

National Partnership Agreement on the Digital Regions Initiative: Implementation Plan

**PROJECT NAME: HEALNET – ONLINE PROFESSIONAL
DEVELOPMENT FOR HEALTH PROFESSIONALS**

Preliminaries

1. The Digital Regions Initiative will co-fund digital enablement applications to improve services in the key sectors of health, education and/or emergency services in regional, rural and remote communities across Australia in partnership with state, territory and local governments.
2. The National Partnership Agreement (the Agreement) provides the overarching administrative arrangements for the Digital Regions Initiative. The Agreement provides for the development of an Implementation Plan for each Digital Regions Initiative funded project, which contains details of the project, including but not limited to milestones, which may, when attained by TAFENSW – North Coast Institute, trigger payment from the Commonwealth.
3. This Implementation Plan deals with the HEALNet – Online Professional Development for Health Professionals project which will provide an online professional development tool for health professionals, which is unique within Australia. The project will be delivered by TAFE NSW – North Coast Institute and target all health professionals, primarily nurses across Australia.

PART 1 – FORMALITIES

Parties

4. This Implementation Plan has been agreed between the Commonwealth of Australia ('the Commonwealth') represented by the Minister for Broadband, Communications and the Digital Economy and the relevant representative for TAFENSW – North Coast Institute.

Term of the Implementation Plan

5. This Implementation Plan will commence on the date both Parties agree in writing to the plan and will expire on 30 June 2013, unless otherwise agreed in writing by the Parties.
6. Either Party may terminate this Implementation Plan by providing 40 business days notice in writing. Where this Implementation Plan is terminated, the Commonwealth's liability to make payments to the State or Territory is limited to payments associated with performance benchmarks achieved by the State or Territory by the date of effect of termination of this Implementation Plan.
7. The Parties to this Implementation Plan do not intend any of the provisions to be legally enforceable. However, that does not lessen the Parties' commitment to this Implementation Plan.

PART 2 – THE PROJECT

Purpose of the project

8. The project will contribute to the objectives and outcomes in the Agreement.
9. HEALNet is an online professional development tool for Health Professionals and is unique within Australia. It is targeted towards nurses and allied health workers with a long term vision of including all health professionals.

This platform will enable a range of practitioners to obtain current, best practice information on a range of topics and will enable all health professionals with access to the internet to complete professional development hours. It is available 24/7 and requires limited bandwidth, making the program even more accessible for rural and remote professionals.

HEALNet will enable key e-health priorities to be implemented across the nation, especially in rural and remote Australia.

10. TAFENSW – North Coast Institute agrees to deliver the project in accordance with the milestone schedule at Annexure A.

Project management

11. The project will be managed in accordance with the Management Structure specified at Annexure B.

Project delay and changes

12. The Parties as represented by the Project Representatives (as at paragraph 24 and 25) agree to take all reasonable steps to minimise changes or delay in progressing the project in accordance with the milestone schedule at Annexure A.
13. If a Party as represented by the Project Representatives becomes aware that completion of the project or project milestones will or may be delayed or significant changes occur, that Party must notify the other Party and both will work together in good faith to minimise the delay. Commonwealth funding is allocated to projects approved by the Commonwealth Minister for Broadband, Communications and the Digital Economy. Minor adjustments within projects can be approved through agreement of the Project Representatives subject to any necessary policy and Budget approval processes.

PART 3 – FINANCIAL ARRANGEMENTS

Commonwealth funding for the project

14. The total estimated cost of the project is \$1,763,700. The total Commonwealth financial contribution is \$881,700. The project budget is detailed at Annexure C. TAFENSW – North Coast Institute is not required to pay a refund to the Commonwealth if the actual cost of the project is less than the agreed estimated cost. Similarly TAFENSW – North Coast Institute bears all risk should the cost of the project exceed the agreed estimated cost.
15. Under the Agreement, the Commonwealth will make payments to TAFENSW – North Coast Institute through the New South Wales State Treasury in accordance with this Implementation Plan and the achievement of the specified milestones in Annexure A, to the satisfaction of the Commonwealth.

