



**Australian Government**  

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**Department of Health and Ageing**

**DIVISIONS OF GENERAL PRACTICE PROGRAM**

**Planning and Reporting Framework  
2008-09**

**User Guide**

## Document History

This table is to record the document's history as major changes are made. As each version is drafted and submitted, the version number and changes made will be appropriately recorded.

<b>Version No.</b>	<b>Date</b>	<b>Description of Revision</b>
1.0	30 May 2008	User Guide created with Annual Plan requirements
1.1	December 2008	Addition of Six and Twelve Month Reporting requirements Changes to the local performance indicator requirements to ensure currency

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## **1. Overview**

### ***1.1 About this User Guide***

This User Guide has been developed to support Divisions of General Practice (Divisions), State Based Organisations (SBOs) and the Australian General Practice Network Ltd (AGPN), collectively known as the Divisions network, to prepare and submit their Annual Plan, Six and Twelve Month Reports for the Divisions of General Practice Program (DGPP) as required by the 2008-09 to 2011-2012 Deed for Multi Program Funding (the Deed) under Schedules 2 and 3.

### ***1.2 Format for the Annual Plan, Six and Twelve Month Reports***

For 2008-09 the Annual Plan must be completed as a *Microsoft Word 2003* document using the relevant templates provided by the Department. It is intended that the Six and Twelve Month Reports will be available for completion and submission online. The Divisions network will need to complete the entire template as provided. Throughout the Plan and Reports areas for completion are in table format and will automatically expand as they are completed.

The Planning and Reporting templates contain suggested word limits. Although these limits are guides only, the Divisions network should aim to keep their Annual Plan, Six and Twelve Month Reports succinct but informative.

This User Guide only provides instructions relating to the requirements of the Divisions of General Practice Program. The Divisions network should refer to the Program Schedules or other resources available to them to complete the Annual Plan and Six and Twelve Month Report requirements for subsequent programs.

### ***1.3 Submission of the Annual Plan, Six and Twelve Month Reports***

The Annual Plan must be submitted in a hard copy and an electronic copy to the relevant Liaison Officer identified in Item F of each Program Schedule. As discussed earlier, the Six and Twelve Month Reports are expected to be available online. All elements of the Annual Plan, Six and Twelve Month Reports must be submitted by the due date or the Divisions network member may be subject to the incursion of a penalty as per clause 6.3 of the Deed for Multi Program Funding.

### ***1.4 Assessment of the Annual Plan, Six and Twelve Month Reports***

The Department has committed to, through the timeframes for payment in the Deed for Multi Program Funding, a fast assessment process to ensure that feedback is provided to the Divisions network in a timely fashion. However, timely assessment of Plans and Reports can only occur if the information provided is complete, accurate and of high quality.

## 2. Annual Plan

### 2.1 Elements of the Annual Plan

The Annual Plan consists of several elements outlined in the table below.

<b>Element</b>	<b>Purpose</b>
Annual Plan (activity information)	The Annual Plan provides a mechanism by which the Divisions network can plan their activities for each Program funded through the Deed for Multi Program Agreement for each financial year.
Annual Budget (financial information)	The Annual Budget is used to record the proposed spending on activity throughout the financial year. The Divisions network should refer to the User Guide for the Financial Reporting Framework to complete the Annual Budget.
Asset Register	The Asset Register has been designed to ensure that Program Funds set aside for depreciation of Assets originally purchased with Program Funds are returned to the program, either through the purchase of replacement Assets, or for Program Delivery. The Divisions network should refer to the User Guide for the Financial Reporting Framework to complete the Asset Register.
Certificates of Currency	Certificates of Currency provide assurance to the Department that the Participant has taken out the relevant insurances as required under Schedule 2 of the Deed for Multi Program Funding.

### 2.2 Timeframes

The Annual Plan for 2008-09 for the Divisions network was due on **15 July 2008**. This includes all elements as listed above.

## 3. Completing the Annual Plan

### 3.1 General Requirements

#### Cover Page

The Cover Page of the Annual Plan requires the Divisions network to complete the identifying details of the organisation. The cover page must be completed as follows:

<b>Requirement</b>	<b>Instruction</b>
Name	Enter the usual or trading name in this section.
Legal Name	Enter the legally registered name if different from the trading name.
Division number	Enter the unique identifier number of the Division network member.
Australian Business Number (ABN)	Enter the ABN.
Legal Status	Provide detail about whether the organisation is: <ul style="list-style-type: none"> <li>• an incorporated Association;</li> <li>• a company limited by guarantee; or</li> <li>• any other type of legal entity.</li> </ul>
Street Address and Postal Address	Enter the physical address that the organisation operates from. If there is more than one location, enter the principle location of

	operation (registered business address).  If the postal address is different from the street address, provide details.
Contact Person and Phone Number	Enter the person who has main responsibility for the completion and submission of the Annual Plan and their telephone number.

