**Establishment Plan Template**

*(Example only). INSTRUCTIONS: Please complete in the format provided and submit via email to* *commissioning@gcphn.com.au*

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| **New Service Establishment Plan**  |
| This template is to be used to deliver an Establishment Plan as outlined in Section 7.1 of the Service Schedule

|  |  |
| --- | --- |
| **Service Schedule number** | Insert here |
| **Service Schedule Title** | Insert here |

The Plan builds on Your model of service (Attachment 1 of this Schedule) and allows Your organisation to provide more detailed and contextual information on how Your model of service will be implemented. It can be used for discussion and negotiation with GCPHN within the bounds of this Agreement Service Schedule.Please use this template to complete the Establishment Plan representing Your service delivery across each funded target group and relevant service location. |
| **Period of Establishment Plan**

|  |  |
| --- | --- |
| **Establishment Date** | Insert here  |
| **Schedule Start Date** | Insert here |

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| **Location of New Service Locations**(Refer to Service Schedule Geographic Catchment Area and Operating Hours)Insert here |
| **Implementation Key Milestones/Deliverables and Indicative Timelines and Timelines**

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| --- | --- | --- |
| **Key Milestones / Deliverables – Project Governance, facility set up, staff recruitment** | **Indicative Timelines**  | **Responsible**  |
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| **Staffing Profile and Establishment** Organisation to provide details of recruitment and onboarding of new staff. Can include training and development.

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| **Position**  | **FTE** | **Discipline**  | **Location**  | **Recruitment Status (Vacant or Filled)** | **Projected Commencement Date**  |
| **Position Funded by GCPHN with Service Agreement**  |
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| **Contracted private Practitioners (MBS remunerated positions)** |
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| **Branding, Communication, Media and promotion** Needs to adhere requirements as specified in GCPHN Branding, communication, media and promotion as per Service Schedule : Special Conditions 9.1[Branding , communication, media and promotion guideline](https://www.healthygc.com.au/GCPHN/media/Site-Pages-Content/Opportunities%20and%20Tenders/Marketing-communication-media-and-promotion.pdf) |
| **Launch of New Service**All launches or significant events related to the Services are to be done in partnership with GCPHN with plan for the launch being submitted to the GCPHN which contains information such as at least 12 weeks prior to the event: [Branding , communication, media and promotion guideline](https://www.healthygc.com.au/GCPHN/media/Site-Pages-Content/Opportunities%20and%20Tenders/Marketing-communication-media-and-promotion.pdf) |
| **Any other information relevant to ongoing implementation of service delivery in the coming year** | *Insert here if any further relevant information to be provided* |

**DOCUMENT CONTROL**

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| **Managed By:**Director of Commissioning | **Approved By:**Executive Director, Commissioning (Programs) | **Version:**1.0 |
| **Date Approved:** 31/10/2024 | **Next Review Date:**31/10/2025 | **Status:**Final |

**REVISION RECORD**

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| --- | --- | --- |
| **Date**  | **Version**  | **Revision Description**  |
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