



# **Hume Whittlesea Primary Care Partnership (HWPCP)**

## **Governance and Membership Arrangements 2018-2020**

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# 1. Hume Whittlesea Primary Care Partnership Introduction

## Overview

The Hume Whittlesea Primary Care Partnership (HWPCP) is an established network of health, local government and community services that improve the health and wellbeing of all Hume and Whittlesea residents by working together to find smarter ways to deliver health services and health promoting activities. The HWPCP is one of 28 statewide PCPs<sup>1</sup>, connecting over 800 organisations to strengthen collaboration, integration and planning. We are a transformation platform across the Outer Northern Melbourne health and community services system, addressing challenges such as disparities and inequalities in health and wellbeing outcomes.

## Partnership Framework and Principles

All stakeholders of the HWPCP agree to act in good faith at all times in seeking to uphold shared partnership principles and subscribe to the partnership framework as outlined in the Vic Health *Partnership Analysis Tool*<sup>2</sup> and Victorian Healthcare Association *Population Health Planning Framework*<sup>3</sup>

These principles include;

- Partnerships add value
- Partnerships are equal
- Partnerships are committed to ensuring better access to services for the community
- Partnerships actively uphold a culture of learning, innovation and evidence in order to guide improved service development delivery

# 2. Hume Whittlesea Primary Care Partnership Governance Arrangements

## Responsibilities

The overall operations of the HWPCP will be managed in accordance with the following interlocking membership - governance arrangements:

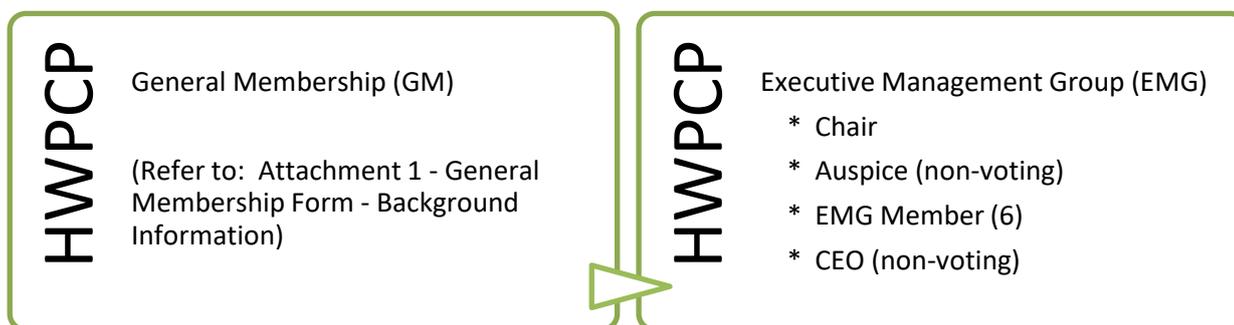


Figure 1 - HWPCP Governance Structure

<sup>1</sup> Vic PCP website link: <http://vicpcp.org/about-us/>

<sup>2</sup> Vic Health Partnership Analysis Tool link: <https://www.vichealth.vic.gov.au/search/the-partnerships-analysis-tool>

<sup>3</sup> Victorian Healthcare Association Population Health Planning Framework link: <http://www.populationhealth.org.au/index.php/the-vha-framework/planning-framework-diagram>

### 3. EMG – General Membership. Role of General Member Events

In support of strengthening accountable communication and planning between HWPCP EMG and the HWPCP GM, the EMG will from time to time set formal membership meetings and events. All HWPCP General Members attending an approved HWPCP all member event will be invited to provide strategic direction and performance feedback regarding the work of the HWPCP and the EMG.

