

# Agency Management Committee

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## Meeting Number 29

16 September 2011

AHPRA, 680 George Street, Sydney

### Final decisions and actions arising

#### Members present

Mr Peter Allen

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

#### In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director, 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

Mr Anthony DeJong – Financial Operations Manager (Part Two, Item 8.1)

Mr Geoff Linton – Chair, Audit and Risk Committee (Part Two, Item 8)

Mr Michael Almond - Director, Financial Audit, Victorian Auditor-General’s Office (Part Two, Item 8.1)

#### Apology

Mr Michael Gorton

## **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 9 August 2011 were approved by the Committee as a true record of the meeting, with one amendment:

- Addition at Item 6.2 to record agreement to schedule a notifications workshop at the October Management Committee meeting.

*ACTION: AHPRA*

### **Item 3: Current Situation**

#### **Item 3.1: Update from Chair, CEO and Members**

Mr Fletcher reported:

- Medical renewals are tracking well, with nearly 70% of renewal applications lodged or finalised.
- Mr Jeffrey Moffet, Chief Executive of Health and Families, Northern Territory and Chair, Health Workforce Principal Committee attended the AHPRA National Office, Friday 2 September. Mr Moffet met with Mr Fletcher, Mr Robertson and a number of Executive Staff and National Board Chairs to gain a further understanding of the National Scheme.
- Mr Allen and Mr Fletcher will visit the AHPRA Northern Territory Office on Thursday 23 September to meet with staff, local Board members and stakeholders.
- The 2012 Professions have opened consultation on their draft registration standards.
- The National Board Chairs met at the 2011 NRAS Conference in Sydney, where Mr Steve Marty was selected by National Board Chairs as Chair of the Chairs' Forum.

The Committee noted the updates.

*ACTION: AHPRA*

### **Item 3.2: Action Summary**

The Committee discussed the action summary noting, the proposed discussion about International Medical Graduates at an upcoming Management Committee meeting.

*ACTION: AHPRA*

### **Item 3.3: Minutes of Chairs Meeting August 2011**

Members considered the minutes of the August Chairs meeting, noting that the draft policy on research partnership and governance will be considered by the Management Committee at the October meeting.

*ACTION: AHPRA*

### **Item 3.4: Meeting Date Calendar**

Members discussed the current meeting date calendar, noting the proposed 2012 meeting dates will be followed up out of session.

*ACTION: AHPRA*

## **Item 4: Items for Decision/Discussion**

### **Item 4.1: Credit Card Industry Compliance**

Mr O'Dempsey provided an overview of the security requirements defined by the Payment Card Industry Security Standards Council

The Committee discussed the options and the recommendations of the report and:

- Endorsed the removal of credit card payment as an option on hard copy forms
- Noted the potential operational impact
- Noted that a communication campaign will be undertaken in association with implementing this change.

*ACTION: AHPRA*

### **Item 4.2: Schedule 4 for Health Professions Agreements**

Mr O'Dempsey provided an update on the Schedule 4 for Health Professions Agreements.

Members discussed the recommendations of the report, noting:

- All Boards have agreed to Schedule 4 to the Health Professions Agreement, noting that the Pharmacy Board of Australia made an amendment to the Key Performance Indicator for the registration application
- The first report of Schedule 4 will be considered at October Board meetings and will be available for the Management Committee at the November meeting.

*ACTION: AHPRA*

### **Item 4.3: Consumer and Community Engagement Strategy**

Professor Walton provided feedback on the recent meeting with National Board Community Members which was very positive.

The Committee discussed the draft Consumer and Community Engagement Strategy. The Committee discussed the need for clear Terms of Reference for the proposed advisory committee and noted the need for information to be available to consumers through multiple formats.

*ACTION: AHPRA*

### **Item 4.4: Procedures for the Development of Registration Standards**

Mr Robertson provided an update on the procedures for the development of registration standards, which must be approved by the Agency Management Committee.

The Committee approved the revised procedures, subject to the following amendments:

- removal of the word 'regulatory' in the last paragraph to read:  
*'The National Board will provide advice to Ministerial Council about the impact of its proposed registration standards, including the issues in these procedures and a summary of any feedback on impacts provided during the consultation process'.*

- replace 'may make a broad assessment, to 'will make a broad assessment' to read:  
*'National Boards will make a broad assessment of proposed standards against the COAG principles, which should be made publicly available including during the consultation process'.*

*ACTION: AHPRA*

### **Item 5: Performance Reporting and Risk Management**

#### **Item 5.1: Operational Report – August 2011**

The Committee noted the report on activity levels during August 2011.

*ACTION: Nil*

#### **Item 5.2 Business Improvement Update**

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

The Committee noted the update.

*ACTION: Nil*

#### **Item 5.3 Peak Call Volume Strategy**

Mr O'Dempsey provided an overview on the Peak Call Volume Strategy.

The Committee discussed the options appraisal and:

- Endorsed the internal resourcing option to manage peak call volumes (Option 1)

*ACTION: AHPRA*

**Item 6: Items for Noting**

**Item 6.1: Key issues from August board meetings (verbal)**

Mr Robertson provided an overview of key issues from the August board meetings:

- Draft registration standards for the 2012 professions are open for consultation
- Status of proposed consultation on the definition of practice which has completed first phase of consultation
- Consideration by Boards of how limited registration is being applied.

The Committee noted the update.

*ACTION: AHPRA*

**Item 6.2: Summary of National Board Projects**

The Committee noted the summary of Board projects.

*ACTION: Nil*

**Item 6.3: Health Workforce Australia Update**

The Committee noted the Health Workforce Australia update.

*ACTION: Nil*

**Item 6.4: Management Calendar 2011 – 2012**

The Committee noted the Management Calendar 2011 – 2012.

*ACTION: Nil*

**Item 6.5: National Board Succession Planning**

The Committee noted the results from the consultation with National Boards on succession planning and the proposed schedule for implementing a succession planning programme, working with external consultants and National Boards.

*ACTION: AHPRA*

### **Item 6.6: Higher Education Update**

Mr Robertson provided an update on changes in the higher education sector and potential implications for the work of accreditation councils within the National Scheme.

The Committee discussed the update, noting:

- A joint working party is being led by Dr Joanna Flynn and Robert Broadbent (Australian Dental Association) on formalising arrangements with accreditation agencies and National Boards/AHPRA.
- A more detailed discussion of accreditation arrangements will be scheduled for a future Management Committee meeting.

*ACTION: AHPRA*

### **Item 6.7: Current Consultations**

Mr Robertson provided an overview of the current consultation paper: *Amendments to the Health Practitioner Regulation National Law* being undertaken by the Australian Health Workforce Ministerial Council.

The Committee discussed the consultation paper, noting the intention to submit a joint AHPRA/National Board response to the consultation

*ACTION: AHPRA*