



Aboriginal and Torres Strait
Islander health practice
Chinese medicine
Chiropractic
Dental
Medical
Medical radiation practice
Nursing and Midwifery
Occupational therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Agency Management Committee - Decisions and Actions

Meeting number: 2012/08

Meeting date: 15 August 2012

Meeting time: 11:00am – 2:30pm

Meeting venue: AHPRA, National Office, Lvl 7, 111 Bourke St,
Melbourne

Members present

Mr Peter Allen, Chair

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher – Chief Executive Officer

Mr Chris Robertson – Director, National Board Services

Mr John Illott – Director, Finance and Corporate Operations

Mr Jim O'Dempsey - Director, Business Improvement and Innovation

Ms Dominique Saunders – General Counsel

Ms Anne Morrison – Manager, Queensland State Office (for item 9.2) via video-conference

Ms Deena Jones - Executive Assistant to Chief Executive Officer, Minute Secretary

Ms Tania Wilson – Executive Assistant to Director, National Board Services, Observer

Part One

Item 1 Welcome and general overview

Item 1.1 Disclosure of any conflicts of interest in relation to agenda items

In accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.

Professor Michael disclosed an interest in relation to a matter in the Legal Update and advised that he would not be involved in any discussion about this matter.

Item 2 Record of previous minutes

Item 2.1 Record of Decisions and Actions arising from last meeting

Committee members confirmed the Decisions and Actions document, from the meeting held on 3 July 2012 as a true record of the meeting.

Item 3 Current Situation

Item 3.1 Update from Chair, CEO and Members

Committee members noted the update provided by Mr Allen including:

- National Board member appointments have been finalised and announced by the Ministerial Council

Committee members noted the update provided by Mr Fletcher including:

- A recent meeting of the Australian Health Workforce Ministerial Council
- The Chesterman report, the recommendations and current status
- The recent Fair Work Australia hearing, about AHPRA's status as a national system employer
- AHPRA's recent briefing with the National Health Ombudsman regarding the national registers
- The recent meeting of the Professions Reference Group.

The Chair thanked Mr Ilott and Ms Saunders for their work in relation to the Fair Work Australia hearing.

Item 3.2 Action Summary

Committee members noted the Action Summary for August 2012, including the updated status of the Consumer Engagement Strategy.

Item 4: Items for Decision/Discussion

Item 4.1 Review of registration standards, codes and guidelines

The Committee:

1. Noted the proposal for coordinating the review of registration standards, codes and guidelines over the next 14 months
2. Noted the proposed timing of the reviews.

Item 4.2 National Office Accommodation

Committee members noted the update provided by Mr Fletcher outlining the reasons for the increased accommodation requirements of the National Office of AHPRA and the revised business case scoping accommodation needs.

The Committee endorsed the need for AHPRA National Office to secure additional accommodation, with a request that the options are carefully appraised for efficiency and alignment with existing leasing arrangements.

The Committee also asked for further advice on the 'roadmap' for continued work on national consistency and implications for AHPRA resources and capacity in National Office.

Item 5 Performance Reporting and Risk Management

Item 5.1 Operational Update

Mr O'Dempsey provided Committee members with an update on the business operations report for the month of June.

The Committee noted the report and that Mr O'Dempsey will provide further information on the status of open notifications which transitioned into the National Scheme.

Item 5.2: Business Improvement Portfolio Report

Committee members noted the programme and project report and the update provide by Mr O'Dempsey including that:

- Online capacity for the NRAS 2012 professions will be available early next year
- An extensive communications strategy to encourage new graduates to apply for registration online
- 3 Boards are taking part in the next phase of the practitioner audit pilot, due to commence in 2012/13
- The Psychology exam project is established and tracking well
- AHPRA has negotiated additional project funding from Health Workforce Australia for improvements to the functionality of the workforce survey tool.

Item 5.3 NRAS 2012 Professions update

Members noted the update provided by Mr Robertson on the NRAS 2012 project. The majority of the project team will finish at the end of August with project work continuing on activities to manage the transition to "business as usual" and deal with outstanding applications for registration.

Item 5.4 Quarterly report on administrative complaints and FOI

Ms Saunders provided Committee members with an update including:

- The new Senior Freedom of Information, Privacy and Complaints Officer based in the Victoria State Office, serving both Victorian and National Office
- The new Complaints Policy has been rolled out, including an upgrade to forms.

The Committee noted:

1. The Quarter 4 Reports on Complaints and FOI
2. The commentary that will form the basis of information to be included in the 2011/2012 Annual Report.

Item 6 Items for Noting

Item 6.1 Key issues from July Board meetings

Members noted the update provided by Mr Robertson including:

- A proposed paper for National Boards regarding options for 2013 meeting dates
- Travel arrangements for Board members including clarified travel guidelines outlined in the updated Board Members Manual, which will also apply to the Agency Management Committee
- The upcoming discussions between AHPRA and the Medical Board of Australia (MBA) to implement cost effective support arrangements for the Board portfolio of projects.

Item 6.2 Summary of National Board Services Board Projects

Members noted the advice about National Board Services projects and the summary of board projects.

Item 6.3 Consultation update

Mr Robertson provided members with an update and members:

1. Noted the August consultation update, including the anticipated and current National Board consultations
2. Endorsed the final submission to the review of the *Health Services (Conciliation and Review) Act 1987 (Vic)*, noting the intention to remove any requirement for confidentiality of the AHPRA / National Boards Submission

3. Noted the draft joint submission to the Australian Commission on Safety and Quality in Health Care's revised Open Disclosure Standard
4. Noted the proposed joint submission on the AHMAC Consultation Paper on Options for Regulation of Paramedics.

Item 6.4 Management Calendar 2012/13

Members noted the updated management calendar.

Item 6.5 NRAS 2012 Combined Meeting update

Members noted the status update of the program.

Item 6.6 UK visit

Mr Fletcher provided members with a verbal update on his recent UK visit including:

- The Council for Healthcare Regulatory Excellence (CHRE) review of the UK Nursing and Midwifery Council. An international review of the report has been commissioned to identify learning for the National Scheme
- A visit with the UK General Medical Council (GMC).

Item 6.7 Service Charter

Members noted the AHPRA Service Charter which has now been published.

Item 6.8 Information to practitioners on Notifications

Members noted the information for practitioners on notifications and the invitation to provide feedback.

Item 6.9 Summary of 2012/13 Business Plan

Members noted the 2012/13 Business Plan. Mr Fletcher provided an update on the business plan briefing that is currently being rolled out to all State and Territory offices

Item 6.10 Annual Report update

Committee members noted the update and noted that the Annual Report will be circulated out of session for comment.

Close

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 2:20pm.

Next meeting

The next meeting of the Agency Management Committee will be held on Friday 14 September 2012 at the Melbourne Convention & Exhibition Centre, Room 219, South Wharf, Melbourne commencing at 11.30am.