



EGPCP
Partnership Information
2019

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East Gippsland Primary Care Partnership

Objectives

The East Gippsland Primary Care Partnership (EGPCP) is a voluntary partnership of health and community organisations working together towards achieving better health outcomes for the community across the East Gippsland local government area.

The Partnership is about the sharing of resources, trust, risks and decision making, cooperation towards shared and/or compatible objectives and negotiation of shared goals towards interests in a shared future.

Deliverables

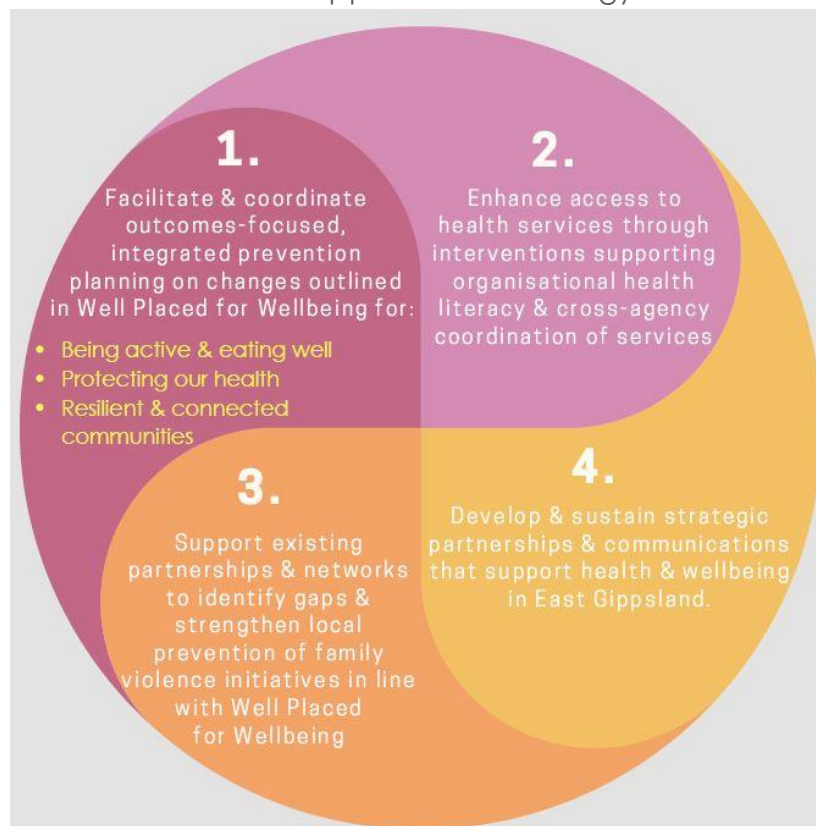
Responsible for [mandatory reporting](#) to the Department Health and Human Services.

EGPCP Strategic Plan 2018-2021

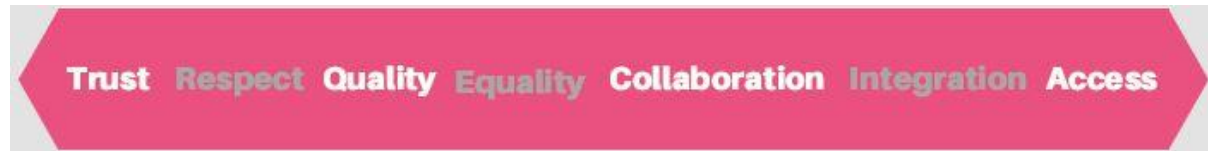
The four strategic priority areas from the EGPCP 2018-2021 Strategic Plan are:

- Priority 1: **Prevention**
- Priority 2: **System Integration**
- Priority 3: **Family Violence**
- Priority 4: **Strategic Engagement & Partnerships**

The aims of the East Gippsland PCP strategy are to:



The East Gippsland PCP values:



