**NTRTN Council Minutes of Meeting – 27 September 2013**

**Date: 27 September, 2013**

**Time: 2.00pm – 4.00pm**

**Venue: Department of Health – 4th Floor Health House**

**In Attendance: Dr Brett Dale – Deputy Chair (NTGPE); Professor Dinesh Arya (DoH); Professor Sarah Strasser (Flinders NT); Dr Natasha Pavlin; Erin Lew Fatt (AMSANT); Renae Moore (Allied Health); Dr Robyn Aitken (Nursing); Rod Scarr (Alzheimer's Aust); Dr Rod Ormond (DoH); Pauline Mattschoss (DoH); George Beltchev (HWA); Norma Box (Secretariat)**

**Apologies: Professor Rose McEldowney – Chair (CDU); Dr Damien Mergard (Central Aust Remote Health); Karen Harris (CAHHS); Dr Sara Watson (TEHHS); Joslyn Vincent (DPH); Teresa Raines (BIITE); Fran Padgin (DoH); Vicki Woodrow (NTML);**

**Gusts: Dr Scott Davis (GNARTN); Michael Hall (ACPET); Trisha McGregor (DoH); Tania Beljutschenko (DoH);**

| ***Item*** | ***TOPIC*** | ***ITEMS FOR DISCUSSION*** | ***DISCUSSION AND CONCLUSIONS*** | ***ACTION/***  ***REFERRED TO*** | ***BRING UP /COMPLETE*** |
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| **1.** | **Minutes** | * For approval - Planning Session 16 August 2013 | Minutes accepted |  |  |
| **2.** | **Matters Arising** | * Approval of * TOR * Communication Plan * Committee meeting Calendar * Council Member Proxy | * TOR & Communication Plan accepted. * Meeting Calendar - Council members to: * review & confirm suitability of dates proposed for 2014 * nominate to host meetings in 2014 * Council members to advise and confirm proxies nominated. * It was noted that there are no representatives from Katherine and Tennant Creek. | Council members to:   * confirm 2014 meeting dates; * if possible nominate Katherine and Tennant Creek representatives; * review perspective stated on 2013 NTRTN Council Members and Proxy document and amend as appropriate |  |
| **3.** | **New business** |  |  |  |  |
|  | 1. **Presentation**  * Michael Hall - Australian Council of Private Education & Training (ACPET). * Scott Davis – Greater Northern Australia Regional Training Network (GNARTN) | * ACPET & GNARTN to provide an overview of their membership base; relevance to NTRTN and potential linkages of current projects to the NTRTN. | ACPET:   * 3 year contract with NT government to assist with the reforms occurring across the VET sector; * represents quality independent providers of education; * has over 1,100 members comprising institutes which offer a diverse range of vocational education, higher education, English language, foundation studies and primary/secondary school; * advocates and makes submissions on a range of policy issues to federal and state government.   GNARTN:   * partnership between QLD, WA and the NT to build and improve clinical education and training across the greater northern Australia; * adds value to work already being undertaken in jurisdictions. | Agreed that the NTRTN would become an associated member of ACPET.  Council members agreed:   * the NTRTN rep on the GNARTN would provide updates to the Council; * to send through ideas on project that can be taken back to the GNARTN to influence the workplan for the period 2014-ASAP. |  |
|  | 1. **NTRTN Business Plan** | * Strategic priorities | Business Plan tabled and briefly discussed.  Council members to provide feedback. | Feedback required by 8 October 2013. |  |
|  | 1. **HWA SLE Project Advisory Group** | * NT representative | SLE Project Advisory Group TOR tabled and Council members are to seek a nominee. | Nominations by Friday 4 October 2013. |  |
| **4.** | **Standing Items** |  |  |  |  |
|  | 1. **SLE** | Verbal update – Project Lead | Council members advised that:   * Business Plan being finalised; * funding not enough to train in the remote regions. |  |  |
|  | 1. **CSSP** | Report tabled – discussion by exception | Report noted. |  |  |
|  | 1. **Clinical Placement Data System** | Verbal update – Project Lead | Report tabled. |  |  |
|  | 1. **Innovation Fund** | Verbal update | * 20 proposals submitted from a range of health professions * 9 proposals shortlisted for further consideration by HWA * Agreed that a short synopsis of shortlisted proposals to be placed on the NTRTN website. | Secretariat to complete synopsis of shortlisted LIF proposals and place on website. |  |
|  | 1. **Council Member Updates/Information sharing/updates** | Report tabled – discussion by exception | Report noted. |  |  |
| **5.** | **Other business** | Nil |  |  |  |
| **6.** | **Correspondence In / Out** |  |  |  |  |
|  | 1. HWA inviting to participate in a poster exhibition as part of HWA’s 2013 conference, | Discuss submitting an NTRTN abstract for HWA 2013 Conference - *Skilled and flexible – the health workforce for Australia’s future*. | HWA seeking abstract submission for their Innovative Workforce Poster Exhibition to be showcased at their 2013 conference. | Council members to advise if the NTRTN will submit an abstract. |  |
| **7** | **Next Meeting** |  |  |  |  |
|  | 1. **Date and time** | 8 November 2013 – 2pm to 4pm |  |  |  |
|  | 1. **Host / Location** | AMSANT - MOONTA HOUSE 43 Mitchell Street Darwin. |  |  |  |