In particular, all approved events will provide the following opportunities to:

- (a) Set overall directions through the development of the HWPCP Strategic Plan<sup>4</sup>
- (b) Undertake and/or facilitate policy work as required, to implement the HWPCP Strategic Plan
- (c) Be a formal forum for all members communicating on all matters relating to the HWPCP thereby ensuring its organisational purpose is upheld
- (d) Ensure inclusive consultation and participation practices are implemented to achieve the desired objectives
- (e) In partnership with the EMG, ensure portfolio responsibilities as per HWPCP sub-committees achieve their stated strategic and operational plans
- (f) Work with the Victorian Department of Health and Human Services (DHHS) to achieve the desired objectives of the Victorian Primary Care Partnership Program
- (g) In partnership with the EMG to recruit and support the Chief Executive Officer

### 4. Executive Management Group

The function of the Executive Management Group (EMG) is to assume operational responsibility for the measurable performance of the HWPCP in line with all applicable financial and governance requirements.

In particular, the EMG will:

- (a) Formally specify all risk mitigation controls for HWPCP operations thereby ensuring accountability for success and safety
- (b) Advise on and approve/decline HWPCP operational activities and purchases including but not limited to financial, corporate, HR/IR planning and management, all reporting as required by the HWPCP Auspice, General Members events and funding bodies
- (c) In partnership with the GM, ensure portfolio responsibilities and committees achieve strategic and operational plans
- (d) In partnership with the GM, recruit and support the Chief Executive Officer and undertake all relevant HR/ IR performance tasks

### 5. Composition

- (a) The **HWPCP General Membership (GM)** to include (but not limited to) the following services:
  - Aboriginal & Torres Strait Islander
  - Aged Care Assessment
  - Child & Family Social Support
  - Community Health
  - Disability
  - District Nursing

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<sup>4</sup> Hume Whittlesea PCP Strategic Plan <http://www.hwpcp.org.au/about-us/strategic-plan/>

- Drug Treatment
- Education
- Employment and Training
- Ethno-specific
- Hospital or Health
- Housing
- Information and Technology
- Infrastructure and Planning
- Local Government
- Mental Health
- Sexual Assault
- Women's Health
- Other

(b) As noted in *Figure (1)*, the **HWPCP EMG** will consist of:

1. Seven voting member organisations each of whom will have approved General Membership to the HWPCP, and have signed the current HWPCP General Membership Form
2. One representation from the current Auspice Organisation (non-voting member)
3. The HWPCP PCP CEO (non-voting member)
4. From time to time, the EMG may seek to include additional time limited representatives

## 6. Nominated Member Representatives

(a) It will be the responsibility of all endorsed member representatives to notify the HWPCP EMG Chair and CEO if they resign, become bankrupt or become a person whose property is liable to be dealt with in any way under the Acts relating to mental health or being a corporation becoming insolvent, dissolved or otherwise ceasing to exist, is found guilty of professional misconduct or has had their membership of any professional association terminated

(b) **HWPCP General Membership**

1. HWPCP GM nominations must be made in writing using the required General Membership Form (*Appendix 1,*) by the stated date, signed by the applicant and be endorsed by the HWPCP EMG
2. General Membership will be ongoing and will be reviewed from time to time

(c) **HWPCP Executive Management Group**

1. Member nominations to the HWPCP EMG must be made in writing using the required Nomination Form (*Appendix 2*) by the stated date, signed by the applicant and where the number of nominations exceed the number of EMG vacancies, the HWPCP will undertake with the GM a majority vote election
2. Each member of the EMG will hold office for two (2) years and will be eligible for re-nomination for the following term
3. Chair person will hold office for two (2) years and will be eligible for renomination for a further 2 year term

## 7. Appointment of Executive Management Chair

- (a) Where there are more than one nomination for the EMG Chair, the HWPCP will undertake with the GM a majority vote election
- (b) Elections for this position will occur for the same time period of the HWPCP Strategic Plan and will be held within six (6) months of the adoption of the new HWPCP Service Agreement from the Victorian DHHS or otherwise by agreement

- (c) Nominations of candidates for election of EMG Chair, must be delivered (via mail or electronic transmission) to the HWPCP not less than fourteen (14) days before the nominated closing date.