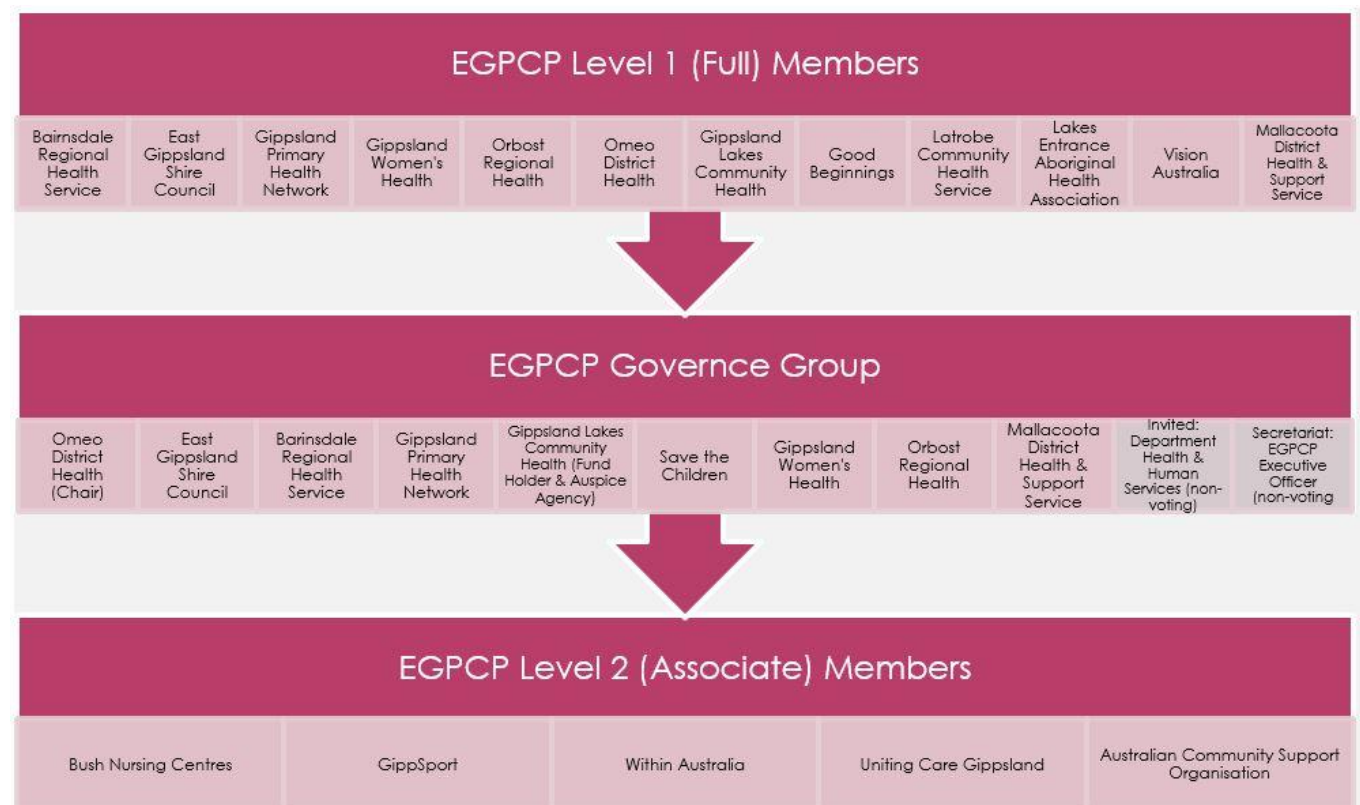
The East Gippsland PCP underlying principles:



The 2018-2021 Strategic Plan can be found at the EGPCP website www.eastgippslandpcp.org or by contacting the Executive Officer.

The Strategic Plan supports the implementation of the East Gippsland Health and Wellbeing Plan, *Well Placed for Wellbeing* (refer appendices).

Membership Composition



Membership Mandate by the Department of Health and Human Services

Primary Care Partnerships are mandated by the Victorian Department of Health and Human Services to have a broad membership of partners (refer appendix PCP Governance Requirements) with representatives from a number of sectors represented on the Governance Group.

