

**Agency Management Committee
Meeting Number 9**

**2nd floor, Harbourview Plaza
Corner McMinn and Bennett Streets, Darwin**

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

Ms Del Stitz, Director Implementation, NRAIP

Item 1: Record of previous meeting

1. The draft minutes of the meeting held on 16 November 2009 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: Consideration of discussion with NT boards

1. Members noted that key issues raised in the discussion with board members included the following challenges relating specifically to the NT:
 - Operating without local boards for professions with small numbers of practitioners
 - Communications with registrants in remote areas particularly when there is no local board
 - Impact of the dispersal of the workforce and the resulting difference in practice

- The impact of mutual recognition
- Staffing of the NT office given that a high proportion of staff are temporary and not eligible for transition.

In addition it was noted that valuable lessons could be learned from the operating model in the NT because it supports multiple professions.

ACTION: Nil

Item 4: Current situation

Item 4.1 Update from Chair and members

1. The Chair reported under specific agenda items.

ACTION: Nil

Item 4.2 Progress report from project team

1. Members noted the following matters:
 - The most critical matter at present is securing accommodation.
 - The next two months are critical for the registration and notification system.
 - All SALT returns except one have been received.
 - A communications strategy should be developed in conjunction with the April mail out to registrants.

ACTION: NRAIP

Item 5: Jurisdictional matters

Item 5.1: Verbal report on meeting with NSW

1. Members noted that the meeting with NSW would take place on the following Friday.

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 the other implementation issue of most concern to the boards continues to be their 2010-11 budgets and that finalisation of this is now on a slower timetable than originally envisaged.
3. Members agreed that the Chair sign a letter to Ministerial Council reporting on the decisions of national boards on whether or not to have State and Territory boards.
4. Members agreed to write a letter of thanks to all State and Territory Board members and invite them to attend openings of their State/Territory offices.

ACTION: Chair and NRAIP

Item 7: Financial matters

Item 7.1: Budget 2010-2011

1. Members noted the presentation.

2. [REDACTED]

ACTION: NRAIP

Item 7.2: Budget envelope for 2009-10

1. Members noted the budget envelope for 2009-10 and its component parts.
2. Members agreed that detailed budget projections be prepared on 2009-10 expenditure and that the Committee receive monthly reports against those projections, including any risks to achieving a result within the cap.
3. Members agreed that Martin Fletcher and Del Stitz be asked to brief the Chair on any significant financial issues out of session.

ACTION: Chair and NRAIP

Item 8: Accommodation matters

Item 8.1: Progress report

1. Members noted the progress on accommodation.
2. Members agreed that Victorian CEOs be shown the two buildings in Victoria.
3. Members agreed a communiqué to be issued concerning the Victorian accommodation and Victorian offer.
4. Members agreed that AHPRA move on accommodation in all States and Territories without delay.

ACTION: NRAIP

Item 9: Employment matters

Item 9.1: Progress report on enterprise agreement

1. Ms Stitz provided a verbal report on developments since the agenda paper had been prepared.
2. Members noted that the means of engaging staff below SES level in the national office before implementation is still being determined but may be through common law contracts or modern award.
3. Members noted that AHPRA will seek to work toward an Enterprise Agreement with common conditions, as far as possible, after implementation, which will be put into effect through various industrial arrangements in the different States and Territories:
 - in Victoria, Northern Territory and the ACT under the Fair Work Australia (FWA) legislation

- in Queensland, NSW, Tasmania, Western Australia and South Australia through State industrial arrangements.
4. Members noted that transitioning staff will remain on current terms and conditions until an Enterprise Agreement is agreed after implementation.
 5. Members noted that in States with public service staff, secondment may be more likely at implementation.

ACTION: NRAIP

Item 9.2: Progress report on recruitment

1. Members noted the progress on recruitment of staff for AHPRA.

ACTION: Nil

Item 10: Communications issues

Item 10.1: Draft statement to be issued following meeting

1. Members agreed that a draft communiqué will be developed.

ACTION: Chair and NRAIP

Item 11: IT strategy and program

Item 11.1: Contract arrangements for AHPRA wide area network, voice and telephony

1. Members noted that the AHPRA IT Manager will be asked to provide AHPRA input to the selection of network and telephony vendors
2. Members noted that the initial contract with the selected vendors will be with DHS and that ongoing services will be under an AHPRA contract
3. Members agreed that the Agency enter into a contract with the selected vendors for ongoing services with the contract to be formalised in early 2010, and
4. Members agreed to write to the selected network and telephony vendors advising that AHPRA intends to enter into a contract with them for ongoing services with the contract to be formalised in early 2010.

ACTION: Chair and NRAIP

Item 12: Business procedures

1. No report.

ACTION: Nil

Item 13: Correspondence

1. Correspondence was noted.

2. In relation to AHPRA MC 2009/126 from the Australian Research Integrity Committee, members agreed that the Chair would discuss with Board Chairs how these types of items should be handled in future.
3. Members discussed the letter from the Chair concerning nursing accreditation.
4. Members noted that the Post Graduate Medical Councils would be funded by the Medical Board to 31 December 2010. Professor Walton declared that she was a member of the NSW Institute for Medical Education and Training and therefore had an interest in this issue.

ACTION: Chair

Item 14: Other business

Alcohol

1. Members agreed that they would continue to apply DHS policy to the funding of alcohol until implementation, but would then review.
2. Members expressed interest to know the Queensland policy when conducting the review.

ACTION: Chair

Payment for time spent on National Board business

1. Members agreed to continue to apply the Queensland policy for payment to national board members.

ACTION: Chair

Meeting with Chairs of National Boards

1. Members expressed willingness to meet with the National Board Chairs either on the morning of the January meeting or in conjunction with the February meeting.

ACTION: Chair

Thanks to Project Director

1. Members recorded their thanks to the Project Director, Dr Louise Morauta, who had done an outstanding job in establishing the national scheme. Dr Morauta will finish with the project in December.
2. Members agreed to organise a dinner to say thanks during January if possible, and to cover the cost of the airfare for Louise attending.

ACTION: Chair

Item 14.1: Delegations

1. Members approved the delegations to the CEO and Director Operations.
2. The Chair signed the delegations into operation.

ACTION: Nil

Item 15: Next meeting

1. Next meeting - no papers, face-to-face meeting in Melbourne on 12 January hosted by Michael Gorton at Level 12, 469 Latrobe Street. Lunch will be available from 12.30pm and the meeting will run from 1pm to 4.30pm. Arrangements may be varied if the National Chairs want to meet in the morning.

ACTION: Michael Gorton and NRAIP

