

Agency Management Committee

Meeting Number 34

6 March 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

Ms Dominique Saunders – General Counsel

Ms Anne Morrison – State Manager, Queensland (Part One, Item 4.5)

Ms Diana Newcombe – State Manager, South Australia (Part One, Item 4.5)

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

Apology

Mr Chris Robertson – Director, National Board Services

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.

Mr Gorton advised of two interests. Firstly, an interest in relation to the AHPRA legal tender. Secondly, a recent appointment to the review panel in relation to the Victorian Health Services Commissioner.

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

Item 2: Record of previous minutes

The minutes of the meeting held on 7 February 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 reported:

- His attendance at the February meeting of the Australian Health Ministers Advisory Council (AHMAC) where official resolved funding issues for the Aboriginal and Torres Strait Islander Health Practitioner Board and opened discussions on future arrangements for funding the National Health Practitioner Ombudsman.
- The Professions Reference Group met in Melbourne on 26 March. All of the professional associations were positive about the progress being made by AHPRA and expressed an interest in engaging in future work on the Customer Service Charter and information for practitioners on processes for dealing with notifications.
- The out-of-session AHMAC process for the business case for the Nursing and Midwifery Board of Australia (NMBA) was due for completion 2 March.

Mr Allen reported:

- The application process for the Agency Management Committee membership appointments closed, Friday 2 March.
- The Australian Health Practitioner Regulation Agency Enterprise Agreement 2011 - 2014 has been supported by a majority of staff in each of the Fair Work Act jurisdictions.
- His meeting with Mr Jeff Moffett, Chair, AHMAC Health Workforce Principal Committee, on 28 February to discuss the work of AHPRA.

Professor Walton reported on the first meeting of the Interim Research and Data Governance Committee, where members considered three applications for research.

The Committee noted the updates.

Item 3.2: Action Summary

The Committee discussed the action summary and noted:

- Part One, Item 13 - the current status of Human Resource policies across the organisation is being reviewed to assure that all required components are in place/under development. An overview of Human Resource policies will be provided at an upcoming meeting.

Item 4: Items for Decision/Discussion

Item 4.1: 2012/13 Goals and Strategic Priorities

Mr Fletcher provided an overview of the 2012/13 goals and strategic priorities.

The Committee noted the business planning process which is underway in AHPRA, with links to board work planning. Members expressed a particular interest in how AHPRA can demonstrate and measure improvements and efficiencies in its ongoing business operations.

Item 4.2: NRAS Governance Charter Program and Update

Mr Gorton provided an overview of the NRAS Governance Charter.

The Committee discussed the report and:

1. Endorsed the draft NRAS Governance Charter
2. Noted the reference to the board member attributes in advertising for the National Board vacancies
3. Noted the proposed board and board member evaluation processes, welcoming their application for the Management Committee.

Item 4.3: Review of Administrative Complaints Policy

Mr Fletcher provided an overview on the revised complaints policy.

The Committee discussed the revised policy and:

1. Noted work underway to review the policy
2. Endorsed the need to increase the timeframe (up to 45 days) for dealing with some matters
3. Endorsed the need to clearly delineate enquiries from complaints
4. Noted that the final policy will be brought back to the Management Committee for approval, following further consultation to include National Boards.

Item 4.4: Staff Survey results and action plan

Mr Fletcher provided an overview of the AHPRA staff survey results and action plan.

The Committee discussed the report and noted:

1. The staff survey results and the actions arising, particularly with regards to internal communication and systems performance
2. Further work to be done to formally implement exit interviews and an annual staff survey for AHPRA.

Item 4.5: International Qualified Nurses

Ms Morrison and Ms Newcombe provided a presentation on the International Qualified Nurses Reference Group. The Reference Group provides technical advice to support registration staff in the exercise of the assessment of qualifications and experience against current Australian education standards to improve consistency and the timeliness across all state and territory offices.

The Committee discussed the presentation and suggested a case study should be written on the work of the approach to illustrate the benefits of the National Scheme.

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 discussed the report and noted that further advice will be provided on the timeframes for dealing with notifications, including the proportion of cases being referred for investigation.

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 February Board meetings

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

The Committee noted the update.

6.1.1: Conference Report

The Committee noted the Conference report from Glenn Ruscoe (Chair, Physiotherapy Board of Australia).

Item 6.2: Management Calendar 2011 - 2012

The Committee noted the Management Calendar 2011 – 2012.

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.