## 8. Vacancies

- (a) In the event of a vacancy occurring in the EMG, the EMG members may elect to fill that vacancy with a suitable representative from the general membership, who will hold that position until the next election
- (b) The position of a HWPCP GM becomes vacant if:
  - 1. the specific individual representative ceases to be an employee of the HWPCP member organisation; or
  - 2. the HWPCP member organisation elects to resign their membership by notice in writing given to the HWPCP (via mail or electronic transmission); or
  - 3. The EMG by resolution of the majority of all EMG members, has requested a Partner to remove that representative and appoint an alternative

## 9. Governance Portfolios

General Members may hold the following portfolio positions:

- (a) Executive Management Group Chairperson (may not hold another portfolio)
- (b) Executive Management Group Representative
- (c) Legal Auspice (will not be the EMG Chairperson)

## 10. Executive Management Group Meetings

- (a) The EMG will meet at least six (6) times in each calendar year at such place and at such times as the EMG may determine
- (b) Extraordinary meetings of the EMG may be convened by the Chairperson or by majority vote of the GM

## 11. Notice of Executive Management Group

Written notice (via electronic transmission) of each ordinary EMG must be given to each EMG member at least twenty (20) business days before the date of the Meeting. The transmission of an electronic meeting invitation constitutes written notice.

- (a) The distribution of the agenda and its associated papers must be provided via electronic transmission to each EMG member at least five (5) business days before the date of any ordinary Meeting
- (b) If the Chairperson or any two (2) EMG members wish to hold an extraordinary Meeting, they may do this by advising the HWPCP CEO to arrange the meeting specifying the general nature of the business to be conducted. A written agenda and a meeting invitation must be given to all EMG members electronically of the extraordinary Meeting at least two (2) days beforehand. No other business may be conducted at such a Meeting other than that specified in the notice

## 12. Quorum for Executive Management Group Meetings

- (a) If NO vacancies exist on the EMG - then fifty percent of voting members, plus one other voting member of the EMG constitutes a quorum for the conduct of the business of a Meeting of the EMG
- (b) If vacancies exist on the EMG - then the quorum shall be 50% plus one other voting member of the EMG and, in the event of an equality of votes on any question, the Chairperson or their duly nominated and endorsed representative, may exercise a second or casting vote
- (c) No business may be conducted unless a quorum is present. If within half an hour of the time appointed for the ordinary Meeting, a quorum is not present a non-decision making Meeting may proceed with a record of discussion submitted for ratification at the next EMG Meeting
- (d) In the case of an extraordinary Meeting, the Meeting will lapse
- (e) In any other case, a non-decision making Meeting may proceed with a record of discussion submitted for ratification at the next EMG Meeting

## 13. Presiding at Executive Management Group Meetings

At meetings of the EMG - the Chair or, in the Chair's absence for a single Meeting, the EMG members present must choose an EMG member to preside at that Meeting only.

## 14. Voting at General Member Events & Executive Management Group Meetings

- (a) The HWPCP EMG and where approved HWPCP all member event, are committed to working within a decision-making model that promotes full and fair discussion based on adequate information and encourages full participation and ownership of decisions
- (b) The aim of the EMG and HWPCP all member event is to reach resolutions by consensus
- (c) In the case of an EMG Meeting or a HWPCP all member event - when consensus cannot be reached, the resolution will be determined on a show of hands or, if a General Member or EMG Member requests, by a poll taken in such manner as the Chairperson or their duly nominated and endorsed representative, may exercise a second or casting vote
- (d) In the case of an EMG Meeting or a HWPCP all member event - all decisions must be agreed by 50% plus one General Member or EMG Member in attendance
- (e) Each General Member present at any endorsed HWPCP meeting is entitled to one vote and, in the event of an equality of votes on any question, the Chairperson or their duly nominated and endorsed representative, may exercise a second or casting vote

## 15. Conflict of Interest General Member Events & Executive Management Group Meetings

- (a) Any decision on funding allocations to Partners will be managed transparently to ensure no unfair advantage is given to any one Partner.
- (b) General Members and staff of the HWPCP will act in the public interest and not in any manner which would provide an unfair advantage to themselves, or other persons known to them such as close friends, relatives or business acquaintances. This particularly applies when HWPCP representatives are involved in such areas as allocating consultancies, letting of contracts or purchasing goods and services
- (c) General Members must disclose in writing, any pecuniary or other interests they hold which could lead to potential or actual conflict between private activities and official duties in the work of the HWPCP