The membership of the PCP must comprise of:

One representative from each of the following service providers:

- Aged Care Assessment Service
- Community Health
- Hospital or Health Service
- Primary Health Network
- Local Government
- District Nursing Service or its equivalent in rural or regional Victoria

Two representatives from the following specialist service providers:

- Mental Health Service
- Drug Treatment Service
- Ethno-specific services
- Women's Health Service
- Sexual Assault Service

In regional and rural areas representatives can be multi-purpose services from the above criteria, with one service meeting multiple criteria. Primary Care Partnerships can also have members from additional sectors.

Level 1: Full member

Roles and responsibilities

- Are signatories to the Partnership Agreement
- Have representation at all partnership forums
- Participate in consultative, planning and reporting processes across all areas of PCP activity as relevant
- Have full voting rights
- Are eligible to apply to be a part of the EGPCP Governance Group
- Can reference the EGPCP in funding applications

Level 2: Associate member

Roles and responsibilities:

- Are signatories to the Partnership Agreement
- Have representation at a minimum of 2 out of 3 partnership forums
- Participate in consultative and planning processes in relation to the EGPCP Strategic Plan and other activities as relevant

Applications for new members:

- Any organisation or entity may apply in writing (refer appendix – Membership Application Form) to the Governance Group to become a member. Notification for application will be considered at the next Governance Group meeting.
- Applicants must be providing services within the EGPCP catchment of the East Gippsland Shire.
- The Governance Group will determine whether to approve or reject the application.

- Notification to the applicant on the outcome of their application should be provided by the Executive Officer as soon as practicable and update the register of members (refer appendix – Register of Members).
- A new member may exercise their rights as a member once they have signed the Partnership Agreement.

When a new membership application is approved by the Governance Group the organisation representative will undertake an induction process with the EGPCP Executive Officer (EO). This will include meeting to gain an overview of EGPCP activity, the PCPs role within the East Gippsland catchment and the Gippsland region and to discuss opportunities for the alignment and collaboration of priorities.

Removal of a member

The Governance Group may by resolution, with at least 50% plus one of filled level 1 members positions, vote in favour to remove a member of the partnership if they have failed to fulfil the roles and responsibilities outlined in this document. The Executive Officer will then record in the register of members (*refer appendix – Register of Members*).

Ceasing membership

A member of the EGPCP may leave the partnership by giving notice in writing to the Executive Officer. The member will cease to be a member when the written notice is tabled at the next Governance Group meeting. The Executive Officer will then record in the register of members (*refer appendix – Register of Members*).

Register of Members

The EGPCP Executive Officer must keep and maintain a register of members (*refer appendix – Register of Members*) which is to be available to all member agencies upon request containing:

- The name and address of each member organisation
- The name and contact details of the organisation's representative including the date on which each organisation name was entered in the register

Governance Group

The Governance Group will set the strategic agenda for the partnership and guide partnership activity in line with the relevant departmental requirements and the needs of the East Gippsland community. The Governance Group will also provide support to the Executive Officer on matters as required.

The key roles and responsibilities of the Governance Group include:

- Ensuring proper governance arrangements are developed and implemented including policies and procedures
- Ensuring the development of an effective partnership
- Monitoring the performance of the EGPCP and ensuring member agencies meet their commitments to the agreement
- Ensure agency communication strategies enable dissemination of PCP business
- Development of the Strategic Plan

- Support and promote the work of agency staff in implementing PCP strategies
- Ensuring conditions of Funding and Service Agreements with funding authorities are met
- Accountability of reporting including Annual Reporting to Department of Health and Human Services
- Sign the Service Agreement with the Department Health and Human Services
- Accountability for the resource management of:
 - Financial – yearly budget, grants, and funding
 - Selection criteria for funding allocation
 - Delegation and support for the Executive Officer

EGPCP Governance Group Composition

The Governance Group will consist of:

- Not less than eight (8) Department Health and Human Services (DHHS) mandated core Level 1 members
- Up to two (2) non-mandated members. If there are more than two nominations for non-mandated positions, a voting process (majority) is to be undertaken by mandated Governance Group members
- Department representative (i.e. DHHS – ex officio capacity/no voting rights)
- Auspice agency/fund holder representative
- EGPCP Executive Officer/Administrator (secretariat support - no voting rights)

