



Aboriginal and Torres Strait
Islander health practice
Chinese medicine
Chiropractic
Dental
Medical
Medical radiation practice
Nursing and Midwifery

Occupational therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Agency Management Committee

Meeting date: 3 April 2012

Meeting number: 35

Venue: AHPRA, 111 Bourke Street, Melbourne

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 Illott – Director, Finance and Corporate Operations

Mr Jim O'Dempsey - Director, Business Improvement and Innovation

Mr Chris Robertson – Director, National Board Services

Ms Dominique Saunders – General Counsel

Ms Fiona Fleming – (Part One, Item 4.3)

Mr Anthony DeJong - Financial Operations Manager (Part Two, Item 7.2)

Mr Geoff Linton – Chair, Audit and Risk Committee (Part Two, Item 12)

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 National Law Act 2009 (the National Law), members declare any possible conflict of interest in relation to agenda items for consideration by the Committee.

Mr Gorton disclosed an interest with regards to:

- the proposal by the National Alliance of Self Regulation Health Professions
- the legal services procurement.

It was agreed that Mr Gorton would not be present for any discussions the Committee has about the legal services procurement.

Item 2: Record of previous minutes

The minutes of the meeting held on 6 March 2012 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 provided an update on the current status of the fee increase for the Nursing and Midwifery Board of Australia (NMBA):
 - Mr Allen has written to Minister Hames in relation to the commencement of the renewal of nurses and midwives
 - The Nursing and Midwifery Board of Australia has distributed their first electronic newsletter to 300,000 practitioners
 - The first renewal email reminders will be sent this week, with the big roll out commencing Monday 9 April.
- Mr Fletcher will write to The Hon Lawrence Springborg (Queensland Minister for Health) to congratulate him on his appointment and to request an early meeting to brief him on the National Scheme.

Item 3.2: Action Summary

The Committee discussed the action summary and noted:

- The planned strategy meeting with Health Workforce Australia (HWA) and Australian Institute of Health and Welfare (AIHW) on data exchange and priorities over coming 12 months
- Wider consultation on international criminal history checks which will commence shortly
- Further updates on the consumer engagement initiative will be provided at an upcoming meeting.

Item 4: Items for Decision/Discussion

Item 4.1: Revised Audit and Risk Committee Terms of Reference

The Committee endorsed the revised Audit and Risk Committee Terms of Reference.

Item 4.2: Accreditation Agreements and review

Mr Robertson provided an update and overview of the status of accreditation arrangements and agreements with accreditation authorities and work underway through the Accreditation Liaison Group in the lead up to 6 June 2012 planned joint meeting with Accreditation Authorities, National Boards, Management Committee and AHPRA.

The Committee noted the update.

Item 4.3: Human Resources Overview – presentation

Ms Fleming provided an overview of AHPRA Human Resources processes and systems:

- The Enterprise Agreement for VIC, ACT and NT has been approved by Fair Work Australia. Negotiations are underway in WA
- Achievements in providing operational support across AHPRA during a period of continuous change
- Priorities for next 12 months for policy development and HR systems.

The Committee discussed the overview and requested a further breakdown of the staffing for discussion at a future AMC meeting.

Item 4.4: Board Evaluation

Mr Robertson provided an overview of the Board and member evaluation.

The Committee discussed the overview and:

- Endorsed the proposed approach to the Board evaluation process and the menu of options for Boards and the Agency Management Committee
- Expressed interest in how this work is best integrated with induction for National Boards and the Management Committee, given likely new membership from later this year
- Agreed to incorporate governance elements into the induction process early in the life of new Boards and the Agency Management Committee.

Item 4.5: Proposed Scope of 2012 All Boards Conference

Mr Fletcher provided an update on the proposed scope of the 2012 All Boards Conference.

The Committee discussed the update and noted:

- The All Boards Conference is confirmed to take place over 14 and 15 September at the Melbourne Exhibition Centre.
- Overall support for the focus, structure and theme of the conference (innovation)
- The need for a gender balance in identifying speakers
- Suggestions for keynote speakers on innovation.

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Update

Mr O'Dempsey provided an update on activity levels during February 2012.

The Committee noted the update.

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 discussed the update and noted the milestone achievement in improved data exchange capabilities with Medicare.

Item 5.2.1: Forms improvement - presentation

The Committee noted the presentation on forms improvement.

Item 6: Items for Noting

Item 6.1: Key Issues from March Board Meetings

Mr Robertson provided an update on key issues from March Board meetings.

The Committee noted the update.

Item 6.2: Management Calendar 2011 – 2012

The Committee noted the Management Calendar 2011 – 2012.

Item 6.3: Summary of National Board Services Board Projects

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

Item 6.4: Consultation Update

The Committee noted the consultation update.

Item 6.5: Minutes from February Professions Reference Group Meeting

The Committee noted the minutes from the February Professions Reference Group meeting.

Item 6.6: Proposal by the National Alliance of Self Regulation of Health Professions

Mr Fletcher provided an overview of the proposal by the National Alliance of Self Regulation Health Professions.

Mr Gorton provided a declaration of interest as he has worked with some of the associations involved in this proposal.

The Committee discussed the proposal and noted advice that there had been no AHPRA input into the submission. It was suggested that AHPRA should formally advise AHMAC that AHPRA has not been involved in developing the submission.

6.7: Meeting Date Calendar

The Committee discussed the meeting date calendar and noted:

- The joint AHPRA/National Board meeting with Accreditation Authorities is scheduled for 6 June 2012 in Melbourne
- The Committee will travel to Brisbane on 3 July and Hobart on 2 November 2012
- The minute secretary will canvass an alternative date in November due to a clash with the Melbourne Cup public holiday
- Mr Allen will be an apology for the June meeting
- Professor Gray will be an apology for the August meeting.

6.8: House of Representatives Committee report on Registration Processes and Support for Overseas Trained Doctors

Mr Fletcher provided an overview on the House of Representatives Committee report on overseas trained doctors.

The Committee noted the report and planned joint work with the Medical Board of Australia (MBA) and the Australian Medical Council (AMC).

6.9: Progress Report on 2012 – 2013 Business Plan

The Committee noted the progress report on 2012 – 2013 Business Plan.

6.10: Recommendation on Publication of Papers

Members discussed the recommendations for publication of the Committee papers and agreed to publish:

- 4.1 Revised Audit and Risk Committee Terms of Reference
- 4.4 Board Evaluation
- 4.5 Proposed Scope of 2012 All Boards Conference
- 6.2 Management Calendar
- 6.5 Minutes from February Professions Reference Group meeting – publish once signed off
- 6.7 House of Representatives Committee report on Registration Processes and Support for Overseas Trained Doctors – post link to report