



**Australian Government**  
**Department of Health and Ageing**

Dear

**GP Super Clinic – Operations Plan (Milestone 6)**

Thank you for the submission of the Operations Plan (the Plan) for the GP Super Clinic (the Clinic) on [redacted]. The Department has reviewed the Plan and this version will be partially accepted as a range of further information is required to be incorporated into the Plan prior to the Department’s full acceptance of it.

I understand that the Department has previously provided feedback

[redacted] of [redacted] I note that the Department’s queries and concerns provided in the feedback have not been addressed in the Operations Plan submitted on [redacted]. Attachment A details the further information the Department requests be included in the Operations Plan.

In addition to the matters detailed in Attachment A, it is important that

[redacted] Ian. The Operations Plan submitted on [redacted] does not comprehensively report on this aspect and the Department requests that the following reporting requirement, stipulated in Deed of Variation to the Funding Agreement (executed on [redacted]) be included in the final Operations Plan:

A detailed description of:

As there has been significant developments in the establishment of the  
Clinic since the submission of the Plan in

GP Super

the Department is of the view that the final draft of the  
Plan would be best submitted once the scope and timelines is clearer.

In view of the above, the Department will partially accept the Operations Plan submitted on

---

The remaining payment of will be released on acceptance of the final  
Operations Plan.

To allow you time to address the matters raised below in regard to the current Operations Plan,  
the resubmitted Operations Plan is due on or before You are most  
welcome to submit it at an earlier time.

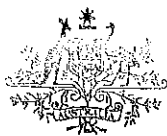
If you wish to discuss any aspect of the Department's assessment of the Operations Plan or  
require any additional information, please don't hesitate to contact me on (02) 6289 9651.

Kind regards



Riin Teoh  
Assistant Director  
GP Super Clinics QLD Section  
14 December 2010

270  
(2)



Australian Government  
Department of Health and Ageing

Dear

GP Super Clinic

I am writing to offer your Organisation the attached Deed of Variation to the Funding Agreement executed on

*Milestones in the 2010-11 financial year*

I note that the Operations Plan ( ) was partially accepted by the Department on

( ) attached to this Milestone is still to be paid, and that you have submitted a revised Operations Plan, as requested,

However, ( ) I request that you further revise this Operations Plan ( ) The Deed of Variation stipulates that this revised Operations Plan is to be submitted by ( )

If you agree to the amendments, I would appreciate you signing both copies of the Deed of Variation and returning them to the Commonwealth Liaison Officer at the address below. A completed copy will be returned to you for your records.

Ms Riin Teoh  
MDP 1052  
Department of Health and Ageing  
GPO Box 9848  
CANBERRA ACT 2601

Please note that the variation will not be binding on your organisation or the Commonwealth, and no legal obligations shall arise unless and until the Commonwealth signs the variation. Additional work resulting from this variation is not to commence until you receive an executed copy of the variation (signed by the Commonwealth).

Should you have any queries in relation to the Deed of Variation, please contact Ms Riin Teoh on (02) 6289 9651.

Yours sincerely



Meredeth Taylor  
Assistant Secretary  
GP Super Clinics Branch

7 June 2011



Australian Government  
Department of Health and Ageing

Dear

GP Super Clinic - Milestone 8 - Operations Plan

I refer you to the Milestone 8 Operations Plan for the GP Super Clinic  
forwarded to the Department on

I also refer to subsequent information regard to Milestone 8.

These documents formed the basis for assessment of Milestone 8, in accordance with Clause 3.5(b) and Item 1.5 of the Schedule to the Funding Agreement.

In accordance with Clause 3.5(c) (ii), I am writing to notify you that the documents you have provided do not fully meet the requirements specified in the Funding Agreement for Milestone 8.

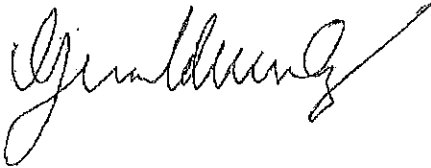
In order to meet the requirements of the Funding Agreement in relation to Milestone 8, the Department recommends that a two-step approach be taken. This approach takes into account the work involved in meeting the requirements of the Operations Plan

Firstly, the Department will accept the Operations Plan submitted by as a draft. I ask that amend the draft Operations Plan taking into account the Commonwealth's comments provided in the attached 'Recommendations for Amendment' document. The amended Operations Plan is to be provided by for re-consideration by the Commonwealth. This timeframe should provide adequate time to complete the changes and submit the plan.