Governance Group member representatives must be:

- A manager or CEO position and have knowledge and expertise in primary care at a strategic and senior management level
- Empowered by their organisations to contribute to the collective decision-making processes of the PCP
- An active member of the Partnership and contribute to EGPCP Strategic Plan implementation
- An organisation that is providing relevant services within the East Gippsland local government area
- Prepared to attend 4 out of the 6 bi-monthly meetings per annum

Term of Appointment

The term of appointment to the Governance Group will align with DHHS funding rounds. A review of the Governance Group membership will be undertaken by the EO and Governance Group at the last meeting of each year to ensure DHHS mandated requirements (refer to appendix PCP Governance Requirements) are being met.

New core members may be appointed to the Governance Group, as required, which will be up to the discretion of the Governance Group (majority).

A nomination process for non-mandated members is required if more than two agencies (which fall outside the DHHS mandated requirements) wish to participate on the Governance Group. If more than two nominations are received, a voting process (majority) is to be undertaken by mandated Governance Group members as needed.

Governance Group meetings

Governance Group meetings will be held six times each year with the current format being bi-monthly. Special meetings may be convened by the Chair.

Notice of Governance Group Meetings

The Executive Officer in consultation with the Chair will develop and distribute the agenda a minimum of 5 working days prior to the meeting via email (*refer appendix – EGPCP Governance Group Agenda, Finance Overview, Operational Updates*).

Written notice via email must be given to Governance Group members of any special meeting specifying the nature of the business.

Presiding at Governance Group Meetings

The Chairperson presides. If the Chairperson is absent, the Vice Chair will preside. If the Chair and Vice Chair are absent another member of the Governance Group will preside. Members will be asked to declare any conflict of interest within the agenda at the start of the meeting and if required will not partake in the identified element of the agenda.

Records of Governance Group meetings

Minutes of the proceedings, resolutions and attendees of each Governance Group meetings must be kept (*refer appendix – EGPCP Governance Group Minutes, Action Register*). These will be recorded and distributed by the Executive Officer within 7 days of the meeting via email.

Quorum

A quorum will consist of 50% +1 Governance members. If a quorum is not in attendance, the meeting cannot continue.

Invited Attendees

The Gippsland Department of Health and Human Services representatives participate in an "ex officio" capacity and do not form part of the quorum. Other non EGPCP Partnership members and relevant external people (visitors) may be invited to attend a meeting/s at the request of the Chair or on behalf of a committee to provide advice/ information. Associate members and external visitors do not have voting rights.

Removing a Governance Group Member

The Governance Group can, by resolution (majority), vote in favour of removal of a Governance Group member if:

- The member has failed to attend 4 out of the 6 bi-monthly, or 3 consecutive Governance Group meetings; or
- Does not fulfil the roles and responsibilities of being a Governance Group Member; or
- If a member resigns by notice in writing given to the Executive Officer.

The removed member would remain a Level 1 member, but not a member of the Governance Group.

The EGPCP values its members and the transparency of process. Prior to a vote to remove a member takes place the Chair will discuss the meeting non-attendance/agreement breach with the agency so a resolution can be achieved. If an understanding/agreement cannot be achieved a vote of the Governance Group to remove the member will take place.

The removed member will have an opportunity to appeal the decision through consultation with the DHHS PCP representative and the Chair.

Once an outcome has been agreed, the Chair will notify the Governance Group.

Decision Making at Governance Group Meetings

The EGPCP is committed to open and transparent decision-making processes which will occur by consensus as far as possible.

Where a decision cannot be reached by consensus it will be determined by a majority vote:

- The vote will be determined by a show of hands or, if a member requests, by a poll taken in such a manner as the person presiding at the meeting may determine
- One representative from each Governance Group member organisation has one vote
- The representative expresses the view of the organisation represented
- The Chairperson will not have an additional casting vote
- The Executive Officer and invited guests have no voting rights

If an urgent matter arises in between Governance Group meetings, the Executive Officer and the Chair will liaise and distribute an email for circular resolution for a decision to be made. When an outcome has been reached the Chair or the Executive Officer will notify the Governance Group of the outcome.

