
Agency Management Committee

Meeting Number 32

13 December 2011

AHPRA, 111 Bourke Street, Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director, Finance and Corporate Operations

Mr Jim O’Dempsey - National Director, Business Improvement and Innovation

Mr Chris Robertson – Director, National Board Services

Ms Dominique Saunders – General Counsel

Ms Lisa Wardlaw-Kelly – State Manager, Tasmania (Item 4.4, by teleconference)

Ms Amanda Robinson - Executive Assistant to Chief Executive Officer, Minute Secretary

PART ONE

Item 1: 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 2009* (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.

Item 2: Record of previous minutes

The minutes of the meeting held on 8 November 2011 were approved by the Committee as a true record of the meeting.

Item 3: Current Situation

Item 3.1: Update from Chair, CEO and Members

Mr Fletcher reported:

- An update on formal advice being sought from the Department of Health (Victoria) with regards to the distribution of funds from the sale of the premises of the Nurses Board of Victoria.
- The Nursing and Midwifery Board of Australia is aiming to submit a business case advising its planned fee increase to the Australian Health Workforce Ministerial Council (AHWMC) in early January 2012. The fee will take account of further discussions with AHPRA about financial modelling.
- Outcomes of the AHWMC meeting in Brisbane on 11 November.
- AHWMC has agreed to convene out of session in December to consider the registration standards proposed by National Boards for the 2012 professions.

Mr Allen reported:

- Mr Fletcher, Mr Allen and Professor Michael met with the Hon. Dr Kim Hames, Chair AHWMC on 9 November to provide an update on progress with the National Scheme.

Item 3.2: Action Summary

The Committee noted the action summary.

Item 3.3: Minutes of Chairs Forum Meeting November 2011

The Committee discussed the minutes of the November Chairs meeting noting:

- The update paper on supervision will be circulated to members
- Members have SAI global access to the Chairs Forum meeting papers
- Mr Allen, Professor Gray, Professor Michael and Mr Gorton will attend the 2012 Chairs Forum Planning Day in Adelaide, on 1 February.

Item 4: Items for Decision/Discussion

Item 4.1: Enterprise Information Management

Mr O'Dempsey provided an overview on the progress of Enterprise Information Management.

Members discussed the recommendations of the report and:

- Noted the enterprise information management vision, objective and business goals will be further refined, incorporating a clear recognition of data accuracy and providing greater clarity on the overall vision
- Endorsed initiation of the action plans which address priority risk areas and immediate business needs
- Noted the elements of all action plans which are underway as a component of 'business as usual' and that further planning will be undertaken to initiate the remaining components as part of the 2012-2013 business planning and budget process
- Asked that the Management Committee be advised on any changes to priority of work.

Item 4.2: Board Governance Project Update

Mr Robertson and Mr Gorton provided an overview on the progress of the board governance and succession planning project.

Members noted the update.

Item 4.3: 2012 Professions Update and Key Transition Issues

Mr Robertson provided an update on the 2012 Professions.

Members discussed the recommendations of the report and endorsed the revised schedule of proposed fees for the Chinese Medicine Board.

Item 4.4: Profession Specific Services

Ms Wardlaw-Kelly provided an overview of the work undertaken to develop a framework for determining requirements for profession-specific services across AHPRA.

The Committee discussed the recommendations of the report and:

- Endorsed the principles underpinning the approach, with amendment:
 - The 7th principle will be rewritten to incorporate advice that in some cases additional costs may be incurred directly by national boards, rather than as part of AHPRA allocated costs.
- Noted the current status of discussions with National Boards.

Regular updates will be reported back to members to ensure a consistent approach is maintained.

Item 4.5: Developing organisational maturity

Mr Fletcher provided an update on progress of the work underway. The Committee discussed the concept paper for the Executive Management Group 2012 Planning Awayday and noted:

- The suggested re-sequencing of the 3 main areas of focus:
 - Strategy
 - Organisational form of AHPRA
 - Operational efficiencies
- The importance of stakeholder management as an ongoing priority for AHPRA.

Preliminary feedback from the Planning Awayday will be provided at the February meeting of the Management Committee.

Item 4.6: ACT Review

The Committee noted the published Terms of Reference for the *ACT Review of the National Law* in relation to the joint consideration process. A joint submission from National Boards and AHPRA will be drafted.

Item 4.7: NRAS All board meeting

Mr Robertson provided an overview of the 2011 NRAS combined meeting summary.

The Committee discussed the recommendations of the report and noted:

- The feedback from attendees and the information on the costs of the conference.
- The suggestion that the 2012 combined meeting will be given a scheme specific focus.
- Professor Gray and Mr Gorton will join the 2012 planning committee.
- The 2012 NRAS combined meeting will be held on 14-15 September 2012 in Melbourne.
- AHPRA will engage an event management company for the 2012 meeting.

Item 5.1: Review of Notifications Phase 1 Report

Mr O'Dempsey provided an overview of the review of notifications phase 1 report.

The Committee discussed the recommendations of the report and noted:

- The outcomes of Stage 1 of the Audit.
- The progress of Stage 2 of the Audit which will involve more detailed assessment of a sub-set of notifications cases and the development of action plans to address any delays or backlogs.

The Management Committee asked to be briefed on the outcome of Stage 2 of the Audit.

Item 5.2: Business Improvement Portfolio Report

Mr O'Dempsey provided the Committee with an update on the portfolio of Business Improvement Projects.

The Committee noted the update.

Item 6.1: Key Issues from November Board meetings

Mr Robertson provided an overview of key issues from November Board meetings.

The Committee discussed the update and noted planned work on a cross board policy on infection control.

Item 6.2: Summary of Board Projects

The Committee noted the summary of Board projects.

Item 6.3: Management Calendar

The Committee noted the Management Calendar 2011 – 2012.

Item 6.4: Consultation Update

The Committee noted the October Consultation update and:

- agreed to provide a joint National Boards/AHPRA submission to the National Prescribing Service consultation on prescribing competencies
- agreed to provide feedback on the draft submission to the National Prescribing Authority
- authorised the Chair to finalise the submissions to the National Prescribing Service consultation and the ACT consultation on review of the Health Practitioner Regulation National Law (ACT) Act 2010 in light of the relevant deadlines
- noted that the public consultations include the 2012 Boards consulting on a range of guidelines and for the Medical Radiation Practice Board of Australia, a further registration standard,
- noted the update from Health Workforce Australia
- noted the final submission to Health Workforce Australia on the Rural and Remote Health Workforce Innovation and Reform Strategy.