

Hume Whittlesea PCP General Membership Form

Name of Organisation:

Postal Address:

Suburb	Postcode
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Location of Office:

Street	Postcode
Suburb	Postcode

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 Portfolios 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 state-wide PCPs¹, 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*² and Victorian Healthcare Association *Population Health Planning Framework*³

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

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

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

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

- (d) Support the work of the HWPCP EMG and sub-committees
- (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) guidelines⁴.

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

⁴ 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:

Seconded 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:

Seconded 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