As you are aware, under the Funding Agreement, Milestone 8 was due by [redacted] While noting the documents submitted on [redacted] require further development, I propose the Funding Agreement be varied to reflect a due date of [redacted]. The payment of [redacted] will be authorised for payment following the Department's acceptance of the amended Operations Plan.

If you require any assistance or clarification on the level of further detail required, please do not hesitate to contact Ms Caz George, Assistant Director, GP Super Clinics Queensland Section, by telephone on (02) 6289 6997 or via email at: [Caz.George@health.gov.au](mailto:Caz.George@health.gov.au).

Yours sincerely



Geraldine Daly  
A/g Assistant Secretary  
GP Super Clinics Branch

29 January 2011

Enc. Recommendations for Amendment to Milestone 8, Operations Plan



Australian Government  

---

Department of Health and Ageing

Dear :

**GP Super Clinic - Operational Plan**

I am writing in relation to the Milestone 4 deliverables as reflected in the Milestone Schedule (Funding Agreement Schedule Item 6.2) for the GP Super Clinic, i.e. Operational Plan.

Thank you for taking the time to meet last Thursday to discuss the clinic's Operational Plan. As discussed, the Operational Plan as delivered is not acceptable to the Commonwealth and requires amendment in order to meet the requirements specified in the Funding Agreement (clause 3.5 and Schedule Item 1.5).

In accordance with clause 3.5(d) of the Funding Agreement, you are requested to resubmit an Operational Plan within 20 Business Days of the date of this letter; therefore, your resubmission will be due on 16 December 2009.

I encourage you to contact Anne Thorpe (telephone 02 6289 8863) or me (telephone 02 6289 7711) to discuss progress with rewriting the Operational Plan and to clarify any matters of uncertainty.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Helen Wynants'.

Helen Wynants  
Assistant Director  
NT and Southern Section  
17 November 2009



Australian Government  
Department of Health and Ageing

Dear

GP Super Clinic Milestone 4

Thank you for providing the Department with the following documents in relation to the Milestone 4 deliverable:

- 1. the Operational Plan and a Risk Management Plan (received as one document)

It is evident from the documents provided that progress has been made in terms of the construction and the operational aspects of the GP Super Clinic. There are, however, a number of areas that the Department requires additional information.

As discussed on [redacted] the Department will accept the documents delivered to date as drafts and will prepare a Deed of Variation to the Funding Agreement (dated [redacted] requiring that a final version of each document be delivered at a later date. The Deed of Variation will also outline the adjustments required to the milestone deliverable payments.

The final version of the documents should take into account the feedback provided at Attachment A of this letter.

The Department will write to you in the near future with regard to the Deed of Variation.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

Anne Thorpe  
Director  
NT and Southern Section  
GP Super Clinics Branch

7 July 2010



98 (6)



**Australian Government**  
**Department of Health and Ageing**

Dear

**GP Super Clinic – Operations Plan (Milestone 6)**

Thank you for the submission of the Operations Plan (the Plan) for the GP Super Clinic (the Clinic) on . The Department has reviewed the Plan and, as advised informally previously, this version will be accepted as a draft Operations Plan as a range of further information is required to be incorporated into the Plan prior to the Department's acceptance of it.

Attachment A details the further information the Department requests be included in the Operations Plan.

In addition to the matters detailed in Attachment A, it is important that

s

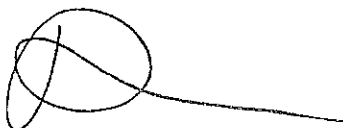
As there has been significant changes to the establishment of GP Super Clinic since the submission of the Plan in

Any timelines in the Operations Plan requiring adjustment due to these delays may then be reflected in the resubmitted Operations Plan.

to allow you time to make the necessary time/line adjustments to the Operations Plan, and address the matters raised below in regard to the current draft Operations Plan, the final draft of the Operations Plan is due on or before:

If you wish to discuss any aspect of the Department's assessment of the Operations Plan or require any additional information, please don't hesitate to contact me on (02) 6289 9651.

Kind regards



Riin Teoh  
Assistant Director  
GP Super Clinics QLD Section  
02 December 2010



**Australian Government**  
**Department of Health and Ageing**

Dear

**GP Super Clinic**  
**Milestone 10 - Operations Plan**

Thank you for providing the information required under Milestone 10 of the Schedule of the Funding Agreement for the GP Super Clinic project.

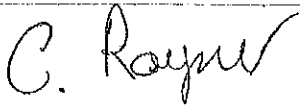
In accordance with clause 3.5 (c) (ii) of the Funding Agreement, I am writing to advise in the Commonwealth's opinion, the Operations Plan requires amendments taking into consideration the following comments:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Please amend the Operations Plan so as to take into account the Commonwealth's comments and resubmit those documents within 20 Business Days of this letter.

