

**Agency Management Committee**

**Meeting Number 2**

**18 May 2009**

**Level 6, 477 Pitt Street, Sydney**

**Final decisions and actions arising**

**Members present**

Mr Peter Allen, Chair

Mr Michael Gorton

Professor Constantine Michael

Associate Professor Merrilyn Walton

**Apology**

Professor Genevieve Gray

**In attendance**

Dr Louise Morauta, Project Director, National Registration and Accreditation  
Implementation Project (NRAIP)

Ms Del Stitz, Director Implementation, NRAIP

**Item 1: Record of previous meeting**

1. Final minutes of the last meeting held on 23 April 2009 were noted 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.
2. Michael Gorton indicated that his wife is a medical practitioner. Members noted that this did not constitute a conflict of interest in relation to today's agenda.

*ACTION: Nil*

**Item 3: Consideration of discussion with NSW boards**

1. Members noted that many of the NSW Board Presidents did not have a good knowledge of implementation arrangements.

2. Members noted that it may take some time to resolve the complaints model that will apply in NSW.
3. Members agreed that they would be willing to consider a delegation and contract for services model in relation to complaints in NSW if necessary. This would be based on a cost plus model. AHPRA should not accept any financial liability for NSW cases.
4. Members agreed that the Chair write to Board Presidents with a copy to CEOs in relation to the consultation meeting.
5. Members agreed that they would like to give priority to return to NSW for a future meeting.
6. Members agreed to give priority to staffing the position of State Manager in NSW.

*ACTION: Chair and NRAIP*

**Item 4.1: Update from Chair and members**

1. The Chair reported that he had raised with Minister Andrews the appropriateness of the name 'Agency' and 'Agency Management Committee'. Members concluded that change was unlikely.
2. A report is expected from John Hart, the probity consultant, in the next few days and will be discussed at the next meeting.

*ACTION: Nil*

**Item 4.2: Critical path for implementation**

1. Members noted the critical path to implementation and the way coordinated action by a number of players is necessary for successful implementation.

*ACTION: Nil*

**Item 4.3: Progress report from project team**

1. Members noted implementation progress and particularly the following matters:
  - Bill B is expected to be released in two to three weeks. Consultation will take four to five weeks.
  - Positions on the national boards have been advertised. An email has already gone to every board. Details are on the project website.
  - The Senate Committee hearings are in abeyance pending release of Bill B. No approach has been made to the Committee. Dr Morauta gave evidence on the first day of hearings.
  - Passage of Bill C is imperative to the transfer of assets.
  - CEOs have not yet resolved funding issues.

*ACTION: Nil*

**Item 5.1 Funding available in 2009-10 for implementation**

Item deferred pending decision by CEOs.

*ACTION: Nil*

**Item 5.2 Strategic approach to board and agency budgets from 1 July 2010**

1. Members agreed that the operating budget for 2010-11 be presented as 10 board-specific budgets and an overall agency budget.
2. Members agreed to work on the basis that the initial operating budgets to be put to the national boards be based on a revenue target driven approach as follows:
  - a. fee revenue be set at the estimated total for 2009-10 plus an indexation factor, and
  - b. activities be funded only within the envelope available for each board from (a) above.
3. Members noted that the initial fee estimates and operating budgets constructed on these assumptions produce very large changes away from existing fees, but that the bulk of these changes derive not from the revenue target but from the large variations in current fees across jurisdictions.
4. Members agreed that the project team come back with modelling of options on how the move to a single national fee might be phased in over two years.
5. Members noted that it may be best not to reduce fees too much initially.
6. Members sought information for the next meeting on the cost of new policy.

*ACTION: NRAIP*

**Item 5.3: Due diligence tender**

1. Members noted that some adjustment to the brief will be required:
  - to reflect the uncertainties in relation to the NSW complaints model
  - on page 9 to include confirmation of ownership of assets, and
  - to specifically include contingent liabilities and/or cost implications of current cases.
2. The project team will circulate a revised draft out of session for Committee approval.
3. Members agreed that the project team proceed to a request for quote for the work once project funding is resolved with the Governance Committee.
4. Members noted the proposed governance arrangements which provide for the due diligence activity to be accountable to the Agency Management Committee with provision of summary information to the Governance Committee.
5. Members endorsed the confidentiality regime for the activity.
6. The project team will provide information on service cost metrics at the next meeting.
7. Members noted that advice will be required in future on how to forecast for case costs using actuarial principles.

*ACTION: NRAIP*

**Item 6.1: CEO recruitment and remuneration**

1. Members noted that Carlyle Young has been engaged and the CEO position has been advertised.
2. Members noted the advice received from Mercer and agreed that the total remuneration package for the role of Chief Executive Officer be in the range \$290,000 to \$360,000, but noted that further consideration may be necessary in negotiation with the preferred candidate.
3. Members noted that the remuneration range will be verbally communicated to the recruitment consultants.
4. Members agreed that Colin Young be invited to present a report to the Committee meeting on 22 June 2009. This would include the full list of applicants and the indicative shortlist.
5. Members agreed that an additional meeting date be reserved for mid July to interview the shortlisted applicants.

*ACTION: NRAIP*

**Item 6.2: Agency organisational design**

1. Members agreed that:
  - the State Managers will be responsible to ensure that State boards receive the services they require
  - positions below the State Manager will be structured into registration and complaints, etc, and
  - within each functional stream there will need to be dedicated teams at least initially for the larger professions such as medicine and nursing.
2. Members agreed that organisation design is a matter they wish to discuss with the new national boards before finalisation and that boards will be involved in the selection process.
3. Members agreed that for the June meeting the team prepares options for organisation design relating to large, medium and small States.