### Organisational Chart

Division network members are required to draw or insert a copy of the organisational chart. There is no prescribed format for the design of the organisational chart, however clear reporting/lines of responsibility must be evident.

### Board Membership

Division network members must provide a current list of Board Membership. The list of Board membership must contain all the information requested in the template.

In terms of the Board Membership, the Department requires the following information:

<b>Requirement</b>	<b>Instruction</b>
Position on the Board	Enter the relevant position on the Board (e.g. Chair, Secretary, Director etc).
Expertise	Enter the expertise of the Board member (e.g. Consumer, GP etc).
Relevant Qualifications (required)	Enter the relevant qualifications in terms of any relevant training undertaken (e.g. Company Directors courses).
Relevant Experience (optional)	If the Board member has served on other Boards, or is a consumer representative, enter details relating to any relevant experience.
Name (required)	Enter the name of the Board Member.
Length of Service	Enter the length of service of the Board Member (e.g. 1 year, 7 months).

### Characteristics

Divisions, SBOs and the AGPN must complete the *Characteristics* section of the Annual Plan. In addition to the *demographics* for SBOs, the AGPN and SBOs are only required to provide a succinct description of the characteristics. Essentially, SBOs and AGPN should provide any information relating to workforce issues, and the health profile in which they work.

Divisions must complete several sections in the Annual Plan, and these are described below.

#### *1. Demographics*

Information collected through this section of the Division Characteristics relates to population statistics. Divisions and SBOs will be required to source this information and where possible, use data from the Australian Bureau of Statistics. Divisions and SBOs will be required to provide the data source for any data provided in this section.

## 2. General Practice Information

Divisions will be required to source this information and provide it to the Department. For the purposes of this section, a general practice is one that provides general practitioner services. Divisions must only list those general practices within their boundaries.

<b>Term</b>	<b>Description</b>
Total number of practices	Divisions will be required to list the total number of general practices. This should include an aggregation of all other practice information in this section.
Solo Practices	Divisions are required to provide the total number of practices within their Division with only one GP.
Practices with 2-5 GPs	Divisions are required to provide the total number of practices within their boundaries with 2-5 GPs.
Practices with 6 or more GPs	Divisions are required to provide the total number of practices within their boundaries with 6 or more GPs.
Corporately owned	Corporate general practices (or corporate medical centres) are listed companies which provide general practitioner services that have been created to make a return on third party investment.
Practices with a practice nurse	A practice nurse is a registered nurse or an enrolled nurse who is employed by, or whose services are otherwise retained by, a general practice. Divisions are required to provide the total number of practices who employ a practice nurse within their boundaries.

## 3. Health Workforce

Divisions must complete this section of the *Characteristics* and provide the data source to the Department. It is important to note that Divisions must only provide workforce figures for their boundaries.

The Divisions network must complete the following information:

- The number of GPs;
- The number of International Medical Graduates (IMGs\*);
- The number of female GPs;
- The number of GPs aged >55 years;
- The number of registrars;
- The number of Aboriginal Medical Services;
- The number of other primary medical care providers (e.g. Royal Flying Doctors Service); and
- The number of practice nurses.

\*IMG for the purpose of this report is defined as: any person whose primary medical qualifications were gained from an institution outside of Australia.

## 4. Membership

Divisions are required to provide information relating to their members. Information must be provided as per the Annual Plan template. This includes financial members only.

## 5. Further Information

The Department recognises that the *Characteristics* categories do not always capture all relevant information. As such, Divisions are invited to provide further information to assist the Department in understanding the health workforce issues, health services and other issues present within the Division's boundaries. Divisions may also use this section to describe any instances where their services reach beyond the health workforce within their boundaries.

Divisions should limit this section to 250 words.

### Strategic Direction

The Department requires Divisions, SBOs and the AGPN to provide a description of the priorities and strategic direction for their organisations. This can be in the form specified in the template, or by attaching the current strategic plan. Should the Divisions network member's current strategic plan be attached, it must cover a minimum of three years.

Divisions, SBOs and AGPN must include information relating to the following.

- Mission Statement – a description of the current purpose of the organisation;
- Vision Statement – a description of where the organisation is heading in the future;
- Long-term Goals – a description of any long-term goals for the organisation; and
- Strategies to pursue long-term goals.