Please do not hesitate to contact Suzie Kusetic on (02) 6289 2551 should you have any queries.

Yours sincerely

A handwritten signature in black ink that reads "C. Rayner". The signature is written in a cursive style with a large, looped "C" and a stylized "Rayner".

Craig Rayner  
Director  
Implementation and Reporting Section  
GP Super Clinic Branch

6 October 2011



8 (B)

Australian Government  

---

Department of Health and Ageing

Dear

Issues arising from meeting of


I am writing to thank you for hosting the meeting on and to provide feedback

The Department has previously highlighted two key issues requiring further attention to enable the to meet the GP Super Clinic Program Objectives:

As discussed at the meeting, Deeds of Variation to the funding agreements will be drafted  
for updated Interim Operational Plans . provide  
the Final Operational Plan. for

I look forward to hearing from you on the issues raised in this letter. Should you have any queries, please contact Louise Riley, Director SA and Support Section on (02) 6289 8526.

Yours sincerely

  
Meredeth Taylor  
Assistant Secretary  
GP Super Clinics Branch

7 May 2010



Australian Government  
Department of Health and Ageing

Dear

Thank you for submitting the Operational Plan,  
in accordance with Milestones 2 and 4 of the Milestone  
Schedule at Item 6.2, of Schedule 1 of the Funding Agreement.

The Department recognises that extensive work has been undertaken by the  
in preparing the documentation. The  
Department has reviewed the Operational Plan against the requirements stipulated at Item 1.6  
of Schedule 1 of the Funding Agreement and has assessed the information submitted as  
"partially meeting requirements" to "not meeting requirements". A summary of the  
Department's assessment of Milestone 2 is attached for your consideration.

On this basis, the Department is unable to authorise payment of (GST exclusive)  
against Milestone 2 at this time and requires aspects of the Operational Plan be amended in  
accordance with Clause 3.5(c)(ii) of the Funding Agreement.

Please contact Anne Thorpe, Director, N and Southern Section on (017) 6389 6622 should you have any queries related to this matter.

Yours sincerely



Meredeth Taylor  
Assistant Secretary  
GP Super Clinics Branch

---

20 October 2009



**Assessment of the GP Super Clinic, Milestone 2 – Operational Plan**

**Background**

The Operational Plan is a document that advances the theory and concepts outlined in the original proposal and provide statements and strategies demonstrating how the proposed model, service mix and governance arrangements meet the GP Super Clinic Program Objectives.

The Operational Plan also needs to address specific requirements outlined in the Funding Agreement.

**Assessment**

A detailed assessment of the Operational Plan provided by the in the table below.





Australian Government  
Department of Health and Ageing

10

Dear

GP Super Clinic:  
: Milestone 7

Thank you for submitting information  
and documentation for Milestone 7 (under Item 6.3 of the  
Schedule) for the GP Super Clinic.

Milestone 7

Milestone 7 pertains to the submission of an Operational  
Plan in accordance with Clause 3.5 and Item 1.5 of the funding agreement.

In relation to the Operational Plan however I note that the documents submitted require  
amendment in order to meet the requirements set out in Clause 3.5 and Item 1.5 of the  
funding agreement.

The Operational Plan is required to detail how the completed Works will be used during  
the Designated Use Period so as to achieve the Program Objectives. It should build  
upon the application for funding and demonstrate the proposed service model and start-

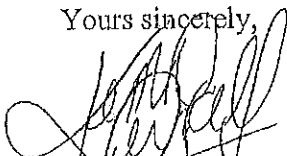
up arrangements for the GP Super Clinic. As outlined at Clause 3.5 (f) of the funding agreement, the Operational Plan acts as a business plan against which performance will be reported on an annual basis

The information in these documents is relevant however it needs to be consolidated in an Operational Plan (ie. a single document). Information in the Operational Plan should be up to date

It is requested that the Operational Plan be resubmitted by \_\_\_\_\_ as a single document taking into account this letter and the specific feedback at Attachment A. In order to meet the requirements of Clause 3.5 (b) of the funding agreement, the resubmitted Operational Plan is required to include the following additional information:

If you require any assistance or clarification on the level of further detail required, please contact Ross Boyd by phone on (02) 6289 1645 or via email at [ross.boyd@health.gov.au](mailto:ross.boyd@health.gov.au)

Yours sincerely,



Kerie Purcell  
A/g Director, SA, TAS & Support Section  
GP Super Clinics Branch

15 November 2010