

Agency Management Committee

Meeting Number 33

7 February 2012

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 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 13 December 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:

- The advertisement for National Board and Agency Management Committee appointments will be published in the national print media on Saturday 11 February 2012. The advertisement calls for nominations or expressions of interest to fill vacancies within the Boards. Decisions about National Board appointments/re-appointments will be made by the Australian Health Workforce Ministerial Council.
- The Productivity Commission has published a draft chapter on the National Registration and Accreditation Scheme as part of a wider review and report on the progress with, and impacts of COAG reforms. Mr Allen, Mr Fletcher, Anne Copeland (Chair, Nursing and Midwifery Board of Australia) and Dr Joanna Flynn (Chair, Medical Board of Australia) were interviewed by the Productivity Commission in the process of developing the draft chapter. A follow up meeting with the Productivity Commission will take place on 16 February.

Mr Allen reported:

- Members of the Management Committee met with National Board Chairs in Adelaide on 1 February 2012. The boards expressed confidence in the ongoing performance of AHPRA and focused their comments on suggested areas of ongoing improvement including:
 - Further analysis of practitioners reasons for not renewing their registration
 - Continued focus on budget planning and efficiencies
 - Opportunities for ongoing dialogue between Boards and Ministers
 - Ways to facilitate the ongoing viability of accrediting bodies in smaller professions.
- The advertisement for Agency Management Committee appointments will be published in the national print media on Saturday 11 February 2012. The advertisement calls for nominations or expressions of interest to fill all positions on the Management Committee. From March 9 2012, existing members are taken to continue as acting members until decisions are finalised about appointment/re-appointment. Decisions about Management Committee appointments/re-appointments will be made by the Australian Health Workforce Ministerial Council.

Item 3.1.1: 2011 Annual Report – summary of tabling

The Committee noted the 2011 Annual Report tabling summary in each jurisdiction.

Item 3.2: Action Summary

The Committee discussed the action summary and noted:

- Part One, Action item 1 – It was agreed to escalate the negotiations with Medicare regarding their obligations to separately notify practitioners whose registration may be lapsing. This was supported by National Board Chairs.
- Part One, Action item 9 & 13 – Further discussions regarding notifications are scheduled for the March meeting
- Part Two, Action item 3 – for further discussion with the Agency Management Committee once proposed changes have been scoped.

Item 4: Items for Decision/Discussion

Item 4.1: Draft Board Governance Charter

Mr Robertson provided an overview on the draft Board Governance Charter.

Members discussed the report, noting the revised charter will be brought back to the March meeting for finalisation.

Item 4.2: Second Quarterly Report on Administrative Complaints and FOI

Mr Fletcher provided an overview on the second quarterly report on administrative complaints and FOI.

Members discussed the recommendations of the report and noted:

- 1 October – 31 December 2011 Quarterly Report on Freedom of Information requests and administrative complaints
- Additional commentary will be included in the reports to provide further clarity.

It was agreed to regularly publish these quarterly reports on the AHPRA website, once they have been considered by National Boards.

Item 4.3: Next Steps in Corporate Transparency

Mr Fletcher provided an overview of progress to date and proposed next steps in corporate transparency.

Members discussed the recommendations of the report and:

- Endorsed the proposed actions to further improve the transparency of AHPRA, through publishing additional information on the AHPRA website
- Noted internal processes will be put in place to govern the web publishing of documents
- Agreed to publish Management Committee papers (Part One) on the website where this is recommended.

Item 4.4: Feedback from Executive Strategic Planning Meeting

Mr Fletcher provided an overview of the Executive Strategic Planning Meeting held on 2 & 3 February 2012.

The Committee discussed the update and noted that the meeting focused on creating a clear picture of our strategic priorities and goals over the next 12 months in areas such as national consistency, customer service, corporate decision making processes, and; improving our efficiency.

Further refinements to strategic priorities for 2012-13 will be discussed with the Management Committee. It is intended that the first draft of the 2012-13 business plan will be presented to members at the April meeting.

Item 4.5: AHPRA Code of Conduct

Mr Fletcher briefed the committee on the AHPRA Code of Conduct which will be disseminated to all staff shortly, along with information sessions.

Members welcomed the Code and noted further work will be done to strengthen the suite of AHPRA human resources policies.

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Update

Mr O'Dempsey provided an update on activity levels during December 2011.

The Committee noted the report.

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: Items for Noting

Item 6.1: Key Issues from December Board meetings

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

The Committee noted the update.

Item 6.2: Management Calendar 2011 - 2012

The Committee noted the Management Calendar 2011 – 2012. All milestones are on target.

Item 6.3: Summary of National Board Services and Board Projects

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

Item 6.4: Consultation Update

The Committee noted the consultation update.

Item 6.7: NMBA Business Case

The Committee discussed the NMBA Fees Business Case which has now been submitted to the Australian Health Workforce Ministerial Council for advice.

It was noted that Anne Copeland (Chair, Nursing and Midwifery Board of Australia) and members of state and territory boards have offered to meet with each state and territory minister to brief them on the business case.