Where a Divisions network member chooses to provide the information in the template rather than attaching their Strategic Plan, they should keep the information succinct and not exceed 150 words per section.

## 3.2 Divisions of General Practice Program

### National Performance Indicators

For the Divisions of General Practice Program, Divisions, SBOs and the AGPN are required to provide a short description (in dot points) of the planned activities/approach against each of the National Performance Indicators. When developing planned activities and approaches, Divisions, SBOs and AGPN should keep in mind the information provided in the *Technical Details for the National Performance Indicators*.

### Compulsory Local Performance Indicator

Division network members have an approved Compulsory Local Performance Indicator that is set for the full funding period and forms part of the Divisions', SBOs' and AGPN's contractual reporting requirements.

### Optional Local Performance Indicators

Division network members also had the opportunity to submit a further three optional local performance indicators. Where this is the case, Divisions and SBOs should report against these indicators in their Six and Twelve Month Reports.

#### 4. Annual Plan Checklist

In order to ensure that the Annual Plan requirements are fully met by Divisions, SBOs and the AGPN, a checklist has been developed that includes all contractual requirements.

<b>Contractual Requirement</b>	<b>Component</b>	<b>Completed</b>
Annual Plan	Cover Page	
	Organisational Chart	
	Board Membership	
	Characteristics	
	Strategic Direction/Strategic Plan	
	Divisions of General Practice Program activities/approaches against National Performance Indicators	
	Optional Local Performance Indicators	
	Requirements of other Program Schedules	
Compulsory Local Performance Indicator	Completed Template provided to <a href="mailto:DivREPORT@health.gov.au">DivREPORT@health.gov.au</a>	
Annual Budget	Income Items completed as per known funding amounts	
	Operating Expenses completed as per Financial Planning and Reporting Glossary	
	Assets Register	
Certificates of Currency	Workers compensation in accordance with the relevant State or Territory legislation	
	Public liability insurance in an amount of not less than \$10 million (\$20 million for MAHS)	
	Professional indemnity insurance in an amount of not less than \$10 million	
	Vicarious liability in an amount of not less than \$1 million where the Participant is funding medical practitioners who are carrying out medical procedures or providing medical advice.	

## 5. Six and Twelve Month Reports

### 5.1 Elements of the Six and Twelve Month Reports

The Six and Twelve Month Reports consist of several elements outlined in the tables below.

#### Six Month Report

Element	Purpose
Six Month Reports (activity information)	The Six Month Reports provide a mechanism by which the Divisions network can report their activities against the approved Annual Plan for each Program funded through the Deed for Multi Program Agreement for the first six months of each financial year.
Income Statement (financial information)	Division network members must submit a financial report for each relevant Program on the Financial Planning and Reporting Template which shows expenditure against the Annual Budget. Line Items in the column titled <u>6 Month Expenses</u> must be completed showing income and expenditure for the six month period (1 July to 31 December). This information is not required to be audited. The Divisions network should refer to the User Guide for the Financial Reporting Framework for further information.

#### Twelve Month Report

Element	Purpose
Twelve Month Reports (activity information)	The Twelve Month Reports provide a mechanism by which the Divisions network can report their activities against the approved Annual Plan for each Program funded through the Deed for Multi Program Agreement for each financial year.
Income Statement (financial information)	With each Twelve Month Report Division network members must submit an Income Statement (audited) by Program which shows expenditure against the Annual Budget. Line items in the <u>12 Month Expenses</u> column of the Financial Planning and Reporting Template must be audited by a Qualified Auditor independent of the organisation. The Divisions network should refer to the User Guide for the Financial Reporting Framework for further information.
General Purpose Financial Report	In addition to the audited Financial Planning and Reporting Template, Division network members must also provide a <u>General Purpose Financial Report</u> (GPFR). This report must be prepared in strict accordance with Australian Accounting Standards and Australian Auditing Standards and must be audited by a Qualified Auditor independent of the organisation.
Auditor's Management letter	The Auditor's Management letter means a communication, excluding the audit report, to management on matters relating to the audit or arising from the audit of an organisation's financial report. If the Auditor deems that a Management letter is not necessary then a letter from the Auditor addressed to the Department to this effect is required.
Declaration of auditor's independence	This declaration states that the auditor is independent of the organisation that is being audited.