Governance Group Chairperson (Chair)/Vice Chairperson (Vice Chair)

Appointment of the Chair/Vice Chair:

- Any Governance Group Member (Level 1 member) can be the Chair/Vice Chair of the EGPCP, except for the CEO/representative of the fund holder and employing agency if these two responsibilities are held by the one organisation.
- The election process will take place 2 months prior to the end of the DHHS funding period.
- Nominations for position of Chair and Vice Chair are to be received in writing from Governance Group Members to the Executive Officer (*refer appendix – EGPCP Governance Group Chair/Vice Chair nomination form*).
- If multiple nominations are received for the positions of Chair and/or Vice Chair, then all potential nominees should complete the EOI form (*refer appendix – EGPCP Governance Group Chair/Vice Chair EOI form*). The EOI's will then be circulated to all Governance Group members for consideration and voting.
- The nominee with the most votes for each position will take up the role of Chair and Vice Chair.

Chair duties

The EGPCP Governance Group will elect an agency representative to the position of Chair. The EGPCP Chair takes overall responsibility for providing leadership within the Partnership.

The term of appointment for Chair aligns with the PCP funding period.

The Chairperson will be reimbursed for any expenses incurred in undertaking the role, i.e. travel to state wide meetings up to \$2,000 per year.

The Chair's role and responsibilities include:

- Chairing meetings including assisting with the preparation of the agenda in consultation with the EO and discussion of current issues
- Acting as spokesperson for the EGPCP together with the EGPCP EO and representing the Partnership to the wider PCP community
- Coordination of outcomes and initiatives, promotion and following through with decisions of meetings
- Facilitating discussion to ensure all members present are heard and items discussed
- Ensuring that operational and strategic planning is undertaken in accordance with DHHS requirements
- Ensuring the EO provides strategic, operational and financial reporting to the governance group
- Providing strategic direction to the PCP EO
- Participating in relevant state wide and regional PCP meetings whenever possible
- Providing supervision and support to the PCP Executive Officer including:
 1. Approving leave requests
 2. Participating in regularly scheduled catch ups to support the PCPs strategic direction and day to do work if required
 3. Annual performance review along with the EGPCP employing agency representative; and
 4. Communicate with the EO in relation to contract and condition negotiations

Governance Group Vice Chairperson (Vice Chair)

The EGPCP Governance Group will elect an agency representative (as per process outlined above) to the position of Vice Chair who will act on the Chair's behalf in their absence.

The term of appointment for the Vice Chair aligns with the PCP funding period.

If the Chair is unable to act in their role, the Vice Chair will be responsible for providing leadership within the Partnership. The Vice Chair whilst acting as Chair will be required to deliver upon the Chair's duties.

Fund Holder and Auspice Agency

Fund Holder

The appointment of the fund holder is a matter for the PCP Partnership to negotiate and appoint. The fund holder can be any partner agency of the PCP. In the selection of the fund holder the partnership should consider the role of the agency in PCP work and their commitment to PCP deliverables and the partnership.

Appointment of EGPCP Fund Holder:

- The term of appointment of Fund Holder aligns with the PCP and DHHS Funding and Service Agreement
- An expression of interest process managed by the EGPCP Governance Group will be implemented for the following term. If a member of the Governance Group is putting in an EOI they will be exempt from the vote
- The Governance Group will make the recommendation to appoint the most appropriate candidate and advise the full partnership.

Responsibilities of the fund holder include:

- Receive, bank and account for all monies allocated to EGPCP from the Department of Health and Human Services and other sources in an identified account
- Liaise and negotiate with DHHS regarding EGPCP financial matters in consultation with the EGPCP Executive Officer
- Manage PCP funds according to the EGPCP financial policies
- Provide regular reports and financial statements to the EGPCP Executive Officer with the monthly management and financial report provided by the 15th day of every month
- Comply with DHHS financial reporting requirements including an annual audit
- Pay invoices submitted with authorisation consistent with the Financial Delegation Policy and the payment requirements of suppliers
- Invoices requiring urgent payment such as salaries will be paid within 7 days

Auspice Agency

The appointment of the auspice agency is a matter for the PCP Partnership to negotiate and appoint. The auspice agency can be any partner agency of the PCP. In the selection of the auspice agency the partnership should consider the role of the agency in PCP work and their commitment to PCP deliverables and the partnership.