- (d) All General Members accept where there is seen to be a potential conflict of interest, then the matter will be resolved in the favour of public interest rather than in the interests of the individual involved
- (e) At all HWPCP endorsed meetings, disclosure of any pecuniary interests of a Partner or General Member in any agenda item will be recorded. In line with accepted current governance standards and practices – the Chairperson will adjudicate as to the requirement for the General Member to absent himself or herself from the discussion and any subsequent decision related to that item

## **16. Minutes of General Member Events & Executive Management Group Meetings**

Minutes must be kept of the resolutions and proceedings of each Event and Meeting, together with a record of the names of General Members present at the meetings.

## **17. Financial Management**

### **a) Auspice**

1. The role of Auspice will be determined by the EMG and can only be filled by a suitably qualified and incorporated HWPCP General Member organisation. The obligations of the Auspice are listed in Schedule 1, Item 1 Number vii
2. The EMG will call for Expressions of Interest from current HWPCP General Members for the Portfolio of Auspice every three (3) years. Interested Auspice nominees must respond to each of the Auspice obligations as outlined in Schedule 1, Item 1, Number vii

### **b) Funds**

1. The funds of the HWPCP will be derived from the Victorian DHHS Funding Agreement(s) and other sources as the EMG determines
2. The annual budget of the HWPCP will be developed in accordance with Schedule 1, Item 2

## Schedule 1

### Item 1 Portfolio Functions

#### i. HWPCP Portfolios

The current list of HWPCP Portfolios includes:

- a) HWPCP EMG Chairperson Portfolio
- b) EMG Portfolio
- c) Auspice Portfolio
- d) Prevention Portfolio
- e) eHealth and Integrated Systems Portfolio
- f) Growth and System Reform

#### ii. Obligations of Portfolios

Each Portfolio will:

- a) Undertake work in accordance with the HWPCP Strategic Plan and any other operational or annual plans developed
- b) Address the priorities outlined in their respective Terms of Reference and or other relevant Governance documentation
- c) Prepare an annual work plan for achieving strategies outlined in the Strategic Plan and Terms of Reference
- d) Make recommendations and report regularly to the GM and EMG
- e) Will have a Chair appointed from the participating organisations. The Chair will support appropriate linkages between other HWPCP Portfolios and facilitate effective feedback

#### iii. Obligations of Portfolio Participants

There are clear expectations of individual Portfolio participants including the possession of demonstrated key skills and competencies. Being a Portfolio stakeholder is only one of many expected contributions of Partner organisations.

Agreed criteria for Portfolio participants include:

- (a) Capacity to undertake the role
- (b) Skills in the area of the Portfolio
- (c) Opportunity to align organisational goals with the Portfolio
- (d) Willingness to work with the HWPCP GM, EMG and HWPCP Chief Executive Officer to further the quality of the Portfolio held

The HWPCP may consider, create and withdraw Portfolio responsibilities at any time. From time to time, a review of the designated portfolio participants' performance in line with selection criteria and strategic focus considerations shall occur.

Non-Portfolio General Members are encouraged where possible to assist and share Portfolio responsibilities.

#### **iv. Obligations of HWPCP General Member Events and Executive Management Group Chairperson**

- (a) Work collaboratively with the HWPCP Chief Executive Officer to coordinate nominated HWPCP events and EMG meeting agendas items, minutes and other HWPCP business
- (b) Chair HWPCP EMG meetings and nominated HWPCP events
- (c) Participate in the Victorian Primary Care Partnership Chairs Network group meetings
- (d) Support the strategic focus of the HWPCP
- (f) Represent the HWPCP externally and be the point of contact for the Victorian DHHS, media and other external bodies
- (g) Assist in dispute resolution and negotiations with and between members
- (h) If, and when necessary, exercise the casting vote
- (i) Supervise the HWPCP Chief Executive Officer and undertake annual performance reviews of the Chief Executive Officer in accordance with Auspice HR/IR guidelines
- (j) Support implementation of the Partnership Agreement.