Reporting

16. TAFENSW – North Coast Institute agrees to a three monthly reporting cycle (made up of alternating written reports and project consultations) plus a final written project report to the Commonwealth in accordance with the milestone schedule at Annexure A.
17. Each written report will be based on an agreed template to be provided by the Commonwealth separate to this Implementation Plan and will include:
 - a. an overview of the project progress as at the date of the report. Where applicable, this overview should include, but not be limited to, a brief description of general progress of the project and whether or not the project is proceeding on time and within budget;
 - b. a statement of achievements against the milestones;
 - c. where applicable, any problems encountered, including technical and administrative;
 - d. an income and expenditure statement for the relevant reporting period;
 - e. a statement of the major purchasing activity undertaken during the relevant reporting period consistent with Annexure D.; and
 - f. a statement on each of the performance indicators and baseline data measures set out in Annexure E.
18. Each project consultation will be a conversation around:
 - a. an overview of the project progress as at the date of the consultation;
 - b. where applicable, any problems encountered, including technical and administrative; and
 - c. as required, any updates on performance indicators or baseline data measures set out in Annexure E.
19. TAFENSW – North Coast Institute agrees to provide a final project report to the Commonwealth based on the agreed template that will be provided by the Commonwealth separate to this Implementation Plan.

Major Purchasing Activity

20. Assets contributing towards the project are listed at Annexure D. Details of asset purchases of \$10,000 or more will be provided with each written project report.
21. Proposed sub-contracts (if any) of \$10,000 or more to be entered into for the project are listed at Annexure D.

Promotion, Acknowledgement and Publicity

22. The Parties will reach prior agreement on the nature and content of any events, announcements, promotional material or publicity relating to activity under this Implementation Plan, and how the roles and contributions of the Parties will be acknowledged and recognised appropriately.

Project Representatives

23. The officers responsible for undertaking the management of the activities in accordance with the terms of this Implementation Plan are:

Commonwealth officer

24. Position: Assistant Secretary, Digital Initiatives Branch

Organisation: Department of Broadband, Communications and the Digital Economy

Address: GPO Box 2154, Canberra ACT 2601

TAFENSW – North Coast Institute officer

25. Position: Institute Director

Organisation: TAFENSW – North Coast Institute

Address: Lower Ground Floor Block G, Hindman Str Entrance, Port Macquarie TAFE, Port Macquarie NSW 2444

The Parties have agreed to and signed the Implementation Plan as below:

Signed for and on behalf of the Commonwealth of Australia by the Minister for Broadband, Communications and the Digital Economy, Senator Stephen Conroy.

May 2010

Stephen Conroy

Signed for and on behalf of TAFENSW North Coast Institute by TAFENSW – North Coast Institute Director, Elizabeth McGregor.

12 May 2010

Elizabeth McGregor

Annexure A
(Paragraphs 10, 12, 15 & 16)

The Milestones

HEALNet – Online Professional Development of Health Professionals

This Annexure specifies each reporting period for the project and milestones (including Indicators of completion / evidence for payment requirements) that TAFE NSW must achieve.

See table on following page. Note – the shaded row indicates a payment is due against the achievement of the milestone.

The key elements are:

- **Reporting period** - is the simplest way for the Commonwealth to monitor the activity and the funding. TAFENSW – North Coast Institute is required to agree to a three monthly reporting cycle made up of alternating written reports (three months) and project consultations (next three months) in accordance with this milestone schedule.
- **Milestone** – is a significant event that indicates progress towards meeting the aims and objectives of the Implementation Plan.
- **Completion date** – is the date that each stage of the project has to be completed in order to meet the milestones of the project.
- **Evidence of completion** – is a measurement of the performance of each stage of the project during the reporting period.
- **Funding** –the total cost for each deliverable/milestone should add up to form the project budget.

