

Meeting Agenda

Meeting: AGENCY MANAGEMENT COMMITTEE MEETING
Date: Tuesday 12 January 2010
Time: 1.00pm
Venue: Michael's office. Lunch will be available from 12.30.
 Russel Kennedy, Level 12, 469 LaTrobe St

Attendees:	Peter Allen (Chair), Professor Constantine (Con) Michael AO, Michael Gorton AM, Professor Genevieve Gray Associate Professor Marilyn Walton, Martin Fletcher Chris Robertson John Ilott, Del Stitz,
Apologies:	

Purpose:

1. To clarify, understand and agree priorities over the coming six months to deliver trouble free start-up of national registration.

Agenda items for discussion

No.	Item	By
1	Welcome	Peter Allen
2	Introductions	
3	Opening comments	Martin Fletcher
4	What are the key priorities and critical path over the next 180 days? a. Mechanisms for ensuring effective and efficient relationships with National Boards/National Chairs; b. Ongoing Agency establishment: i. Organisational development and design ii. Resources iii. Staffing – recruitment update, EBA iv. Preparing for State Managers v. Accommodation vi. Other c. Financial arrangements: i. FY 09/10 ii. FY 10/11	

	<ul style="list-style-type: none"> d. ICT: <ul style="list-style-type: none"> i. Registrations and complaint handling ii. Business systems iii. Infrastructure e. Transitional planning: <ul style="list-style-type: none"> i. State Managers to 'hit the ground running' to lead transition within states, refreshed role for transition managers ii. safe 'handover' to new registration systems; complaint handling iii. training in new operational arrangements f. NSW arrangements; g. External communications: <ul style="list-style-type: none"> i. Stakeholder relationships – who are the 'top 10'? h. Relationships with government around the 'unfinished business' of transition and Bill C – state /territory update; need for contingency plan; i. Other 	
5	Are we on track? Key risks – what are they and how are we managing them (Attached provisional risk register)	
6	Ways of working <ul style="list-style-type: none"> a. Proposed responsibilities for senior staff b. Ways of working btwn AMC and Agency staff c. Out of session items d. Other 	
7	Upcoming issues: <ul style="list-style-type: none"> e. Key messages - progress report to Ministers: July – December 2009 f. Advice to National Boards on financial framework/fees g. Other 	

Attachments

No.	Item	
1	Critical Path document	
2	Risk Assessment to AHMAC July 2008	
3	Risk Assessment for AHPRA January 2010 -V0.1	