#### **v. Obligations of HWPCP Executive Management Group**

- (a) Meet every 8 weeks (and/or via other approved means, including but not limited to electronic circulated resolutions) to advise on and approve/decline HWPCP operational activities and purchases including but not limited to financial, corporate, HR/IR planning and management, other reporting as required by the HWPCP Auspice, GM and funding bodies
- (b) Formally specify all risk mitigation controls for HWPCP operations thereby ensuring accountability for success and safety
- (c) In partnership with the GM, ensure portfolio responsibilities and committees achieve strategic and operational plans
- (d) In partnership with the GM, recruit and support the Chief Executive Officer and undertake all relevant HR/ IR performance tasks
- (e) Receive reports from the HWPCP Chief Executive Officer on variations to the budget and clarify these as required
- (f) Development of the annual HWPCP Budget in consultation with GM and presentation for endorsement to the EMG

#### **vi. Obligations of Auspice including Employer responsibilities**

- (a) Meet all requirements as listed in the signed current *HWPCP – Auspice Agreement*
- (b) Manage HWPCP funds in an effective and transparent manner and comply with all relevant financial control and management standards
- (c) Ensure correct accounts and record keeping of transactions showing the financial affairs with full details of all receipts and expenditure connected with the activities of the HWPCP are completed
- (d) Identify all unspent funds in each financial year and carry these funds forward to the following financial year

- (e) Hold leave balances, including funds to provide for Long Service Leave of staff to enable the transfer of this should the portfolio holder be changed by the EMG
- (f) Hold funds for leave accruals to enable the transfer of this should the portfolio holder be changed by the EMG
- (g) Accrue interest payments raised through HWPCP funds and allocate to HWPCP budget annually
- (h) Implement a valid and agreed Instrument of Delegation for the HWPCP Chief Executive Officer providing authority to approve operational transactions
- (i) Provide regular high level financial advice to the HWPCP EMG
- (j) Provide regular high level financial advice and binding budgetary guidance to the HWPCP Chief Executive Officer
- (k) Facilitate the preparation of an annual audit of HWPCP funds
- (l) Hold a copy of a separate HWPCP assets register and administer insurance for such
- (m) Sign a valid and agreed Service Agreement with the EMG specifying clearly the cost to the Consortium of all annual Auspice fees and charges
- (n) Nominate a senior finance representative to the HWPCP EMG to provide information and respond to any issues raised by the GM and funding bodies
- (o) Employ HWPCP Chief Executive Officer and staff and ensure all responsibilities of an employer are met for these staff under legislation
- (p) Provision of salary packaging for HWPCP Staff
- (q) Provision of office accommodation to enable all HWPCP functions that is good financial value and minimises staff travel time
- (r) Provision of Award and other expert Human Resources Management advice to the HWPCP Chief Executive Officer
- (s) Undertakes recruitment administration for HWPCP staffing in consultation with the HWPCP Chief Executive Officer
- (t) Undertakes recruitment administration for HWPCP Executive Officer in consultation with the EMG Chairperson

## Item 2 Budget Development Process

- (a) The EMG will meet to agree on all core financial and strategic programme information on which the HWPCP budget will be developed
- (b) All ongoing financial commitments will be discussed to identify whether any variations or alternatives could be sought to reduce costs
- (c) The “carry-over” funds from the current financial year will be discussed, clarified and expenditure recommendation developed
- (d) The balance of HWPCP funds will then be considered for allocation in accordance with HWPCP deliverables and requirements of the Strategic Plan
- (e) The draft budget will be developed by the HWPCP Chief Executive Officer and considered by the EMG prior to end of financial year
- (f) The final draft budget will be distributed to the HWPCP Auspice, EMG and funding bodies prior to the end of the financial year for further consideration and final approval.