Annexure A continued

Milestones

Reporting Period	Milestones	Completion Date	Evidence of completion	Commonwealth Funding	TAFENSW – North Coast Institute Contribution	Total cost
Establishment Payment	Implementation Plan signed	Signing of IP	Implementation Plan signed	\$192,773	\$147,275	\$280,048
On-site Consultation	<ul style="list-style-type: none"> Project Overview Recruit new writers Marketing plan developed Develop approximately 20 topics (20/120) or meet ongoing agreed implementation target Increased number of enrolments & hits on website Increased number of corporate sponsorships Increased number of professional association endorsements 		DRI site visit undertaken	N/A	N/A	N/A
Written Report 1 Date Due: 2 Aug 2010		5 July 2010	<ul style="list-style-type: none"> Details of new writers Copy of marketing plan provided including details of events/conferences to be attended Copy of writers agreement for each topic (20/120) Provide number of new enrolments and hits on website Provide details of new corporate sponsorship deals Provide details of new professional association endorsements 	\$200,827	\$128,788	\$329,615
Consultation	<ul style="list-style-type: none"> Project update since Report 1 		Project consultation	N/A	N/A	N/A

<p>Written Report 1 Date Due: 7 Feb 2012</p>	<ul style="list-style-type: none"> - Recruit new writers - Attend marketing events - Develop approximately 20 topics (40/120) or meet ongoing agreed implementation target - Increased number of enrolments & hits on website - Increased number of corporate sponsorships - Increased number of professional association endorsements 	<p>20 January 2012</p>	<ul style="list-style-type: none"> - Details of new writers - Details of marketing events/conferences attended - Copy of writers agreement for each topic (40/120) - Provide number of new enrolments and hits on website - Provide details of new corporate sponsorship deals - Provide details of new professional association endorsements 	<p>\$171,150</p>	<p>\$128,787</p>	<p>\$299,937</p>
<p>Consultation Written Report 3 Date Due: 8 Aug 2011</p>	<ul style="list-style-type: none"> • Project update since Report 2 - Recruit new writers - Attend marketing events - Develop approximately 20 topics (60/120) or meet ongoing agreed implementation target - Increased number of enrolments & hits on website - Increased number of corporate sponsorships - Increased number of professional association endorsements 	<p>6 July 2011</p>	<ul style="list-style-type: none"> - Project consultation - Details of new writers - Details of marketing events/conferences attended - Copy of writers agreement for each topic (60/120) - Provide number of new enrolments and hits on website - Provide details of new corporate sponsorship deals - Provide details of new professional association endorsements 	<p>N/A</p>	<p>N/A</p>	<p>\$280,188</p>

<p>Consultation</p>	<p>• Project update since Report 3</p> <ul style="list-style-type: none"> - Recruit new writers - Attend marketing events - Develop approximately 20 topics (80/120) or meet ongoing agreed implementation target - Increased number of enrolments & hits on website - Increased number of corporate sponsorships - Increased number of professional association endorsements 	<p>9 January 2012</p>	<p>Project consultation</p> <ul style="list-style-type: none"> - Details of new writers - Details of marketing events/conferences attended - Copy of writer's agreement for each topic (80/120) - Provide number of new enrolments and hits on website - Provide details of new corporate sponsorship deals - Provide details of new professional association endorsements 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Written Report 4 Date Due: 6 Feb 2012</p>				<p>\$135,650</p>	<p>\$144,537</p>	<p>\$280,187</p>
<p>Consultation</p>	<p>• Project update since Report 4</p> <ul style="list-style-type: none"> - Recruit new writers - Attend marketing events - Develop approximately 20 topics (100/120) or meet ongoing agreed implementation target - Increased number of enrolments & hits on website - Increased number of corporate sponsorships 	<p>2 July 2012</p>	<p>Project consultation</p> <ul style="list-style-type: none"> - Details of new writers - Details of marketing events/conferences attended - Copy of writer's agreement for each topic (100/120) - Provide number of new enrolments and hits on website - Provide details of new corporate sponsorship deals 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Written Report 5 Date Due: 6 Aug 2012</p>				<p>\$73,955</p>	<p>\$131,653</p>	<p>\$205,608</p>

	- Increased number of professional association endorsements	Provide details of new professional association endorsements			
Consultation	<ul style="list-style-type: none"> Project update since Report 5 	Project Consultation	N/A	N/A	
Final Written Report Date Due: 31 Mar 2013	<ul style="list-style-type: none"> Recruit new writers Attend marketing events Develop approximately 20 topics (120/120) or meet ongoing agreed implementation target Increased number of enrolments & hits on website Increased number of corporate sponsorships Increased number of professional association endorsements Final Report 	<ul style="list-style-type: none"> Details of new writers Details of marketing events/conferences attended Copy of writers agreement for each topic (120/120) Provide number of new enrolments and hits on website Provide details of new corporate sponsorship deals Provide details of new professional association endorsements Final Report delivered to DB/DE 	\$31,695	\$56,422	\$88,117
		Total Funding	\$881,700	\$882,000	\$1,763,700