Appointment of EGPCP Auspice Agency:

- The term of appointment of the Auspice Agency aligns with the PCP and DHHS Funding and Service Agreement
- Expressions of interest process will be managed by the Governance Group. If a member of the Governance is putting in an EOI they will be exempt from the vote
- The Governance Group will make the recommendation to appoint the most appropriate candidate and advise the full partnership.

Responsibilities of PCP Auspice Agency include:

- Act as the employer on behalf of the EGPCP
- Provide Human Resource (HR) management including payroll processing, work cover, superannuation and leave entitlements
- Provide payroll and staff entitlements reports to the Executive Officer
- Provide salary sacrifice options in accordance with designated non-government charity status, and other applicable tax benefits
- Notify EGPCP staff of any changes to the charity status of the organisation and related impacts
- Provide expert consultancy HR advice including management of recruitment and performance management etc.
- Undertake all HR functions for the EGPCP in relation to developing staff employment contracts as authorized by the EGPCP Executive Officer
- Provide a copy of contracts and conditions to the EGPCP Executive Officer upon signing or on request
- Inform staff of any changes to their Award/Agreement and other terms and conditions as soon as possible
- Inform all staff of any changes to organisational policies and procedures that may be relevant or impact EGPCP
- Provide IT Support as required
- Ensure compliance with Occupational Health and Safety
- Ensure compliance with relevant legislation and standards
- Provide mail services including internal mail (within the organisation) and incoming mail and provide the EGPCP with use of PO BOX address for incoming mail
- Manage contract conditions e.g. the Executive Officer vehicle and fuel card
- Provide the EGPCP with access to a petty cash of \$200 of which the EGPCP will complete all records in line with organisational policy
- If requested order stationary items on behalf of the EGPCP and forward the cost to the PCP account code

It is agreed by the partnership that the fund holder and the auspice agency roles can be undertaken by the same agency as this promotes streamlined business and operational practices.

Executive Officer (EO)

The EGPCP Executive Officer with respect to the Partnership and Governance Group is responsible for:

- Scheduling meetings
- Preparing agendas and minute taking
- Communication to and consultation with Governance Group members, PCP members and broader PCP community
- Attendance at Governance Group and full partnership forums and providing advice as required
- Provision of administrative support to the Governance Group
- Attending and participating in regular meetings with the Chair
- Support the Governance Group in the development of strategic and operational plans
- Management and monitoring of annual budget and provision of bi-monthly reports to the Governance Group

- Provision of progress and final reports against plans to the Governance Group and the Department of Health and Human Services
- Management of the operations of the East Gippsland PCP

Partnership Forum

Full Partnership Forum

The EGPCP will conduct three partnership forums per year which will be open to all PCP members and their staff, and invited guests. EGPCP staff will coordinate the forums with guidance from the Governance Group and partner members.

Intellectual Property

Members agree that intellectual property rights in material developed in the course of EGPCP activities will vest as determined by law, including but not limited to the Copyright Act 1968 (Cth).

Each Member that contributes any material to the EGPCP activities in which it owns the intellectual property rights, grants to each other Member a non-exclusive right to use, reproduce, amend and adapt such material for the purposes of the EGPCP activities.

The Members acknowledge that intellectual property rights in material developed in the course of EGPCP activities may be affected by the Funding Agreements and agree to comply with any relevant provisions of the Funding Agreements relating to intellectual property rights.

Intellectual property rights in material developed in the course of EGPCP activities will by default rest with the PCP Consortia.