## Appendix 1 - HWPCP General Membership Form



### Hume Whittlesea PCP General Membership Form

Name of Organisation:

Postal Address:

Location of Office:

Type: Organisation

Service Description(s) - if your website contains service details please provide link or attach information

For additional background information please refer to details as outlined in *Attachment 1 HWPCP General Membership Form - Background Information*

#### Section 1: General Membership

The following persons are authorised to represent this organisation as part of the Hume Whittlesea Primary Care Partnership

##### Nominated Representative:

Contact Name:

Position:

Telephone:

Email:

##### Substitute Representative (Proxy):

Contact Name:

Position:

Telephone:

Email:

### Section 3: HWPCP Portfolio Participation

In accordance with the Victorian DHHS PCP Program Logic Guidelines and HWPCP Strategic Plan, the HWPCP Portfolio's are as follows.

Please identify which areas your organisation will be interested to participate in:

<input type="checkbox"/> Prevention	Contact Person:	<input type="text"/>
	Email:	<input type="text"/>
<input type="checkbox"/> eHealth and Integrated Systems	Contact Person:	<input type="text"/>
	Email:	<input type="text"/>
<input type="checkbox"/> Growth and System Reform	Contact Person:	<input type="text"/>
	Email:	<input type="text"/>

In addition to the above portfolios – please indicate below other areas of interest e.g. *infrastructure development*, that your organisation has identified as being relevant to the work of the HWPCP

<input type="text" value="Interest/s..."/>	Contact Person:	<input type="text"/>
	Email:	<input type="text"/>

### Section 5: Participation

I have read the *General Membership – Conduct and Responsibilities Statement* and agree to uphold all the requirements as outlined. I agree that my organisation has officially endorsed this membership application and we are fully committed to upholding our membership responsibilities.

Chief Executive Officer:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

This original Form should be forwarded to:

**Chief Executive Officer  
Hume Whittlesea Primary Care Partnership  
C/- DPV Health  
187 Cooper Street  
Epping 3076**

# Hume Whittlesea PCP General Membership Form

## 1. Hume Whittlesea Primary Care Partnership Introduction

### Overview

The Hume Whittlesea Primary Care Partnership (HWPCP) is an established network of health, local government and community services that improve the health and wellbeing of all Hume and Whittlesea residents by working together to find smarter ways to deliver health services and health promoting activities. The HWPCP is one of 28 statewide PCPs<sup>5</sup>, connecting over 800 organisations to strengthen collaboration, integration and planning. We are a transformation platform across the Outer Northern Melbourne health and community services system, addressing challenges such as disparities and inequalities in health and wellbeing outcomes.

### Partnership Framework and Principles

All stakeholders of the HWPCP agree to act in good faith at all times in seeking to uphold shared partnership principles and subscribe to the partnership framework as outlined in the Vic Health *Partnership Analysis Tool*<sup>6</sup> and Victorian Healthcare Association *Population Health Planning Framework*<sup>7</sup>

These principles include;

- *Partnerships add value*
- *Partnerships are equal*
- *Partnerships are committed to ensuring better access to services for the community*
- *Partnerships actively uphold a culture of learning, innovation and evidence in order to guide improved service development delivery*

## 2. General Membership - Conduct and Responsibilities Statement

### Role Description

Organisations and people applying for selection as General Members of the organisation are expected to have a demonstrated commitment to health and wellbeing issues and the philosophy and values of the Partnership.

### Responsibilities and Role of General Membership

The primary responsibility of the GM will be guided by the overarching Partnership values and will be respectful of diversity and the views of others. The role of the membership will specifically comprise;

- (a) Set overall directions for the HWPCP via the development and implementation of the current HWPCP Strategic Plan
- (b) Be part of a formal stakeholder group, communicating on all matters relating to the HWPCP
- (c) Ensure inclusive consultation and participation practices are upheld
- (d) Support the work of the HWPCP EMG and sub-committees

<sup>5</sup> Vic PCP website link: <http://vicpcp.org/about-us/>

<sup>6</sup> Vic Health Partnership Analysis Tool link: <https://www.vichealth.vic.gov.au/search/the-partnerships-analysis-tool>

<sup>7</sup> Victorian Healthcare Association Population Health Planning Framework link: <http://www.populationhealth.org.au/index.php/the-vha-framework/planning-framework-diagram>

- (e) Work with the Victorian DHHS to achieve the desired objectives of the Victorian Primary Care Partnership Program
- (f) Provide feedback about Partnership services
- (g) Contribute to increased community participation in HWPCP activities
- (h) Participate in accordance with the terms and conditions as outlined in the *HWPCP Governance Arrangements*.

