Item 9.1:   Presentation from Anne Morrison – Executive Officer, Nursing and Midwifery Board of Australia

Ms Morrison provided a presentation of the work and priorities of the Nursing and Midwifery Board of Australia.

ACTION: Nil

Item 10:   Other business

Members were asked if there was any other business for discussion. The following issues were noted:

- The Committee authorised the Chair to sign an instrument of delegation and authorisation to devolve powers and operational functions to the CEO;

- Mr Allen proposed the establishment of a delegations register with any changes reported to the Agency Management Committee;

- Members discussed concerns presented by Mr Mullaly and reaffirmed the importance of the CEO bringing in any required additional resources to address issues as required.

ACTION: AHPRA

Item 11:   Next Meeting

Members noted the next meeting on 10 August 2010 at AHPRA National and Victorian Office, Level 8 Meeting Room, 111 Bourke Street, Melbourne. The meeting will run from 10:00am to 3:00pm

Members agree to invite Mr Mark Cormack to a future meeting to discuss the work of Health Workforce Australia.

Item 12:   Close

The Chair closed the meeting at 1:45pm