Confidentiality and Privacy

Confidentiality:

Each Member must keep all Confidential Information absolutely confidential and each Member warrants to each of the others that it will not communicate, publish or release, or permit the communication, publication or release of any Confidential Information except:

- as is necessary for the Members to perform their obligations under this Agreement
- as required by Law
- as is permitted under this agreement or otherwise agreed in writing by the parties

Privacy:

Each Member agrees to comply with its obligations, if any, under:

- Privacy Act 1988 (Cth);
 - i. a privacy law of a State or Territory; and
 - ii. health information law of a State or Territory, including but not limited to the Health Records Act 2001 (Vic), ("Privacy Legislation")
- Where a Member has no obligations under the Privacy Legislation, the Member agrees to ensure that it has procedures in place to deal with

Personal Information received, created or held by it for the purposes of this Agreement which comply at a minimum with the National Privacy Principles under the Privacy Act 1988 (Cth)

- Each Member agrees:
 - iii. to use Personal Information received, created or held for the purposes of this Agreement only to fulfil its obligations under this Agreement
 - iv. to ensure that any person whom it allows to access Personal Information that is received, created or held by the Member for the purposes of this Agreement is made aware of, and undertakes in writing to comply with, the requirements of this clause
 - v. to cooperate with any direction, guideline, determination or recommendation made by a government entity or officer authorised to do so under the Privacy Legislation

Publications and publicity

Members must not publish information or make announcements regarding the EGPCP except in a manner approved by the Governance Group.

All collaborative EGPCP initiatives are to be identified as EGPCP projects and include branding with the EGPCP logo.

Approval of use of EGPCP logo is given by the Governance Group via the Executive Officer.

All members give approval for their organisation's name and logo to be used within EGPCP project and marketing materials unless otherwise stated.

EGPCP Partner agencies wishing to gain support from the EGPCP for submissions and grant applications must contact the Executive Officer. Electronic approval from Governance Group members is required for such requests. Where there are a number of partner agencies requesting support for the same purpose, a generic letter will be made available.

Conflict of Interest

Members and project staff of the EGPCP will act in the public interest and not in a manner designed to gain unfair advantage for themselves or other individuals such as relatives, close friends or business acquaintances. This particularly applies if members are involved in areas such as the letting of contracts or purchasing of goods and services.

- Each Member warrants that at the commencement date, to the best of its knowledge, having made all reasonable inquiries, no conflict of interest exists in relation to this Agreement or is likely to arise during the period of this Agreement
- Each Member will inform the Chair or Executive Officer as soon as it becomes aware of any matter that may give rise to a conflict of interest during the currency of this Agreement in line with the EGPCP Conflict of Interest Policy
- Declarations of Conflict of Interest will be called for at the beginning of meetings

- Any information provided by a Member will be treated in confidence by the Governance Group

Insurance

The Department of Health and Human Services has secured insurance coverage with the Victorian Managed Insurance Authority/VMIA, which is the insurer of the healthcare agencies program, for all members of declared alliances for Primary Care Partnership funded activities as specified in the relevant service agreement. Additional risk to the insurance contract has been assessed as minimal given that these activities are of a strategic planning and coordination nature. The activities covered are prevention, client and community empowerment and early intervention and integrated care and other activities specified in the partnership agreement and/or a PCP strategic plan. The PCP Insurance Program provides cover for:

- Industrial Special Risks
- Public & Product Liability Insurance
- Directors & Officers Liability Insurance
- Professional Indemnity Insurance
- Personal Accident Insurance

Appendices

Reference Documents:

Program Logic 2013-2017

EGPCP Strategic Plan 2018-2021

Well Placed for Wellbeing Plan

Primary Care Partnership Governance Requirements

Primary Care Partnership Insurance Program

Service Agreement – DHHS & EGPCP

Employment and Fund Holder Agreement 2018-2021

Forms:

EGPCP Membership Application Form

EGPCP Governance Group Membership Application Form

EGPCP Governance Group Chair / Vice Chair Nomination Form

EGPCP Governance Group Chair / Vice Chair EOI Form

Governance Group non-mandated Member Nomination Form (to be developed)

Templates:

EGPCP Governance Group Agenda Template

EGPCP Governance Group Minute Template

EGPCP Governance Group Action Register Template

EGPCP Governance Group Finance Overview Template

EGPCP Governance Group Operational Plan Update Template

Registers:

EGPCP Register of Members

EGPCP Register of Governance Group Members