Annexure B

(Paragraph 11)

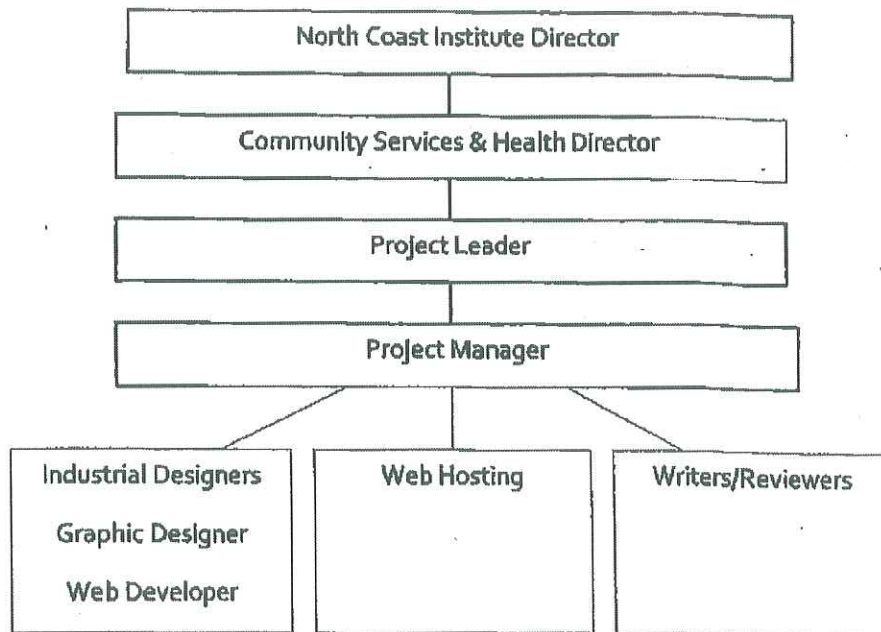
Management Structure

HEALNet – Online Professional Development for Health Professionals

TAFE NSW was constituted by the Technical and Further Education Commission Act 1990 as a statutory body corporate. The North Coast Institute is one of 10 institutes which are administrative units of the commission.

As a Registered Training Organisation in its own right, the North Coast Institute works both independently and cooperatively to deliver vocational and technical education and training related services to community and corporate clients locally, nationally and internationally.

TAFENSW – North Coast Institute as the participating authority will be solely responsible for managing the overall project.



Annexure C
(Paragraph 14)

Budget Expenditure

HEALNet – Online Professional Development for Health Professionals

	2009/2010	2010/2011	2011/2012	2012/2013
Digital Regions Initiative funding (excl GST)	\$132,773	\$371,977	\$271,300	\$105,650
Lead Applicant	TAFENSW – North Coast Institute			
Cash	\$46,000	\$80,000	\$93,000	\$53,000
Other Contributions	\$101,275	\$177,575	\$196,075	\$135,075
Subtotal	\$147,275	\$257,575	\$289,075	\$188,075

TOTAL OTHER CONTRIBUTIONS	\$101,275	\$177,575	\$196,075	\$135,075
TOTAL CASH	\$46,000	\$80,000	\$93,000	\$53,000
TOTAL PROJECT COST	\$280,048	\$629,552	\$560,375	\$293,725
OVERALL Digital Regions Initiative Funding	\$ 881,700			
OVERALL Other Contributions (Lead Applicant)	\$ 610,000			
OVERALL Other Contributions (Others)	\$ 0			
OVERALL Cash Contributions (Lead Applicant)	\$ 272,000			
OVERALL Cash Contributions (Others)	\$ 0			

OVERALL PROJECT VALUE	\$ 1,763,700
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Annexure D

(Sub paragraph 17.e, Paragraphs 20 & 21)

Major Purchasing Activity**HEALNet – Online Professional Development for Health Professionals**

The following major purchasing activity in regard to expenditure of \$10,000 or more provides details of what TAFENSW – North Coast Institute will purchase, install or enhance in order to meet the aims and objectives of the project.