Board Member Certification	Certification from a Board Member that the organisation has complied with its obligations in respect of the funds for each Program, and managed the funds and kept accounts and records in respect of the funds in accordance with the Australian Accounting and Auditing Standards.
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### *5.2 Timeframes*

The Six Month Report for 2008-09 for Divisions was due on 15 February 2009 (now extended to **2 March 2009**) and the Twelve Month Report is due on **30 September 2009**. The Six Month Report for SBOs was due on 28 February 2009 (now extended to **16 March 2009**) and the Twelve Month Report is due on **30 October 2009**. These timeframes include all elements as listed above.

### *5.3 Tiered Reporting for Six Month Reports*

Different templates for tier one and tier two Six Month Reports have been developed and, unless advised otherwise in writing by the Department, Divisions and SBOs are to report against the tier two reporting requirements. Tier one reports contain exception reporting for the DGPP and the More Allied Health Services program rather than reporting against each of those program's national performance indicators. Further details about tiered reporting are contained in the DGPP Program Schedule. All other requirements for tier one reporting remain the same as for tier two.

## **6. Completing the Six and Twelve Month Reports**

### *6.1 General Requirements*

#### Cover Page

The Cover Pages of the Six and Twelve Month Reports require the Divisions network to complete the Division or SBO name and any changes to the address or contact person details.

#### Organisational Chart

Where there have been changes in the organisational chart since the submission of the last deliverable, the Divisions network is required to draw or insert a revised copy of the organisational chart.

#### Board Membership

Where there have been changes in Board Membership since the submission of the last deliverable, the Divisions network must provide a revised list of Board Membership. The list of Board membership must contain all the information requested in the template.

#### Executive Summary

The Department requires Divisions, SBOs and the AGPN to provide an executive summary of progress against each of the Programs being reported on in the Six or Twelve Month Report. This should be limited to no more than two paragraphs for each Program and provide a succinct summary of achievements or challenges.

## ***6.2 Divisions of General Practice Program***

### National Performance Indicators

For the Divisions of General Practice Program, Divisions, SBOs and the AGPN are required to report results against each of the National Performance Indicators. This excludes the Six Month Report for tier one reporters.

A number of results against each National Performance Indicator will be provided by the Department. Where this is the case, then the Divisions network is able to provide comment on the results as compared to the baseline or previous data.

Where data is sourced from the Divisions network then an explanation of the method used to obtain the data is required.

### Compulsory Local Performance Indicator

Division network members must report on their approved compulsory Local Performance Indicator. Compulsory Local Performance Indicators will be assessed by State and Territory Offices (Central Office for the AGPN) through the normal Reporting process.

### Optional Local Performance Indicators

Division network members also have the opportunity to submit a report for a further three approved optional local performance indicators. No feedback to the Division or SBO on optional local performance indicators will be provided.

## ***6.3 Nursing in General Practice Program (SBOs only)***

Although the Nursing in General Practice Program is a schedule under the Deed, SBOs are required to report separately to the Central Office Liaison Officer for this Program. Separate reporting templates have been prepared and distributed for this Program.

## 7. Six and Twelve Month Report Checklist

In order to ensure that the Six and Twelve Month Report requirements are fully met by the Divisions network, checklists have been developed that include all contractual requirements.

### Six Month Report

<b>Contractual Requirement</b>	<b>Component</b>	<b>Completed</b>
Six Month Report	Cover Page	
	Organisational Chart - updated if required	
	Board Membership - updated if required	
	Executive Summary	
	DGPP results against National Performance Indicators (OR exception report for Tier One reporters)	
	Compulsory and Optional Local Performance Indicators	
	Requirements of other Program Schedules	
Income Statement (unaudited)	All Items completed as per Financial Planning and Reporting Glossary	

### Twelve Month Report

<b>Contractual Requirement</b>	<b>Component</b>	<b>Completed</b>
Twelve Month Report	Cover Page	
	Organisational Chart - updated if required	
	Board Membership - updated if required	
	Executive Summary	
	Divisions of General Practice Program results against National Performance Indicators	
	Compulsory and Optional Local Performance Indicators	
	Requirements of other Program Schedules	
Income Statement (audited)	All Items completed as per Financial Planning and Reporting Glossary	
	Statement audited by a Qualified Auditor independent of the organisation	
General Purpose Financial Report	Prepared in strict accordance with Australian Accounting Standards and Australian Auditing Standards	
	Audited by a Qualified Auditor independent of the organisation	
Auditor's Management letter	A letter from the Auditor on matters relating to or arising from the audit.	
Declaration of auditor's independence	Declaration of Auditor's independence	
Board Member Certification	Certification by a Board Member.	