### 3. General Membership – Service Type and Membership Benefits

Eligibility for General Membership to HWPCP will be as follows:

- (a) Member agencies to be a core organisation as specified in the Victorian Department of Health and Human Services (DHHS) guidelines<sup>8</sup>.

HWPCP GM representation to include (but not limited to) the following:

- Aboriginal & Torres Strait Islander
- Aged Care Assessment
- Child & Family Social Support
- Community Health
- Disability
- District Nursing
- Drug Treatment
- Education
- Employment and Training
- Ethno-specific
- Hospital or Health
- Housing
- Information and Technology
- Infrastructure and Planning
- Local Government
- Mental Health
- Sexual Assault
- Women's Health
- Other

- (b) Have a primary service responsibility to design and deliver primary care services in the local government areas of Hume and Whittlesea
- (c) Act in accordance with those responsibilities as specified in the above-mentioned *General Membership - Conduct and Responsibility Statement*
- (d) Will be required to specify an authorised signatory and in-kind commitment to one or more of the following portfolio areas –
  - Prevention
  - eHealth and Integrated Systems
  - Growth and System Reform and
  - other identified areas of interest
- (e) General Membership benefits include –
  - Participation in the business of the HWPCP; nominate for election to the **HWPCP Executive Management Group (EMG) – General EMG Member or EMG Chair**
  - Automatic subscription to the weekly HWPCP e-newsletter *The Grapevine* including free promotion of services, events and employment vacancies and up to date policy, program and funding information on a range of health and community service areas

<sup>8</sup> [http://www.health.vic.gov.au/pcps/downloads/primary\\_care\\_partnership\\_gov\\_req.pdf](http://www.health.vic.gov.au/pcps/downloads/primary_care_partnership_gov_req.pdf)



**Hume Whittlesea PCP EXECUTIVE MANAGEMENT GROUP  
REPRESENTATIVE  
Nomination Form**

**Person Nominated:**

Name:

Position:

Partner Organisation:

**Secoded by:**

Name:

Position:

Partner Organisation:

Signature:

Date:

**Nominee Acceptance:**

Name:

Position:

Partner Organisation:

Signature:

Date:

**Statement of Competency** *(Please attach additional information as required)*

The HWPCP is committed to ensuring that all executive groups comprise of members who possess a demonstrated set of expertise in their given area. To this end all positions are skilled based appointments.

Please summarise your skills as per the following criteria:

- Strategic planning
- Governance knowledge
- Financial
- Inclusivity and respect for peers
- Leadership
- Effective communication

Nominations to be CONFIDENTIALLY forwarded to:  
**Hume Whittlesea PCP, C/- DPV Health, 187 Cooper St, Epping Vic 3076**



**Hume Whittlesea PCP  
Executive Management Group CHAIRPERSON  
Nomination Form**

**Person Nominated:**

Name:

Position:

Partner Organisation:

**Secoded by:**

Name:

Position:

Partner Organisation:

Signature:

Date:

**Nominee Acceptance:**

Name:

Position:

Partner Organisation:

Signature:

Date:

**Statement of Competency** *(Please attach additional information as required)*

The HWPCP is committed to ensuring that all executive groups comprise of members who possess a demonstrated set of expertise in their given area. To this end all positions are skilled based appointments.

Please summarise your skills as per the following criteria:

- Strategic Planning
- Governance knowledge
- Financial
- Inclusivity and respect for peers
- Team performance
- Effective communication

Nominations to be CONFIDENTIALLY forwarded to:  
**Hume Whittlesea PCP, C/- DPV Health, 187 Cooper St, Epping Vic 3076**