Major Purchase Items

	Description
Year (2009-2010)	Full upgrade of LMS Moodle version 1.6 to 1.9.8.
Year (2010-2011)	Nil
Year (2011-2012)	Nil
Year (2012-2013)	Nil

Sub-Contracts

	Description
Year (2009-10)	Marketing Strategy Web Hosting Web Development
Year (2010-11)	Marketing Strategy Web Hosting Web Development
Year (2011-12)	Marketing Strategy Web Hosting Web Development
Year (2012-13)	Marketing Strategy Web Hosting Web Development

Annexure E

(Sub-paragraphs 17.f & 18.c)

Performance Indicators and Baseline Data Measures

HEALNet – Online Professional Development for Health Professionals

Agreed performance indicators in accordance with the Digital Initiatives Guidelines are:

Performance Indicator	Measure
<p>Performance Indicator 1</p> <p>The extent to which regional, rural and remote communities are positively impacted by Digital Regions Initiative</p>	<p>(PI 1.1) Physical location and classification of communities nationally that <u>will benefit</u> from funded projects as identified in the project proposal</p> <p>(PI 1.2) Physical location and classification of communities that <u>have benefited</u> from the funded project as measured by numbers of enrolments from the ABS Australian Standard Geographical Classification (ASGC) 1, 2, 3 & 4</p> <p>(PI 1.4) Description of benefits and impacts on communities in relation to those described in the original proposal – presented as a brief case study in project progress reports and/or at the project end.</p>
<p>Performance Indicator 2</p> <p>Improvements in the delivery of health, education and/or emergency services enabled by digital technologies supported by Digital Regions Initiative projects</p>	<p>(PI 2.1) Description of service delivery benefits by sector at the project end.</p> <p>(PI 2.2) Growth of new or improved services/applications as presented in project progress reports and/or at the project end as measured by:</p> <ul style="list-style-type: none"> ▪ Number of ambulance officers around Australia enrolled in topics ▪ Number of HEALNet enrolments from critical care health professionals around Australia ▪ Number of HEALNet webpage accesses <p>(PI 2.3) Impact of new or improved applications and service delivery outcomes presented in project progress reports and/or at the project end as measured by:</p> <ul style="list-style-type: none"> ▪ Number of paid enrolments by type of health profession and variety of discipline

<p>Performance Indicator 3</p> <p>Extent to which Australian Government investment is leveraged by Digital Regions Initiative projects</p>	<p>PI 3.3) The number location and type of additional activities/applications that have occurred through the project beyond the scope of the Implementation plan as measured at the project end.</p> <p>(PI 3.4) The level of additional investment and benefits that has occurred beyond the scope of implementation plans and as a result of funded projects over the life of the DRI program as measured by:</p> <ul style="list-style-type: none"> ▪ The percentage of HEALNet funded by corporate sponsorship ▪ Number of linkages with Australian professional associations sponsoring the site ▪ Number of and details of topics developed with other Digital Regions Initiative Projects <p>(PI 3.5) Description of additional benefits achieved by the project through opportunities created by the NBN as measured by the number and type of users interacting HEALNet Online Professional Development Suite using broadband and mobile services at project end.</p> <p>(PI 3.6) Description of how the longer term sustainability of the project will be assured at the project end.</p>
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Baseline data measure	Measurement as at project commencement
<p>(PI 1.1) Physical location and classification of communities that will benefit from this project as identified in project proposal</p> <p>(PI 2.2) Growth of new or improved services/applications as measured by:</p> <ul style="list-style-type: none"> ▪ The number of registered users: <ul style="list-style-type: none"> NSW 79.75 % QLD 6 % WA 3 % SA 1 % TAS 2 % ACT 0 % NT 0.25 % VIC 7.25 % Overseas 0.75 % ▪ The number of enrolments by health profession/discipline: <ul style="list-style-type: none"> Nurse enrolments 96 % Ambulance Officer (AO) enrolments 2.4% (equates to 0.12 % of OA population) Other enrolments 1.6 % ASGC enrolments Unavailable with current data <p>(PI 2.3) Impact of new or improved applications and service delivery outcomes as measured by the number of new topics:</p>	<p>All Health professionals Australia wide</p> <p>Current baseline is 1069 registered users:</p> <p>Current baseline is 28 topics available</p>