*ACTION: NRAIP*

**Item 6.3: Staffing strategy**

1. Members noted that the Governance Committee confirmed the staffing strategy on behalf of governments on 30 April 2009.
2. Members agreed that the Chair write to board staff at the same time as boards are advised of the final staffing strategy, and ACTU is advised of the agency's intention to negotiate an Enterprise Agreement.
3. Members agreed the draft letter from the Chair with minor amendments to reflect the NSW complaints model and other developments.

*ACTION: NRAIP and Chair*

**Item 7.1 Proposed accommodation standards**

1. Members noted the risk of operating from multiple locations and agreed to aim to be in one location in every State and Territory within one year.
2. Members noted that it is not possible for the Committee to finalise the accommodation strategy until the availability of funding in 2009-10 is known.
3. Members agreed that the proposed accommodation guidelines at Attachment A to this record provide a basis for modelling and development of the overall accommodation strategy.
4. Members noted that a survey of usage of meeting rooms in existing boards in each jurisdiction will be undertaken to inform the combined meeting room requirements for the accommodation guidelines.
5. Members requested that an accommodation brief be issued to property consultants following approval out of session of the Committee.
6. Members noted that it is not proposed to provide the guidelines for consultation with the boards until the Committee has a general message to give about accommodation arrangements.

*ACTION: NRAIP*

**Item 8: Agency business plan to 30 June 2010**

1. Members agreed to produce a plan for 2009-10 that will be published on the website.
2. Members agreed that the target size is about 15 pages.
3. Members considered that 'Business Plan' was not appropriate and that 'Start Up Plan' or some other wording may be more appropriate.
4. Members agreed the outline structure circulated.
5. The project team will review a draft with the Chair prior to the next meeting.
6. Members agreed that the plan be considered and endorsed at the June meeting, subject to funding approval for implementation being received by that time.

*ACTION: NRAIP*

**Item 9.1 Draft statement to be issued following meeting**

1. Members agreed a draft statement with minor amendment.

*ACTION: NRAIP and Chair*

**Item 10: IT strategy and program**

1. Members noted the verbal report that there had been a good response to the tender and that the selection of the registration system is likely to be made in the next two weeks.

*ACTION: Nil*

**Item 12: Correspondence**

1. Members noted the correspondence register distributed.

*ACTION: Nil*

**Item 13: Other business**

1. Members noted that Ministers have already allocated responsibility for accreditation to external bodies with the exception of nursing which will be undertaken by a Committee of the national board.
2. ANMC may seek to establish itself as an accreditation agency in discussions that are underway within nursing at present.
3. Members noted that the Committee is responsible for establishing the framework for standards. A draft will be presented to the next meeting.

*ACTION: NRAIP*

**Item 13.1: Paper provided by Michael Gorton**

1. Members noted the paper provided by Michael Gorton.

*ACTION: Nil*

**Item 14: Next meeting**

1. Members noted the next meeting – Monday, 22 June 2009 in Brisbane, preceded by the meeting with boards.

*ACTION: Nil*

# Australian Health Practitioner Regulation Agency Accommodation Guidelines

## 1. Accommodation guidelines

### 1.1 Location

Offices will be located in or close to CBD areas, with access to public transport and public parking.

### 1.2 Building standards

The quality of office space occupied should be consistent with 'A Grade' buildings as defined by the Property Council of Australia. Space within 'B Grade' or 'C Grade' will only be used where 'A Grade' is not practicable.

A best endeavours approach will be applied to maximise ecologically sustainable design outcomes.

The workplace will comply with the access requirements of the Building Code of Australia and meet the intent of the Commonwealth Disability Discrimination Act.

### 1.3 Area standards

The calculation of office space requirements is based on an overall average of up to 15 square metres per person exclusive of space requirements for:

- public space for registrant and public inquiries
- dedicated IT rooms, and
- board rooms.

An allowance of eight percent of net lettable area will be provided for future growth requirements.

### 1.4 Enclosed offices

Offices will be available for senior executive staff of the organisation only.

The space allocation for offices is 14 square metres. Layout and design of offices will be to a standard model.

Offices will generally be constructed in the zone adjacent to the core of the building.

### 1.5 Workstations

The average workstation space allocation is seven square metres.

Workstation design will be standardised and modular to provide for flexibility in current and potential future use.

Workstation design will be consistent with ergonomic requirements.

### 1.6 Workplace amenity

Open office spaces and shared work spaces will have good access to natural light, fresh air and outlook.

Shared work spaces will support informal shared work activity.

Informal meeting and breakout areas will be available, combined with basic food and drink preparation areas.

Access to facilities for cyclists and walkers will be provided.

### **1.7 Meeting rooms**

All meeting facilities will be treated as multi-purpose facilities and can be used for meetings, hearings, interviews and quiet working space. They will be booked through a common room booking facility. Board and Committee meetings will take precedence over other bookings. Large meeting rooms will be designed to be set up in board room or hearing room style.

Where possible, the meeting rooms will be located adjacent to the public access areas but will have secure access arrangements.

Requirements and usage patterns will be assessed in detail for each location to further define meeting room requirements in each jurisdiction.

### **1.8 Public areas**

A public counter and waiting area will be provided. The space will be at the entrance to the offices, will allow for general access but will be secured from the staff office areas.

### **1.9 Ancillary facilities**

Accommodation facilities will include the following:

- a breakout area including a basic kitchen and eating area will be provided on every floor of office accommodation
- separate storage areas will be provided for hardcopy records required to be located onsite, and
- photocopiers, printers, stationery supplies, general office equipment, etc, will be located in common utility areas.

### **1.10 Security**

All offices will have a proximity card access control security system that provides a high level of security for staff and for facilities.